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 STATES PARTIES IN EASTERN EUROPE
DUNAJSKÁ STREDA, SLOVAKIA
15 -17 APRIL 2002

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 Coffee break

10:30 – 12:30 Managing a National Authority:
• administrative arrangements
• working documentation
• confidential data handling
• notifications
• equipment
• national experiences
OPCW Secretariat/
National Authorities/
Discussion

12:30 – 13:30 Lunch

13:30 – 15:00 Declarations under Article VI: obligations and experiences:
• 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 Coffee break
15:30 – 16:15 National implementation of industry-related requirements of the Convention, including:

• 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 Dinner

Tuesday

16 April

09:00 – 10:30 Workshop: identification of declarable industry activities and facilities

OPCW Secretariat/
National Authorities/
Discussion

10:30 – 11:00 Coffee break

11:00 – 12:30 Implementing export and import provisions of the Convention:

• 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 Lunch

13:30 – 15:00 Issues affecting industry declarations, including unresolved chemical industry issues

OPCW Secretariat/
National Authorities/
Discussion
15:00 – 15:30  *Coffee break*

15:30 – 17:00 Workshop: experiences of chemical industry inspections:
- inspection procedures
- national escorts: role, tasks, structure, equipment, documentation, and training
- protection of sensitive information
- developing partnerships with chemical industry

17:00 – 17:30 Summing up of deliberations

19:00 – 21:00 *Dinner*

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**Wednesday 17 April**

09:00 – 10:30 Implementing Article X of the Convention: a regional perspective:
- providing information on protective programmes
- assistance projects

10:30 – 11:00 *Coffee break*

11:30 – 12:00 Implementing Article XI of the Convention

12:00 – 12:30 Implementation support projects of the Secretariat

12:30 – 13:30 *Lunch*

13:30 – 14:30 *Transportation to Bratislava*

14:30 – 15:30 Visit to the Ministry of Economy of the Slovak Republic – the Slovak National Authority at work

15:30 – 16:00 *Coffee break*

16:00 – 17:00 Conclusions and recommendations, closing ceremony

18:30 – 21:00 *Dinner*
ANNEX 2

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

NOMINATION FORM

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

Please use BLOCK LETTERS

1. Family name

2. First name

3. Date of birth Day Month Year

4. Nationality

5. Male/Female* male female

6. Passport no.

7. Date of issue Day Month Year

8. Date of expiry Day Month Year

9. Place of issue

10. Areas of expertise

11. Employer Name of the institute/organisation, etc.

12. Contact address Street

Number Post code

City

Country

13. E-mail address
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