



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/435/2004

1 July 2004

ENGLISH and RUSSIAN only

**NOTE BY THE TECHNICAL SECRETARIAT**

**SECOND REGIONAL WORKSHOP FOR  
NATIONAL AUTHORITIES OF STATES PARTIES IN CENTRAL ASIA  
ON THE PRACTICAL IMPLEMENTATION  
OF THE CHEMICAL WEAPONS CONVENTION  
ALMATY, KAZAKHSTAN  
13 – 15 OCTOBER 2004**

1. On behalf of the Government of Kazakhstan 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 Second Regional Workshop for National Authorities of States Parties in Central Asia on the Practical Implementation of the Chemical Weapons Convention (hereinafter “the Convention”), which will be held in Almaty, Kazakhstan, from 13 to 15 October 2004.
2. The workshop is designed as a forum for personnel from National Authorities who are involved with national implementation of the Convention. Individuals nominated to participate in the workshop should actually be responsible for implementing the Convention at the national level, including the legislative component of this work.
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) legislative and administrative measures to be taken to implement the Convention in individual Member States represented at the workshop, including the drafting, enactment, and enforcement of implementing legislation and privileges and immunities agreements;
  - (b) administrative requirements for the successful functioning of a National Authority;
  - (c) identification of declarable industry sites and activities, and submission of accurate declarations under Article VI of the Convention; and
  - (d) implementation-support projects in the subregion of Central Asia.



4. At a practical level, the workshop is also intended to facilitate the exchange of implementation-related information among representatives of the Central Asian and other interested National Authorities, and to foster the creation of bilateral or multilateral assistance projects in support of national implementation of the Convention. All participants will be expected to make presentations covering each of the following topics:
  - (a) the status of the drafting and enactment of implementation legislation and of privileges and immunities agreements in their respective jurisdictions;
  - (b) what mechanisms are in place to coordinate and enforce implementation of the Convention, including as regards transfers of scheduled chemicals and industry declarations; and
  - (c) any specific problems they are having in these areas, as well as any implementation-support requirements they have or offers of assistance they have received.
5. The workshop will provide space for bilateral consultations between individual National Authorities and officials from the Technical Secretariat (hereinafter “the Secretariat”) on implementation issues, including the review of national drafts of implementing legislation and of privileges and immunities agreements, the identification of declarable industry sites and activities, and the submission of relevant declarations to the OPCW.
6. The provisional programme of the workshop is included as Annex 1 to this Note.
7. The Secretariat expects to be able to sponsor the participation of two representatives of each National Authority in Central Asia, and of a limited number of representatives of other 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.
8. 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, 11 October 2004, and to depart no later than Sunday, 17 October 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.

9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Kazakhstan.
10. All activities during the workshop will be conducted in English, with the possibility of Russian interpretation. When nominating participants, National Authorities are requested to indicate whether interpretation facilities for Russian will be required. All participants are expected to have a good command of one of these languages.
11. 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 10 September 2004**. Please be advised that participants must present an OPCW acceptance letter in order to register for the workshop.
12. 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 (English only):

- Annex 1: Provisional Programme  
Annex 2: Nomination Form

**Annex 1**

**SECOND REGIONAL WORKSHOP FOR  
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**PROVISIONAL PROGRAMME**

*Wednesday, 13 October*

- 08:00 Registration
- 09:00 – 13:00 **1. Introduction and legal requirements**
- Opening ceremony
- Coffee break*
- The Chemical Weapons Convention (CWC) and the Organisation for the Prohibition of Chemical Weapons: latest developments
- Latest progress in the industry cluster discussions of the Executive Council: guidance for national implementation
- Implementation of the CWC in Kazakhstan
- Implementing legislation and enforcement of the CWC: CWC requirements, elements of effective implementing legislation, available models, and privileges and immunities agreements
- 13:00 *Lunch*
- 14:30 – 18:00 **2. Status of national implementation in participating Member States**
- Presentations by National Authorities on the legislative and administrative measures taken to implement the CWC in individual Member States represented at the workshop, including the development, enactment, and enforcement of implementing legislation, and requirements for and offers of assistance
- Coffee break*
- Bilateral consultations
- 18:00 *Dinner*

***Thursday, 14 October***

- 09:00 – 13:00    **3. Elements of effective implementing legislation and of privileges and immunities agreements**  
Components of national implementing legislation; OPCW legal assistance  
*Coffee break*
- 13:00            *Lunch*
- 14:30 – 18:00    Workshops, continued  
*Coffee break*  
Workshops, continued  
Bilateral consultations
- 18:00            *Dinner*

***Friday, 15 October***

- 09:00 – 13:00    **4. Industry verification under Article VI of the CWC**  
Declaration requirements in accordance with Article VI: plant sites and transfers of scheduled chemicals  
Identification of declarable chemical industry plant sites  
*Coffee break*  
Workshop on identifying and declaring chemical industry plant sites: scenarios  
Practical implementation of industry verification: from declaration to inspection and closure letter; the role of national escorts during an inspection; discussion of experiences
- 13:00            *Lunch*
- 14:30 – 16:00    Workshops with representatives of individual Member States on their national implementing legislation and on draft privileges and immunities agreements (continued)  
Bilateral consultations
- 16:00            *Coffee break*
- 16:30 – 18:00    **5. Conclusions**  
Summary of discussions: implementation support and follow-up
- 18:00            *Dinner*

**Annex 2**

**SECOND REGIONAL WORKSHOP FOR  
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**NOMINATION FORM**

Please submit the completed form **by 10 September 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 <sup>1</sup>	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	

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<sup>1</sup> For this and all like items, please tick the appropriate box.

13.	Employer's address  (Please do not give a post-office box number.)	Street	
		Number	Post code
		City	
		Country	
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 workshop 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"/>	
19.	Is interpretation into the Russian language required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
20.	Dietary requirements	Vegetarian <input type="checkbox"/> No special requirements <input type="checkbox"/>	