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ENGLISH only

**AN INVITATION TO PARTICIPATE IN THE SECOND ANNUAL MEETING OF  
NATIONAL AUTHORITIES AND THE JOINT SESSION WITH  
CHEMICAL INDUSTRY REPRESENTATIVES  
THE HAGUE, 12 -14 MAY 2000**

1. The Technical Secretariat (hereinafter the “Secretariat”) wishes to invite the personnel of National Authorities and representatives of the chemical industry and chemical industry associations to participate in the second annual meeting of National Authorities and a joint session with chemical industry representatives, to be held at the OPCW headquarters in The Hague from 12 - 14 May 2000.
2. The aims of the meeting are as follows:
  - (a) to facilitate the exchange of information and experiences and to promote cooperation amongst participants;
  - (b) to develop useful synergy between National Authorities and the chemical industry; and
  - (c) to promote enhanced awareness of the role of customs authorities in the implementation of the Convention.
3. This second annual meeting is being organised to complement the ongoing efforts of the Secretariat to build the capacity of National Authorities to implement the Convention. On this occasion the meeting will consist of three substantive elements, as follows:
  - (a) a one-day workshop on the role of customs organisations in the implementation of the Chemical Weapons Convention;
  - (b) an information update and exchange of experiences among National Authorities; and
  - (c) panel discussions involving representatives of National Authorities, the Secretariat and the chemical industry.
4. The workshop on the first day of the meeting, Friday 12 May, is a new feature of the programme, which is intended to increase the awareness of National Authorities of the role of customs authorities in the successful implementation of the Convention. Participants will have an opportunity to discuss the role of both the Harmonised Commodity Description and Coding System and of aspects of risk assessment and

training in the implementation of the Convention's provisions relating to imports and exports of scheduled chemicals. This workshop will also include a visit to Rotterdam Harbour, as well as discussions there with Dutch customs officials about issues related to risk analysis and the enforcement of customs regulations.

5. On the morning of Saturday 13 May the Secretariat will provide an update on the status of implementation of the Convention, and an overview of the items on the provisional agenda of the Fifth Session of the Conference of the States Parties. In the afternoon of the same day the personnel of National Authorities will be able to meet in their respective regional groups, to discuss issues relevant to their regions.<sup>1</sup> Each group will be expected to summarise its discussions during the last session on that day. It is hoped that the groups will be able to offer recommendations and conclusions that will provide further guidance for the Secretariat concerning the assistance required by States Parties for the implementation of the Convention, and also concerning ways and means of organising and providing such assistance, as well as proposals for further improving both bilateral and regional cooperation between the National Authorities of Member States.
6. The sessions on 14 May will be devoted to issues related to the chemical industry. Industry participation is foreseen only on this day. Personnel of National Authorities and representatives of the chemical industry are invited to participate in panel discussions on issues relevant to the conduct of chemical industry inspections, including the start of DOC inspections, the inspection of records during Schedule 2, Schedule 3 and DOC/PSF plant site inspections, and other relevant topics.
7. Interpretation services will be provided, in accordance with requests as specified in annex 2 to this document, only during the sessions held in the Ieper Room on the second and third days of the meeting, i.e. on 13 and 14 May. No interpretation services will be available either on 12 May, the first day of the meeting, or for any meetings of regional groups.
8. Personnel of National Authorities and representatives of the chemical industry (private companies and trade associations) are requested to use the form contained in annex 2 to submit the names and details of participants not later than 7 April 2000. The completed forms should be returned to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, NL-2517 JR The Hague, the Netherlands. The forms may also be submitted by fax: +31-(0)70-306 3535, or by e-mail: [intcoop@opcw.org](mailto:intcoop@opcw.org).

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<sup>1</sup> The substantive topics for discussion in the regional group meetings of National Authorities will be decided by the groups themselves. They may include developing a regional perspective on:

- the status of implementation of the Convention;
- the identification of special requirements of the implementation process in the region, and ways and means to meet them;
- the implementation of restrictions on trade in Schedule 2 chemicals with States not party;
- developing a common platform for future cooperation projects; or
- other specific projects according to individual national characteristics.

9. The Secretariat expects to be able to sponsor the cost of travel and accommodation for a limited number of personnel of National Authorities. When submitting the names of participants, National Authorities should clearly specify whether sponsorship is a precondition for their attendance.
10. Participants requiring an entry visa for the Netherlands are advised to contact the nearest diplomatic mission of the Netherlands as soon as possible. If additional assistance is required, participants may contact the Protocol Branch of the Secretariat: telephone: +31-(0)70-416 3300; fax: +31-(0)70 -306 3890.
11. Additional information about the meeting may be obtained from either the International Cooperation and Assistance Division or the External Relations Division of the Secretariat, at the address specified in paragraph 8 above.

Annexes:

Annex 1: Provisional programme

Annex 2: Details of participants

**Annex 1**

**SECOND ANNUAL MEETING OF NATIONAL AUTHORITIES AND JOINT  
SESSION WITH  
CHEMICAL INDUSTRY REPRESENTATIVES, THE HAGUE, 12 -14 MAY 2000  
PROVISIONAL PROGRAMME**

<b>Friday 12 May</b>	<b>Workshop on the role of customs organisations in the implementation of the Chemical Weapons Convention (CWC)</b>
08:30 - 9: 30	<i>Registration</i>
9:30 - 10:15	Import-export provisions of the CWC and the Harmonised System for scheduled chemicals
10:15 - 10:30	<i>Break</i>
10:30 - 11:00	Presentation on the “Handbook on Chemicals”
11:00 - 11:45	National experiences with the Harmonised System and its enforcement by customs authorities
11:45 -12:30	Training requirements for customs officers in relation to the CWC’s provisions on exports and imports of scheduled chemicals
12:30 - 14:00	<i>Lunch</i>
14:00 - 17:30	Visit to Rotterdam Harbour
<b>Saturday 13 May</b>	<b>Information update and regional working group meetings of National Authorities</b>
9:00 - 9:30	Opening address by José Bustani, Director-General  Organisation of work: John Makhubalo, Director, International Cooperation and Assistance Division
09:30 - 10:00	National Authorities and the implementation of the CWC
10:00 - 10:30	Fifth Session of the Conference of the States Parties (15–19 May): Questions and answers
10:30 - 10:45	<i>Break</i>
10:45 - 11:15	Declarations
11:15 - 11:45	Verification procedures
11:45 - 12:15	International cooperation, assistance and protection
12:15 - 12:45	OPCW International Symposium: Cooperation and legal assistance for effective implementation of international agreements, to be held in The Hague in November 2000

12:45 - 14:30	<i>Lunch</i>	
14:30 - 16:30	<b>National Authorities: regional working groups</b>	
	African Group	Room 001
	Asian Group	Room 003
	East European Group	Room 005
	Latin American and Caribbean Group (GRULAC)	Room 007
	West European and Others Group (WEOG)	Room 009
16:30 - 16:45	<i>Break</i>	
16:45 - 17:30	Summing-up session for the regional working groups	
<b>Sunday 14 May</b>	<b>Joint session with chemical industry representatives</b>	
9:00 - 9:30	<i>Registration for chemical industry representatives</i>	
9:30 - 10:00	Keynote speech by John Gee, Deputy Director-General	
10:00 - 10:45	Panel 1: Issues related to industry inspections, including inspection of records, and the start of DOC/PSF plant site inspections	
	Introductory comments by the Secretariat	
10:45 - 11:00	<i>Break</i>	
11:00 - 12:30	Joint discussions by National Authorities and the chemical industry on the topics addressed in Panel 1	
12:30 - 14:30	<i>Lunch</i>	
14:30 - 15:45	Panel 2: Issues related to low concentrations with respect to plant site declarations, and transfers of Schedule 2 and 3 chemicals to States not party to the Convention	
	Introductory comments by the Secretariat	
15:45 - 16:00	<i>Break</i>	
16:15 - 17:00	Joint discussions by National Authorities and the chemical industry on the topics addressed in Panel 2	
17:00 - 17:45	National Authorities and the chemical industry: summing-up session	
	Closing remarks	
18:00 - 19:30	<i>Cocktails (in the Delegates' lounge)</i>	

**Annex 2**

**SECOND ANNUAL MEETING OF NATIONAL AUTHORITIES AND JOINT  
SESSION WITH  
CHEMICAL INDUSTRY REPRESENTATIVES, THE HAGUE, THE  
NETHERLANDS, 12 - 14 MAY 2000**

**DETAILS OF PARTICIPANTS**

Please submit the completed form by 7 April 2000 to: OPCW, ICA Division,  
Johan de Wittlaan 32, NL-2517 JR The Hague, the Netherlands. Fax: +31-(0)70-306 3535  
Please use BLOCK LETTERS

1. Family name	_____
2. First name	_____
3. Date of birth	_____
4. Nationality	_____
5. Gender (male / female)	_____
6. Ministry/ organisation	_____
7. Passport no.	_____
8. Date of issue	_____
9. Place of issue	_____
10. Date of expiration	_____
11. Contact address	_____
12. Telephone no. (home/work)	_____
13. Fax no. (home/work)	_____
14. E-mail address	_____
15. Is OPCW sponsorship a precondition for participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
16. Hotel reservations required* May	11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/>
17. Interpretation services required	Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/>

\* Please tick the appropriate dates. Note that the OPCW will cover the costs of hotel accommodation only during the meeting of National Authorities personnel and chemical industry representatives (i.e. on 13 and 14 May only). If you also intend to attend the Fifth Session of the Conference of the States Parties, please tick the dates required (but note carefully that any additional overnight stays will be at your own expense). As various other seminars/conferences are being held in The Hague during this period, accommodation may be limited. It is therefore advisable to make reservations as soon as possible.