



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/478/2005

7 March 2005

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**THIRD SUBREGIONAL MEETING OF NATIONAL AUTHORITIES IN
CENTRAL AMERICA ON THE IMPLEMENTATION OF THE
CHEMICAL WEAPONS CONVENTION
GUATEMALA CITY, GUATEMALA
19 AND 20 JULY 2005**

1. On behalf of the government of Guatemala and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate participants to attend the Third Subregional Meeting of National Authorities in Central America on the Implementation of the Chemical Weapons Convention, which will be held in Ciudad Guatemala, Guatemala, on 19 and 20 July 2005.
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 (declarations and inspections); 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, and medical insurance, and will provide a limited subsistence allowance to



cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate that as soon as possible, so that it does not incur hotel cancellation fees. In any case the Secretariat will not cover the costs of any accommodation it has not arranged.

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 Monday, 18 July 2005, and to depart no later than Thursday, 21 July 2005**. 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 Guatemala.
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 2005. 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

**THIRD SUBREGIONAL MEETING OF NATIONAL AUTHORITIES IN CENTRAL
AMERICA ON THE IMPLEMENTATION OF THE
CHEMICAL WEAPONS CONVENTION
CIUDAD GUATEMALA, GUATEMALA
19 AND 20 JULY 2005**

PROVISIONAL PROGRAMME

<i>Tuesday, 19 July 2005</i>	
09:00 – 09:30	Opening ceremony
09:30 – 10:00	Status of implementation of the CWC ¹ : latest developments
10:00 – 10:30	<i>Coffee break</i>
10:30 – 12:30	Round-table discussions on the establishment and effective running of a National Authority: <ul style="list-style-type: none"> • administrative arrangements • working documentation • the handling of confidential data • notifications • national experiences
12:30 – 13:30	<i>Lunch</i>
14:00 – 15:00	Round-table discussions on declarations under Article VI: obligations and experiences: <ul style="list-style-type: none"> • annual declarations on past and anticipated activities • limits on national declarations • clarification of declarations with the Secretariat and other National Authorities
15:00 – 15:30	<i>Coffee break</i>
15:30 – 17:00	Round-table discussions on improving the quality of declarations: developing partnerships with the chemical industry and others
17:00 – 17:30	Summing-up of deliberations
<i>Wednesday, 20 July 2005</i>	
09:00 – 09:45	Round-table discussions on identifying declarable industry activities and facilities
09:45 – 10:30	Round-table discussions on unresolved chemical-industry issues
10:30 – 11:00	<i>Coffee break</i>
11:00 – 12:30	Round-table discussions on implementing the export and import provisions of the CWC:: <ul style="list-style-type: none"> • declaration requirements • practical export and import controls • cooperation with customs and other authorities • legislation for dual-use chemicals • end-use certificates

¹ CWC = Chemical Weapons Convention

	<ul style="list-style-type: none"> • exchanging information with the Secretariat and other National Authorities • customs tariffs: recommendations of the World Customs Organization • national experiences • potential for regional cooperation
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:00	Schedule 2 and 3 inspections
14:00 – 14:30	OCPF ² inspections
14:30 – 15:00	Receiving inspections
15:00 – 15:30	<i>Coffee break</i>
15:30 – 17:00	<p>Round-table discussions on experiences with chemical-industry inspections:</p> <ul style="list-style-type: none"> • inspection procedures • national escort teams: role, tasks, structure, equipment, documentation, and training • protection of sensitive information • national verification: roles, legislation, and inspections and other controls <p>developing partnerships with the chemical industry</p>
17:00 – 17:30	The National Authority Discussion Forum
17:30 – 18:00	Summing-up of deliberations

²

OCPF = Other chemical production facility

Annex 2

**THIRD SUBREGIONAL MEETING OF NATIONAL AUTHORITIES IN CENTRAL
AMERICA ON THE IMPLEMENTATION OF THE
CHEMICAL WEAPONS CONVENTION
GUATEMALA CITY, GUATEMALA
19 AND 20 JULY 2005**

NOMINATION FORM

Please submit the completed form **by 12 June 2005** 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.	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)	
14.	E-mail address	

* For this and all like items, please tick the appropriate box.

15.	Telephone numbers, including country and city codes	
		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"/>