



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/405/2004

20 February 2004

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**THIRD REGIONAL MEETING OF NATIONAL AUTHORITIES OF  
STATES PARTIES IN EASTERN EUROPE  
BUCHAREST, ROMANIA  
17 – 19 MAY 2004**

1. On behalf of the Government of Romania 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 Third Regional Meeting of National Authorities of States Parties in Eastern Europe, which will be held in Bucharest, Romania, from 17 to 19 May 2004. The meeting is designed as a working space for personnel of National Authorities who deal on a day-to-day basis with the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”). Individuals nominated for participation in the meeting are therefore expected to be actually responsible for the specific tasks of implementing the Convention at the national level.
2. This meeting builds on the results of the first two meetings of National Authorities of States Parties in Eastern Europe, which took place in the Slovak Republic and in the Czech Republic in 2002 and 2003, respectively. It is intended to provide a framework within which National Authority representatives can review and discuss issues relating to the practical implementation of the Convention. This year, the focus will be on transfers of scheduled chemicals
3. The practical objective of the meeting will be to forge a better understanding of the practical aspects of the enforcement of the Convention transfers regime in Eastern Europe and to contribute to the strengthening of the regional network that has been established to support the sustained implementation of the Convention. All participants in the meeting will be expected to make presentations on the specific requirements in their States Parties regarding transfers of scheduled chemicals.
4. The provisional programme of the meeting is contained in Annex 1 to this Note.
5. 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, 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.

6. In order for the Secretariat to keep costs to a minimum, participants are expected to arrive no earlier than Saturday, 15 May 2004, and to depart no later than Thursday, 20 May 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 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.
7. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Romania.
8. All activities during the meeting will be conducted in English, and 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.
9. 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 communicate directly with the nominees. 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 19 April 2004**. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.
10. Additional information about the meeting 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: Tentative Programme  
Annex 2: Nomination Form

**Annex 1****THIRD REGIONAL MEETING OF NATIONAL AUTHORITIES OF  
STATES PARTIES IN EASTERN EUROPE  
BUCHAREST, ROMANIA  
17 – 19 MAY 2004****TENTATIVE PROGRAMME*****Monday, 17 May***

- 08:00 Registration
- 09:00 Opening ceremony
- 09:30 The CWC<sup>1</sup> and the OPCW: latest developments
- 10:00 Progress to date in the industry-cluster discussions of the Executive Council
- 10:15 *Coffee break*
- 10:45 CWC provisions in the field of transfers of chemical substances, and related decisions of the OPCW policy-making organs
- 14:00 Practical issues related to declarations on transfers of scheduled chemicals:
- relevant thresholds and concentrations;
  - data discrepancies: causes and possible solutions;
  - discussion of related topics, and sources of information.
- 13:00 *Lunch*
- 14:00 Commonalities between CWC and European Union (EU) export-control mechanisms:
- common European standards for transfers of scheduled chemicals;
  - the added value of new EU members for CWC implementation;
  - discussion.
- 15:30 *Coffee break*
- 16:00 Presentations by National Authorities on national requirements regarding transfers of scheduled chemicals (between 10 and 15 minutes each):
- legislative and administrative provisions in place;
  - implementation of the general-purpose criterion;
  - legislative provisions relevant to preventing access to chemicals for terrorist purposes.
- 17:00 Bilateral consultations
- 18:00 *Dinner*

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<sup>1</sup> The Chemical Weapons Convention

***Tuesday, 18 May***

- 09:00            Enforcing controls on the transfer of scheduled chemicals (I):
- enforcement procedures and mechanisms;
  - most-commonly transferred chemicals and related industry activities;
  - the Handbook on Chemicals;
  - extended lists of chemicals.
- 11:00            *Coffee break*
- 11:30            Presentations by National Authorities on national requirements regarding transfers of scheduled chemicals (between 10 and 15 minutes each): (continued)
- 13:00            *Lunch*
- 14:00            Presentations by National Authorities on national requirements regarding transfers of scheduled chemicals (between 10 and 15 minutes each): (continued)
- 15:30            *Coffee break*
- 16:00            Presentations by National Authorities on national requirements regarding transfers of scheduled chemicals (between 10 and 15 minutes each): (continued)
- 17:00            Bilateral consultations
- 18:00            *Dinner*

***Wednesday, 19 May***

- 09:00            Enforcing controls on the transfer of scheduled chemicals (II):
- national inter-agency cooperation: working with customs; the Harmonised System
  - international cooperation
  - sanctions regimes
- 10:30            *Coffee break*
- 11:00            Controls on end use/user in transfers of scheduled chemicals to States not Party to the CWC:
- introduction;
  - discussion:
    - verification of end-use certificates;
    - competent government authority: definition and identification;
    - ensuring data accuracy;
    - post-delivery verification.
- 13:00            *Lunch*
- 14:00            The role of the chemical industry in CWC implementation:
- developing partnerships with the chemical industry and other entities
  - declaration requirements: the impact of the CWC on the chemical industry
- 15:00            *Coffee break*
- 15:30            Developing specialised electronic tools for National Authority management in the implementation of CWC transfer-control requirements: a concept presentation on ICP<sup>2</sup>
- 16:30            Summing up of the meeting, discussion of follow-up actions, and closing ceremony
- 17:00            Bilateral consultations
- 18:00            *Dinner*

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<sup>2</sup> Internal Control Programme, a proprietary software application

**Annex 2**

**THIRD REGIONAL MEETING OF NATIONAL AUTHORITIES OF  
STATES PARTIES IN EASTERN EUROPE  
BUCHAREST, ROMANIA  
17 – 19 MAY 2004**

**NOMINATION FORM**

Please submit the completed form **by 19 April 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](mailto: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.	Employer's address (Please do not give a post office box number.)	Street	
		Number	Post code
		City	
		Country	

\* Please tick the appropriate box.

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? *	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"/>

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\* Please tick the appropriate box.