



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/825/2010

17 March 2010

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE ELEVENTH REGIONAL MEETING
OF NATIONAL AUTHORITIES IN LATIN AMERICA AND THE CARIBBEAN
LA PAZ, BOLIVIA
15 – 17 JUNE 2010**

1. On behalf of the Government of Bolivia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate staff to attend the Eleventh Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean, which will be held in La Paz, Bolivia, from 15 to 17 June 2010.
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 Eleventh 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, explain 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 discussions on the following:

- (a) the status of implementation of the Convention in the region and an update on Article VII decisions;
 - (b) the roles and responsibilities to be played by key National Authority stakeholders in the framework of the Convention, and how to engage them in the process of developing national implementation;
 - (c) adoption of comprehensive implementing legislation at the national level;
 - (d) recent new developments in the implementation of Article VI of the Convention;
 - (e) version 2.0 of the electronic declarations tool for National Authorities (EDNA) for the submission of declarations in electronic format;
 - (f) safety in the chemical industry in the framework of the Convention;
 - (g) the sharing of experiences in regard to safety in the chemical industry, as well as the status of implementation of the Convention in the region; and
 - (h) bilateral meetings with Secretariat staff and with resource persons.
5. Nominees should be actively involved in the national implementation of the Convention. Participants from each State Party represented at the meeting will be expected to be engaged in discussions and make presentations in each of the following areas:
- (a) an update on the status of implementation of the Convention in their State Party, including whether it has designated and/or established a National Authority, and the status of national implementing legislation or administrative measures; and
 - (b) safety related to the chemical industry in the context 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 14 June 2010**, and to depart **no later than 18 June 2010**. 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 Bolivia.
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. All nominations must be received by the Secretariat **no later than 10 May 2010**. 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

**ELEVENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
IN LATIN AMERICA AND THE CARIBBEAN
LA PAZ, BOLIVIA
15 – 17 JUNE 2010**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 15 June 2010</i>	
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/tea break</i>
10:45 – 11:15	Objectives and basic concepts of the Convention: Roles and responsibilities of key National Authority stakeholders
11:15 – 12:15	Article VII: The elements of comprehensive implementing legislation
12:15 – 14:00	<i>Lunch</i>
14:00 – 15:30	Recent developments in the implementation of Article VI of the Convention: <ul style="list-style-type: none"> • The timely submission of declarations: Update on EC-51/DEC.1 (dated 27 November 2007¹) and the Note by the Director-General, EC-53/DG.8 (dated 5 June 2008²) • 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 • The Conference decision (C-14/DEC.4, dated 2 December 2009) on guidelines regarding low concentration limits for declaration of Schedule 2A and 2A* chemicals • 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 • The new Declarations Handbook • The new Handbook on Chemicals • The on-line Scheduled Chemicals Database
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Electronic declarations for National Authorities (EDNA version 2.0)

¹ "Timely Submission by States Parties of Declarations under Article VI of the Convention"

² "Status Report on the Timely Submission by States Parties of Declarations under Article VI of the Convention for the Period from 27 November 2007 to 30 April 2008"

Time	Activity
<i>Wednesday, 16 June 2010</i>	
09:00 – 09:30	New developments in Secretariat activities in regard to Article VI
09:30 – 10:15	The chemical industry: Safety issues
10:15 – 10:45	<i>Coffee/tea break</i>
10:45 – 12:15	The chemical industry: Safety issues (continued)
12:15 – 14:15	<i>Lunch break</i>
14:15 – 15:30	Round-table discussions: The chemical industry: Safety issues vis-à-vis the implementation of the Convention in the region (presentations by two States Parties)
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Round-table discussions: The chemical industry: Safety issues vis-à-vis the implementation of the Convention in the region (continued) (presentations by two more States Parties)
<i>Thursday, 17 June 2010</i>	
09:00 – 09:45	Round-table discussions: Status of implementation of the Convention by States Parties in the region (presentation by the host State Party)
09:45 – 10:30	Article VII: Engaging relevant stakeholders in developing national-implementation measures
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	ICA ³ and IPB ⁴ programmes for the region in 2010 and 2011
11:30 – 13:15	Bilateral consultations between National Authorities and between National Authorities and the Secretariat
13:15 – 13:30	Closing ceremony
13:30 – 15:00	<i>Lunch</i>

³ ICA = International Cooperation and Assistance Division

⁴ IPB = Implementation Support Branch

Annex 2

**ELEVENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
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NOMINATION FORM

Please submit the completed form **by 10 May 2010** 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"/>	

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* Please give the first and family names exactly as they appear in the nominee's passport.

** For this and all like items, please tick the appropriate box.