



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/622/2007

8 March 2007

ENGLISH and RUSSIAN only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE
SIXTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN EASTERN EUROPE
MINSK, BELARUS
6 – 8 JUNE 2007**

1. On behalf of the Government of Belarus and the OPCW, the Director-General wishes to invite representatives of National Authorities to nominate participants for the sixth regional meeting of National Authorities of States Parties in Eastern Europe, which will be held in Minsk, Belarus, from 6 to 8 June 2007. 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 five 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 the legal and practical framework for controls and enforcement, with an emphasis on declaration of transfers of scheduled chemicals.
3. Participating National Authorities will also be able to avail of practical assistance in finalising the legislative and administrative procedures called for by a decision by the Conference of the States Parties on sustaining follow-up to the plan of action regarding the implementation of Article VII obligations (C-11/DEC.4, dated 6 December 2006). 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 its transfers regime. 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 sustaining 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 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. 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. 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 Tuesday, 5 June 2007**, and to depart **no later than Saturday, 9 June 2007**. 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 Belarus. When applying for any entry visa, they should present the Embassy or Consulate of Belarus with a copy of the acceptance letter from the OPCW.
- 11. The meeting will be conducted in English, and Russian-language interpretation services may be provided. All participants are therefore expected to have a good oral and written 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 4 May 2007**. 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 person is Ms Kim Oorebeek, +31 (0)70 416 3709.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form (English only)

Annex 1

**SIXTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN EASTERN EUROPE**

MINSK, BELARUS

6 – 8 JUNE 2007

PROVISIONAL PROGRAMME

Time	Activity
<i>Wednesday, 6 June</i>	
8:00 – 9:00	Registration
9:00 – 9:30	Opening ceremony
9:30 – 10:15	The Chemical Weapons Convention and the OPCW: latest developments
10:15 – 10:30	Sustaining follow-up to the plan of action regarding the implementation of Article VII obligations: implementing legislation and enforcement of the Convention
10:30 – 11:00	<i>Coffee break</i>
11:00 – 11:30	The legal framework for enforcement in accordance with the requirements of the Convention: national implementing regulations
11:30 – 13:00	National experiences with the drafting, enactment, and enforcement of national implementing regulations: national presentations followed by a discussion
13:00 – 14:30	<i>Lunch break</i>
14:30 – 15:30	Presentations and discussion (continued)
15:30 – 16:00	<i>Coffee break</i>
16:00 – 18:00	Bilateral consultations
<i>Thursday, 7 June</i>	
9:00 – 9:45	Identification of scheduled chemicals, and the Harmonised System: <ul style="list-style-type: none"> • current recommendations of the World Customs Organization (WCO) • potential changes to the Harmonised System and to WCO recommendations concerning scheduled chemicals
9:45 – 10:30	Sources of information for customs officials on the identification of scheduled chemicals: <ul style="list-style-type: none"> • the Handbook on Chemicals • the OPCW Central Analytical Database, and other useful databases
10:30 – 11:00	<i>Coffee break</i>
11:00 – 12:00	Practical issues with establishing systems to monitor and control transfers of scheduled chemicals, and with collecting and declaring data, including the role of customs: <ul style="list-style-type: none"> • discrepancies in the reporting of transfers of scheduled chemicals • free ports and free zones • software for use by customs services • risk assessments • transshipments

Time	Activity
12:00 – 13:00	National experiences with declarations of transfers, including as regards cooperation between the National Authority and customs authorities: national presentations followed by a discussion
13:00 – 14:30	<i>Lunch break</i>
14:30 – 15:30	Presentations and discussion (continued)
15:30 – 16:00	<i>Coffee break</i>
16:00 – 18:00	Bilateral consultations
<i>Friday, 8 June</i>	
9:00 – 9:45	Review of discussions in the industry cluster of the Executive Council: guidance for national implementation
9:45 – 10:30	Overview of the Verification Information System and electronic declarations
10:30 – 11:00	<i>Coffee break</i>
11:00 – 11:30	Working with the chemical industry to promote awareness of the restrictions on scheduled chemicals and the reporting requirements associated with these
11:30 – 12:30	National experiences with respect to interactions with the chemical industry in ensuring adequate controls on scheduled chemicals: national presentations followed by a discussion
12:30 – 13:00	Summing-up and closing of the meeting
13:00 – 14:30	<i>Lunch break</i>
14:30 – 18:00	Bilateral consultations

Annex 2

**SIXTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN EASTERN EUROPE
MINSK, BELARUS
6 – 8 JUNE 2007**

NOMINATION FORM

Please submit the completed form **by 4 May 2007** 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	
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.	Are Russian-language interpretation services required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20.	Is assistance in finding accommodation required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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