



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/680/2008

25 February 2008

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE
NINTH REGIONAL MEETING OF NATIONAL AUTHORITIES
IN LATIN AMERICA AND THE CARIBBEAN
QUITO, ECUADOR
6 – 8 MAY 2008**

1. On behalf of the Government of Ecuador and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate staff to attend the Ninth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean, which will be held in the Ministry of Foreign Affairs, Trade and Integration, Quito, Ecuador, from 6 to 8 May 2008.
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, it adopted a decision on follow-up to that plan (C-10/DEC.16, dated 11 November 2005). The Conference at its Eleventh Session adopted a decision on sustaining follow-up to the plan of action regarding the implementation of Article VII obligations (C-11/DEC.4, dated 6 December 2006), and at its Twelfth Session, it adopted a decision regarding the implementation of Article VII obligations (C-12/DEC.9, dated 9 November 2007). The Ninth Regional Meeting of National Authorities in Latin America and the Caribbean will serve as a forum in which States Parties in the region can present their needs for assistance and indicate what support 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 personnel, and with resource persons who 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 obligations under the Chemical Weapons Convention (hereinafter “the Convention”). The programme for the meeting includes the following items:



- (a) status of implementation of the Convention and the Second Review Conference: An overview;
 - (b) a review of the requirements of Article VII and its status of implementation;
 - (c) new developments regarding the implementation of Article VI of the Convention;
 - (d) the Verification Information System (VIS) and the submission of Article VI declarations in electronic form;
 - (e) sharing national experiences and reviewing existing methods to collect data on the import and export of scheduled chemicals;
 - (f) discussion and sharing 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 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;
 - (c) status of implementing legislation and support required to finalise drafts;
 - (d) status of negotiations on privileges-and-immunities agreements between the State Party in question and the OPCW;
 - (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 under Article VI of the Convention.
5. The provisional programme for the meeting 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, accommodation, meals, and medical

insurance, and will provide a limited subsistence allowance to cover sundry expenses. 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.

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 5 May 2008**, and to depart **no later than 9 May 2008**. 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.
8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Quito.
9. 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.
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 requested contact details. 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 27 March 2008**. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.
11. 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

**NINTH REGIONAL MEETING OF NATIONAL AUTHORITIES
IN LATIN AMERICA AND THE CARIBBEAN
MINISTRY OF FOREIGN AFFAIRS, TRADE AND INTEGRATION
QUITO, ECUADOR
6 – 8 MAY 2008**

PROVISIONAL PROGRAMME

6 May 2008	
10:00 – 10:30	Opening
10:30 – 11:15	Status of implementation of the Convention and the Second Review Conference: An overview
11:15 – 11:45	<i>Coffee break</i>
11:45 – 12:30	Implementing the Convention: Subsidiary legislation
12:30 – 14:30	<i>Lunch</i>
14:30 – 15:15	Key developments in the implementation of Article VI of the Convention: The role of the chemical industry in the implementation of the Convention
15:15 – 15:30	<i>Coffee break</i>
15:30 – 16:15	The new site-selection methodology for other chemical production facilities (OCPFs)
16:15 – 17:00	The VIS and the electronic submission of Article VI declarations
7 May 2008	
09:30 – 10:00	Video presentation of a challenge-inspection exercise
10:00 – 10:45	International Cooperation, Assistance, and Implementation Support Programmes for the region in 2008
10:45 – 11:00	<i>Coffee break</i>
11:00 – 11:45	The Ecuadorean experience in implementing the Convention
11:45 – 12:30	Round-table discussions: Status of implementation in States Parties in the region
12:30 – 14:30	<i>Lunch</i>
14:30 – 17:00	Round-table discussions: Status of implementation in States Parties in the region (continued)
8 May 2008	
09:30 – 12:30	Bilateral consultations between National Authorities and between National Authorities and the Secretariat
09:30 – 12:30	Special session* on furthering the implementation of Article VII in the region
12:30 – 14:00	<i>Lunch</i>
14:00 – 17:00	Bilateral consultations between National Authorities and between National Authorities and the Secretariat (continued)

* This session will be devoted to representatives of States Parties that have yet to finalise their draft implementing legislation or to submit their draft legislation to the Technical Secretariat.

Annex 2

**NINTH REGIONAL MEETING OF NATIONAL AUTHORITIES
IN LATIN AMERICA AND THE CARIBBEAN
QUITO, ECUADOR, 6 – 8 MAY 2008**

NOMINATION FORM

Please submit the completed form **by 27 March 2008** 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) ¹			
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			
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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¹ Please give the first and family names as they appear in the nominee's passport. Incorrect or insufficient information may result in travel-related difficulties.

² For this item and item 17 below, please tick the appropriate box.