



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/559/2006

28 March 2006

ENGLISH and RUSSIAN only

NOTE BY THE TECHNICAL SECRETARIAT

**FIFTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN EASTERN EUROPE
THE HAGUE, THE NETHERLANDS
29 AND 30 MAY 2006**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite representatives of National Authorities to nominate participants to attend the fifth regional meeting of National Authorities of States Parties in Eastern Europe, which will be held at OPCW headquarters in The Hague, the Netherlands, on 29 and 30 May 2006. 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 four previous annual meetings of National Authorities of States Parties in Eastern Europe, the first of which was held in 2002. It is intended to provide a framework within which representatives of National Authorities can review and discuss issues related to the practical implementation of the Convention. This year, the focus will be on declarations.
3. Participating National Authorities will also be able to avail of practical assistance in finalising the legislative and administrative procedures called for by the decision on follow-up to the plan of action regarding the implementation of Article VII obligations (C-10/DEC.16, dated 11 November 2005). 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 declarations under Article VI. Discussion topics will include:
 - (a) national experiences with the monitoring and control of transfers of scheduled chemicals;
 - (b) promoting awareness in the chemical industry and the academic community about the restrictions on scheduled chemicals and the reporting requirements associated with these; and
 - (c) the electronic processing and submission of declarations.



4. All participants will be expected to report on their national arrangements for making Article VI declarations, and on the concrete steps their countries have taken pursuant to the decision on follow-up to the plan of action regarding the implementation of Article VII obligations.
5. The provisional programme for the meeting is included as Annex 1 to this Note.
6. The Secretariat expects to be able to sponsor the attendance at the meeting of one representative from each National Authority in the region. 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, 27 May 2006**, and to depart **no later than Wednesday, 31 May 2006**. 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 the Netherlands.
11. All activities during the meeting will be conducted in English. All participants are therefore expected to have a good command of English, both written and oral.
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 18 April 2006**. 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 Emilia Autio, +31 (0)70 416 3709.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**FIFTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN EASTERN EUROPE
THE HAGUE, NETHERLANDS
29 AND 30 MAY 2006**

PROVISIONAL PROGRAMME

<i>Monday, 29 May</i>	
Time	Activity
08:00	Registration
09:00	Opening ceremony
09:30	The Chemical Weapons Convention and the OPCW: latest developments
10:15	Follow-up to the plan of action regarding the implementation of Article VII obligations: implementing legislation and enforcement of the Convention
11:00	<i>Coffee break</i>
11:30	Short national presentations, followed by a discussion, on the drafting, enactment, and enforcement of implementing legislation, on the decision on follow-up to the Article VII plan of action, and on assistance needed in Eastern Europe
13:00	<i>Lunch break</i>
14:30	Review of discussions in the industry cluster of the Executive Council: guidance for national implementation
15:00	Obligations under the Convention regarding imports and exports: practical problems with establishing systems to monitor and control transfers of scheduled chemicals, and with collecting and declaring data
15:30	<i>Coffee break</i>
16:00	Short national presentations, followed by a discussion, on experiences with the collection and submission of declarations of imports and exports
17:00 -18:00	Bilateral consultations
<i>Tuesday, 30 May</i>	
09:00	The management and processing of data for Article VI declarations: <ul style="list-style-type: none"> • the Declaration Handbook and the Handbook on Chemicals • the most commonly transferred chemicals and industry activities related to them • national databases for the electronic collection, processing, and submission of declarations data
10:00	Presentations, continued
11:00	<i>Coffee break</i>
11:30	Working with the chemical industry and the academic community to promote awareness of the restrictions on scheduled chemicals and the reporting requirements associated with these: <ul style="list-style-type: none"> • experiences • national controls and inspections • inter-agency and international cooperation
13:00	<i>Lunch break</i>
14:30	Bilateral consultations

15:30	<i>Coffee break</i>
16:00	Bilateral consultations, continued
17:00	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
17:30 – 18:00	Summing up and closing of the meeting

Annex 2

**FIFTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN EASTERN EUROPE
THE HAGUE, NETHERLANDS
29 – 30 MAY 2006**

NOMINATION FORM

Please submit the completed form **by 18 April 2006** 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 Convention		
12.	Employer		
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	

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

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 assistance in finding accommodation required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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