



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/1087/2013

5 April 2013

ENGLISH and SPANISH only

**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR THE FOURTEENTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES OF STATES PARTIES  
IN LATIN AMERICA AND THE CARIBBEAN  
QUITO, ECUADOR  
25 – 27 JUNE 2013**

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 participants to attend the Fourteenth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean, which will be held in Quito, Ecuador, from 25 to 27 June 2013. The meeting is designed to provide an opportunity for interaction amongst personnel of National Authorities who are involved with the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”). Nominees should therefore be responsible for carrying out such tasks on a day-to-day basis.
2. The purpose of the meeting is to provide a forum for representatives of National Authorities in Latin America and the Caribbean to review and discuss issues related to the practical implementation of the Convention and to foster regional cooperation for the implementation of the Convention. The specific objectives of the meeting are to:
  - (a) review recent developments/updates, including those regarding the implementation of Article VI of the Convention;
  - (b) highlight and focus on the process of achieving effective national implementation under Article VII of the Convention; and
  - (c) share experiences, best practices, and challenges regarding the implementation of the Convention in the region.
3. In view of the fact that the programme is designed to be interactive and participatory, all participants will be expected to take an active part in the discussions and to give presentations in order to share their national experiences and best practices on the topics discussed during the meeting.
4. The provisional programme for the meeting is included as Annex 1 to this Note.
5. The Technical Secretariat (hereinafter “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.
6. 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 Monday, 24 June 2013**, and to depart **no later than Friday, 28 June 2013**. 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.
  7. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Ecuador.
  8. All activities during the meeting will be conducted in Spanish and English and interpretation services will be provided between these two languages. All participants are therefore expected to have a good command of English or Spanish.
  9. 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 +31 (0)70 416 3228, or by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat **no later than Sunday, 12 May 2013**. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.
  10. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mrs Mina Senior-Faress, who can be reached at +31 (0)70 416 3277.

Annexes:

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

## Annex 1

**FOURTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN  
QUITO, ECUADOR  
25 – 27 JUNE 2013**

**PROVISIONAL PROGRAMME**

| Time                                  | Activity  |
|---------------------------------------|---|
| <b><i>Tuesday, 25 June 2013</i></b>   |   |
| 08:15 – 09:00                         | Registration  |
| 09:00 – 09:30                         | Opening of the meeting  |
| 09:30 – 10:00                         | Overview of the regional meeting: Objectives and topics   |
| 10:00 – 10:30                         | Recent developments at the OPCW Headquarters: <ul style="list-style-type: none"> <li>• Results of the Third Review Conference<sup>1</sup>, with specific focus on the region</li> </ul>   |
| 10:30 – 11:00                         | <i>Coffee/tea break</i>   |
| 11:00 – 11:30                         | Effective national implementation under Article VII of the Chemical Weapons Convention: <ul style="list-style-type: none"> <li>• Elements of effective national implementing legislation</li> </ul>   |
| 11:30 – 11:45                         | Question & answer session   |
| 11:45 – 12:15                         | Effective national implementation under Article VII of the Chemical Weapons Convention (continued): <ul style="list-style-type: none"> <li>• Steps to be taken to adopt effective national implementing legislation</li> </ul>  |
| 12:15 – 12:30                         | Question & answer session   |
| 12:30 – 14:00                         | <i>Lunch</i>  |
| 14:00 – 15:30                         | Practical exercise: case study of effective national implementation under Article VII   |
| 15:30 – 16:00                         | <i>Coffee/tea break</i>   |
| 16:00 – 17:30                         | Bilateral consultations between the Secretariat and the National Authorities in the region regarding the status of their national implementing legislation  |
| <b><i>Wednesday, 26 June 2013</i></b> |   |
| 09:00 – 09:45                         | Recent developments on the implementation of Article VI of the Chemical Weapons Convention: <ul style="list-style-type: none"> <li>• Update on the timely submission of declarations in the GRULAC<sup>2</sup></li> <li>• Update on statistical information regarding the trade in scheduled chemicals in the GRULAC</li> </ul> |
| 09:45 – 10:00                         | Question & answer session   |
| 10:00 – 10:30                         | Declarations: <ul style="list-style-type: none"> <li>• Update on electronic declarations and on EDNA<sup>3</sup> version 2.5</li> <li>• Emphasis on the accuracy, quality, and timeliness of declarations</li> </ul>  |
| 10:30 – 11:00                         | <i>Coffee/tea break</i>   |

<sup>1</sup> Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention

<sup>2</sup> GRULAC = Group of Latin American and Caribbean States

<sup>3</sup> EDNA = electronic declarations tool for National Authorities

| <b>Time</b>                                       | <b>Activity</b>  |
|---|--|
| <b><i>Wednesday, 26 June 2013 (continued)</i></b> |  |
| 11:00 – 12:30                                     | Break-out groups to discuss Article VI developments in the GRULAC  |
| 12:30 – 14:00                                     | <i>Lunch</i>   |
| 14:00 – 15:30                                     | Report of the break-out groups to the plenary and round-table discussion on Article VI developments and their impact on the States Parties in the GRULAC   |
| 15:30 – 16:00                                     | <i>Coffee/tea break</i>  |
| 16:00 – 17:30                                     | Bilateral consultations between the Secretariat and the National Authorities in the region regarding the status of their national implementing legislation   |
| <b><i>Thursday, 27 June 2013</i></b>              |  |
| 09:00 – 10:30                                     | Sharing experiences, best practices, and challenges regarding the implementation of the Convention: <ul style="list-style-type: none"> <li>• Presentation by three States Parties on best practices (15 minutes each)</li> <li>• Round-table discussion moderated by the Secretariat</li> </ul>          |
| 10:30 – 11:00                                     | <i>Coffee/tea break</i>  |
| 11:00 – 12:30                                     | Sharing experiences, best practices, and challenges regarding the implementation of the Convention (continued): <ul style="list-style-type: none"> <li>• Presentations by three States Parties on challenges (15 minutes each)</li> <li>• Round-table discussion moderated by the Secretariat</li> </ul> |
| 12:30 – 14:00                                     | <i>Lunch</i>   |
| 14:00 – 14:30                                     | The way forward:<br>Presentation by the hosting State Party on: <ul style="list-style-type: none"> <li>• Progress made in the GRULAC since the last regional meeting of National Authorities in 2012</li> <li>• Plan of action and strategies in the GRULAC for 2013 and 2014</li> </ul>                 |
| 14:30 – 15:00                                     | ICA <sup>4</sup> initiatives and programmes for the GRULAC in 2013   |
| 15:00 – 15:30                                     | Evaluation of the meeting and closing ceremony   |
| 15:30 – 16:00                                     | <i>Coffee/tea break</i>  |
| 16:00 – 17:30                                     | Bilateral consultations between the Secretariat and the National Authorities in the region regarding the status of their national implementing legislation   |

## Annex 2

**FOURTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN  
QUITO, ECUADOR  
25 – 27 JUNE 2013**

**NOMINATION FORM**

Please submit the completed form by **12 May 2013** 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 or +31 (0)70 416 3228; e-mail: [ipb@opcw.org](mailto: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<br>(Please do not give a<br>post-office box number) | Street                        |                                 |      |
|     |   | Number                        | Post code                       |      |
|     |   | City                          |                                 |      |
|     |   | Country                       |                                 |      |
| 14. | E-mail address  |                               |                                 |      |
| 15. | Telephone numbers,<br>including country and<br>city codes           | Home                          |                                 |      |
|     |   | Work                          |                                 |      |
|     |   | Mobile                        |                                 |      |
| 16. | Fax numbers, including<br>country and city codes                    | Home                          |                                 |      |
|     |   | Work                          |                                 |      |
| 17. | Is sponsorship a condition<br>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.