



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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10 April 2006

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**SECOND REGIONAL SEMINAR
ON THE ROLE OF THE CHEMICAL INDUSTRY
IN THE IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION
IN LATIN AMERICA AND THE CARIBBEAN
SANTA MARTA, COLOMBIA ¹
29 AND 30 JUNE 2006**

1. On behalf of the Government of Colombia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite representatives of the chemical industry in Latin America and the Caribbean, representatives of National Authorities who are responsible for relations with the chemical industry, and representatives of national chemical-industry associations, to attend the second regional seminar on the role of the chemical industry in the implementation of the Chemical Weapons Convention (hereinafter “the Convention”) in Latin America and the Caribbean. The seminar will be held in Santa Marta, Colombia, on 29 and 30 June 2006.
2. The seminar will serve as a forum for the discussion of issues related to the practical implementation of the Convention, under the following thematic clusters:
 - (a) an introduction to the Convention and the status of its implementation;
 - (b) legal requirements regarding implementation;
 - (c) declarations required by the Convention and by domestic legislation;
 - (d) inspection requirements under the Convention; and
 - (e) the role of the chemical industry in the non-proliferation of chemical weapons.
3. The provisional programme for the seminar is included as Annex 1 to this Note.

¹ This document has been revised to reflect a change in the venue for the Second Regional Seminar on the Role of the Chemical Industry in the Implementation of the Chemical Weapons Convention in Latin America and the Caribbean, originally announced as Cartagena, to Santa Marta. The Technical Secretariat will make the necessary related arrangements for participants in the seminar.



4. Participants are expected to contribute to the substantive programme of the seminar with presentations on the experience their National Authorities have gained in implementing the Convention.
5. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor the participation of a limited number of representatives of National Authorities who are responsible for relations with the chemical industry. The Secretariat will also consider requests for sponsorship from representatives of national industry associations. Each such request must be supported by a recommendation from the National Authority in question.
6. 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. 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 the Secretariat does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation it has not arranged.
7. When making travel arrangements for sponsored participants, the Secretariat will seek the most-economical options. It will purchase tickets and send them to participants. Sponsored 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 Wednesday, 28 June 2006, and to depart no later than Saturday, 1 July 2006. The Secretariat’s agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the meeting or that result from changes to 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. 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.
8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Colombia.
9. All activities during the meeting will be conducted in Spanish, with the possibility of English interpretation. When nominating participants, National Authorities are requested to indicate whether interpretation facilities for English will be required. All participants are expected to have a good command, both written and oral, of at least one of these languages.
10. Representatives of the chemical industry, and representatives of National Authorities who are responsible for relations with that industry, 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. All

nominations must be received by the Secretariat **no later than 19 May 2006**. Please be advised that participants must present an OPCW letter of acceptance in order to register at the seminar.

11. Additional information about the seminar may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Ms Maria Elena Bruno Pousadela, who can be reached at +31 (0)70 416 3825.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**SECOND REGIONAL SEMINAR
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PROVISIONAL PROGRAMME

Time	Activity
<i>Thursday, 29 June 2006</i>	
09:00 – 10:00	Registration
10:00 – 10:15	Opening of the seminar
10:15 – 10:30	<i>Coffee break</i>
10:30 – 11:15	The Chemical Weapons Convention and the status of its implementation
11:15 – 12:00	Article VI of the Convention: activities not prohibited under the Convention
12:00 – 12:45	Legal requirements regarding the implementation of the Convention
12:45 – 14:00	<i>Lunch</i>
14:00 – 14:45	The role of the chemical industry in the non-proliferation of chemical weapons
14:45 – 15:30	The implementation of the Convention: perspectives from chemical industry associations
15:30 – 16:15	Identification of declarable activities, and the project to assist States Parties in meeting their declaration-related obligations under Article VI of the Convention
16:15 – 16:30	<i>Coffee break</i>
16:30 – 17:15	Maintaining and improving the quality of declarations
<i>Friday, 30 June 2006</i>	
09:30 – 10:15	Preparing industry declarations: problems, solutions, and the OPCW Handbook on Chemicals
10:15 – 11:00	Practical exercises on declaring discrete organic chemicals (Part IX of the Verification Annex to the Convention)
11:00 – 11:15	<i>Coffee break</i>
11:15 – 12:00	The Secretariat's Article VI project
12:00 – 12:45	The Convention's provisions regarding transfers of chemical substances
12:45 – 14:00	<i>Lunch</i>
14:00 – 14:45	OPCW inspections
14:45 – 15:30	Imports and exports: the role of customs in implementing Convention requirements; training customs officials in this area
15:30 – 15:45	<i>Coffee break</i>
15:45 – 16:30	Summing-up and closure

Annex 2

**SECOND REGIONAL SEMINAR
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OF THE CHEMICAL WEAPONS CONVENTION
IN LATIN AMERICA AND THE CARIBBEAN
SANTA MARTA, COLOMBIA
29 AND 30 JUNE 2006**

NOMINATION FORM

Please submit the completed form **by 19 May 2006** to:
The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
fax: +31(0)70 416 3228; 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 ²	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Functions in relation to implementation of the Convention			
11.	Employer			
12.	Position			

² For this and all like items below, please tick the appropriate box.

13.	Contact 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.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>