OPCW　　　　　　　　　　　　　　　　**Technical Secretariat**

**TECHNICAL WORKSHOP ON THE DEVELOPMENT OF ELECTRONIC TOOLS
FOR NATIONAL AUTHORITIES TO SUPPORT CWC DECLARATIONS
IN A COMMON ELECTRONIC FORMAT
THE HAGUE, THE NETHERLANDS, 18 - 19 SEPTEMBER 2000**

1.　　　The Technical Secretariat (herein after the "Secretariat") intends to develop a software package that will be made available to interested National Authorities to assist them in the preparation and submission of declaration data due under Article VI of the Chemical Weapons Convention. This software, which will be provided free of charge, will allow the submission of such data in a standardised print format as well as electronically. The software will allow users to export and import declaration data in an agreed common file format (the common transmission file structure, CTFS), and to print the data into the forms provided in the Declaration Handbook.

2.　　　As part of this project, the Secretariat will convene a technical workshop for experts in data and information systems, as well as for the future users of the software package from interested States Parties. The workshop is scheduled to be held at the OPCW Headquarters in The Hague from 18 to 19 September 2000.

3.　　　The purpose of the workshop is to review the current situation regarding the submission of declaration data in electronic form, to identify the detailed user requirements for a software package for National Authorities, and to discuss the next steps in this project. The provisional workshop programme is attached as annex 1 hereto.

4.　　　The workshop will be conducted in English. No interpretation will be available, and all workshop materials will be provided only in English.

5.　　　Interested States Parties that wish to contribute to the development of the software package are invited to send their experts to the workshop. Participants are requested to complete the registration form attached as annex 2 hereto, and to submit it to the International Cooperation and Assistance Division **by 31 August 2000 at the latest**. Sponsorship will not be available for this workshop; all participants will be expected to make their own travel and accommodation arrangements.

6.　　　Participants who require an entry visa for the Netherlands are advised to contact the nearest diplomatic mission of the Netherlands. If additional assistance is required,

participants may contact the Secretariat's Protocol Branch directly, telephone +31-(0)70-416 3300; fax: +31-(0)70 -306 3890.

7.   Additional information about the workshop may be obtained from the International Cooperation and Assistance Division, contact person Ghirma Moges, telephone: +31-(0)70-416 3843; fax + 31-(0)70-306 3535.

Annexes
Annex 1: Provisional workshop programme
Annex 2: Registration form

Annex 1

**Technical workshop on the development of electronic tools for National Authorities to support CWC declarations in a common electronic format
The Hague, the Netherlands, 18 - 19 September 2000**

PROVISIONAL WORKSHOP PROGRAMME

Monday, 18 September 2000
Sessions 10:00 - 12:30 and 15:00 - 17:30

OVERVIEW

1.   Introduction and welcome

2.   Current status of implementation of the Chemical Weapons Convention

3.   Status of the verification information system/relational database management system (VIS/RDBMS)

4.   Data user (reporting) requirements
    - the Secretariat's perspective: support for verification, reporting to States Parties
    - the National Authority's perspective: national declarations

5.   Electronic format/standard for industrial declaration data (common transmission file structure, CTFS)
    - introduction to the current version (1.1c) of the CTFS
    - the potential role of the CTFS within the Secretariat and National Authorities
    - validation of CTFS version 1.1c
        - lessons learned from the declaration process: presentations by the Secretariat and experts from States Parties
        - lessons learned by data users
    - implications for industry declarations

6.   Implications of data standards for software development
    - overall data automation architecture: from producers to National Authority, to the Secretariat, and to another requesting State Party's National Authority
    - software to support output of automated national industry declarations (CWC automated data system, CWC ADS)
        - National Authorities;
        - to support the use of automated industry data of other States Parties received from the Secretariat;
        - benefits for the handling of declarations in the different official languages of the Organisation.

Tuesday, 19 September 2000
Sessions 10:00 - 12:30 and 15:00 - 17:30

DEFINING SOFTWARE REQUIREMENTS

7.	General parameters for a CWC ADS
- development principles
  - international standards
  - structure stability
  - modularity
  - minimalism
  - hardware and software independence
- broad functional framework
- demonstrations of similar systems: the OSCE ADS, and national CWC ADS modules
- draft list of functional requirements for a CWC ADS
- options for development
- the next steps

Annex 2

**Technical workshop on the development of electronic tools for National Authorities to
support CWC declarations in a common electronic format
The Hague, the Netherlands, 18 - 19 September 2000**

REGISTRATION FORM

Please submit the completed form by 31 August 2000 to: International Cooperation and Assistance
Division, OPCW Secretariat, Johan de Wittlaan 32, 2517 JR The Hague. 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

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