



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/355/2003

14 April 2003

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**REGIONAL SEMINAR ON THE IMPLEMENTATION OF THE CHEMICAL
WEAPONS CONVENTION IN CENTRAL AMERICA
COSTA RICA
10 - 11 JULY 2003**

1. On behalf of the Government of Costa Rica and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate participants to attend the Regional Seminar for National Authorities on the Implementation of the Chemical Weapons Convention in Central America which will be held in Costa Rica, from 10 to 11 July 2003.
2. The objective of the seminar is to increase national capacity to comply with the obligations assumed by States Parties under the Convention. The seminar will focus on the following thematic clusters:
 - (a) introduction to the Chemical Weapons Convention (CWC) and its status of implementation;
 - (b) legislative requirements of the CWC;
 - (c) import and export provisions of the CWC;
 - (d) declarations required by the CWC;
 - (e) chemical industry verification;
 - (f) inspections to the chemical industry; and
 - (g) international cooperation and assistance projects; implementation support programmes.
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. 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, accommodation, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. 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 Wednesday, 9 July and to depart no later than Saturday 12 July 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.

5. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Costa Rica.
6. All activities during the seminar will be conducted in Spanish. No interpretation services of any kind will be provided. Nominated participants are therefore expected to have a good command of the Spanish language, both written and oral.
7. 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 6 June 2003. Please be advised that participants must present an OPCW acceptance letter 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 María Elena Bruno Pousadela, telephone +31 (0)70 416 3825, fax: +31 (0)70 306 3535.

Annexes

- Annex 1: Provisional programme
Annex 2: Nomination form

Annex 1

**REGIONAL SEMINAR ON THE IMPLEMENTATION OF THE
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PROVISIONAL PROGRAMME

<i>10 July</i>	
08:30 – 09:00	Registration
09:00 – 19:15	Opening of the seminar
09:15 – 09:45	Chemical Weapons Convention (CWC) and the Organisation for the Prohibition of Chemical Weapons (OPCW) – Introduction
09:45 – 10:15	<i>Coffee break</i>
10:15 – 11:00	Status of national implementation of the CWC
11:00 – 11:45	Obligations and rights of States Parties under the CWC
11:45 – 12:30	Role of the National Authority in the implementation of the CWC. The experience in the region.
12:30 – 14:00	<i>Lunch break</i>
14:00 – 14:45	Enforcement of the Convention: national implementing legislation, cooperation and legal assistance
14:45 – 15:15	The legislation questionnaire on penal enforcement
15:15 – 15:45	Coffee break
15:45 - 16:30	International Cooperation, Assistance and Protection
16:30 - 17:15	Implementation support programmes

<i>11 July</i>	
09:00 – 09:45	Declaration requirements in accordance with Article VI and the Declarations Handbook
09:45 – 10:30	Identification of declarable industry activities
10:30 – 11:00	<i>Coffee break</i>
11:00 – 11:45	Practical issues related to declarations under Article VI, including import/export controls
11:45 – 12:30	Identification of activities and facilities that may be subject to national declaration and filling out of declaration forms
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:15	Preparations for industry inspections
15:15 – 15:45	<i>Coffee break</i>
15:45 – 16:30	Exchange of experiences of National Authorities
16:30 - 17:00	Conclusions and follow-up actions
17:00 - 17:30	Closing of the seminar

Annex 2

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NOMINATION FORM

Please submit the completed form **by 6 June 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. Family name of nominee _____

2. First name (s) _____
3. Date of birth Day _____ Month _____ Year _____
4. Citizenship _____
5. Gender* male female
6. Passport no. _____
7. Date of issue Day _____ Month _____ Year _____
8. Expiry date Day _____ Month _____ Year _____
9. Place of issue _____
10. Areas of expertise _____

11. Employer Name of the Institute/Organisation, etc.

12. Contact address Street _____
(no P.O. Box) 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. Has nominee previously attended a meeting of this kind?* Yes No If "Yes", when and where?
17. Is sponsorship a condition of participation?* Yes No

* Please tick appropriate box.