



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/485/2005

29 March 2005

ENGLISH and RUSSIAN only

NOTE BY THE TECHNICAL SECRETARIAT

**FOURTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN EASTERN EUROPE
ALMATY, KAZAKHSTAN
6 – 8 JUNE 2005**

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 fourth regional meeting of National Authorities of States Parties in Eastern Europe, which will be held in Almaty, Kazakhstan, from 6 to 8 June 2005. The meeting is designed as a working space for personnel of National Authorities who are involved with national implementation of the Chemical Weapons Convention (hereinafter “the Convention”). Nominees should therefore be responsible for carrying out such tasks on a day-to-day basis.
2. This meeting builds on the results of the three previous meetings of National Authorities of States Parties in Eastern Europe, which took place in Slovakia in 2002, the Czech Republic in 2003, and Romania in 2004. It is intended to provide a framework within which National Authority representatives can review and discuss issues relating to the practical implementation of the Convention. This year, the focus will be on chemical-industry issues.
3. The meeting will also provide an opportunity for participating National Authorities from the region to receive practical assistance in finalising the legislative and administrative procedures called for by the plan of action regarding the implementation of Article VII obligations (C-8/DEC.16, dated 24 October 2003). The plan requires that States Parties take their own steps, and set their own target dates, leading to the enactment of the necessary legislation, including penal legislation, and/or the adoption of administrative measures to implement the Convention no later than the Tenth Session of the Conference of the States Parties.
4. The principal objective of the meeting will be to forge a better understanding of the practical aspects of national implementation of the Convention, with particular regard to the chemical industry. Discussion topics will include national experiences with the collection and submission of industry declarations, processing and managing data, and industry outreach. All participants in the meeting will be expected to report on their national arrangements for making industry declarations, and on the concrete steps



their countries have taken to fulfil the requirements of the plan of action regarding the implementation of Article VII obligations, including as regards the interim steps and target dates the plan calls for.

5. The provisional programme for the meeting is included as Annex 1 to this Note.
6. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor the attendance at the meeting of one representative from each National Authority in the region, as well as of a limited number of parliamentary representatives from Eastern European States Parties. Nominations of parliamentary representatives should be endorsed by the National Authority concerned. Each nomination should specify whether sponsorship is a condition of the nominee’s participation.
7. 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.
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 Saturday, 4 June 2005**, and to **depart no later than Thursday, 9 June 2005**. The Secretariat’s agreement is required for any changes to arrival and departure dates. It 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.
9. 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.
10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Kazakhstan.
11. All activities during the meeting 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.
12. 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. The Secretariat must receive all nominations **no later than 2 May 2005**. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.

13. Additional information about the meeting 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:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1**FOURTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN EASTERN EUROPE****ALMATY, KAZAKHSTAN****6 – 8 JUNE 2005****PROVISIONAL PROGRAMME**

<i>Monday, 6 June</i>	
08:00	Registration
09:00	Opening ceremony
09:30	The CWC ¹ and the OPCW: latest developments
10:15	Plan of action regarding the implementation of Article VII obligations Implementing legislation and enforcement of the CWC: legislative requirements
11:00	<i>Coffee break</i>
11:30	Development, enactment, and enforcement of implementing legislation, and requirements for assistance in Eastern Europe: short national presentations on the steps taken at the national level to meet the objectives and deadlines established by the Article VII plan of action, followed by discussion
13:00	<i>Lunch</i>
14:30	Progress to date in the industry-cluster discussions of the Executive Council: guidance for national implementation
15:00	Identification of declarable chemical-industry plant sites, and import/export obligations under the CWC: practical problems with the collection and declaration of data
15:30	<i>Coffee break</i>
16:00	First round of presentations by National Authorities, each one lasting between 10 and 15 minutes, on their experiences with the collection and submission of data on industry plant sites and for declarations of imports and exports, to be followed by discussion.
17:00	Bilateral consultations
18:00	<i>Dinner</i>
<i>Tuesday, 7 June</i>	
09:00	The management and processing of data for Article VI declarations: <ul style="list-style-type: none"> • the Declarations Handbook and the Handbook on Chemicals • most-commonly transferred chemicals and the industry activities related to them • national databases
10:00	Presentations by National Authorities, continued
11:00	<i>Coffee break</i>
11:30	Working with the chemical industry on implementing the CWC: <ul style="list-style-type: none"> • experiences • national controls and inspections • interagency and international cooperation

¹

The Chemical Weapons Convention

12:00	Presentations by National Authorities, continued
13:00	<i>Lunch</i>
14:30	Presentations by National Authorities, continued
15:30	<i>Coffee break</i>
16:00	Presentations by National Authorities, continued
17:00	Bilateral consultations
18:00	<i>Dinner</i>
<i>Wednesday, 8 June</i>	
09:00	Electronic tools National Authorities can use to process and manage data: OPCW and national products
10:30	<i>Coffee break</i>
11:00	Meeting the objectives of the plan of action regarding the implementation of Article VII obligations: requests for and offers of assistance, the role of parliaments, and follow-up actions
12:00	Summing up of the meeting, and closing ceremony
13:00	<i>Lunch</i>
14:30	Visit to the Kazakh Atomic Industry Company (Kazakhatomprom)
18:00	<i>Dinner</i>

Annex 2

**FOURTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN EASTERN EUROPE
ALMATY, KAZAKHSTAN
6 – 8 JUNE 2005**

NOMINATION FORM

Please submit the completed form **by 2 May 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.	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"/>	
19.	Is interpretation into the Russian language required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
20.	Is assistance in finding accommodation required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	