



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/416/2004

16 April 2004

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO PARTICIPATE IN THE SECOND REGIONAL MEETING OF
NATIONAL AUTHORITIES OF STATES PARTIES IN ASIA
BEIJING, CHINA
20 – 22 SEPTEMBER 2004**

1. On behalf of the Government of the People's Republic of China and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties to nominate representatives of National Authorities to attend the Second Meeting of National Authorities of States Parties in Asia, which will be held in Beijing, China, from 20 to 22 September 2004. The meeting is designed as a forum for personnel from National Authorities who are involved with issues relating to 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.

2. 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 the first regional meeting of National Authorities from Asia held in Singapore in 2003. The meeting will follow the tradition established by similar cooperative efforts in Latin America and the Caribbean, Africa, and Eastern Europe. It is intended to provide a framework within which representatives of National Authorities can review and discuss issues as well as share experiences relating to the practical implementation of the Convention under the following thematic clusters:
 - (a) status of implementation of the Convention and efforts to achieve universality of the Convention in Asia;
 - (b) provisions of the Convention in the field of trade in scheduled chemicals and efforts towards creating a harmonised system;
 - (c) declaration requirements of the Convention, and the implementation of provisions relating to import and export of permitted chemicals, and the training of customs officials in this connection;



- (d) improving the quality of declarations, including the identification and declaration of relevant chemicals;
 - (e) inspections in the chemical industry, including procedures and the role of inspectors;
 - (f) legislation covering declarations and inspections; and
 - (g) the OPCW's implementation-support programmes.
3. At a practical level, the meeting is also intended to facilitate the exchange of information among representatives of the Asian and other interested National Authorities and to foster productive working relationships amongst 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 developing effective national implementing legislation, implementing the import and export provisions of the Convention, and improving the quality of declarations. All participants will be expected to contribute to panel discussions on each of the following topics:
- (a) the role of customs in implementing the Convention;
 - (b) experiences of National Authorities in implementing the export provisions of the Convention;
 - (c) the training provided to customs personnel by National Authorities;
 - (d) improving the quality of declarations to be made to the OPCW; and
 - (e) inspection procedures and the role of inspectors in the chemical industry: National Authority perspectives.
4. The meeting in Beijing 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.
5. The provisional programme of the meeting appears in Annex 1 to this Note.
6. The Technical Secretariat (hereinafter "the Secretariat") expects to be able to sponsor a limited number of participants. 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. 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.

7. In order for the Secretariat to keep costs to a minimum, participants are expected to arrive no earlier than 19 September 2004, and to depart no later than 23 September 2004. The Secretariat's approval is required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover expenses unrelated to the meeting or that result from changes it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their 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 China.
9. All activities during the meeting will be conducted in English. Nominated participants are therefore expected to have a good command of the English language, both written and oral.
10. Interested National Authorities are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all the contact details it requests so that the Secretariat can get in touch 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. All nominations must be received by the Secretariat **no later than 20 July 2004**. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.
11. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division, which can be contacted as specified in paragraph 10 above. The contact persons are Mr V. B. Dhavle, +31 (0)70 416 3823, and Ms Maria Elena Bruno-Pousadela, +31 (0)70 416 3825.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**SECOND REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN ASIA
BEIJING, CHINA
20 – 22 SEPTEMBER 2004**

PROVISIONAL PROGRAMME

<i>Monday, 20 September</i>		
08:30 – 09:30	Registration	
09:30 – 10:15	Opening ceremony	
10:15 – 10:30	<i>Break</i>	
10:30 – 11:15	Status of implementation of the CWC*	OPCW
11:15 – 12:00	Provisions of the CWC in the field of trade in scheduled chemicals; the harmonised system	OPCW
12:00 – 12:45	Declarations required under the CWC	OPCW
12:45 – 14:45	Lunch	
14:45 – 15:30	Legislating for declarations and inspections	OPCW
15:30 – 16:15	Panel discussion: The role of customs in carrying out the import and export provisions of the CWC: experiences of National Authorities	Representatives of National Authorities
16:15 – 16:30	<i>Break</i>	
16:30 – 17:15	Panel discussion, continued	Representatives of National Authorities
17:15 – 18:00	Panel discussion: Experiences of National Authorities in training customs officials in the implementation of the CWC	Representatives of National Authorities
<i>Tuesday, 21 September</i>		
09:00 – 09:45	Handbook of scheduled chemicals	OPCW
09:45 – 10:30	Identifying and declaring chemicals and activities	OPCW
10:30 – 10:45	<i>Break</i>	
10:45 – 11:00	Improving the quality of declarations: practical examples	Representatives of National Authorities

* The Chemical Weapons Convention

11:00 – 11:45	Panel discussion: Experiences of National Authorities in improving the quality of declarations	Representatives of National Authorities
11:45 – 12:30	Inspections in the chemical industry: procedures and the role of inspectors	OPCW
12:30 – 14:30	<i>Lunch</i>	
14:30 – 15:15	Panel discussion: Experiences of National Authorities with chemical industry inspections	Representatives of National Authorities
15:15 – 16:00	The OPCW's international-cooperation programmes	OPCW
16:00 – 16:45	The OPCW's implementation-support programmes	OPCW
16:45 – 17:30	Achieving the universality of the Convention in Asia: the way forward	OPCW
17:30 – 18:00	Summing up of discussions	
<i>Wednesday, 22 September</i>		
Morning	Field trip	
Afternoon	Bilateral consultations	

Annex 2

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NOMINATION FORM

Please submit the completed form by 20 July 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 type or 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 the implementation of the CWC			
12.	Employer			
13.	Employer's address (Please do not give a post-office box number.)	Street		
		Number	Post code	
		City		
		Country		

* For this and all like items, 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"/>