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

PROVISIONAL PROGRAMME

Monday, 12 July 2004

09:00 – 09:45 Opening ceremony

09:45 – 10:45 Status of implementation of the CWC

10:45 – 11:00 Coffee break

11:00 – 12:30 Enforcement of the CWC: national implementing legislation and the action plan

12:30 – 14:00 Lunch

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 Coffee break

16:00 – 17:00 Round table: statements by participants on their national CWC legislative situation (continued)

17:00 – 18:00 Scenarios discussions

---

1 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
## 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.

Please use **BLOCK LETTERS**.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Family name of nominee</td>
</tr>
<tr>
<td>2.</td>
<td>First name(s)</td>
</tr>
<tr>
<td>3.</td>
<td>Date of birth</td>
</tr>
<tr>
<td>4.</td>
<td>Citizenship</td>
</tr>
<tr>
<td>5.</td>
<td>Gender ²</td>
</tr>
<tr>
<td>6.</td>
<td>Passport number</td>
</tr>
<tr>
<td>7.</td>
<td>Date of issue</td>
</tr>
<tr>
<td>8.</td>
<td>Expiry date</td>
</tr>
<tr>
<td>9.</td>
<td>Place of issue</td>
</tr>
<tr>
<td>10.</td>
<td>Areas of expertise</td>
</tr>
<tr>
<td>11.</td>
<td>Employer</td>
</tr>
<tr>
<td>12.</td>
<td>Position</td>
</tr>
</tbody>
</table>

---

² For this and all like items, please tick the appropriate box.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Contact address</td>
<td></td>
</tr>
<tr>
<td>(Please do not give a post office box number.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>14. E-mail address</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Telephone numbers, including country and city codes</td>
<td>Home</td>
</tr>
<tr>
<td></td>
<td>Work</td>
</tr>
<tr>
<td></td>
<td>Mobile</td>
</tr>
<tr>
<td>16. Fax numbers, including country and city codes</td>
<td>Home</td>
</tr>
<tr>
<td></td>
<td>Work</td>
</tr>
<tr>
<td>17. Has the nominee previously attended a meeting of this kind?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td></td>
<td>If so, when and where?</td>
</tr>
<tr>
<td>18. Is sponsorship a condition of participation?</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>