



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/537/2006

13 January 2006

ENGLISH and SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR THE  
SEVENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
IN LATIN AMERICA AND THE CARIBBEAN  
MEXICO CITY, MEXICO  
22 AND 23 MAY 2006**

1. On behalf of the Government of Mexico and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate staff to attend the seventh regional meeting of National Authorities of States Parties in Latin America and the Caribbean, which will be held in Mexico City, Mexico, on 22 and 23 May 2006.
2. At its Eighth Session, the Conference of the States Parties (hereinafter “the Conference”) adopted a plan of action regarding the implementation of Article VII obligations (C-8/DEC.16, dated 24 October 2003), and at its Tenth Session adopted a decision on follow-up to that plan (C-10/DEC.16, dated 11 November 2005). The meeting will serve as a forum in which States Parties in the region can present their needs for assistance and indicate what assistance they can offer to other States Parties. In addition, it will help the Technical Secretariat (hereinafter “the Secretariat”) to determine how it can enhance the assistance it offers to States Parties in the region in the light of the aforementioned Conference decisions.
2. The meeting will also serve as a forum in which representatives of National Authorities can confer with each other, with Secretariat staff, and with resource persons that have been invited to the meeting, in order to identify what further steps, if any, each State Party needs to take in order to implement its Article VII obligations. The programme for the meeting includes the following items:
  - (a) a review of the requirements of Article VII;
  - (b) a review of, and comments on, national requests for and offers of implementation support, with particular regard to the establishment and running of a National Authority and the drafting of implementing legislation;
  - (c) discussion of a detailed implementation-support plan for the region; and



- (d) bilateral meetings with Secretariat staff and with resource persons.
3. Nominees should actually be involved in the national implementation of the Chemical Weapons Convention (hereinafter "the Convention"). Participants from each State Party represented at the meeting will be expected to make presentations in each of the following areas:
  - (a) the status of implementation of the Convention in the State Party in question, including as regards the designation or establishment of a National Authority, and the status of national implementing legislation or administrative measures;
  - (b) any problems encountered in these areas, and any support required to address them; and
  - (c) what offers of support, and in which areas of expertise, the State Party can make to other States Parties in the region, as well as any conditions for such offers, and the dates on which the support will be available.
4. The provisional programme for the meeting 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 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 the Secretariat 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 Sunday, 21 May 2006**, and to depart **no later than Wednesday, 24 May 2006**. The Secretariat's agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the meeting or that result from changes to 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 Mexico.

8. All activities during the meeting 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](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than 7 April 2006**. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.
10. Additional information about the meeting 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**

**SEVENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
IN LATIN AMERICA AND THE CARIBBEAN  
MEXICO CITY, MEXICO  
22 AND 23 MAY 2006**

**PROVISIONAL PROGRAMME**

<b><i>Monday, 22 May 2006</i></b>	
09:30 – 10:00	Opening
10:00 – 10:45	Status of the Convention in Latin America and the Caribbean
10:45 – 11:00	<i>Coffee break</i>
11:00 – 11:45	The Mexican experience in implementing the Convention
11:45 – 12:30	Ways and means to facilitate the further implementation of Article VII of the Convention in the region
12:30 – 14:30	<i>Lunch</i>
14 :30 – 16:00	Requests for and offers of support for the implementation of Article VII obligations
16:00 – 16:15	<i>Coffee break</i>
16:15 – 17:00	Requests for and offers of support, continued
<b><i>Tuesday, 23 May 2006</i></b>	
09:30 – 10:00	Summary of the results of the previous sessions: Inventory of offers and requests
10:00 – 10:45	Bilateral consultations between National Authorities, and between National Authorities and the Secretariat
10:45 – 11:00	<i>Coffee break</i>
11:00 – 12:30	Consultations, continued
12:30 – 14:30	<i>Lunch</i>
14:30 – 16:30	Consultations, continued
16:30 – 17:00	Summing-up and closure

## Annex 2

**SEVENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
IN LATIN AMERICA AND THE CARIBBEAN  
MEXICO CITY, MEXICO  
22 AND 23 MAY 2006**

**NOMINATION FORM**

Please submit the completed form **by 7 April 2006** 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 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 <sup>1</sup>	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.)	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"/>	

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<sup>1</sup> For this item and item 17 below, please tick the appropriate box.