



S/1475/2017

3 March 2017

ENGLISH and SPANISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE EIGHTEENTH REGIONAL MEETING
OF NATIONAL AUTHORITIES OF STATES PARTIES IN LATIN AMERICA
AND THE CARIBBEAN, PRECEDED BY A COMMEMORATION
OF THE TWENTIETH ANNIVERSARY OF THE OPCW
MONTEGO BAY, JAMAICA
13 – 15 JUNE 2017**

1. On behalf of the Government of Jamaica and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate representatives to attend the Eighteenth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean, to be preceded by a commemoration of the twentieth anniversary of the OPCW, both of which will be held in Montego Bay, Jamaica, from 13 to 15 June 2017.
2. At its Eighth Session, the Conference of the States Parties (hereinafter “the Conference”) adopted a plan of action regarding the implementation of obligations under Article VII of the Chemical Weapons Convention (hereinafter “the Convention”) (C-8/DEC.16, dated 24 October 2003), and at its subsequent regular sessions adopted decisions on the follow-up to that plan (C-10/DEC.16, dated 11 November 2005; C-11/DEC.4, dated 6 December 2006; C-12/DEC.9, dated 9 November 2007; C-13/DEC.7, dated 5 December 2008; and C-14/DEC.12, dated 4 December 2009). The Second and Third Review Conferences¹ encouraged the States Parties and the Technical Secretariat (hereinafter “the Secretariat”) to continue to support the implementation by States Parties of the aforementioned Conference decisions in order for them to achieve full implementation of their Article VII obligations.
3. This meeting of National Authorities, to be held on 14 and 15 June 2017, will serve as a forum in which States Parties in the region can present their needs for assistance in relation to Article VII of the Convention and indicate what assistance they can offer to other States Parties in this regard. In addition, the meeting will help the Secretariat to determine how it can enhance the assistance it offers to States Parties in the region in the light of the aforementioned Conference decisions.

¹ Second and Third Special Sessions of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention.



4. The meeting will also serve as a forum for representatives to present and discuss the structure and functioning of their National Authorities and to share good practices and challenges in acting as focal points for effective liaison with the OPCW for national implementation of the Convention.
5. The programme for the meeting will include:
 - (a) a review of the current status of implementation of the Convention, taking stock of achievements and challenges;
 - (b) presentations and discussions on the structure of National Authorities, their achievements and challenges in the implementation process, as well as their action plans for 2017;
 - (c) presentations and discussions on capacity-building programmes by the Secretariat, thematic issues concerning the region, as well as regional priorities for technical support; and
 - (d) bilateral meetings with Secretariat staff.
6. The regional meeting of National Authorities will be preceded by a commemoration of the twentieth anniversary of the OPCW, to be held on 13 June 2017.
7. The commemoration will include a panel discussion on the achievements of the Organisation and the challenges it faces, which may include regional and global security issues, the verification regime, the importance of partnerships with chemical industry, and the peaceful uses of chemicals.
8. The provisional programme for the meetings is attached as Annex 1 to this Note.
9. Each State Party represented at the meeting is invited, through its National Authority focal point, to complete a survey prepared by the Secretariat and to deliver a presentation on the structure of its National Authority, progress and challenges in Convention implementation, as well as expected activities for 2017. The link to the survey will be sent by the Secretariat to the National Authority and Permanent Representation of each State Party. For fruitful meeting deliberations, sponsored participants are expected to deliver presentations on the topics assigned by the Secretariat.
10. The Secretariat expects to be able to sponsor one participant from each State Party. 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 this 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.

11. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the participants. Participants will be allowed to purchase tickets locally only if this leads to further savings and if the Secretariat authorises it. Sponsored participants must bear all costs resulting from any changes they make, including cancellations, once the Secretariat has purchased the tickets. The Secretariat will not cover expenses unrelated to the meeting or that result from changes to travel arrangements it has not authorised. Participants who have not been sponsored will be requested to make their own travel and accommodation arrangements.
12. In order to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Monday, 12 June 2017** and to depart **no later than Friday, 16 June 2017**.
13. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Jamaica. When applying for any entry visa, they should present the Embassy or Consulate of Jamaica with a copy of the acceptance letter from the OPCW.
14. All activities during the meetings will be conducted in English and Spanish, and interpretation services will be provided between these two languages. All participants are therefore expected to have a good command of one of these languages.
15. Interested National Authorities are invited to complete the nomination and endorsement forms that are attached as Annexes 2 and 3 to this Note, making sure in particular to provide all the requested contact details. Completed forms should be addressed to the Director of the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by email to ipb@opcw.org. All nominations must be received by the Secretariat **no later than Friday, 14 April 2017**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations after the deadline above. Please be advised that participants must present an OPCW acceptance letter in order to register for the meetings.
16. Additional information about the regional meetings may be obtained from the Implementation Support Branch of the International Cooperation and Assistance Division. The contact persons are Ms Sharon Rivera (Tel: +31 (0)70 416 3437; Email: sharon.rivera@opcw.org) and Mr Aldo Rodriguez (Tel: +31 (0)70 416 3438; Email: aldo.rodriquez@opcw.org).

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form
- Annex 3: National Authority Endorsement Form

Annex 1

**EIGHTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN, PRECEDED BY
A COMMEMORATION OF THE TWENTIETH ANNIVERSARY OF THE OPCW
MONTEGO BAY, JAMAICA
13 – 15 JUNE 2017**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 13 June 2017</i>	
08:30 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 09:45	Group photograph
09:45 – 11:00	Panel discussion: The OPCW at 20: Achievements and challenges
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	Panel discussion (continuation)
13:00 – 14:30	<i>Lunch</i>
14:30 – 15:30	Ceremony dedicated to the twentieth anniversary of the OPCW
15:30 – 17:00	Bilateral meetings
<i>Wednesday, 14 June 2017</i>	
09:00 – 09:45	Presentation on the findings of the survey on the structure and functioning of National Authorities: Discussion
09:45 – 10:30	Breakout groups: presentations by each State Party on the structure, achievements, and challenges in the process of implementation by National Authorities, as well as on action plans for 2017: Discussion
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Breakout groups (continued): presentations by each State Party on the structure, achievements, and challenges in the process of implementation by National Authorities, as well as on action plans for 2017: Discussion
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:30	Preparation of presentations by the breakout groups on lessons learned and good practices identified in the group discussions
14:30 – 16:00	Presentations by breakout group rapporteurs
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:00	International Cooperation and Assistance Division (ICA) programmes and activities for the Group of Latin American and Caribbean States (GRULAC) since the last regional meeting of National Authorities

Time	Activity
<i>Thursday, 15 June 2017</i>	
09:00 – 09:30	Opening session
09:30 – 10:00	Presentation on updates regarding implementation of the Convention and capacity-building programmes of the Secretariat
10:00 – 10:45	Recent developments/updates in relation to the implementation of Article VI of the Convention
10:45 – 11:00	Report of the previous regional coordinator on progress made in the GRULAC region since the last regional meeting of National Authorities (Current regional coordinator: National Authority of Paraguay)
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 11:45	Presentation by National Authority – NA 1
11:45 – 12:00	Presentation by National Authority – NA 2
12:00 – 12:15	Presentation by National Authority – NA 3
12:15 – 12:30	Presentation by National Authority – NA 4
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:30	ICA programmes in 2017
14:30 – 15:30	Breakout group discussion to assess and identify priorities for full and effective national implementation
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Presentations by the breakout groups on their findings, solutions, and conclusions
17:00 – 17:30	Summary and closing of the meeting

Annex 2

**EIGHTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF
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NOMINATION FORM

Please submit the completed form **by 14 April 2017** to:
The Director, International Cooperation and Assistance Division, OPCW
Email: ipb@opcw.org

Please type or use BLOCK LETTERS

Family name of nominee *			
First name(s) *			
Date of birth	Day	Month	Year
Citizenship			
Gender **	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Date of expiry	Day	Month	Year
Place of issue			
Areas of expertise			
Employer			
Position			
Contact address (Please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Emergency contact person, including telephone country and city codes and email address	Name		Relationship
	Home		
	Mobile		
	Email		
Signature of applicant: _____	Date: _____		

* 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 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 Eighteenth Regional
Meeting of National Authorities of States Parties in Latin America and the Caribbean, to be
preceded by a commemoration of the twentieth anniversary of the OPCW, in Montego Bay,
Jamaica, from 13 to 15 June 2017.

Signature: _____

Name: _____

Designation: _____

Official seal of the organisation: