



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/389/2003

22 December 2003

ENGLISH and FRENCH only

NOTE BY THE TECHNICAL SECRETARIAT

**REGIONAL WORKSHOP FOR
NATIONAL AUTHORITIES OF STATES PARTIES IN WEST AFRICA
ON THE PRACTICAL IMPLEMENTATION
OF THE CHEMICAL WEAPONS CONVENTION
DAKAR, SENEGAL
24 – 26 FEBRUARY 2004**

1. On behalf of the Government of Senegal 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 Regional Workshop for National Authorities of States Parties in West Africa, which will be held in Dakar, Senegal, from 24 to 26 February 2004.
2. The workshop 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 workshop should actually be responsible for the specific tasks of implementing the Convention at the national level.
3. The workshop is intended to provide a framework within which representatives of National Authorities can review and discuss issues relating to the practical implementation of the Convention under the following thematic clusters:
 - (a) the role of National Authorities in the implementation of the Convention in individual Member States represented at the workshop: 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 sub-region of West Africa.



4. At a practical level, the workshop is also intended to facilitate the exchange of practical experiences among representatives of West African and other interested National Authorities, and to foster the creation of a sub-regional network in support of the practical implementation of the Convention, particularly in areas where collective action might be required, such as tracking transfers of scheduled chemicals and developing effective national implementing legislation. All participants will be expected to make short presentations covering 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 Convention in their respective jurisdictions, including in the areas of industry declarations and transfers of scheduled chemicals; and
 - (d) any specific problems they have in these areas.
5. The workshop will also seek to identify regional priorities and requirements for cooperative implementation mechanisms in West Africa, as well as common areas where support for national implementation may be required. Finally, the workshop will provide space for consultations between individual National Authorities and Secretariat officials on implementation issues.
6. The provisional programme of the workshop is contained in Annex 1 to this Note.
7. The Secretariat expects to be able to sponsor the participation of one representative of each National Authority in West Africa. 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 Monday, 23 February 2004, and to depart no later than Friday, 27 February 2004. The Secretariat's agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the workshop 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.

8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Senegal.
9. All activities during the workshop will be conducted in English, with the possibility of French interpretation. Nominations of participants to the workshop should indicate whether interpretation facilities for French will be required. All participants are expected to have a good command of one of these languages.
10. Interested National Authorities and other States 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 23 January 2004**. Please be advised that participants must present an OPCW acceptance letter in order to register for the workshop.
11. 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

**REGIONAL WORKSHOP FOR
NATIONAL AUTHORITIES OF STATES PARTIES IN WEST AFRICA
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PROVISIONAL PROGRAMME

Monday,

23 February

Arrival of participants

Tuesday,

24 February

08:00

Registration

09:00

Opening ceremony

09:45

Coffee break

10:00

Overview of the CWC* and of obligations related to it

10:30

Status of implementation of the CWC and its universality

11:15

Implementing legislation and enforcement: CWC obligations, elements of effective implementing legislation, available models, legal assistance, privileges and immunities agreement

12:00

Declarations requirements in accordance with Article VI

12:30

Lunch

14:00

The role of National Authorities in implementing the CWC

14:30

Presentations by participants on the status of the CWC in their countries, including areas of concern, interest, or difficulty, and any assistance requirements

15:30

Coffee break

15:45

Presentations by participants on the status of the CWC in their countries, including areas of concern, interest, or difficulty, and any assistance requirements (continued)

17:00

Bilateral consultations

18:00

Dinner

* The Chemical Weapons Convention

Wednesday,

25 February

- 09:00 Presentations by participants on the status of the CWC in their countries, including areas of concern, interest, or difficulty, and any assistance requirements (continued)
- 10:30 *Coffee break*
- 10:45 Table-top exercise on the identification of requirements for the development and enactment of CWC national implementing legislation: scenarios, discussion of national experiences
- 12:30 *Lunch*
- 14:00 Verification regimes under Article VI and overview of verification activities to date
- 14:45 Identification of declarable industry activities
- 15:30 *Coffee break*
- 15:45 Table-top exercise on the identification and declaration of relevant chemical industry activities (scenarios and a case study)
- 17:00 Bilateral consultations
- 18:00 *Dinner*

***Thursday,
26 February***

- 09:00 National Authority data collection model:
- Part I: Identifying the enterprises that have to provide information
 - Part II: Collecting declaration data initially and annually
- 09:45 Table-top exercise on filling out declaration forms
- 10:45 *Coffee break*
- 11:00 Practical implementation of the CWC relating to transfers of scheduled chemicals:
- setting up national import/export control systems for scheduled chemicals, working with customs organisations, data discrepancies
 - discussion
- 12:30 *Lunch*
- 14:00 Assistance and protection
- 14:45 International cooperation
- 15:30 *Coffee break*
- 15:45 Implementation support programmes of the OPCW
- 16:30 Summary of the workshop, follow-up actions
- 17:00 Bilateral consultations
- 18:00 *Dinner*

Annex 2

**REGIONAL WORKSHOP FOR
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DAKAR, SENEGAL
24 – 26 FEBRUARY 2004**

NOMINATION FORM

Please submit the completed form **by 23 January 2004** 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 | |
| 2. | Family name of nominee | |
| 3. | First name(s) | |
| 4. | Date of birth | Day Month Year |
| 5. | Citizenship | |
| 6. | Gender* | 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** implementation | |
| 12. | Employer | |
| 13. | Position (including title) | |

* Please tick the appropriate box.

** The Chemical Weapons Convention

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|-----|---|--|-----------------------------|
| 14. | Employer's address (Please do not give a post office box number.) | Street | |
| | | Number | Post code |
| | | City | |
| | | Country | |
| 15. | E-mail address | | |
| 16. | Telephone numbers, including country and city codes | Home | |
| | | Work | |
| | | Mobile | |
| 17. | Fax numbers, including country and city codes | Home | |
| | | Work | |
| 18. | Has the nominee previously attended a workshop of this kind? * | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | If so, when and where? ----- | |
| 19. | Is sponsorship a condition of participation? * | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 20. | Is interpretation into the French language required?* | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 21. | Dietary requirements * | Vegetarian <input type="checkbox"/> No special requirements <input type="checkbox"/> | |
| 22. | 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 within your government's structure? ----- | |
| 23. | What areas of the CWC are of concern or interest to your country? | ----- | |
| | | ----- | |
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| | | ----- | |

* Please tick the appropriate box.

