



S/2276/2024

17 April 2024

ENGLISH and SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR THE TWENTY-FIFTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN  
GUATEMALA CITY, GUATEMALA  
2 – 4 JULY 2024**

1. The Technical Secretariat of the OPCW (the Secretariat) wishes to invite representatives of National Authorities to attend the Twenty-Fifth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean, which will be held in Guatemala City, Guatemala, from 2 to 4 July 2024.
2. This regional meeting of National Authorities will serve as a forum for States Parties to discuss needs, priorities, actions taken, and best practices in relation to the implementation of the Chemical Weapons Convention (the Convention) at the national and regional levels.
3. The purpose of the meeting is to facilitate and exchange information and views on:
  - (a) OPCW capacity-development support for the implementation of obligations under Articles VI, VII, X, and XI of the Convention;
  - (b) tools available in support of timely and accurate declarations, as well as updated information about OPCW inspections;
  - (c) progress made and challenges encountered in implementing the Convention in the region; and
  - (d) policy-related issues, including the outcome of the Fifth Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention.
4. The expected results of the meeting include:
  - (a) ensuring that participants are provided with relevant and updated information on the status of implementation of the Convention in the region;
  - (b) enhancing participants' understanding of potential follow-up actions and best practices of States Parties in relation to the implementation of the Convention; and
  - (c) further strengthening participants' understanding of specific issues related to Articles VI, VII, X, and XI of the Convention and the respective support provided by the Secretariat.



5. The provisional programme for the regional meeting is included as the Annex to this Note.
6. 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.
7. 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 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. Please note that the Secretariat will not bear the costs of any accommodation it has not arranged.
8. National officials not sponsored by the Secretariat are welcome to attend the event as self-sponsored participants.
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 July 2024 and to depart no later than Friday, 5 July 2024**.
10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Guatemala. When applying for any entry visa, they should present the Embassy or Consulate of Guatemala with a copy of the acceptance letter from the OPCW.
11. The meeting 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 online **by 6 May 2024 at the latest** through Eventus, the OPCW event management system. The registration link is accessible via the Eventus website (<https://eventus.opcw.org/Home?eventid=552>). Each application must be endorsed digitally on the Eventus platform by the nominee's respective National Authority. National Authorities are strongly encouraged to support and endorse the nominations of female participants for this event.
13. National Authorities that wish for their nominee(s) to make a presentation at the meeting should inform the Secretariat about the specific thematic area of the presentation. Ideally, presentations should be limited to 10 minutes and highlight best practices as well as challenges encountered in relation to the implementation of the Convention.
14. Additional information about this regional meeting may be obtained from the Implementation Support Branch of the International Cooperation and Assistance Division of the OPCW. The contact persons are Mr Rene Betancourt (Tel: +31(0)646959285; E-mail: [rene.betancourt@opcw.org](mailto:rene.betancourt@opcw.org)) and Mr Plinio Cardoso (E-mail: [plinio.cardoso@opcw.org](mailto:plinio.cardoso@opcw.org)).

Annex: Provisional Programme

## Annex

**TWENTY-FIFTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF  
STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN  
GUATEMALA CITY, GUATEMALA  
2 – 4 JULY 2024**

**PROVISIONAL PROGRAMME**

Time	Activity
<i>Tuesday, 2 July 2024</i>	
	Opening ceremony
	Report of the Chairperson of the Latin America and the Caribbean Group (GRULAC) on activities since the last regional meeting
	Status of national implementing legislation on the Convention in the GRULAC region, including relevant programmatic support
	Updates by the Secretariat on recent developments and upcoming activities: <ul style="list-style-type: none"> <li>• Implementation of activities (Articles VI, VII, X, and XI)</li> <li>• Verification issues – transfer discrepancies</li> </ul> The OPCW Centre for Chemistry and Technology (ChemTech Centre) and other Convention-related topics
	National activities implementing the Convention
<i>Wednesday, 3 July 2024</i>	
	<b>Panel discussion:</b> Regional priorities for capacity-building programmes <b>Topic 1:</b> Regional priorities for capacity building—Articles VI, VII, X, and XI <b>Topic 2:</b> Good practices and national experiences in inter-institutional coordination and the preparation of national programmes for protection against chemical weapons under Article X
	The National Authority Mentorship/Partnership Programme, including national experiences in participating in the programme
	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
	National experiences in using online tools—including the Secure Information Exchange System (SIX), the Electronic Declaration Information System (EDIS), the Article VII online submission platform, the Protection and Assistance Databank (PAD), Eventus, and online training modules—and the issues and benefits of these tools
<i>Thursday, 4 July 2024</i>	
	National Implementation Framework
	Review and update of the work procedures for regional coordination and the regional action plan
	Closing ceremony