



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/770/2009

11 June 2009

ENGLISH and SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR THE TENTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES IN LATIN AMERICA AND THE CARIBBEAN  
MEXICO CITY, MEXICO  
1 – 3 SEPTEMBER 2009**

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 Tenth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean, which will be held in Mexico City, Mexico, from 1 to 3 September 2009.
2. At its Thirteenth Session, the Conference of the States Parties (hereinafter “the Conference”) adopted a decision on the implementation of Article VII obligations (C-13/DEC.7 dated 5 December 2008), which recalled the decision it had adopted at its Twelfth Session (“Regarding the Implementation of Article VII Obligations”; C-12/DEC.9, dated 9 November 2007) concerning follow-up to the plan of action regarding the implementation of Article VII obligations, a decision adopted by the Conference at its Eighth Session (C-8/DEC.16, dated 24 October 2003). Article VII states the requirement for each State Party to adopt the necessary measures to implement its obligations under the Chemical Weapons Convention (hereinafter “the Convention”).
3. The Tenth 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 in relation to implementing Article VII, as well as any support they may require in terms of Article VI obligations, and indicate what support they can offer to other States Parties in the region. 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.
4. The meeting will also serve as a forum in which representatives of National Authorities can engage and 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 Convention. The programme for the meeting includes the following:

- (a) status of implementation of the Convention in the region;
  - (b) a review of the requirements of Article VII and its status of implementation;
  - (c) new developments regarding the implementation of Article VI;
  - (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.
5. 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) an update on the status of implementation of the Convention in the State Party in question, including whether it has designated and/or established a National Authority and the status of national implementing legislation or administrative measures;
  - (b) any problems encountered in these areas, and any support the State Party may require to address them;
  - (c) status of implementing legislation and support required so that the drafts of implementing legislation can be finalised;
  - (d) status of negotiations on privileges-and-immunities agreements between the State Party in question and the OPCW;
  - (e) current practices in regard to the identification of activities declarable under Article VI of the Convention;
  - (f) current practices in the gathering of data on the import and export of scheduled chemicals; and
  - (g) experience gained in receiving sequential inspections under Article VI of the Convention.
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. 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.

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 31 August 2009**, and to depart **no later than 4 September 2009**. 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 Mexico.
10. 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, both written and oral.
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 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](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than 24 July 2009**. 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**

**TENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
IN LATIN AMERICA AND THE CARIBBEAN  
MEXICO CITY, MEXICO  
1 – 3 SEPTEMBER 2009**

**PROVISIONAL PROGRAMME**

Time	Activity
<b><i>Tuesday, 1 September 2009</i></b>	
09:00 – 09:30	Opening
09:30 – 10:15	Status of implementation of the Convention; report on the decisions on Article VII adopted by the Conference
10:15 – 10:45	<i>Coffee break</i>
10:45 – 11:15	Objectives and basic concepts of the Convention
11:15 – 12:15	Article VII: the elements of comprehensive implementing legislation
12:15 – 12:45	<i>Coffee break</i>
12:45 – 13:30	Key developments in the implementation of Article VI of the Convention: <ul style="list-style-type: none"> <li>• The Conference decision (C-13/DEC.4, dated 3 December 2008) on guidelines regarding the declaration of import and export data for Schedule 2 and Schedule 3 chemicals</li> <li>• Progress towards adopting the World Customs Organization's (WCO's) recommendation vis-à-vis the Harmonized System (HS) in regard to the most-traded Schedule 2 and Schedule 3 chemicals</li> </ul>
13:30 – 14:15	<ul style="list-style-type: none"> <li>• Report on the timely submission of Article VI declarations</li> <li>• The new Declarations Handbook</li> </ul>
14:15 – 14:45	<i>Coffee break</i>
14:45 – 15:30	<ul style="list-style-type: none"> <li>• The new Handbook on Chemicals</li> <li>• Progress on the web-based database for scheduled chemicals that have Chemical Abstracts Service (CAS) numbers (the CAS database)</li> </ul>
<b><i>Wednesday, 2 September 2009</i></b>	
09:00 – 09:45	Enhancement of other chemical production facility (OCPF) declarations (EC-53/DG.11, dated 17 June 2008)
09:45 – 10:30	Enhancement of OCPF information (EC-53/S/5, dated 17 June 2008)
10:30 – 11:00	<i>Coffee break</i>
11:10 – 11:45	Revised mechanism for selection for inspection of OCPF plant sites
11:45 – 12:30	New developments in the Secretariat's Article VI activities (sampling and analysis, sequential inspections, and the selection of Schedule 3 plant sites for inspection)
12:30 – 13:30	Panel discussion on Article VI declarations-related issues
13:30 – 14:00	<i>Coffee break</i>
14:00 – 15:30	Round-table discussions: Status of implementation of the Convention by States Parties in the region

<b>Time</b>	<b>Activity</b>
<b><i>Thursday, 3 September 2009</i></b>	
09:00 – 09:45	Round-table discussions: Status of implementation of the Convention by States Parties in the region (continued)
09:45 – 10:30	Article VII: engaging relevant stakeholders in developing national-implementing measures
10:30 – 11:00	<i>Coffee break</i>
11:00 – 11:30	ICA <sup>1</sup> and IPB <sup>2</sup> programmes for the region in 2009
11:30 – 13:30	Bilateral consultations between National Authorities and between National Authorities and the Secretariat
13:30 – 14:00	<i>Coffee break</i>
14:00 – 15:00	Bilateral consultations between National Authorities and between National Authorities and the Secretariat (continued)
15:00 – 15:30	Closing ceremony

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<sup>1</sup> ICA = International Cooperation and Assistance Division

<sup>2</sup> IPB = Implementation Support Branch

Annex 2

**TENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
IN LATIN AMERICA AND THE CARIBBEAN  
MEXICO CITY, MEXICO  
1 – 3 SEPTEMBER 2009**

**NOMINATION FORM**

Please submit the completed form **by 24 July 2009** 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) <sup>3</sup>			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender <sup>4</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>3</sup> 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.

<sup>4</sup> For this item and item 17 below, please tick the appropriate box.