



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/371/2003

7 August 2003

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**FIRST REGIONAL MEETING OF NATIONAL AUTHORITIES OF  
STATES PARTIES IN ASIA  
SINGAPORE  
29 – 31 OCTOBER 2003**

1. In a Note by the Technical Secretariat (hereinafter “the 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 Secretariat subsequently informed States Parties that this meeting would be postponed until sometime in May (S/342/2003, dated 19 March 2003). A further Note by the Secretariat (S/346/2003, dated 31 March 2003) announced that the meeting would be held from 14 to 16 May 2003. A new Note (S/358/2003, dated 6 May 2003) informed States Parties of a further postponement, this time *sine die*. The Secretariat is now pleased to inform States Parties that the First Regional Meeting of National Authorities of States Parties in Asia will take place in Singapore from 29 to 31 October 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 (hereinafter “the Convention”). Individuals nominated to participate in the meeting should actually be responsible for the specific tasks of implementing the Convention at the national level.
3. The deadline to submit applications to participate has been extended to 26 September 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 Convention—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 Convention 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.
6. 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 Convention, 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.
7. 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.
8. The provisional programme of the meeting is contained in Annex 1 to this Note.
9. 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.

10. 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, 28 October 2003, and to depart no later than Saturday, 1 November 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.
11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Singapore.
12. 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.
13. 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](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than 26 September 2003**. Please be advised that participants must present an OPCW acceptance letter in order to register at the conference.
14. 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 ASIA  
SINGAPORE  
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**PROVISIONAL PROGRAMME**

***Wednesday***

***29 October***

- 08:00 Registration
- 08:30 Opening ceremony
- 09:30 Implementation status of the CWC\*, including its universality
- 10:15 *Group photo and coffee break*
- 10:45 Assistance and protection
- 11:15 International cooperation
- 11:45 The role of National Authorities in implementing the CWC
- 12:15 *Lunch*
- 13:30 Singapore's experience with CWC implementation
- 14:15 Presentations by National Authorities on the status of the implementation of the CWC in their countries, including areas of concern, interest, or difficulty
- 15:15 *Coffee break*
- 15:30 Presentations by National Authorities, continued
- 16:45 Summary of the day's deliberations
- 17:00 – 18:00 Bilateral consultations
- 18:30 *Dinner*

***Thursday***

***30 October***

- 09:00 Issues related to declarations under Article VI:
- introduction (obligations under the CWC, data monitoring and evaluation, decisions of the Conference of the States Parties, and aggregate national data)
  - discussion
- 10:45 *Coffee break*
- 11:00 Unresolved issues surrounding declarations and inspections

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\* The Chemical Weapons Convention

- 11:30 Issues relating to inspections:
- introduction (inspection procedures, follow-up to inspections, the role of national escorts, introduction to inspection equipment, and coordination with chemical facilities and other agencies)
  - discussion
- 12:45 *Lunch*
- 14:00 Presentations by National Authorities, continued
- 15:30 *Coffee break*
- 15:45 Presentations by National Authorities, continued
- 16:45 Summary of the day's deliberations
- 17:00 – 18:00 Bilateral consultations
- 18:30 *Dinner*
- Friday**  
**31 October**
- 09:00 Implementing legislation:
- introduction (CWC requirements, legal assistance)
  - discussion
- 10:45 *Coffee break*
- 11:00 Practical implementation of the CWC relating to import and export controls:
- introduction (obligations under the CWC, data discrepancies)
  - discussion
- 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**

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**NOMINATION FORM**

Please submit the completed form **by 26 September 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.

1.	Government body making the nomination			
2.	Family name of nominee <sup>1</sup>			
3.	First name(s)			
4.	Date of birth	Day	Month	Year
5.	Citizenship			
6.	Gender <sup>2</sup>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
7.	Passport number			
8.	Date of issue	Day	Month	Year
9.	Expiry date	Day	Month	Year
10.	Place of issue			
11.	Function in regard to CWC <sup>3</sup> implementation			
12.	Employer			
13.	Employer's address  (Please do not give a post office box number.)	Street		
		Number	Post code	
		City		
		Country		

<sup>1</sup> Please give the family and first names exactly as they appear on the nominee's passport.  
<sup>2</sup> Please tick the appropriate box.  
<sup>3</sup> The Chemical Weapons Convention

14.	E-mail address	
15.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
16.	Fax numbers, including country and city codes	Home
		Work
17.	Has the nominee previously attended a meeting of this kind? <sup>4</sup>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, when and where?
18.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
19.	Dietary requirements	Vegetarian <input type="checkbox"/> No special requirements <input type="checkbox"/>
20.	Has the National Authority for the CWC been established in your country?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, where has it been established with your government's structure?
21.	What areas of the CWC are of concern or interest to your country?	..... ..... ..... ..... ..... ..... ..... ..... ..... .....

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<sup>4</sup> For items 17 to 20, please tick the appropriate box.