



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/613/2007

31 January 2007

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 NATIONAL INSPECTORS AND ESCORTS FOR INSPECTIONS  
BUENOS AIRES, ARGENTINA  
10 – 12 APRIL 2007**

1. On behalf of the Government of Argentina and the OPCW, the Director-General wishes to invite representatives of National Authorities to nominate participants for a regional workshop for National Authorities of States Parties in Latin America and the Caribbean, which will be held in Buenos Aires, Argentina, from 10 to 12 April 2007. The workshop is designed to provide practical assistance to States Parties in the region on training escorts for inspections under the Chemical Weapons Convention (hereinafter “the Convention”) and on training national inspectors for inspections under the terms of their national implementing legislation. Nominees should actually be involved in carrying out tasks related to inspections in one or both categories.
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 the workshop, on the following:
  - (a) the requirements for inspections under the Convention;
  - (b) the procedures for sampling and analysis during Schedule 2 inspections, and lessons learned from the first such inspections that involved sampling and analysis;
  - (c) national implementing legislation, with particular regard to inspections;
  - (d) national experiences in training escorts; and
  - (e) national experiences in training national inspectors.
3. The workshop will also serve as a forum in which States Parties that are planning to train escorts and national inspectors can discuss how to organise that training.



4. All participants will be expected to make presentations on each of the following topics:
  - (a) any programmes they now have in place to train escorts and national inspectors;
  - (b) the current status of national implementing legislation or administrative measures, particularly regarding inspections under the Convention; and
  - (c) any problems encountered in these areas, and any assistance required in preparing the aforementioned training programmes.
5. The provisional programme for the workshop is included as Annex 1 to this Note.
6. 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, 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.
7. 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 9 April 2007**, and to **depart no later than 13 April 2007**. 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 any changes they make 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.
8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Argentina.
9. 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.

10. 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 1 March 2007**. Please be advised that participants must present an OPCW acceptance letter in order to register at the workshop.
  
11. Additional information about the workshop may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Ms Vanessa Fraga Prol, 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  
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10 – 12 APRIL 2007**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Tuesday, 10 April 2007</i></b>	
9:00 – 9:45	Opening
9:45 – 10:45	Review of verification regimes under the Chemical Weapons Convention
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	<ul style="list-style-type: none"> <li>• Declarations and the selection of plant sites</li> <li>• The inspection mandate</li> <li>• Preparations for an inspection</li> </ul>
16:30 – 17:30	Activities at the point of entry, including a review of the inspection equipment and the delivery of the inspection mandate
17:30 – 18:00	Requirements for implementing legislation as regards inspections
<b><i>Wednesday, 11 April 2007</i></b>	
9:00 – 10:45	Review of verification regimes under national legislation
10:45 – 11:00	<i>Coffee break</i>
11:00 – 1:45	Role of National Authorities during national inspections
11:45 – 12:30	National programmes for training inspectors for national inspections
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	Preparing to carry out an inspection
14:45 – 15:30	Procedures for sampling and analysis during Schedule 2 inspections
15:30 – 15:45	<i>Coffee break</i>
15:45 – 16:30	Lessons learned from the first Schedule 2 inspections that involved sampling and analysis
16:30 – 17:15	Requirements for implementing national legislation regarding internal inspections
<b><i>Thursday, 12 August 2007</i></b>	
9:00 – 9:45	Arrival at a plant site to be inspected, followed by a pre-inspection briefing
9:45 – 10:15	Review of the inspection plan, and a 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

<b>Time</b>	<b>Activity</b>
15:45 – 16:00	Presentation by the National Authority escort team
16:00 – 17:00	<ul style="list-style-type: none"><li>• Post-inspection activities in The Hague</li><li>• Comments by the National Authority</li><li>• Closure letter</li></ul>
17:00 – 17:45	The potential for cooperation in training escorts and national inspectors
17:45 – 18:00	Conclusions and recommendations

**Annex 2**

**REGIONAL WORKSHOP  
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BUENOS AIRES, ARGENTINA  
10 – 12 APRIL 2007**

**NOMINATION FORM**

Please submit the completed form by **1 March 2007** 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	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"/>