



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/614/2007

1 February 2007

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A
REGIONAL MEETING OF REPRESENTATIVES OF
NATIONAL AUTHORITIES AND PARLIAMENTS
IN LATIN AMERICA AND THE CARIBBEAN
BOGOTÁ, COLOMBIA
26 AND 27 JULY 2007**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of Colombia wish to invite the personnel of National Authorities to submit nominations for a regional meeting of representatives of National Authorities and parliaments in Latin America and the Caribbean, which will be held in Bogotá, Colombia, on 26 and 27 July 2007.
2. The Secretariat seeks nominations in two categories. The meeting is designed, on the one hand, as a forum for personnel from National Authorities who are involved daily with issues surrounding the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”). Nominees in this category should actually be involved in implementing the Convention at the national level.
3. The Secretariat also seeks nominations from representatives of national parliaments in the region who are members of relevant parliamentary committees or who have been or will be directly involved in the adoption of national implementing legislation. Participants with this background would discuss the role parliaments can play in the implementation of the Convention, and consider ways of increasing awareness of the Convention amongst their fellow parliamentarians and thus of enhancing their involvement in national implementation.
4. The overall objective of the meeting is to promote a greater understanding of the Convention on the part of parliamentarians who will be involved in the approval of national implementing legislation. The specific aims of the meeting are to:
 - (a) promote a greater understanding on the part of parliamentarians of the obligations States Parties have under the Convention;
 - (b) enhance awareness of the need for States Parties to adopt comprehensive implementing legislation in order to fulfil those obligations;



- (c) identify common implementation problems and draw up guidelines on how they can be resolved through such legislation; and
 - (d) contribute to greater self-sufficiency as regards national-implementation capacities.
- 5. In order for the Convention to be fully implemented, National Authorities and Parliaments need to work closely together. The meeting will thus include a thematic segment that will be devoted to fostering such partnerships and to helping achieve the objectives both of the plan of action regarding the implementation of Article VII obligations, which was adopted by the Conference of the States Parties at its Eighth Session (C-8/DEC.16, dated 24 October 2003), and of the decisions on follow-up to it (C-10/DEC.16, dated 11 November 2005, and C-11/DEC.4, dated 6 December 2006).
- 6. 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.
- 7. As at the date of this Note, 38% of States Parties had yet to inform the OPCW of the legislative and administrative measures they had taken to implement the Convention, in accordance with Article VII, paragraph 5, of the Convention. In some cases, delays have been caused by the length of time it takes for draft implementing legislation to be reviewed and approved. Parliaments can play an important role in expediting this process.
- 8. The Secretariat expects to be able to sponsor the attendance at the meeting of a limited number of participants. 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. It will also arrange and pay for accommodation for these participants, unless any such participant requests otherwise. Sponsored participants who do not intend to use the accommodation provided by the Secretariat are requested to indicate that as soon as possible, so that it does not incur hotel cancellation fees. The daily subsistence allowance will remain unchanged for those sponsored participants who opt to make their own accommodation arrangements.
- 9. 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, sponsored participants are expected to arrive **no earlier than Wednesday, 25 July 2007**, and to depart **no later than Saturday, 28 July 2007**. The Secretariat's agreement is required for any changes to the arrival and departure dates for 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 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.

10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Colombia. Participants who will require an entry visa are advised to contact the nearest diplomatic mission of Colombia as soon as possible.
11. As noted above, nominations are invited both from the staff of National Authorities and from representatives of national parliaments in the region. For each nominee, the National Authority should complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all the contact details requested. 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, but in any case the Secretariat must receive them **no later than 15 June 2007**. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.
12. Additional information about the meeting 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:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form (English only)

Annex 1

**REGIONAL MEETING OF REPRESENTATIVES OF
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PROVISIONAL PROGRAMME

Time	Activity
26 July 2007	The Role of Parliaments in the Implementation of the Convention
9:00 – 10:00	Registration
10:00 – 10:45	Opening ceremony
10:45 – 11:00	<i>Coffee break</i>
11:00 – 11:45	The Chemical Weapons Convention and the OPCW
11:45 – 12:30	The obligations of States Parties under the Convention
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	Status of implementation of the Convention
14:45 – 15:30	The effective and comprehensive implementation of the Convention: requirements regarding legislative and administrative measures
15:30 – 15:45	<i>Coffee break</i>
15:45 – 16:45	Roundtable discussion: States Parties' perspectives on the role of parliaments in the implementation of the Convention
16:45 – 17:00	Summing-up
17:15	<i>Reception</i>
27 July 2007	Enforcing national implementing legislation
10:00 – 11:00	The legal basis for controls on toxic chemicals and for combatting illicit trafficking: Convention definitions and prohibitions, controls on imports and exports, and the enforcement of national legislation
11:00 – 11:15	<i>Coffee break</i>
11:15 – 13:30	Visit to the Colombian Parliament
13:30	<i>Lunch, and closure</i>

Annex 2

**REGIONAL MEETING OF REPRESENTATIVES OF
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NOMINATION FORM

Please submit the completed form **by 15 June 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.

Please use BLOCK LETTERS.

1.	Government body making the nomination	
2.	Family name of nominee	
3.	First name(s)	
4.	Date of birth	Day Month Year
5.	Citizenship	
6.	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
7.	Passport number	
8.	Date of issue	Day Month Year
9.	Expiry date	Day Month Year
10.	Place of issue	
11.	Position	
12.	Employer ¹	
13.	Employer's address ² (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

¹ An answer is not required of parliamentarians.

² Parliamentarians are requested to furnish a postal address at which they can be contacted.

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.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>