



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/367/2003

2 July 2003

ENGLISH, FRENCH, and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**AN INVITATION TO PARTICIPATE
IN A TECHNICAL MEETING OF NATIONAL AUTHORITIES
ON PRACTICAL ASPECTS OF THE TRANSFERS REGIME
IN CONNECTION WITH THE CURRENT IMPLEMENTATION OF
THE CHEMICAL WEAPONS CONVENTION: FREE ZONES AND FREE PORTS
BARCELONA, SPAIN
15 – 17 SEPTEMBER 2003**

1. On behalf of the Government of Spain and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties to nominate representatives of their National Authorities and customs authorities to attend a technical meeting of National Authorities on practical aspects of the transfers regime in connection with the current implementation of the Chemical Weapons Convention: Free Zones and Free Ports, which will be held in Barcelona, Spain, from 15 to 17 September 2003.
2. Free zones and free ports can contribute to discrepancies between the amounts of chemicals declared by exporting States Parties and the amounts declared by the recipient States Parties in respect of the same shipments. This technical meeting is being convened in order to enhance the understanding of what impact these factors have on the effective implementation of the Chemical Weapons Convention (hereinafter “the Convention”).
3. The meeting is being organised as a forum in which to discuss the following themes:
 - (a) the independence of free zones and free ports, and their relevance to the effective implementation of the Convention;
 - (b) improving the monitoring and tracking of shipments of chemicals;
 - (c) the temporary transit and storage of chemicals;
 - (d) intermediaries or brokers;
 - (e) ways and means to eliminate discrepancies caused by free areas and free ports from the import and export data provided to the OPCW; and



- (f) the experience gained in narcotics controls.
4. The meeting includes a visit to the Free Port and Free Zone of Barcelona, and a tabletop exercise. The other items on the programme, which is still tentative, are given in Annex 1 to this Note.
 5. International organisations involved in the monitoring of chemicals and in the work of free zones and free ports will be invited to participate.
 6. The meeting will be conducted in Spanish. Simultaneous interpretation will be provided for the English and French languages.
 7. The Secretariat expects to be able to sponsor a limited number of participants. It will also consider requests to sponsor representatives of national customs organisations upon the recommendation of the relevant 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. In cases where the Secretariat arranges accommodation for sponsored participants, it will also cover the costs of that accommodation. Sponsored participants who do not intend to use the accommodation provided by the Secretariat are requested to indicate that to the Secretariat as soon as possible, so that it does not incur hotel cancellation fees. The daily subsistence allowance will remain unchanged for those participants who opt to make their own accommodation arrangements. 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.
 8. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than 14 September 2003, and to depart no later than 18 September 2003. The Secretariat's approval is required for any changes to the arrival and departure dates of sponsored participants. It will not cover expenses unrelated to the meeting or that result from unauthorised changes to travel arrangements. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their tickets. Participants who are not sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if requested, arrange accommodation at reduced rates.
 9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Spain.
 10. Interested National Authorities and other organisations as specified above 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 so that the Secretariat can get in touch directly with nominees. 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 15 August 2003**. Please be advised that participants must present an OPCW acceptance letter in order to register.

11. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division, which can be contacted as specified in paragraph 10 above.

Annexes:

Annex 1: Tentative Programme

Annex 2: Nomination Form

Annex 1

**AN INVITATION TO PARTICIPATE
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TENTATIVE PROGRAMME

Follow-up to the technical meeting related to the application of the transfers regime in terms of the implementation of the Chemical Weapons Convention, held in Rivas-Vaciamadrid, Spain, on 28 and 29 November 2002
Situation of the transfers of scheduled chemicals in 2002
Expected impact of the decision of the Conference of the States Parties, “Guidelines regarding Declarations of Aggregate National Data for Schedule 2 Chemical Production, Processing, Consumption, Import and Export and Schedule 3 Import and Export (C-7/DEC 14, dated 10 October 2002) Remaining issues related to import and export controls
The relationship between National Authorities and customs authorities: challenges and possible solutions
Declaring imports and exports: practical exercises
Convention-related customs operations
Tracking and identifying chemical transfers
Chemical-identification systems: their advantages and disadvantages
National Authorities and their data-collection practices
Visit to the Free Port and Free Zone of Barcelona Tabletop exercise

Annex 2

**AN INVITATION TO PARTICIPATE
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NOMINATION FORM

Please submit the completed form **by 15 August 2003** 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 no.	
7. Date of issue	Day _____ Month _____ Year _____
8. Expiry date	Day _____ Month _____ Year _____
9. Place of issue	
10. Areas of expertise	_____ _____
11. Employer	_____ _____
12. Contact address (no P.O. box)	Street _____ Number _____ Post code _____ City _____ Country _____
13. E-mail address	
14. Telephone numbers, including country and city codes	Home _____ Work _____ Mobile _____

15. Fax numbers, including country and city codes	Home _____ Work _____
16. Has nominee previously attended a meeting of this kind?*	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?
17. Interpretation services required*	English <input type="checkbox"/> French <input type="checkbox"/>
18. Is sponsorship a condition of participation?*	Yes <input type="checkbox"/> No <input type="checkbox"/>

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* Please tick the appropriate box