

**NOTE BY THE DIRECTOR-GENERAL****CALL FOR NOMINATIONS FOR THE TWENTY-FIRST REGIONAL
MEETING OF NATIONAL AUTHORITIES OF STATES PARTIES
IN LATIN AMERICA AND THE CARIBBEAN
LA PAZ, PLURINATIONAL STATE OF BOLIVIA
2 – 4 JUNE 2020**

1. On behalf of the Government of the Plurinational State of Bolivia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate representatives to attend the Twenty-first Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean, which will be held in La Paz, the Plurinational State of Bolivia, from 2 to 4 June 2020.
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). On many occasions, States Parties have highlighted the value of a comprehensive and integrated approach to national implementation that is in line with each State Party’s constitutional requirements, and aimed at filling gaps in national implementation and ensuring that national implementation measures address the specific needs of each State Party and are consistent with the provisions of the Convention.
3. The Twenty-first Regional Meeting of National Authorities, which is to be held from 2 to 4 June 2020, will serve as a forum in which States Parties in the region can address various national implementation issues and the National Implementation Framework, as well as the region’s needs and priorities for capacity-building programmes and activities organised by the Technical Secretariat (hereinafter “the Secretariat”), and other issues relating to the Convention. National Authorities will also share good practices and challenges in acting as focal points for effective liaison with the OPCW for national implementation of the Convention.
4. The objectives for the meeting are to discuss:
 - (a) good practices, issues, and challenges in national implementation of the Convention;
 - (b) regional priorities and capacity-building needs for Latin America and the Caribbean;



- (c) the status of implementation of the Article VII of the Convention, specifically the adoption of national implementing legislation;
 - (d) the assessment of the impact of International Cooperation and Assistance Division programmes;
 - (e) good practices and experiences in addressing chemical safety and security issues as well as enhancing the capabilities of chemical laboratories;
 - (f) recent developments and updates, including those regarding the implementation of Article VI of the Convention; and
 - (g) approaches and ways to further improve capacity-building programmes that meet the specific needs of States Parties in Latin America and the Caribbean, and ways to enhance regional cooperation.
5. The expected results of the meeting include the following:
- (a) enhanced understanding of the needs and priorities of States Parties in Latin America and the Caribbean on national implementation of the Convention to inform future planning of assistance and cooperation activities;
 - (b) increased awareness among States Parties on modalities for further enhancing national implementation of the Convention;
 - (c) increased understanding on the current status and challenges facing States Parties in Latin America and the Caribbean in the adoption of national implementing legislation;
 - (d) enhanced understanding of good practices, needs and requirements in chemical safety and security, and available capacity-building programmes and activities;
 - (e) increased awareness of the benefits, results, and impact of participation in OPCW capacity-building activities, such as the National Authority Mentorship/Partnership Programme; and
 - (f) enhanced awareness among States Parties of the benefits and concrete results of participating in OPCW capacity-building programmes and activities, and the collection of feedback on the needs of States Parties and means of improving programme delivery.
6. The provisional programme for the regional meeting is attached as Annex 1 to this Note.
7. The Secretariat expects to be able to sponsor one participant from each State Party from the region. The nominee should be a representative of the National Authority. The nomination should specify whether sponsorship is a condition of the nominee's participation.

8. 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 terminal and 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 to prevent the Secretariat from incurring hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
9. 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 the Secretariat authorises it and if it leads to further savings for the Secretariat. Sponsored participants must bear all costs resulting from any changes they make once the Secretariat has purchased the tickets. Participants who have not been sponsored will be requested to make their own travel and accommodation arrangements. In order to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Monday, 1 June 2020** and to depart **no later than Friday, 5 June 2020**.
10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Plurinational State of Bolivia. When applying for any entry visa, they should present the Embassy or Consulate of the Plurinational State of Bolivia with a copy of the acceptance letter from the OPCW.
11. The meetings will be conducted in English and Spanish, and interpretation services will be provided between these two languages.
12. Interested National Authority representatives are invited to register their nomination online **no later than 14 April 2020** through Eventus—the OPCW event management system (<https://apps.opcw.org/eventus>). **Each nomination must be accompanied by an endorsement form from the candidate's respective National Authority (Annex 2, Part A) and a completed questionnaire (Annex 2, Part B).** Annex 2 (Parts A and B) should be uploaded in Eventus during the registration process. National Authorities are kindly requested to note that **the Secretariat will not accept any nominations submitted after the deadline or incomplete nominations that do not contain responses to Annex 2 (Part B).**
13. Additional information about the regional meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division of the OPCW. The contact persons are Ms Sharon Rivera (Tel: +31 (0)70 416 3437; Email: sharon.rivera@opcw.org) and Mr Alberto Fernandez (Tel: +31 (0)70 416 3850; Email: alberto.fernandez@opcw.org).

Annexes:

- Annex 1: Provisional Programme
Annex 2: Endorsement Form (Part A) and Questionnaire (Part B)

Annex 1

**TWENTY-FIRST REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN
LA PAZ, PLURINATIONAL STATE OF BOLIVIA
2 – 4 JUNE 2020**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 2 June 2020</i>	
09:00 – 09:30	Opening ceremony
09:30 – 09:45	Group photograph
09:45 – 10:30	Presentations and discussions: Updates by the Secretariat on recent developments <ul style="list-style-type: none"> • Implementation of programmes and activities • Verification issues – transfer discrepancies • Changes to the Annex on Chemicals
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Presentations and discussions: Updates on recent developments (<i>continued</i>)
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:30	Report of the regional group Chairperson on Latin American and Caribbean Group (GRULAC) activities since the last regional meeting
14:30 – 16:00	Presentations by States Parties on national activities implementing the Convention
16:00 – 16:30	Coffee/tea break
16:30 – 17:30	Presentation by the Secretariat on the status of adoption of Convention national implementing legislation in GRULAC, including relevant programmatic support, followed by national presentations on the status of adoption of implementing legislation
<i>Wednesday, 3 June 2020</i>	
09:00 – 10:30	Presentation and discussions: regional priorities for capacity-building programmes
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Presentation by the Secretariat on the design and outcomes of the National Authority Mentorship/Partnership Programme for the period 2012–2019, followed by national presentations on experiences in participating in the Programme
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Presentations by the Secretariat on programmes on chemical safety and security and development of chemical laboratory capabilities, followed by national presentations on good practices and capacity-building needs and requirements
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 17:30	Presentations and discussions: Chemical safety and security and development of laboratory capabilities (<i>continued</i>)

Time	Activity
<i>Thursday, 4 June 2020</i>	
09:00 – 10:30	Discussions of national experiences in using online tools (including the Secure Information Exchange System (SIX), Electronic Declarations Information System (EDIS), the Article VII online submission platform, the Assistance and Protection Data Bank, Eventus, and online training modules), and the issues and benefits of these tools
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Presentations and discussions: <ul style="list-style-type: none"> • Capacity-building activities of the Secretariat • Gender mainstreaming approaches
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Discussions on the report of the meeting
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:30	Presentation of the report
16:30 – 17:00	Closing ceremony

Annex 2 (Part A)

**TWENTY-FIRST REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN
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2 – 4 JUNE 2020**

This form must be signed, duly sealed, and uploaded when submitting your application electronically (<https://apps.opcw.org/eventus>)

ENDORSEMENT BY THE NATIONAL AUTHORITY

Please type or use BLOCK LETTERS

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 _____,
for participation in the Twenty-First Regional Meeting of National Authorities of
States Parties in Latin America and the Caribbean, to be held in La Paz,
the Plurinational State of Bolivia, from 2 to 4 June 2020.

Signature: _____

Name: _____

Designation: _____

Official seal of the organisation:

Annex 2 (Part B)**TWENTY-FIRST REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN
LA PAZ, PLURINATIONAL STATE OF BOLIVIA
2 – 4 JUNE 2020****QUESTIONNAIRE**

Does your country have a national Convention implementation plan? Yes No

Please explain:

What activities have been implemented by your National Authority since the previous regional meeting in 2019? What results have been achieved?

What activities have been planned by your National Authority for 2020?

What challenges in Convention implementation have been encountered recently by your National Authority and how have they been addressed?