



OPCW

Technical Secretariat

International Cooperation and Assistance Division
S/346/2003
31 March 2003
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**FIRST REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN ASIA
SINGAPORE
14 – 16 MAY 2003**

1. In a Note by the Technical Secretariat (S/336/2003, dated 29 January 2003), the Director-General, on behalf of the Government of Singapore and the Organisation for the Prohibition of Chemical Weapons (OPCW), invited representatives of National Authorities to nominate participants to attend the First Meeting of National Authorities of States Parties in Asia, which was to be held in Singapore from 26 to 28 March 2003. The Technical Secretariat (hereinafter “the Secretariat”) subsequently informed States Parties that this meeting would be postponed until sometime in May (S/342/2003, dated 19 March 2003), and hereby announces the specific dates: 14 to 16 May 2003.
2. 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 CWC at the national level.
3. In view of the postponement, the deadline to submit applications to participate has been extended to 18 April 2003. Nominees who have already received acceptance letters from the Secretariat do not need to re-apply, but are requested to inform the Implementation Support Branch of the Secretariat whether they can attend the meeting on the new dates.
4. The Secretariat will make new travel arrangements for sponsored participants who can still attend.
5. 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
 - (e) implementation support projects in the region.
5. 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.
6. 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.
7. The provisional programme of the meeting is contained in Annex 1 to this Note.
8. 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, 13 May 2003, and to depart no later than Sunday, 18 May 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 sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates.

9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Singapore.
10. 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.
11. 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 contact nominees directly. 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 18 April 2003**. Please be advised that participants must present an OPCW acceptance letter in order to register at the conference.
12. 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
14 – 16 MAY 2003**

PROVISIONAL PROGRAMME

Tuesday

13 May

Arrival of participants

Wednesday

14 May

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

15 May

- 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
16 May

- 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 Conclusions and recommendations 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
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NOMINATION FORM

Please submit the completed form **by 18 April 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.

Please use BLOCK LETTERS.

1. Government body making the nomination	<input type="text"/>
2. Family name of nominee	<input type="text"/>
3. First name(s)	<input type="text"/>
4. 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"/>
5. Citizenship	<input type="text"/>
6. Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/>
7. Passport no.	<input type="text"/>
8. 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"/>
9. Expiry date	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"/>
10. Place of issue	<input type="text"/>
11. Function in regard to CWC implementation	<input type="text"/> <input type="text"/>
12. Employer	<input type="text"/>
13. Contact address	Street <input type="text"/> Number <input type="text"/> Post code <input type="text"/> City <input type="text"/> Country <input type="text"/>
14. E-mail address	<input type="text"/>

* Please tick the appropriate box.

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?
