



OPCW

Technical Secretariat

International Cooperation and Assistance Division
S/1181/2014
2 May 2014
ENGLISH and SPANISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE FIFTEENTH REGIONAL MEETING
OF NATIONAL AUTHORITIES OF STATES PARTIES
IN LATIN AMERICA AND THE CARIBBEAN
SANTIAGO, CHILE
29 – 31 JULY 2014**

1. On behalf of the Government of Chile and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate participants to attend the Fifteenth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean, which will be held in Santiago, Chile, from 29 to 31 July 2014. The meeting is designed to provide an opportunity for interaction amongst personnel of National Authorities who are involved with the 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. The Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention (hereinafter “the Third Review Conference”) encouraged States Parties which are yet to fulfil their obligations to engage with the Technical Secretariat (hereinafter “the Secretariat”) on the steps that need to be undertaken for the national implementation of the Convention. It highlighted the need for a comprehensive approach to national implementation in line with each State Party’s constitutional requirements, to filling gaps in national implementation, and to ensuring that national implementation measures are consistent with the provisions of the Convention. It also encouraged the Secretariat to explore innovative methods of providing assistance on tailor-made approaches and develop, within existing resources, activities that will enhance South-South, regional, and subregional cooperation, as well as special programmes (RC-3/3*, dated 19 April 2013).
3. While acknowledging the challenges still faced by certain States Parties, the Third Review Conference also noted the value of bilateral assistance and networking within and among regions, especially for States Parties that may need particular assistance. States Parties and the Secretariat were encouraged to continue to consult in order to enhance further the utility and effectiveness of all implementation-support programmes. States Parties in a position to do so were further urged to continue to enhance their practical support for the implementation of Article VII obligations.



4. The meeting will provide States Parties in the region with updates on the work of the OPCW and the implementation of the Convention. During the meeting, representatives of participating National Authorities will be able to confer with each other, with the Secretariat staff, and with the resource persons to identify what further steps, if any, each State Party needs to take in order to implement fully its obligations under the Convention. This will enable the Secretariat, relevant subregional institutions in the region, and States Parties in a position to do so, to determine how to enhance the assistance provided to States Parties in the region to enable them realise their outstanding obligations under the Convention.
5. States Parties in the region can also present their needs for assistance in relation to their obligations under the Convention. States Parties that are in a position to do so will be requested to indicate what type of assistance they can offer to others.
6. The programme of the meeting will:
 - (a) provide updates on the status of implementation of the provisions of the Convention, recent developments within the OPCW, and recent developments in relation to Articles VI and VII and their impact on States Parties;
 - (b) discuss and make recommendations on practical issues affecting the national implementation of States Parties' obligations under the Convention;
 - (c) discuss and make recommendations on education, outreach, and awareness-raising and the national implementation of the Convention;
 - (d) review and share best practices regarding the implementation of provisions of the Convention; and
 - (e) arrange bilateral meetings between National Authority representatives and Secretariat staff.
7. In view of the fact that the programme is designed to be interactive and participatory, all participants will be expected to take an active part in the discussions and to give presentations in order to share their national experiences and best practices on the topics discussed during the meeting.
8. The provisional programme for the meeting is included as Annex 1 to this Note.
9. The Secretariat expects to be able to sponsor the participation of a limited number of representatives of 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, accommodation, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. 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.
10. 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 **Monday, 28 July 2014**, and to depart no later than **Friday, 1 August 2014**. 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.

11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Chile. When applying for any entry visa, they should present the Embassy or Consulate of Chile with a copy of the acceptance letter from the OPCW. The Secretariat will issue a visa support letter to sponsored participants to facilitate the issuance of their visas.
12. All activities during the meeting will be conducted in Spanish and English and interpretation services will be provided between these two languages. All participants are therefore expected to have a good command of English or Spanish.
13. Interested National Authorities are invited to complete the nomination and the endorsement forms that are included as Annex 2 and Annex 3 to this Note, making sure, in particular, to provide all the requested contact details. 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 +31 (0)70 416 3228, or by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat no later than **Sunday, 8 June 2014**. Owing to the large number of applications expected, only candidates whose applications have been successful will be contacted. Nominations received by the Secretariat after the deadline will not be considered for sponsorship.
14. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Kesrat Sukasam and Mr Maharage Ananda Perera, who can be reached at +31 (0)70 416 3629 and +31 (0)70 416 3818 respectively.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form (English only)
Annex 3: National Authority Endorsement Form

Annex 1

**FIFTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN
SANTIAGO, CHILE
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PROVISIONAL PROGRAMME

Time	Activity
Tuesday, 29 July 2014	
08:30 - 09:00	Registration
09:00 - 09:30	Opening ceremony
09:30 – 10:00	Overview of the regional meeting: Objectives and topics
10:00 – 10:30	The Organisation for the Prohibition of Chemical Weapons (OPCW): Recent developments
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	ICA ¹ programmes and activities for the GRULAC ² since the last regional meeting of National Authorities
11:30 – 12:00	Report of the previous Coordinator on progress made in the GRULAC since the last regional meeting of National Authorities
12:00 – 12:30	Education and outreach in science and technology, and the report of the Regional Meeting in Argentina on Education in the Responsible Application of Knowledge of Dual-Use Chemicals
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Effective national implementation under Article VII of the Chemical Weapons Convention: Elements of effective national implementing legislation and recent developments
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:30	Sharing experiences, best practices and challenges regarding effective implementation of the Convention: Presentations by two States Parties (15 minutes each)
16:30 – 17:30	Bilateral consultations between the Secretariat and the National Authorities in the region
Wednesday, 30 July 2014	
09:00 – 10:30	Recent developments in the implementation of Article VI of the Chemical Weapons Convention: a) Update on the timely submission of declarations in the GRULAC b) Update on statistical information regarding the trade in scheduled chemicals in the GRULAC
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Update on electronic declarations and on EDNA ³ version 2.5, emphasis on the accuracy, quality, and timeliness of declarations

¹ ICA = International Cooperation and Assistance Division

² GRULAC = Group of Latin American and Caribbean States

³ EDNA = electronic declarations tool for National Authorities

Time	Activity
11:30 – 12:30	Update on Article VI verification, including topics under discussion in the Industry Cluster, recent decisions regarding Article VI, outcomes of 2013 site selection and verification
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:30	Sharing of experiences, best practices and challenges regarding implementation of Article VI: presentations by two States Parties (15 minutes each)
14:30 – 15:30	Break-out groups: a) Effective implementation and national implementing legislation b) Article VI developments and their impact on the States Parties in the GRULAC
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:45	Break-out group discussions – cont'd
16:45 – 17:30	Bilateral consultations between the Secretariat and the National Authorities in the region
<i>Thursday, 31 July 2014</i>	
09:00 – 10:30	Presentations on outcome of the break-out group discussions
10:30 – 11:00	ICA initiatives and programmes in 2014
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:30	The way forward: Presentation by the hosting State Party on initiatives, plan of action and strategies of GRULAC for 2014-2015
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	The way forward (cont'd): Round-table discussions on the future of the Regional National Authorities meeting
14:45 – 15:15	<i>Coffee/tea break</i>
15:15 – 15:45	Evaluation, summing up, and closing ceremony
15:45 – 17:00	Bilateral consultations between the Secretariat and the National Authorities in the region

Annex 2

**FIFTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
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NOMINATION FORM

Please submit the completed form by **8 June 2014** 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 or +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**	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.	Areas of expertise			
11.	Employer			
12.	Position			
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"/>	

*

Please give the first and family names exactly as they appear in the nominee's passport.

**

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

Annex 3

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ENDORSEMENT BY THE NATIONAL AUTHORITY

I, _____, Head/Chief Coordinator of the National Authority of the State Party of _____, on behalf of the Government of _____, hereby endorse the nomination form of Mr/Ms _____, holding the position/designation of _____ in the Office/Division/Branch of _____ as indicated in the attached nomination form for participation in the Fifteenth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean being held in Santiago, Chile, from 29 to 31 July 2014.

Signature: _____

Name: _____

Designation: _____

Official seal of the organisation:

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