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. 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.

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1 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
SECOND ANNUAL MEETING OF NATIONAL AUTHORITIES AND JOINT SESSION WITH CHEMICAL INDUSTRY REPRESENTATIVES, THE HAGUE, 12-14 MAY 2000

PROVISIONAL PROGRAMME

Friday 12 May

Workshop on the role of customs organisations in the implementation of the Chemical Weapons Convention (CWC)

08:30 - 9:30 Registration

9:30 - 10:15 Import-export provisions of the CWC and the Harmonised System for scheduled chemicals

10:15 - 10:30 Break

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 Lunch

14:00 - 17:30 Visit to Rotterdam Harbour

Saturday 13 May

Information update and regional working group meetings of National Authorities

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 Break

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  
**Lunch**

14:30 - 16:30  
**National Authorities: regional working groups**

- African Group  
- Asian Group  
- East European Group  
- Latin American and Caribbean Group (GRULAC)  
- West European and Others Group (WEOG)  

Rooms:

- Room 001  
- Room 003  
- Room 005  
- Room 007  
- Room 009  

16:30 - 16:45  
**Break**

16:45 - 17:30  
Summing-up session for the regional working groups

Sunday 14 May  
**Joint session with chemical industry representatives**

9:00 - 9:30  
**Registration for chemical industry representatives**

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  
**Break**

11:00 - 12:30  
Joint discussions by National Authorities and the chemical industry on the topics addressed in Panel 1

12:30 - 14:30  
**Lunch**

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  
**Break**

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  
**Cocktails (in the Delegates’ lounge)**
### 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

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* 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.