



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/465/2005

3 February, 2005

ENGLISH & SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO PARTICIPATE IN THE
SIXTH REGIONAL MEETING OF NATIONAL AUTHORITIES IN
LATIN AMERICA AND THE CARIBBEAN
CARTAGENA, COLOMBIA
21 – 22 APRIL 2005**

1. The National Authority of Colombia and the Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) invite representatives of National Authorities to participate in the Sixth Regional Meeting of National Authorities in Latin America and the Caribbean, which will take place from 21 to 22 April 2005 in Cartagena, Colombia.
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; in Panama City, Panama, in 2003; and La Paz, Bolivia in 2004, have helped ensure compliance with the Chemical Weapons Convention (hereinafter “the Convention”). The Sixth Regional Meeting of National Authorities is being convened to build upon the progress that has already been made. The provisional programme for this 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 advance towards achieving the targets set forth by the Plan of Action on the Implementation of Article VII of the Convention;
 - (c) to identify common implementation problems and resolve them through cooperative efforts on the part of States Parties and the Secretariat;
 - (d) to help National Authorities develop their own national-implementation capacities;
 - (e) to enhance awareness of the provisions of the Convention; and



- (f) to strengthen the cooperation with regional and international organisations that deal with issues related to the work of the OPCW.
- 4. In accordance with the wishes expressed by the representatives of National Authorities in the region at the Fifth Meeting and during their consultations in the context of the Sixth Annual Meeting of National Authorities, this meeting will focus on ways and means to increase cooperation among National Authorities in the region to encourage improved implementation of the Convention; it will also provide a forum during which participants will be able to exchange their experiences, so that more efficient strategies to fulfil the requirements of the Convention can be determined and adopted.
- 5. The Secretariat invites National Authorities to nominate candidates. 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 what efforts and progress are being made towards implementing the Plan of Action, enacting national-implementation legislation, and providing Article VI declarations; these statements should also point out any impediments that have been encountered during the preparation of declarations, in receiving inspections, or in enacting or enforcing implementing legislation.
- 6. Secretariat staff members with experience in national implementation and related matters will also be on hand.
- 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 Wednesday, 20 April 2005, and to depart no later than Saturday, 23 April 2005. 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.
10. Participants are requested to obtain all necessary visas (including transit visas) before travelling to Columbia.
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. All nominations must be received by the Secretariat **no later than 10 March 2005**. 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

**SIXTH REGIONAL MEETING OF NATIONAL AUTHORITIES
IN LATIN AMERICA AND THE CARIBBEAN
CARTAGENA, COLOMBIA 21-22 APRIL 2005**

PROVISIONAL PROGRAMME

Thursday, 21 April 2005

10:00 - 10:45	Opening ceremony
10:45 - 11:00	<i>Coffee break</i>
11:00 - 11:45	Status of implementation of the Convention in Latin America; progress towards achieving the targets of the Plan of Action on the Implementation of Article VII of the Convention – <i>Presentation by the OPCW Secretariat</i>
11:45 - 12:30	Implementation-support programmes: priorities for 2005 – <i>Presentation by the OPCW Secretariat</i>
12:30 - 14:00	<i>Lunch</i>
14:00 - 15:35	Review and follow-up of the regional political commitment to implementing the Plan of Action on Article VII of the Convention – <i>Presentations by National Authorities</i>
15:30 - 15:45	<i>Coffee break</i>
15:45 - 17:15	Review and follow-up (continued) of the regional political commitment to implementing the Plan of Action on Article VII of the Convention – <i>Presentations by National Authorities</i>

Friday, 22 April 2005

10:00 - 10:45	Declarable activities and difficulties in producing declarations: a regional perspective and possible solutions – <i>Presentation by the OPCW Secretariat</i>
10:45 - 11:00	<i>Coffee break</i>
11:00 - 12:30	Round-table discussions on the Convention's import and export requirements – <i>Presentations by National Authorities</i>
12:30 - 14:00	<i>Lunch</i>
14:00 - 15:00	Round-table discussions on the inspection process and the training of escorts for inspections – <i>Presentations by National Authorities</i>
15:00 - 15:45	Coordination and cooperation with other regional and international organisations, including the World Health Organization (WHO), the Pan American Health Organisation (PAHO), and the Intergovernmental Forum on Chemical Safety (IFCS) – <i>Presentation by the OPCW Secretariat with the participation of National Authorities</i>
15:45 - 16:00	<i>Coffee break</i>
16:00 - 16:45	The exchange programme for National Authorities – <i>Presentation by the OPCW Secretariat</i>
17:15 - 18:00	Summing-up of discussions – <i>National Authority of Colombia and the OPCW Secretariat</i>

Annex 2

**SIXTH REGIONAL MEETING OF NATIONAL AUTHORITIES
IN LATIN AMERICA AND THE CARIBBEAN
CARTAGENA, COLOMBIA
21 – 22 APRIL 2005**

NOMINATION FORM

Please submit the completed form **by 10 March 2005** 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 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	<div></div> <div>-----</div> <div></div> <div>-----</div> <div></div>
11.	Employer	<div></div> <div>-----</div> <div></div>
12.	Position	
13.	Contact address (Please do not give a post office box number.)	<div></div> <div>-----</div> <div></div> <div>-----</div> <div></div>

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"/>

- - - 0 - - -

* Please tick the appropriate box.