



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/393/2004

15 January 2004

ENGLISH & SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**INVITATION TO PARTICIPATE IN THE  
FIFTH REGIONAL MEETING OF NATIONAL AUTHORITIES IN  
LATIN AMERICA AND THE CARIBBEAN  
LA PAZ, BOLIVIA  
10 – 12 MARCH 2004**

1. The National Authority of Bolivia 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 Fifth Regional Meeting of National Authorities in Latin America and the Caribbean, which will take place from 10 to 12 March 2004 in La Paz, Bolivia.
2. Consultations in Latin America and the Caribbean, building on progress made at the meetings of regional National Authorities held in Lima, Peru, in 2000, in Viña del Mar, Chile, in 2001, in Brasilia, Brazil, in 2002, and in Panama City, Panama, in 2003, have helped ensure compliance with the Chemical Weapons Convention (hereinafter “the Convention”). The Fifth Regional Meeting of National Authorities is being convened to build upon those gains. The provisional programme of the Meeting is contained in Annex 1 to this Note.
3. The aims of the Meeting are:
  - (a) to facilitate the exchange of information and experiences regarding the implementation of the Convention and to promote cooperation amongst National Authorities;
  - (b) to identify common implementation problems and resolve them through cooperative efforts on the part of States Parties and the Secretariat;
  - (c) to contribute to ability of NAs to develop their own national-implementation capacities; and
  - (d) to enhance awareness of the provisions of the Convention.
4. In accordance with the wishes expressed by the representatives of National Authorities in the region at the Fourth Meeting, the Fifth Meeting will focus on implementing the requirements of Article VI of the Convention, and will provide a



forum in which participants can pool their experiences with a view to determining and adopting the most-efficient strategies for submitting data required by Article VI of the Chemical Weapons Convention.

5. The Secretariat invites National Authorities to nominate candidates involved in identifying declarable activities, collecting data relevant to declarations under Article VI, and submitting declarations to the Secretariat. In keeping with standard practice in regional meetings of National Authorities, active participation is expected of attendees. All participants in the Meeting will be invited to make a brief statement on the implementation of the Convention in their respective countries. Statements should address national-implementation legislation, the provision of Article VI declarations, and any impediments to preparing declarations, receiving inspections, or enacting or enforcing implementing legislation.
6. Secretariat staff members with experience in national-implementation and related matters will also be on hand at the Meeting.
7. 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, meals, accommodation, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. In cases where the Secretariat arranges accommodation for sponsored participants, it will also cover the costs of that accommodation. Sponsored participants who do not intend to use the accommodation provided by the Secretariat are requested to indicate that to the Secretariat as soon as possible, so that it does not incur hotel cancellation fees. The daily subsistence allowance will remain unchanged for those participants who opt to make their own accommodation arrangements.
8. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat 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, sponsored participants are expected to arrive no earlier than Tuesday, 9 March 2004, and to depart no later than Sunday, 13 March 2004. The Secretariat's approval is required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover expenses unrelated to the Meeting or that result from unauthorised changes to travel arrangements. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their tickets. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if requested, arrange accommodation at reduced rates.
9. All activities during the Meeting will be conducted in Spanish. Depending on the requirements of confirmed participants and the availability of resources, English interpretation services may be provided throughout the Meeting.
10. Participants are requested to obtain all necessary visas (including transit visas) before travelling to Bolivia.

11. Interested National Authorities are invited to complete the nomination form that is included as Annex 2 to this Note, providing all the details it requests so that the Secretariat can contact nominees directly. 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) 306 3535, or by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than 10 February 2004**. Please be advised that participants must present an OPCW acceptance letter in order to register at the Meeting.
  
12. Additional information may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Ms Maria Elena Bruno-Pousadela, who can be reached at +31 (0)70 416 3825.

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form

**Annex 1**

**FIFTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
IN LATIN AMERICA AND THE CARIBBEAN  
LA PAZ, BOLIVIA, 10 – 12 MARCH 2004**

**PROVISIONAL PROGRAMME**

*Wednesday, 10 March 2004*

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|---------------|--|
| 10:00 - 10:45 | Opening ceremony   |
| 10:45 – 11:00 | <i>Coffee break</i>  |
| 11:00 – 11:45 | Status of implementation of the CWC <sup>1</sup>   |
| 11:45 – 12:30 | Progress made since the First Regional Seminar on the Role of the Chemical and Other Relevant Industries in the Implementation of the Chemical Weapons Convention in Latin America and the Caribbean, which was held in Mexico City, Mexico, from 11 to 13 June 2003   |
| 12:30 – 14:00 | <i>Lunch</i>   |
| 14:00 – 14:45 | The implementation of Article VI: Status in Latin America  |
| 15:30 – 15:45 | <i>Coffee break</i>  |
| 15:45 – 17:15 | Round-table discussions on industry verification matters (part I): <ul style="list-style-type: none"><li>• practical issues surrounding Article VI declarations, including import and export controls</li><li>• decisions of the Conference of the States Parties and unresolved chemical industry issues</li><li>• the role of customs organisations</li><li>• identifying declarable industry activities</li></ul> |

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<sup>1</sup> The Chemical Weapons Convention

***Thursday, 11 March 2004***

- 10:00 – 10:45 Round-table discussions on industry verification matters (part II): identifying declarable industry activities
- 10:45 – 11:00 *Coffee break*
- 11:00– 12:30 Round-table discussions on industry verification matters (part III):  
The National Authority data-collection model:
- part I: identifying the enterprises that have to provide information
  - part II: collecting declaration data initially and annually
- 12:30 – 14:00 *Lunch*
- 14:00 – 15:45 Round-table discussions on industry verification matters (part IV):
- the Declarations Handbook and the Handbook on Chemicals
  - handling confidential information
  - selecting facilities and plant sites for inspection
  - preparations for industry inspections
- 15:45 – 16:30 Implementation-support programmes: priorities for 2004
- 16:30 – 17:15 Bilateral consultations

***Friday, 12 March 2004***

- 10:00 – 10:45 Scenario discussions
- 10:45 – 11:00 *Coffee break*
- 11:00 – 11:45 Scenario discussions
- 11:45 – 12:30 Summing-up of discussions

**Annex 2**

**FIFTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
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**NOMINATION FORM**

Please submit the completed form by **10 February 2004** 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](mailto:ipb@opcw.org).

Please 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.)	----- ----- -----

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.	Has the nominee previously attended a meeting of this kind?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, when and where?
18.	Interpretation services required*	English <input type="checkbox"/> Spanish <input type="checkbox"/>
19.	Is sponsorship a condition of participation?*	Yes <input type="checkbox"/> No <input type="checkbox"/>

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\* Please tick the appropriate box.