



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/326/2002

5 December 2002

ENGLISH & SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO PARTICIPATE IN THE FOURTH REGIONAL MEETING OF
NATIONAL AUTHORITIES IN
LATIN AMERICA AND THE CARIBBEAN
PANAMA CITY, PANAMA, 27-28 FEBRUARY 2003**

1. The National Authority of Panama and the Technical Secretariat of the Organisation for the Prohibition of Chemical Weapons (hereinafter “the Secretariat”) invite representatives of National Authorities to participate in the Fourth Regional Meeting of National Authorities in Latin America and the Caribbean, to take place on 27-28 February 2003 in Panama City, Panama.
2. The process of consultations in Latin America and the Caribbean, stimulated by the meetings of regional National Authorities held in Lima, Peru in 2000, in Viña del Mar, Chile in 2001, and in Brasilia, Brazil in 2002, has provided an important impetus to ensuring effective compliance with the Chemical Weapons Convention (hereinafter the “Convention”). The Fourth Regional National Authority meeting is being convened to build upon that tradition. The provisional programme of the Fourth Regional Meeting of National Authorities is contained in Annex 1 to this invitation note.
3. The aims of the meeting are:
 - (a) to facilitate the exchange of information and experiences in the field of implementation of the Convention and to promote cooperation amongst National Authorities;
 - (b) to identify common implementation problems and facilitate their resolution through cooperative efforts of States Parties and the Secretariat;
 - (c) to contribute to greater self-sufficiency of national implementation capacities; and
 - (d) to promote enhanced awareness of the provisions of the Convention.
4. In accordance with the interest expressed by the representatives of National Authorities of the region during the Fourth Annual Meeting of National Authorities, the meeting in Panama will focus on the legal aspects of national implementation of the Convention. The Secretariat invites National Authorities to nominate candidates involved in the drafting, approval and implementation of Convention-related national legislation. In keeping with the tradition of regional national authority meetings,

active participation is expected of attendees. Each participant in the meeting will be invited to make a brief statement on the CWC legislative situation in his or her country and to describe any impediments that may be experienced in enacting or enforcing that legislation. The meeting will provide a forum in which the participants can pool their experiences with a view to adopting the most efficient strategies for preparing the legislative/regulatory framework for implementing the Chemical Weapons Convention.

5. To further support the substantive programme of the meeting, the Secretariat plans the participation in the meeting of members of the Latin American Network of Legal Experts.
6. The Secretariat expects to be able to sponsor a limited number of participants. Nominations should specify whether sponsorship is a precondition for participation. For sponsored participants, the Secretariat will cover the costs of travel, accommodation and medical insurance. It will also provide a limited subsistence allowance to cover other related costs such as meals. The Secretariat will cover the cost of accommodation only when such accommodation is arranged by it. Participants who do not need or intend to use the accommodation to be provided by the Secretariat are requested to inform the Secretariat accordingly as early as possible in order to avoid any cancellation fees. The daily subsistence allowance will remain unchanged in the event participants should opt to make their own accommodation arrangements. In making travel arrangements for the sponsored participants, the Secretariat will use the most economical arrangements possible.
7. Tickets will be purchased by the Secretariat, and will be sent to participants. Participants will be allowed to purchase tickets locally only when this leads to further savings to the Secretariat, and only when this has been authorised in advance by the Secretariat. Participants are expected to arrive on Wednesday, 26 February 2003, and depart on Saturday, 1 March 2003. The Secretariat should be informed of any changes to these dates by the deadline indicated in paragraph 9 below. The Secretariat will not cover expenses related to changes in travel arrangements requested by participants after that date and/or unrelated to the purposes of the meeting. Any costs due to changes or cancellations made by participants after the tickets have been purchased shall be borne by the participants. When making travel arrangements for sponsored participants, the Secretariat will seek to use the most economic options available. Non-sponsored participants are requested to make their own travel and accommodation arrangements, although, if necessary, the Secretariat can arrange accommodation at reduced rates.
8. Depending on the requirements of confirmed participants and the availability of the relevant resources, English and Spanish simultaneous interpretation services may be provided throughout the meetings. Participants are requested to obtain necessary visas (including transit visas) before travelling to Panama.
9. National Authorities are invited to submit the names of those individuals they have selected for participation to the Secretariat not later than, Monday 24 January, 2003, using, the registration form contained in annex 2 to this note. The completed registration forms should be addressed as indicated in the forms. It is important that all the details requested on the forms be provided, and that the forms fully filled in, so

that the Secretariat can communicate directly with the proposed participants. Please be advised that an OPCW acceptance letter is a prerequisite for registration.

10. Further information can be obtained from the office of 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 (+31-(0)-70-306-3535) or by e-mail to: ipb@opcw.org and Ms Maria Elena Bruno-Pousadela (+31-(0)-70-416-3825).

Annexes:

Annex 1: Provisional programme for the Fourth Regional Meeting of National Authorities

Annex 2: Registration form for the Fourth Regional Meeting of National Authorities

Annex 1

**FOURTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF MEMBER
STATES
27-28 FEBRUARY 2003
PROVISIONAL PROGRAMME**

27 February 2003

10:00 - 10:45	Opening Ceremony
10:45 – 11:00	Coffee break
11:00– 11:45	Status of implementation of the Convention
11:45 – 12:30	Preparations for the 1 st Review Conference
12:30 – 14:00	Lunch
14:00 – 14:45	Enforcement of the Convention: national implementing legislation, cooperation and legal assistance
14:45 - 15:30	Legislative requirements to comply with the import and export provisions of the Convention and decisions of the OPCW Conference of the States Parties
15:30 -15:45	Coffee break
15:45 - 16:30	The legislation questionnaire on penal enforcement: Analysis of the results from a regional perspective
16:30 - 17:15	Roundtable: statements by participants on their national CWC legislative situation

28 February 2003

- | | |
|----------------------|---|
| 10:00 - 10:45 | Roundtable: statements by participants on their national CWC legislative situation (continued) |
| 10:45 – 11:00 | Coffee break |
| 11:00– 12:30 | Roundtable: statements by participants on their national CWC legislative situation (continued) |
| 12:30 – 14:00 | Lunch |
| 14:00 – 14:30 | Privileges and Immunities Agreements with the OPCW |
| 14:30 – 15:00 | GRULAC Network of Legal experts: the role of the network in promoting the adoption of National Implementing Legislation |
| 15:00 - 15:30 | WebPage of GRULAC National Authorities |
| 15:30 -15:45 | Coffee break |
| 15:45 - 16:30 | The next 12 months - follow-up actions |
| 16:30 - 17:15 | Summing up of deliberations |

Annex 2
FOURTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF MEMBER STATES IN
LATIN AMERICA AND THE CARIBBEAN
PANAMA CITY, PANAMA
27 and 28 FEBRUARY 2003

REGISTRATION FORM

Please submit the completed form **by Monday, 24 January 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 use BLOCK LETTERS

1.	Family name	
2.	First name	
3.	Date of birth	Day <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Month <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
4.	Nationality	
5.	Male/Female*	Male <input type="checkbox"/> Female <input type="checkbox"/>
6.	Passport no.	
7.	Date of issue	Day <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Month <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
8.	Date of expiry	Day <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Month <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
9.	Place of issue	
10.	Areas of expertise	
11.	Employer	Name of the institute/organisation, etc. <div style="border: 1px solid black; height: 20px; width: 80%;"></div> <div style="border: 1px solid black; height: 20px; width: 80%;"></div>
12.	Contact address	Street <div style="border: 1px solid black; height: 20px; width: 80%;"></div> <div style="border: 1px solid black; height: 20px; width: 80%;"></div> Number <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Post code <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> City <div style="border: 1px solid black; height: 20px; width: 80%;"></div> Country <div style="border: 1px solid black; height: 20px; width: 80%;"></div>

13. E-mail address

14. Telephone no. (home/work) Country code

 City code

Home telephone

Country

 City code

Work telephone

Mobile

15. Fax no. (home/work) Country code

 City code

Home fax

Country code

 City code

Work fax

16. Has nominee previously attended an OPCW event?* Yes No If "Yes", when and where?

17. Is sponsorship required?* Yes No

18. Is Secretariat assistance in finding accommodation required? Yes No

19. Are interpretation services required? Yes No

* Please tick appropriate box.