



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/685/2008

4 April 2008

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE SEVENTH REGIONAL MEETING OF
NATIONAL AUTHORITIES OF STATES PARTIES IN EASTERN EUROPE
BELGRADE, SERBIA
3 – 5 JUNE 2008**

1. On behalf of the Government of the Republic of Serbia 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 seventh regional meeting of National Authorities of States Parties in Eastern Europe, which will be held in Belgrade, Serbia, from 3 to 5 June 2008. The meeting is designed to provide an opportunity for interaction amongst 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 six 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 import and export requirements under the Convention and the practical issues involved in controlling chemical trade.
3. 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 the following:
 - (a) national experiences of customs measures, procedures at border crossings, and common problems related to border controls;
 - (b) promoting awareness among customs and border authorities about the requirements of the Convention regarding scheduled chemicals and the reporting requirements associated with these;
 - (c) the role of the National Authority and interaction with customs and border authorities; and
 - (d) key developments in Article VI issues.



4. All participants will be expected to share national experiences in the implementation of the transfers regime of the Convention.
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 hotel cancellation fees are not incurred. 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 Monday, 2 June 2008**, and to **depart no later than Friday, 6 June 2008**. The Secretariat’s agreement is required for any changes to these arrival and departure dates. It will not cover expenses unrelated to the meeting or that result from changes in travel arrangements that 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 Serbia. When applying for any entry visa, they should present the Embassy or Consulate of Serbia with a copy of the acceptance letter from the OPCW.
11. All activities during the meeting will be conducted in English. All participants are therefore expected to have a good oral and written command of English.
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 requested. 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 6 May 2008**. Please be advised that participants must present an OPCW acceptance letter in order to register for the workshop.

13. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mr V.B. Dhavle +31 (0)70 416 3823.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**SEVENTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF STATES
PARTIES IN EASTERN EUROPE
BELGRADE, SERBIA
3 – 5 JUNE 2008**

PROVISIONAL PROGRAMME

<i>Tuesday, 3 June 2008</i>	
Time	Activity
09:00 – 09:30	Registration
09:30 – 10:00	Opening of workshop
10:00 – 10:30	<i>Tea/Coffee Break</i>
10:30 – 11:15	Status of Implementation of the Convention
11:15 – 11:30	The role of the National Authority and interaction with customs authorities
11:30 – 12:00	National Authority interaction with customs and border authorities: National Experience of Serbia
12:30 – 14:00	<i>Lunch Break</i>
14:00 – 14:30	Import and export requirements under the Convention <ul style="list-style-type: none"> • Main uses of widely traded Convention chemicals • Trade in Scheduled chemicals in Eastern Europe
14:30 – 15:00	Identification of Convention-related chemicals <ul style="list-style-type: none"> • Harmonized System <ul style="list-style-type: none"> Progress on simplified World Customs Organization recommendation Possible future amendments to Harmonized System • Other information tools for customs and National Authorities
15:00 – 15:30	<i>Tea/Coffee Break</i>
15:30 – 16:00	Common problems in reporting imports/exports and progress on solutions <ul style="list-style-type: none"> • Discrepancies in CWC import/export reporting • Progress towards understanding on imports and exports
16:00 – 16:30	Practical issues in controlling the trade of chemicals <ul style="list-style-type: none"> • Import/export licensing • Control of transshipment and transits • Risk assessment • Customs software • Smuggling methods for chemicals
16:30 – 17:15	Key developments in Article VI issues <ul style="list-style-type: none"> • Progress on verification information system (VIS) projects • Industry cluster and Second Review Conference discussions • Relevant selection mechanisms for other chemical production facilities
17:15 – 17:45	Presentation on improving chemical safety and security

<i>Wednesday, 4 June 2008</i>	
09:00 – 09:30	Presentation of national experience with customs measures (Serbia)
09:30 – 11:00	Presentations of participating States Parties on their procedures at border crossings, the organisation of their customs, and other control authorities
11:00 – 11:30	<i>Tea/Coffee Break</i>
11:30 – 12:30	Round-table discussion on common problems related to border controls
12:30 – 14:00	<i>Lunch Break</i>
14:00 – 14:30	Closing ceremony
15:00 – 18:00	Visit to National Poison Control Centre
<i>Thursday, 5 June 2008</i>	
09:00 – 15:00	Visit to Training Centre and the Trayal Corporation in Krusevac

Annex 2

SEVENTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF STATES PARTIES IN EASTERN EUROPE BELGRADE, SERBIA 3 – 5 JUNE 2008

NOMINATION FORM

Please submit the completed form **by 6 May 2008** 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 ¹	
3.	First name(s)	
4.	Date of birth	Day Month Year
5.	Citizenship	
6.	Gender ²	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

¹ Please give the first and family names exactly as they appear in the nominee's passport.
² In this and similar items, please check 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"/>

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