



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/437/2004

14 July 2004

ARABIC, ENGLISH, AND FRENCH only

NOTE BY THE TECHNICAL SECRETARIAT

**AN INVITATION TO PARTICIPATE IN THE SECOND REGIONAL MEETING OF
NATIONAL AUTHORITIES OF STATES PARTIES IN AFRICA
HARARE, ZIMBABWE
19 AND 20 OCTOBER 2004**

1. On behalf of the Government of Zimbabwe 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 Meeting of National Authorities of States Parties in Africa, which will be held in Harare, Zimbabwe, on 19 and 20 October 2004. The meeting is designed as a forum for personnel from National Authorities who are involved daily with issues surrounding the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”), and will provide appropriate follow-up to the implementation-related issues discussed by African National Authorities at the First Meeting of National Authorities of States Parties in Africa, held in Khartoum, the Sudan, from 19 to 21 April 2003. Individuals nominated to participate in the meeting should actually be responsible for the specific tasks of implementing the Convention at the national level.
2. The meeting will follow the tradition established by similar cooperative efforts in Latin America and the Caribbean, Asia, and Eastern Europe. It 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) the role of National Authorities in the implementation of the Convention in individual Member States represented at the meeting: their organisation, 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;
 - (d) implementing legislation;



- (e) international-cooperation projects in the region; and
 - (f) implementation-support projects in the region.
3. At a practical level, the meeting is also intended to facilitate the exchange of contact information among representatives of the African and other interested National Authorities, and to foster the creation of personal working relationships among 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 tracking transfers of scheduled chemicals, developing effective national implementing legislation, assistance and protection against chemical weapons, and procedures for clarification. All participants will be expected to make presentations on each of the following topics:
 - (a) what implementation legislation is in force in their respective jurisdictions;
 - (b) what mechanisms are in place to coordinate and enforce the verification-related provisions of the Convention; and
 - (c) any specific problems they have in these areas.
4. In accordance with the recommendation of the First Regional Meeting, the meeting in Harare will seek to identify regional priorities and requirements for sustained technical assistance to States Parties in Africa, in order to enable the capacity-building required for the implementation of the Convention and for peaceful uses of chemistry. It will also seek to identify common areas where support for national implementation may be required. Finally, the meeting will provide an opportunity for consultations between representatives of National Authorities and officials of the Technical Secretariat (hereinafter "the Secretariat") on implementation issues.
5. The provisional programme of the meeting is contained in Annex 1 to this Note.
6. 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.
7. 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 18 October 2004, and to depart no later than 21 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 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.

8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Zimbabwe.
9. All activities during the meeting will be conducted in English, with the possibility of Arabic and French interpretation. When nominating participants, National Authorities are requested to indicate whether interpretation facilities for Arabic or French will be required. All participants are expected to have a good command of one of these three languages.
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. 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 17 August 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. 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 (English only):

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**SECOND REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN AFRICA
HARARE, ZIMBABWE
19 AND 20 OCTOBER 2004**

PROVISIONAL PROGRAMME

<i>Tuesday, 19 October</i>	
09:00 – 09:45	Opening Ceremony
09:45 – 10:45	Status of implementation of the CWC ¹
10:45 – 11:00	<i>Coffee break</i>
11:00 – 12:30	Enforcement of the CWC: national implementing legislation, and the plan of action regarding the implementation of Article VII obligations
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 with the relevant decisions of the Conference of the States Parties
14:30 – 14:45	Privileges-and-immunities agreements
14:45 – 15:45	Round table: statements by participants on the status of their national implementing legislation, and discussions of scenarios
15:45 – 16:00	<i>Coffee break</i>
16:00 – 17:00	Round table, continued
<i>Wednesday 20 October</i>	
10:00 – 10:45	The status of implementation of Article VI in Africa
10:45 – 11:00	<i>Coffee break</i>
11:00 – 12:30	Round-table discussions on industry verification matters (part I): <ul style="list-style-type: none">• 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• identifying declarable industry activities
12:30 – 14:00	<i>Lunch</i>

¹ The Chemical Weapons Convention

14:00 – 15:30	Round-table discussions on industry verification matters (part II) The National Authority data-collection model: <ul style="list-style-type: none">• identifying the enterprises that have to provide information• collecting initial and annual declarations
15:30 – 15:45	<i>Coffee break</i>
15:45 – 17:15	Round-table discussions on industry verification matters (part III) <ul style="list-style-type: none">• 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 REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN AFRICA
HARARE, ZIMBABWE
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NOMINATION FORM

Please submit the completed form **by 17 August 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**.

1.	Family name of nominee			
2.	First name(s)			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender*	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			
13.	Contact address (Please do not give a post-office box number)	Street		
		Number	Post code	
		City		
		Country		

* For this and all like items below, 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 taken part in 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"/>