



OPCW

Secretariat

International Cooperation and Assistance Division

S/293/2002

30 January 2002

ENGLISH only

NOTE BY THE SECRETARIAT

**FIRST REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN EASTERN EUROPE
DUNAJSKÁ STREDA, SLOVAKIA
15 - 17 APRIL 2002**

1. On behalf of the Government of Slovakia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite representatives of National Authorities to nominate participants to attend the First Meeting of National Authorities of States Parties in Eastern Europe, which will be held in Dunajská Streda, Slovakia, from 15 – 17 April 2002.
2. This meeting is intended to provide a framework within which National Authority representatives can review and discuss issues relating to the practical implementation of the Convention under the following thematic clusters:
 - (a) the status of implementation of the Convention;
 - (b) administrative requirements for the successful functioning of a National Authority;
 - (c) chemical industry verification, including declaration obligations, export and import requirements, and experiences of inspections in the industry; and
 - (d) international cooperation and assistance projects, and implementation support programmes.
3. The provisional programme of the meeting is contained in annex 1 to this Note.
4. The Secretariat will be able to sponsor the participation of a limited number of representatives of National Authorities. The nominations should specify whether sponsorship is a precondition for the participation of the proposed candidates. For sponsored participants, the Secretariat will cover the costs of travel, accommodation, and medical insurance, and it will also provide a limited subsistence allowance to cover other related costs, such as meals. The Secretariat will cover the cost of accommodation only if it makes these arrangements. Participants who neither need nor intend to use the accommodation provided by the Secretariat are requested to inform the Secretariat about this as early as possible, so that cancellation fees can be avoided. The daily subsistence allowance will remain unchanged for those participants who opt to make their own accommodation arrangements. When making travel

arrangements for sponsored participants, the Secretariat will seek to use the most economic options available. Tickets will be purchased by the Secretariat, and will be sent to participants. Participants will be allowed to purchase tickets locally only when this leads to further savings to the Secretariat, and only with the Secretariat's advance approval. Any costs due to changes or cancellations made by participants after the tickets have been purchased shall be borne by the participants. Non-sponsored participants are requested to make their own travel and accommodation arrangements, although, if necessary, the Secretariat can arrange accommodation at reduced rates.

5. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Slovakia.
6. All activities during the meeting will be conducted in English. No interpretation services of any kind will be provided. Nominated participants are therefore expected to have a good command of the English language, both written and oral.
7. Interested National Authorities are invited to submit the nominations of their representatives to participate in the meeting to the Secretariat, **not later than 8 March 2002**, using the nomination form contained in annex 2 to this Note. It is important that all the details requested on the form be provided, and that the form is fully filled in, so that the Secretariat can communicate directly with the proposed candidates. Please be advised that an OPCW acceptance letter is a prerequisite for registration. The completed nomination forms should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax (+31-(0)-70-306-3535), or by e-mail (ipb@opcw.org).
8. Additional information about the workshop may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are: Mr Sergei Kisselev (+31-(0)-70-416-3376), and Ms Maria Elena Bruno Pousadela (+31-(0)-70-416-3825).

Annexes

- Annex 1: Provisional programme
Annex 2: Nomination form

ANNEX 1

**FIRST REGIONAL MEETING OF NATIONAL AUTHORITIES OF
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PROVISIONAL PROGRAMME

*Monday**15 April*

09:00 – 09:30	Opening ceremony	Authorities of the Slovak Government, Slovak National Authority, and OPCW Secretariat
09:30 – 10:00	Status of Implementation of the CWC	OPCW Secretariat
10:00 – 10:30	<i>Coffee break</i>	
10:30 – 12:30	Managing a National Authority: <ul style="list-style-type: none"> • administrative arrangements • working documentation • confidential data handling • notifications • equipment • national experiences 	OPCW Secretariat/ National Authorities/ Discussion
12:30 – 13:30	<i>Lunch</i>	
13:30 – 15:00	Declarations under Article VI: obligations and experiences: <ul style="list-style-type: none"> • annual declarations of past and anticipated activities • national declaration limits • clarification of declarations with the Secretariat and other National Authorities 	OPCW Secretariat/ National Authorities/ Discussion
15:00 – 15:30	<i>Coffee break</i>	

15:30 – 16:15	National implementation of industry-related requirements of the Convention, including: <ul style="list-style-type: none"> • legislation for dual-use chemicals • national verification: role, legislation, inspections and other control measures 	OPCW Secretariat/ National Authorities/ Discussion
16:15 – 17:00	Developing partnerships with the chemical industry and other entities	National Authorities/ Discussion
17:00 – 17:30	Summing up of deliberations	Slovak National Authority
19:00 – 21:00	<i>Dinner</i>	

Tuesday***16 April***

09:00 – 10:30	Workshop: identification of declarable industry activities and facilities	OPCW Secretariat/ National Authorities/ Discussion
10:30 – 11:00	<i>Coffee break</i>	
11:00 – 12:30	Implementing export and import provisions of the Convention: <ul style="list-style-type: none"> • declaration requirements • practical export and import control • cooperation with customs and other authorities • end-use certificates • information exchange with the Secretariat and other National Authorities • customs tariffs – recommendations of the World Customs Organisation • national experiences • potential for regional cooperation 	OPCW Secretariat/ National Authorities/ Discussion
12:30 – 13:30	<i>Lunch</i>	
13:30 – 15:00	Issues affecting industry declarations, including unresolved chemical industry issues	OPCW Secretariat/ National Authorities/ Discussion

15:00 – 15:30	<i>Coffee break</i>	
15:30 – 17:00	Workshop: experiences of chemical industry inspections: <ul style="list-style-type: none"> • inspection procedures • national escorts: role, tasks, structure, equipment, documentation, and training • protection of sensitive information • developing partnerships with chemical industry 	National Authorities/ Discussion
17:00 – 17:30	Summing up of deliberations	Slovak National Authority
19:00 – 21:00	<i>Dinner</i>	
<i>Wednesday 17 April</i>		
09:00 – 10:30	Implementing Article X of the Convention: a regional perspective: <ul style="list-style-type: none"> • providing information on protective programmes • assistance projects 	OPCW Secretariat/ National Authorities/ Discussion
10:30 – 11:00	<i>Coffee break</i>	
11:30 – 12:00	Implementing Article XI of the Convention	OPCW Secretariat/ Discussion
12:00 – 12:30	Implementation support projects of the Secretariat	OPCW Secretariat/ Discussion
12:30 – 13:30	<i>Lunch</i>	
13:30 – 14:30	<i>Transportation to Bratislava</i>	
14:30 – 15:30	Visit to the Ministry of Economy of the Slovak Republic – the Slovak National Authority at work	Slovak National Authority
15:30 – 16:00	<i>Coffee break</i>	
16:00 – 17:00	Conclusions and recommendations, closing ceremony	Slovak National Authority and OPCW Secretariat
18:30 – 21:00	<i>Dinner</i>	

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Please submit the completed form **by 8 March 2002** to:
The Director, International Cooperation and Assistance Division, OPCW, Johan de
Wittlaan 32, 2517 JR The Hague, the Netherlands.
Fax: +31-(0)-70-306-3535; e-mail: ipb@opcw.org

1.	Family name	<input type="text"/>
2.	First name	<input type="text"/>
3.	Date of birth	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4.	Nationality	<input type="text"/>
5.	Male/Female*	male <input type="checkbox"/> female <input type="checkbox"/>
6.	Passport no.	<input type="text"/>
7.	Date of issue	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
8.	Date of expiry	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
9.	Place of issue	<input type="text"/>
10.	Areas of expertise	<input type="text"/>
11.	Employer	Name of the institute/organisation, etc. <input type="text"/>
12.	Contact address	Street <input type="text"/> <input type="text"/>
		Number <input type="text"/> Post code <input type="text"/>
		City <input type="text"/>
		Country <input type="text"/>
13.	E-mail address	<input type="text"/>

- * Please tick appropriate box.