



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/483/2005

22 March 2005

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A REGIONAL WORKSHOP
FOR NATIONAL AUTHORITIES IN LATIN AMERICA AND THE CARIBBEAN
ON TRAINING ESCORTS FOR INSPECTIONS
HAVANA, CUBA
2 AND 3 AUGUST 2005**

1. On behalf of the government of Cuba and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite representatives of National Authorities to nominate participants to attend a regional workshop for National Authorities of States Parties in Latin America and the Caribbean, which will be held in Havana, Cuba, on 2 and 3 August 2005. The workshop is designed to provide practical assistance to States Parties in the region on training escorts for inspections under the terms of the Chemical Weapons Convention (hereinafter “the Convention”). Nominees should actually be involved either in carrying out tasks related to such inspections or in drafting national implementing legislation.
2. The workshop will serve as a forum in which representatives of National Authorities can confer with staff from the Technical Secretariat (hereinafter “the Secretariat”), and with resource persons invited to workshop, on training escorts for inspections. The programme for the workshop will include the following:
 - (a) a review of the requirements for inspections under the Convention;
 - (b) a review of and comments on national implementing legislation, with particular regard to inspections;
 - (c) a discussion of national experiences in training escorts; and
 - (d) bilateral meetings with Secretariat staff and resource persons.
3. The workshop will also serve as a forum in which States Parties that are planning to train escorts can discuss how to organise that training.
4. All participants will be expected to make presentations on each of the following topics:



- (a) the programmes they now have in place to train escorts;
 - (b) the current status of national implementing legislation or administrative measures, particularly as regards inspections under the Convention; and
 - (c) any problems encountered in these areas, and any assistance required in preparing these training programmes.
4. The provisional programme for the workshop is included as Annex 1 to this Note.
5. The Secretariat expects to be able to sponsor the participation of a limited number of representatives of National Authorities and of those involved in drafting of national implementing legislation. 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, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate that as soon as possible, so that it does not incur hotel cancellation fees. In any case the Secretariat will not cover the costs of any accommodation it has not arranged.
6. When making travel arrangements for sponsored participants, the Secretariat will seek the most-economical options. It 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, participants are expected to **arrive no earlier than 1 August 2005**, and to **depart no later than 4 August 2005**. The Secretariat's agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the workshop or that result from changes in travel arrangements it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates.
7. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Cuba.
8. All activities during the workshop will be conducted in Spanish, and English-language interpretation services will be provided. All participants are therefore expected to have a good command of either English or Spanish.
9. Interested National Authorities are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all the contact details it requests. 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)70 306 3535, or by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat **no later than 1 July 2005**. Please be advised that

participants must present an OPCW acceptance letter in order to register at the workshop.

10. Additional information about the workshop 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 (English only):

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**REGIONAL WORKSHOP
FOR NATIONAL AUTHORITIES IN LATIN AMERICA AND THE CARIBBEAN
ON TRAINING ESCORTS FOR INSPECTIONS
HAVANA, CUBA
2 AND 3 AUGUST 2005**

PROVISIONAL PROGRAMME

<i>Tuesday, 2 August 2005</i>	
09:00 – 09:45	Opening
09:45 – 10:45	Review of verification regimes under the CWC ¹
10:45 – 11:00	<i>Coffee break</i>
11:00 – 11:45	The role of National Authorities during inspections
11:45 – 12:30	National programmes for training escorts for inspections
12:30 – 14:00	<i>Lunch</i>
12:30 – 14 :00	Preparing to receive an inspection
14:00 – 15:45	Presentation of the scenario for a trial inspection
15:45 – 16:00	<i>Coffee break</i>
16:00 – 16:30	Declarations and the selection of plant sites The inspection mandate Preparations for an inspection
16:30 – 17:30	Activities at the point of entry, including equipment and the delivery of the inspection mandate
17:30 – 18:00	Requirements for implementing legislation as regards inspections
<i>Wednesday, 3 August 2005</i>	
09:00 – 09:45	Arrival at a plant site to be inspected, and pre-inspection briefing
09:45 – 10:15	Review of the inspection plan, and tour of the plant site
10:15 – 11:15	Physical inspection
11:15 – 12:30	Review of records
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:45	Writing up of the inspection report
15:45 – 16:00	Presentation to the National Authority escort team
16:00 – 17:00	Post-inspection activities in The Hague Comments by the National Authority Closure letter
17:00 – 17:45	The potential for cooperation in training escorts
17:45 – 18:00	Conclusions and recommendations

¹ The Chemical Weapons Convention

Annex 2

**REGIONAL WORKSHOP
FOR NATIONAL AUTHORITIES IN LATIN AMERICA AND THE CARIBBEAN
ON TRAINING ESCORTS FOR INSPECTIONS
HAVANA, CUBA
2 AND 3 AUGUST 2005**

NOMINATION FORM

Please submit the completed form **by 1 July 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 TYPE or use BLOCK LETTERS.

1.	Family name of nominee			
2.	First name(s)			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender ²	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			

² For this and all like items below, please tick the appropriate box.

13.	Contact address (Please do not give a post-office box number)	Street	
		Number	Post code
		City	
		Country	
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.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>