



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/619/2007

26 February 2007

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE
EIGHTH REGIONAL MEETING OF NATIONAL AUTHORITIES
IN LATIN AMERICA AND THE CARIBBEAN
SANTIAGO, CHILE
29 – 31 MAY 2007**

1. On behalf of the Government of Chile and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate staff to attend the eighth regional meeting of National Authorities of States Parties in Latin America and the Caribbean, which will be held in Santiago, Chile, from 29 to 31 May 2007.
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). At its Eleventh Session, the Conference adopted a decision on sustaining follow-up to the plan of action (C-11/DEC.4, dated 6 December 2006). 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.
3. 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 participating State Party needs to take in order to implement its obligations under the Chemical Weapons Convention (hereinafter “the Convention”). The programme for the meeting includes the following items:
 - (a) a review of the requirements of Article VII and the current status of its implementation;



- (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) the Verification Information System and the submission of electronic Article VI declarations;
 - (d) a review of outreach programmes that focusses on ways to identify declarable activities, and thus to make further improvements in existing approaches and methodologies;
 - (e) discussions of national experiences, and a review of existing methods used to collect data on the import and export of scheduled chemicals;
 - (f) discussions of experiences in receiving chemical-industry inspections as well as in improving their effectiveness and efficiency; and
 - (g) bilateral meetings with Secretariat staff and with resource persons.
4. Nominees should actually be involved in the national implementation of 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;
 - (b) any problems encountered in these areas, and any support required to address them;
 - (c) the status of implementing legislation and administrative measures, and any support needed so that drafts can be finalised;
 - (d) the status of negotiations on privileges-and-immunities agreements between the OPCW and each participating State Party;
 - (e) current practices in identifying activities declarable under Article VI of the Convention;
 - (f) current practices in gathering data on the import and export of scheduled chemicals; and
 - (g) experience gained in receiving sequential inspections carried out under Article VI.
5. The third day of the meeting will be devoted to a special session that will be attended by representatives of the Chilean Parliament.

6. The provisional programme for the meeting is included as Annex 1 to this Note.
7. 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.
8. 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 28 May 2007**, and to depart **no later than 1 June 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 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.
9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Chile.
10. The meeting will be conducted in Spanish, and English-language interpretation services will be provided. All participants are therefore expected to have a good written and oral command of one of these languages.
11. 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 15 April 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 (English only):

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**EIGHTH REGIONAL MEETING OF NATIONAL AUTHORITIES
IN LATIN AMERICA AND THE CARIBBEAN
SANTIAGO, CHILE
29 – 31 MAY 2007**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 29 May 2007</i>	
9:30 – 10:00	Opening
10:00 – 10:45	The rights and obligations of State Parties
10:45 – 11:00	<i>Coffee break</i>
11:00 – 11:45	National implementing legislation and the implementation of the Convention
11:45 – 12:30	The Chilean experience in implementing the Convention
12:30 – 14:30	<i>Lunch</i>
14 :30 – 16:00	The role of the National Authority in the collection of declarable activities
16:00 – 16:15	<i>Coffee break</i>
16:15 – 17:00	Outreach programmes for the identification of declarable activities
17:00 – 17:30	The Verification Information System and the submission of electronic declarations under Article VI
<i>Wednesday, 30 May 2007</i>	
09:30 – 10:00	Effective controls on the import and export of scheduled chemicals: resolving discrepancies
10:00 – 10:45	Sampling and analysis during Schedule 2 inspections
10:45 – 11:00	<i>Coffee break</i>
11:00 – 12:30	Improving the efficiency of chemical-industry verification: sequential inspections
12:30 – 14:30	<i>Lunch</i>
14:30 – 16:30	Bilateral consultations between National Authorities, and between National Authorities and the Secretariat
16:30 – 17:00	Summing-up
<i>Thursday, 31 May 2007</i>	
Special session with members of the Parliament of Chile and with officials of Chilean authorities whose work is related to the implementation of the Convention	
09:30 – 10:00	Opening segment
10:00 – 10:30	The Convention
10:30 – 11:00	The legal framework for the implementation of the Convention
11:00 – 12:00	Experiences in implementing the Convention in Latin America and the Caribbean
12:00 – 12:30	Closing segment

Annex 2

**EIGHTH REGIONAL MEETING OF NATIONAL AUTHORITIES
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SANTIAGO, CHILE
29 31 MAY 2007**

NOMINATION FORM

Please submit the completed form **by 15 April 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 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"/>	