



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/352/2003

9 April 2003

ENGLISH & SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**FIRST REGIONAL SEMINAR ON THE ROLE OF THE CHEMICAL AND OTHER
RELEVANT INDUSTRIES IN THE IMPLEMENTATION
OF THE CHEMICAL WEAPONS CONVENTION
IN LATIN AMERICA AND THE CARIBBEAN
MEXICO CITY, MEXICO
11 – 13 JUNE 2003**

1. On behalf of the Government of Mexico and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite representatives of the chemical and other relevant industries from Latin America and the Caribbean, National Authority representatives responsible for relations with the chemical industry, and representatives of national chemical industry associations to attend the First Regional Seminar on the Role of the Chemical and Other Relevant Industries in the Implementation of the Chemical Weapons Convention (CWC) in Latin America and the Caribbean, which will be held in Mexico City, Mexico, from 11 to 13 June 2003.
2. The seminar has been organised as a forum for discussing issues relating to the practical implementation of the CWC under the following thematic clusters:
 - (a) introduction to, and status of implementation of, the CWC;
 - (b) declarations required by the CWC;
 - (c) inspection requirements of the CWC; and
 - (d) international cooperation.
3. The provisional programme of the seminar is contained in Annex 1 to this Note.
4. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor the participation of a limited number of representatives of National Authorities who are responsible for relations with the chemical industry. The Secretariat will also consider requests for sponsorship received from representatives of national industry associations upon the recommendation of the respective National Authority. The nominations should specify whether sponsorship is a condition of the nominee’s participation. Industries of the region are encouraged to attend the seminar. No registration fee will be charged. Participants are expected to contribute to the substantive programme of the seminar with presentations on their national experience.



5. 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. 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. Sponsored participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. Any costs due to changes or cancellations made by participants after the tickets have been purchased shall be borne by the participants themselves. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation upon request. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Mexico. Reimbursement of expenses for sponsored participants will be made upon presentation of proof of payment.
6. All activities during the meeting will be conducted in Spanish, with the possibility of English interpretation. When nominating participants, National Authorities are requested to indicate whether interpretation facilities for English will be required. All participants are expected to have a good command of at least one of these languages.
7. Interested representatives of the chemical industry and those representatives of National Authorities who are responsible for relations with the chemical industry 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, NL 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. All nominations must be received by the Secretariat no later than 15 May 2003. Please be advised that participants must present an OPCW letter of acceptance in order to register at the Seminar.
8. Additional information about the seminar may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Ms Maria Elena Bruno Pousadela, +31 (0)70 416 3825.

Annexes

- Annex 1: Provisional programme
Annex 2: Nomination form

Annex 1**NOTE BY THE TECHNICAL SECRETARIAT**

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PROVISIONAL PROGRAMME

**Wednesday
11 June**

09:00 – 10:00	Registration
10:00 – 10:15	Inaugural session with the presence of Under-Secretary of Foreign Affairs, Ambassador Enrique Berruga Filloy, and Mr Rogelio Pfirter, Director-General of the OPCW
10:20 – 10:40	Keynote address by Mr Rogelio Pfirter, Director-General of the OPCW
10:40 – 11:00	Pause

MODULE I Introduction to the Convention

11:00 – 11:45	Introduction to the Chemical Weapons Convention (CWC) and its status of implementation	OPCW
11:45 – 12:00	Questions and answers	
12:00 – 12:45	Declarations and verification in the CWC - OPCW's Handbook on Chemicals	OPCW
12:45 – 13:00	Questions and answers	
13:00 – 15:00	Lunch	

MODULE II Declarations

15:00 – 15:45	Identification of declarable activities and project to assist States Parties in meeting their declaration-related obligations under Article VI of the CWC – status of implementation	OPCW
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15:45 – 16:30	The quality of declarations. The most frequent mistakes. The view of the Technical Secretariat. How to improve declarations. Practical examples.	OPCW/ National Authorities and industry representatives
16:30 – 16:45	Pause	
16:45 – 17:30	Declarations exercise concerning DOCs (Part IX of the Verification Annex). Practical exercises.	OPCW
17:30 – 18:00	Main problems in preparing industry declarations. Advantages of fulfilling the declaration requirements of the CWC. Regional perspective.	OPCW/National Authorities and industry representatives
Thursday 12 June		
10:00 – 11:15	Round table on the role of the chemical industry in the implementation of the Convention	OPCW/National Authorities and industry representatives
11:15 – 11:35	Questions and answers	
11:35 – 12:00	Pause	
12:00 – 12:45	Provisions of the CWC in the field of transfers of chemical substances	OPCW
13:00 – 15:00	Lunch	
15:00 – 15:45	Training of customs officials in the implementation of the CWC. Experiences of the General Customs Authority of Mexico. ¹	OPCW/National Authorities/ Mexican Customs Authority
15:45 – 16:30	Imports and exports: the role of customs in the process of implementing the Convention. The experience of National Authorities. Round-table discussions.	OPCW/ National Authorities
16:30 – 16:50	Pause	

¹ To be confirmed

MODULE III OPCW inspections

16:50 – 18:00 Round-table discussions on the chemical industry inspections OPCW/National Authority Representatives/ Representative of Tekchem²

**Friday
13 June**

MODULE IV International cooperation

10:00 – 10:45 OPCW international cooperation and implementation support programmes OPCW

10:45 – 11:30 Challenges to industry in adequately implementing the CWC and advantages of fulfilling with the Convention's requirements. Regional perspective. OPCW/National Authorities and industry representatives

11:50 – 12:30 Conclusions

12:30 – 13:00 Reception

² To be confirmed

Annex 2

**FIRST REGIONAL SEMINAR ON THE ROLE OF THE CHEMICAL AND OTHER
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NOMINATION FORM

Please submit the completed form **by 15 May 2003** to:
The Director, International Cooperation and Assistance Division, OPCW,
Johan de Wittlaan 32, NL-2517 JR The Hague, the Netherlands.
Fax: +31(0)70 306 3535; e-mail: ipb@opcw.org

Please use **BLOCK LETTERS**

1. Family name of nominee	_____
2. First name (s)	_____
3. Date of birth	Day _____ Month _____ Year _____
4. Citizenship	_____
5. Gender (*)	male <input type="checkbox"/> female <input type="checkbox"/>
6. Passport no.	_____
7. Date of issue	Day _____ Month _____ Year _____
8. Expiry date	Day _____ Month _____ Year _____
9. Place of issue	_____
10. Functions in regard to CWC implementation	_____ _____ _____
11. Employer	Name of the Institute/Organisation, etc. _____
12. Contact address (No P.O. Box)	Street _____ Number _____ Post Code _____ City _____ Country _____

* Please tick appropriate box.

13. E-mail address _____
14. Telephone numbers, including country and city codes
Home _____
Work _____
Mobile _____
15. Fax numbers, including country and city codes
Home _____
Work _____
16. Is sponsorship a condition of participation? (*) Yes No
17. Secretariat assistance in finding accommodation required? * Yes No
18. English/Spanish interpretation required? * Yes No
19. To be completed only by applicants from the Chemical Industry Associations.
Has your National Authority recommended your application?
Yes No

* Please tick appropriate box.