NOTE BY THE TECHNICAL SECRETARIAT

FIRST REGIONAL MEETING OF NATIONAL AUTHORITIES OF STATES PARTIES IN ASIA
SINGAPORE
26 – 28 MARCH 2003

1. On behalf of the Government of Singapore 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 Asia, which will be held in Singapore from 26 to 28 March 2003. The meeting is designed as a forum for personnel from National Authorities who are involved daily with issues surrounding the national implementation of the Chemical Weapons Convention (CWC). Individuals nominated to participate in the meeting should actually be responsible for the specific tasks of implementing the Convention at the national level.

2. This meeting has been organised with the aim of creating a platform for the collective promotion in the region of the goals of the CWC—an aim expressed by Asian National Authorities during the Fourth Annual Meeting of National Authorities in October 2002. The meeting will follow the tradition established by similar cooperative efforts in Latin America and the Caribbean, and in Eastern Europe. It is intended to provide a framework within which representatives of National Authorities can review and discuss issues relating to the practical implementation of the CWC under the following thematic clusters:

(a) the role of National Authorities in the implementation of the CWC in individual Member States represented at the meeting: their organisation, their position within the structure of their respective governments, and their rights and responsibilities;

(b) administrative requirements for the successful functioning of a National Authority;

(c) declaration- and inspection-related issues; discussion of experiences;

(d) implementing legislation; and
3. At a practical level, the meeting is also intended to facilitate the exchange of contact information among representatives of the Asian and other interested National Authorities, and to foster the creation of personal working relationships among them. These relationships will lead to the creation of a regional network that will support the continued implementation of the CWC, in particular in areas where collective action might be required, such as tracking transfers of scheduled chemicals, developing effective national implementing legislation, assistance and protection against chemical weapons, and procedures for clarification. All participants will be expected to make presentations on each of the following topics:

(a) how their National Authorities are organised;

(b) what implementation legislation is in force in their respective jurisdictions;

(c) what mechanisms are in place to coordinate and enforce implementation of the CWC in their respective jurisdictions; and

(d) any specific problems they have in these areas.

4. In accordance with the recommendation of the Fourth Annual Meeting of National Authorities, the meeting in Singapore will also seek to identify regional priorities and requirements for cooperative implementation mechanisms in Asia, as well as common areas where support for national implementation may be required. Finally, the meeting will provide space for consultations between individual National Authorities and Secretariat officials on implementation issues.

5. The provisional programme of the meeting is contained in Annex 1 to this Note.

6. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor the participation of a limited number of representatives of National Authorities. Each nomination should specify whether sponsorship is a condition of the nominee’s participation. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. In cases where the Secretariat arranges accommodation for sponsored participants, it will also cover the costs of that accommodation. Sponsored participants who do not intend to use the accommodation provided by the Secretariat are requested to indicate that to the Secretariat as soon as possible, so that it does not incur hotel cancellation fees. 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 the most economical options. The Secretariat will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. In order for the Secretariat to keep costs to a minimum, participants are expected to arrive no earlier than Tuesday, 25 March 2003, and to depart no later than Sunday, 30 March 2003. The Secretariat’s agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the meeting or that result from changes in travel arrangements it has not authorised. Sponsored
participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets. Participants who have not been not sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates.

7. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Singapore.

8. 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.

9. Interested National Authorities are invited to complete the nomination form that is included as Annex 2 to this Note, providing all the details it requests so that the Secretariat can communicate directly with the nominees. Completed 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 to +31 (0)70 306 3535, or by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat no later than 21 February 2003. Please be advised that participants must present an OPCW acceptance letter in order to register at the conference.

10. Additional information about the workshop may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Ms Katerina Minarikova, +31 (0)70 416 3823, 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 ASIA
SINGAPORE
26 – 28 MARCH 2003

PROVISIONAL PROGRAMME

Tuesday
25 March

Arrival of participants

Wednesday
26 March

08:30 Registration
09:00 Opening ceremony
Implementation status of the Chemical Weapons Convention (CWC)
10:00 Overview of the CWC and related obligations
10:45 Coffee break
11:00 The role of National Authorities in implementing the CWC
12:45 Lunch
14:00 Presentations by National Authorities on the status of the implementation of the CWC in their countries, including areas of concern, interest, or difficulty
15:45 Coffee break
16:00 Presentations by National Authorities, continued

16:45 Summary of the day's deliberations
17:00 – 18:00 Bilateral consultations
18:30 Dinner
Thursday
27 March

09:00 Issues related to declarations under Article VI:
• obligations under the CWC
• data monitoring and evaluation
• decisions of the Conference of the States Parties
• aggregate national data
• national implementation
• discussion of experiences

10:45 Coffee break

11:00 Issues relating to inspections:
• inspection procedures
• follow-up to inspections
• the role of national escorts
• introduction to inspection equipment
• coordination with chemical facilities and other agencies
• discussion of experiences

12:45 Lunch

14:00 Issues relating to inspections (continued)

15:45 Coffee break

16:00 Unresolved issues surrounding declarations and inspections

16:45 Summary of the day's deliberations

17:00 – 18:00 Bilateral consultations

18:30 Dinner
Friday
28 March

09:00 Implementing legislation:
  • CWC requirements, legal assistance
  • updates by National Authorities on CWC legislation at the national level
  • discussion of experiences
10:45 Coffee break
11:00 Practical implementation of the CWC relating to import and export controls:
  • obligations under the CWC
  • practical implementation
  • data discrepancies
  • discussion of experiences
12:45 Lunch
14:00 The possible impact of the First CWC Review Conference
15:00 Implementation support projects in the region
15:45 Coffee break
16:00 Follow-up actions, next regional meeting
16:30 Summary of the whole meeting
16:45 Closing of the meeting
17:00 – 18:00 Bilateral consultations
18:30 Social event
**Annex 2**

FIRST REGIONAL MEETING OF NATIONAL AUTHORITIES OF STATES PARTIES IN ASIA
SINGAPORE
26 – 28 MARCH 2003

**NOMINATION FORM**

Please submit the completed form **by 21 February 2003** 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](mailto:ipb@opcw.org).

Please use BLOCK LETTERS.

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<td>Government body making the nomination</td>
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<td>2.</td>
<td>Family name of nominee</td>
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<td>Date of issue        Day                  Month          Year</td>
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<td>9.</td>
<td>Expiry date         Day                  Month          Year</td>
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<td>10.</td>
<td>Place of issue</td>
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<td>11.</td>
<td>Function in regard to CWC implementation</td>
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<td>12.</td>
<td>Employer</td>
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<td>13.</td>
<td>Contact address      Street                          Number          Post code</td>
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*Please tick the appropriate box.*
14. E-mail address

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15. Telephone numbers, including country and city codes

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16. Fax numbers, including country and city codes

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17. Has the nominee previously attended a meeting of this kind?*

| Yes | No |

If so, when and where?

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18. Is sponsorship a condition of participation?*

| Yes | No |

19. Dietary requirements

| Vegetarian | No special requirements |

20. Has the National Authority for the CWC been established in your country?*

| Yes | No |

If so, where has it been established within your government’s structure?

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21. What areas of the CWC are of concern or interest to your country?

________________________________________________________________________
________________________________________________________________________
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* Please tick the appropriate box.
22. What are the challenges and difficulties your country has thus far encountered in implementing the CWC?