



CH-3700 Spiez, Federal Office for Civil Protection FOCP, ZAA

Swiss Chemical Industry and Trading Companies

File number:

Your sign:

Our sign: SECO-LS: Training on CWC obligations

Clerk: Andreas Zaugg

Spiez, 24 April 2025

Workshop on CWC obligations - SECO and Spiez Laboratory

Dear Ladies and Gentlemen

The [National Authority CWC](#) (Chemical Weapons Convention) is organising a one-day course for the chemical industry and trading companies on CWC obligations. Participants will be instructed on how to complete and submit the annual [OPCW](#) (Organisation for the Prohibition of Chemical Weapons) declarations to the Spiez Laboratory. Furthermore, the training will provide an overview of the CWC, national legislation and inspections by the OPCW.

As a State Party to the CWC, Switzerland is contractually obliged to report all relevant CWC activities to the OPCW [Technical Secretariat](#) in The Hague. The Spiez Laboratory is entrusted with this task, i.e., it requests the declarations from the companies, compiles them and then forwards them to the OPCW before the deadline.

There are two training dates that you can choose from, either on **Tuesday, 02 September 2025** or on **Thursday, 04 September 2025**, at [Spiez Laboratory](#). Registrations will be considered on a first-come, first-served basis. If there is a great deal of interest, we will decide at short notice whether to split the event or hold a further information session.

This course, co-organised by the State Secretariat for Economic Affairs (SECO) and the Spiez Laboratory, is usually offered every three years. Therefore, we encourage you not to miss it. Your company will be able to fill in the required forms in a more targeted and quicker fashion. In addition, you will get to know representatives of the National Authority CWC personally, which is particularly helpful in the case of OPCW inspections or clarification of questions. Please note that due to specific obligations, trading companies can choose to leave the course earlier if they wish (see programme).

The event is free of charge and will be held **in English on 02 September** and **in German on 04 September**. Travel to and from the event and, if necessary, accommodation is to be arranged by the participants themselves. Free parking is available at the Spiez Laboratory. The canteen offers a rich lunch (16.- / person).

Please register for the course as soon as possible by filling out and returning the attached form by e-mail (andreas.zaugg@babs.admin.ch). The registration deadline is seven days be-

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fore the start of the respective course, i.e., 26 August or 28 August 2025. For further information, please contact A. Zaugg (Tel.: +41 58 468 16 91; Mobile: +41 79 548 85 83 or [e-mail](#)).

We look forward to seeing you in September!

Kind regards

A handwritten signature in blue ink, appearing to read 'A. Zaugg'.

Andreas Zaugg
Arms Control Chemistry
Federal Office for Civil Protection FOCP

Annex 1: Registration form (1 page);
Annex 2: Proposed agenda (1 page)

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Annex 1

Registration form

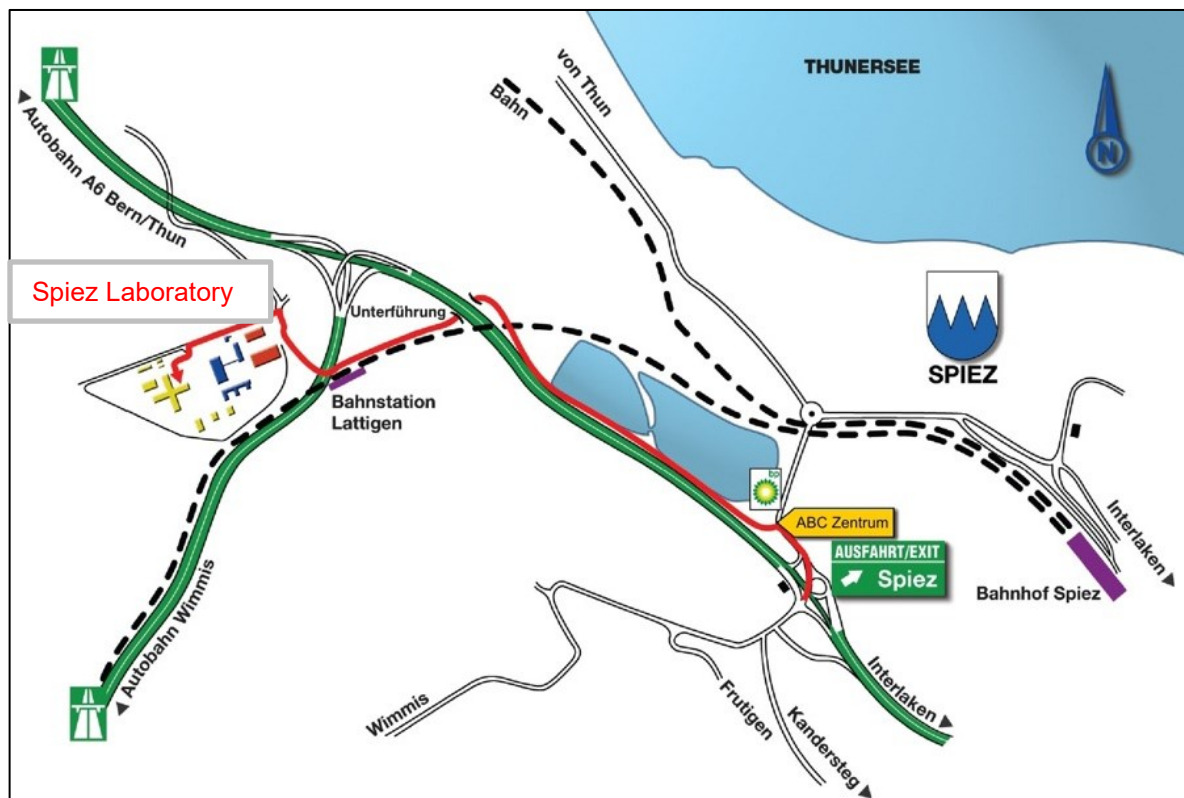
to: andreas.zaugg@babs.admin.ch

(Please fill in in block capitals)

Company name			
Postcode and place			
First name and surname			
E-mail address			
Mobile			
Telephone work			
Lunch (military kitchen, 16.- Sfr. / Person incl. salad bar, tea)	<input type="checkbox"/> yes	<input type="checkbox"/> yes but vegetarian	<input type="checkbox"/> no
Language	<input type="checkbox"/> English	<input type="checkbox"/> German	<input type="checkbox"/> no matter
I am taking part in the course			
English*	<input type="checkbox"/> Tuesday, 02 September 2025		
German*	<input type="checkbox"/> Thursday, 04 September 2025		

*In case of consensus, the preferred language can still be decided on the spot

Location of the course: Spiez Laboratory, Austrasse, CH-3700 Spiez
(direction ABC Centre; see details on [Internet](#))



Annex 2

02 Sept. 2025 / 04 Sept. 2025		Planned Programme* (Room AI-4)
09:30		Arrival Loge - Welcome (Arrival of the train <i>Lattigen bei Spiez</i> 09:15)
09:35 - 10:15 10:15 - 10:55	1	General aspects of the CWC <ul style="list-style-type: none"> • CWC & Arms Control • Legal basis for the enforcement of the CWC in Switzerland (incl. Q&A session)
~11:00 - 11:30	2	Export/import of CWC-<u>controlled</u> chemicals <ul style="list-style-type: none"> • Export and import of scheduled chemicals – threshold values <ul style="list-style-type: none"> • How do you determine if a chemical is listed? • Transfers to CWC non-member states - beware! • Transfer discrepancies; Web page National Authority CWC and OPCW (incl. Q&A session)
11:30 - 12:15		Lunch (followed by a group photo ¹)
12:30 - 13:30	3	Export/import of CWC-controlled chemicals (cont.) <ul style="list-style-type: none"> • Guidance on the Annual Declarations of Past Activities (ADPA) - Completing Form 1, practical examples <p>(After this part, attendees from trading companies are free to leave the event); Coffee break - individual in room AI-4</p>
~13:30 - 15:00	4	Schedule 2 and Schedule 3 Plants; OCPF sites² (OPCW link) <ul style="list-style-type: none"> • Guidance on the Annual Declarations of Anticipated Activities (ADAA) Who should provide ADAAs - practical examples • Guidance on Annual Declarations of Past Activities (ADPAs) Who should provide ADPAs - practical examples • OPCW inspections - Exchange of experiences and questions
- 15:20		Course Assessment and closure (Departure of the train <i>Lattigen bei Spiez</i> 15:43 - Arrival <i>Spiez</i> 15:47)

*Depending also on the needs, questions and suggestions of those present

¹ Photos during the course will be used for educational purposes

² OCPF = Other Chemical Production Facilities