



**OPCW**

**Technical Secretariat**

S/1367/2016  
14 March 2016  
ENGLISH and SPANISH only

**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR THE SEVENTEENTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES OF STATES PARTIES IN  
LATIN AMERICA AND THE CARIBBEAN  
PRECEDED BY A REGIONAL MEETING ON EDUCATION AND OUTREACH  
ASUNCIÓN, PARAGUAY  
28 – 30 JUNE 2016**

1. On behalf of the Government of Paraguay and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate representatives to attend the Seventeenth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean, to be preceded by a regional meeting on education and outreach, both of which will be held in Asunción, Paraguay, from 28 to 30 June 2016.
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 subsequent regular sessions adopted decisions on the follow-up to that plan (C-10/DEC.16, dated 11 November 2005; C-11/DEC.4, dated 6 December 2006; C-12/DEC.9, dated 9 November 2007; C-13/DEC.7, dated 5 December 2008; C-14/DEC.12, dated 4 December 2009; and C-15/DG.11, dated 27 October 2010). The Second and Third Review Conferences<sup>1</sup> encouraged the States Parties and the Technical Secretariat (hereinafter “the Secretariat”) to continue to support the implementation by States Parties of the aforementioned Conference decisions in order for them to achieve full implementation of their Article VII obligations.
3. This meeting of National Authorities, to be held on 30 June 2016, will serve as a forum in which States Parties in the region can present their needs for assistance in relation to Article VII of the Chemical Weapons Convention (hereinafter “the Convention”) and indicate what assistance they can offer to other States Parties in this regard. In addition, the meeting will help 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.

<sup>1</sup>

The Second and Third Special Sessions of the States Parties to Review the Operation of the Chemical Weapons Convention.



4. The meeting will also serve as a forum in which representatives of National Authorities can confer with each other and with Secretariat staff in order to identify what further steps, if any, each participating State Party needs to take in order to implement its obligations under the Convention.
5. The programme for the meeting includes the following:
  - (a) a review of the current status of the implementation of the Convention and new approaches and initiatives related thereto;
  - (b) a review of recent developments and updates, including those relating to the implementation of Article VI of the Convention;
  - (c) an assessment and identification of priorities for effective national implementation of the Convention; and
  - (d) bilateral meetings with Secretariat staff.
6. The regional meeting of National Authorities will be preceded by a regional meeting on education and outreach on 28 and 29 June 2016.
7. In line with the corresponding recommendations by the Third Review Conference (April 2013), the meeting will provide a regional forum for the exchange of ideas and best practices in education and outreach, and for wide-ranging discussion on ways to raise awareness and understanding about the Convention and the work of the OPCW through education and outreach.
8. With an aim to draw in diverse experiences and perspectives through the participation of representatives of the National Authorities and relevant stakeholders involved in collaborating with them on education and outreach activities, the themes of the meeting will address the following:
  - (a) exchange of information and experiences on national initiatives undertaken by the National Authorities and different stakeholders;
  - (b) building stronger partnerships between the National Authorities and relevant stakeholders in raising awareness and understanding of the Convention and the OPCW;
  - (c) discussions of strategies and innovative approaches for effective education and outreach activities, including the possibilities of embedding relevant topics in educational curricula; and
  - (d) development and production of educational and outreach tools and materials.
9. The provisional programmes for the meetings are included as Annex 1 to this Note.

10. The Secretariat expects to be able to sponsor two participants from each State Party: one from the National Authority and another from an education-related institution (school, university, or ministry of education), a non-governmental organisation, or a professional association. Nominees from the National Authorities should be directly involved in the national implementation of the Convention, while nominees representing other stakeholders should be involved in activities that could help the National Authorities more effectively implement the Convention. Nominees who do not meet the above criteria will not be accepted to participate in the regional meeting. Participants from each State Party represented at the meeting will be expected to make presentations on topics assigned by the Secretariat. National Authorities that will not be able to nominate any of their stakeholders will be expected to make their own presentations of their vision of education and outreach activities in their respective countries.
11. 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 this 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.
12. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the participants. Participants will be allowed to purchase tickets locally only if this leads to further savings and if the Secretariat authorises it. Sponsored participants shall bear all costs resulting from any changes they make, including cancellations, once the Secretariat has purchased the tickets. The Secretariat will not cover expenses unrelated to the meeting or that result from changes to travel arrangements it has not authorised. Participants who have not been sponsored will be requested to make their own travel and accommodation arrangements.
13. In order to keep costs to a minimum, sponsored participants from National Authorities are expected to arrive **no earlier than Monday, 27 June 2016** and to depart **no later than Friday, 1 July 2016**; sponsored participants from stakeholder institutions are expected to arrive **no earlier than Monday, 27 June 2016** and to depart **no later than Thursday, 30 June 2016**.
14. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Paraguay. When applying for any entry visa, they should present the Embassy or Consulate of Paraguay with a copy of the acceptance letter from the OPCW.
15. All activities during the meetings will be conducted in English and Spanish, and interpretation services will be provided between these two languages. All participants are therefore expected to have a good command of one of these languages.
16. Interested National Authorities are invited to complete the nomination and endorsement forms that are included as Annexes 2 and 3 to this Note, making sure in particular to provide all the requested contact details.

17. Completed forms should be addressed by email to the Head of the Implementation Support Branch of the International Cooperation and Assistance Division at [ipb@opcw.org](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than Friday, 22 April 2016**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations after the deadline for the receipt of nominations. Please be advised that participants must present an OPCW acceptance letter in order to register for the meetings.
18. Additional information about the regional meetings may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Kesrat Sukasam (Tel: +31 (0)70 416 3629; Email: [kesrat.sukasam@opcw.org](mailto:kesrat.sukasam@opcw.org)) and Mr Aldo Rodriguez (Tel: +31 (0)70 416 3438; Email: [aldo.rodriguez@opcw.org](mailto:aldo.rodriguez@opcw.org)).

Annexes:

- Annex 1: Provisional Programmes  
Annex 2: Nomination Form  
Annex 3: National Authority Endorsement Form

**Annex 1**

**REGIONAL MEETING ON EDUCATION AND OUTREACH  
IN LATIN AMERICA AND THE CARIBBEAN  
ASUNCIÓN, PARAGUAY  
28 – 29 JUNE 2016**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b>Tuesday, 28 June 2016</b>	
08:30 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 09:45	Group photograph
09:45 – 10:15	History of the use of chemical weapons
10:15 – 10:35	Introduction to the OPCW
10:35 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Education and outreach activities by the Secretariat (including the project “FIRES”)
11:30 – 12:00	Presentation by expert(s) from the OPCW Advisory Board on Education and Outreach
12:00 – 12:15	Education and outreach programme in Paraguay: presentation by Paraguay
12:15 – 12:30	Inclusion of the Convention in teaching curricula: Experience of Argentina – presentation by Argentina
12:30 – 13:45	<i>Lunch</i>
13:45 – 14:00	Presentation by national representative – State Party 1
14:00 – 14:15	Presentation by national representative – State Party 2
14:15 – 14:30	Presentation by national representative – State Party 3
14:30 – 14:45	Presentation by national representative – State Party 4
14:45 – 15:00	Presentation by national representative – State Party 5
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 17:00	Break-out group discussion on approaches and requirements for effective education and outreach
17:00 – 17:10	Summary of day one
<b>Wednesday, 29 June 2016</b>	
09:00 – 10:00	Presentations by break-out group – discussion
10:00 – 10:15	Presentation by national representative – State Party 6
10:15 – 10:30	Presentation by national representative – State Party 7
10:30 – 10:45	Presentation by national representative – State Party 8
10:45 – 11:00	Presentation by national representative – State Party 9
11:00 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:30	Break-out group discussion on cooperation of National Authorities with various stakeholders in the area of education and outreach
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:30	Presentations by break-out group – discussion
14:30 – 16:00	Break-out group discussion on recommendations and way forward
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Presentations by break-out groups
17:30 – 18:00	Summary and closure of the meeting

**SEVENTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN  
ASUNCIÓN, PARAGUAY  
30 JUNE 2016**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Thursday, 30 June 2016</i></b>	
09:00 – 09:30	Opening session
09:30 – 10:00	ICA <sup>2</sup> programmes and activities for the GRULAC <sup>3</sup> since the last regional meeting of National Authorities
10:00 – 10:45	Recent developments/updates in relation to the implementation of Article VI of the Convention
10:45 – 11:00	Report of the previous regional coordinator on progress made in the GRULAC region since the last regional meeting of National Authorities – (Current regional coordinator: National Authority of Panama)
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 11:45	Presentation by National Authority – NA 1
11:45 – 12:00	Presentation by National Authority – NA 2
12:00 – 12:15	Presentation by National Authority – NA 3
12:15 – 12:30	Presentation by National Authority – NA 4
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:00	ICA programmes in 2016 and new initiatives
14:00 – 15:30	Break-out group discussion to assess and identify priorities for effective national implementation
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Presentations by the break-out groups on their findings, solutions, and conclusions
17:00 – 17:30	Summary and closure of the meeting

<sup>2</sup> ICA = International Cooperation and Assistance Division.

<sup>3</sup> GRULAC = Group of Latin American and Caribbean States.

**Annex 2**

**SEVENTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF  
STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN, PRECEDED BY  
A REGIONAL MEETING ON EDUCATION AND OUTREACH  
ASUNCIÓN, PARAGUAY, 28 – 30 JUNE 2016**

**NOMINATION FORM**

Please submit the completed form by **22 April 2016** to:

The Head, Implementation Support Branch  
International Cooperation and Assistance Division, OPCW  
Email: ipb@opcw.org

**Please type or use BLOCK LETTERS**

Family name of nominee*			
First name(s)*			
Date of birth	Day	Month	Year
Citizenship			
Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Date of expiry	Day	Month	Year
Place of issue			
Areas of expertise			
Employer			
Position			
Contact address (Please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Emergency contact person, including country and city codes and email address	Name	Relationship	
	Home		
	Mobile		
	Email		
Signature of applicant:	Date:		

\*

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

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

**Annex 3**

**SEVENTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF  
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**ENDORSEMENT BY THE NATIONAL AUTHORITY**

I, \_\_\_\_\_, Head/Chief Coordinator of the National Authority of the State Party of \_\_\_\_\_, on behalf of the Government of \_\_\_\_\_, hereby endorse the nomination of Mr/Ms \_\_\_\_\_, holding the position/designation of \_\_\_\_\_ in the Office/Division/Branch of \_\_\_\_\_, as indicated in the attached nomination form for participation in the Seventeenth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean, to be preceded by a regional meeting on education and outreach, in Asunción, Paraguay, from 28 to 30 June 2016.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official seal of the organisation: