



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/410/2004

17 March 2004

ENGLISH and SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**SECOND SUBREGIONAL MEETING OF NATIONAL AUTHORITIES IN  
CENTRAL AMERICA ON THE IMPLEMENTATION OF THE  
CHEMICAL WEAPONS CONVENTION  
MANAGUA, NICARAGUA  
12 AND 13 JULY 2004**

1. On behalf of the Government of Nicaragua and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate participants to attend the Second Subregional Meeting of National Authorities on the Implementation of the Chemical Weapons Convention in Central America, which will be held in Managua, Nicaragua, on 12 and 13 July 2004.
2. The objective of the meeting is to increase national capacities to comply with the obligations assumed by States Parties under the Chemical Weapons Convention (hereinafter “the Convention”). The meeting will focus on the following thematic clusters:
  - (a) the role that National Authorities play in the implementation of the Convention in the individual Member States represented at the meeting; how they are organised, 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-related issues; and
  - (d) implementing legislation.
3. The provisional programme for the meeting appears as 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.

5. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It 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 Sunday, 11 July 2004, and to depart no later than Wednesday, 14 July 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.
6. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Nicaragua.
7. All activities during the meeting will be conducted in Spanish. No interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the Spanish language, both written and oral.
8. 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 12 June 2004. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.
9. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Ms Maria Elena Bruno Pousadela, who can be reached at +31 (0)70 416 3825.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

**Annex 1**

**SECOND SUBREGIONAL MEETING OF NATIONAL AUTHORITIES IN  
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**PROVISIONAL PROGRAMME**

***Monday, 12 July 2004***

09:00 – 09:45	Opening ceremony
09:45 – 10:45	Status of implementation of the CWC <sup>1</sup>
10:45 – 11:00	<i>Coffee break</i>
11:00 – 12:30	Enforcement of the CWC: national implementing legislation and the action plan
12:30 – 14 :00	<i>Lunch</i>
14:00 – 14:30	Legislative requirements to comply with the import and export provisions of the CWC and decisions of the Conference of the States Parties
14:30 – 14:45	Privileges and immunities agreement
14:45 - 15:45	Round table: statements by participants on their national CWC legislative situation
15:45 – 16:00	<i>Coffee break</i>
16:00 – 17:00	Round table: statements by participants on their national CWC legislative situation (continued)
17:00 – 18:00	Scenarios discussions

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

***Tuesday, 13 July 2004***

- 10:00 – 10:45            Status of the implementation of Article VI in Central America
- 10:45 – 11:00            *Coffee break*
- 11:00 – 12:30            Round-table discussions on industry verification matters (part I):
- practical issues surrounding Article VI declarations, including import and export controls
  - decisions of the Conference of the States Parties and unresolved chemical industry issues
  - the role of customs organisations
  - identification of declarable industry activities
- 12:30 – 14:00            *Lunch*
- 14:00 – 15:30            Round-table discussions on industry verification matters (part II): the National Authority data-collection model:
- identifying the enterprises that are required to provide information
  - collecting declaration data initially and annually
- 15:30 – 15:45            *Coffee break*
- 15:45 – 17:15            Round-table discussions on industry verification matters (part III):
- the Declarations Handbook and the Handbook on Chemicals
  - handling confidential information
  - selecting facilities and plant sites for inspection
  - preparing for industry inspections
- 17:15 – 18:00            Implementation-support programmes

**Annex 2**

**SECOND SUBREGIONAL MEETING OF NATIONAL AUTHORITIES IN  
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**NOMINATION FORM**

Please submit the completed form **by 12 June 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.	Family name of nominee	
2.	First name(s)	
3.	Date of birth	Day _____ Month _____ Year _____
4.	Citizenship	
5.	Gender <sup>2</sup>	Male <input type="checkbox"/> Female <input type="checkbox"/>
6.	Passport number	
7.	Date of issue	Day _____ Month _____ Year _____
8.	Expiry date	Day _____ Month _____ Year _____
9.	Place of issue	
10.	Areas of expertise	----- -----
11.	Employer	-----
12.	Position	

<sup>2</sup> For this and all like items, please tick the appropriate box.

13.	Contact address  (Please do not give a post office box number.)	
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"/>