

**NOTE BY THE DIRECTOR-GENERAL****CALL FOR NOMINATIONS FOR THE NINETEENTH REGIONAL MEETING OF
NATIONAL AUTHORITIES OF STATES PARTIES IN LATIN AMERICA
AND THE CARIBBEAN
ANTIGUA, GUATEMALA
12 – 14 JUNE 2018**

1. On behalf of the Government of Guatemala and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate representatives to attend the Nineteenth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean, which will be held in Antigua, Guatemala, from 12 to 14 June 2018.
2. At its Eighth Session, the Conference of the States Parties (hereinafter “the Conference”) adopted a plan of action regarding the implementation of obligations under Article VII of the Chemical Weapons Convention (hereinafter “the Convention”) (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; and C-14/DEC.12, dated 4 December 2009). The Second and Third Review Conferences¹ 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 regional meeting of National Authorities, to be held from 12 to 14 June 2018, will serve as a forum in which States Parties in the region will discuss the issues related to the trade in chemicals and the role of customs in enforcing the Convention’s transfers regime for scheduled chemicals. National Authorities, customs administrations, and representatives of relevant international organisations will share their views on how to strengthen their cooperation, as well as how to improve control over the cross-border movement of chemicals at the regional level.

¹ Second and Third Special Sessions of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention.



4. The last day of the meeting will serve as a forum in which representatives of National Authorities discuss various national implementation issues and national implementation frameworks, and share good practices and challenges in acting as a focal point for effective liaison with the OPCW for national implementation of the Convention.
5. The objectives for the meeting include the following:
 - (a) to discuss regional trends in the trade of chemicals and the role of customs in implementation of the Convention;
 - (b) to identify customs needs and ways to address them;
 - (c) to raise awareness of customs administrations and National Authorities on regional and global projects and operations which target illicit trade in dual-use chemicals;
 - (d) to discuss possible support to customs administrations by international and regional organisations, as well as by National Authorities, in national implementation of the Convention;
 - (e) to discuss elements of national implementation frameworks for the Convention; and
 - (f) to hold bilateral meetings with representatives of National Authorities on issues pertaining to national implementation, including progress in the adoption of national implementing legislation and implementation of Article VI requirements.
6. The expected results of the meeting include the following:
 - a) improved understanding of the role of customs in implementation of the Convention by both customs administrations and National Authorities;
 - b) identified customs needs and opportunities to address them, including through support provided by international and regional organisations;
 - c) strengthened cooperation between National Authorities and customs administrations; and
 - d) feedback received on the design of the national implementation framework for the Convention and review of the national implementation status of States Parties.
7. The provisional programme for the regional meeting is attached as Annex 1 to this Note.
8. The Secretariat expects to be able to sponsor two participants from each State Party from the region. One nominee should be a representative of the National Authority and the other should be a representative of the customs administration. **The customs nominee should be knowledgeable on the subject of strategic trade control issues.**

Each nomination should specify whether sponsorship is a condition of the nominee's participation.

9. Nominees from customs administrations, when accepted to participate in the regional meeting, should provide the Secretariat, through their respective National Authorities, with a brief overview of customs issues related to implementation of the Convention. Such an overview should include information on the current awareness of customs officers with regard to obligations under the Convention; relevant national capacity-building programmes (including those that teach the identification of dual-use chemicals); their cooperation with customs laboratories, licencing authorities, and other relevant national stakeholders regarding the control of transfers of scheduled chemicals; trends in chemical trade in the subregion and region; and a description of their needs and challenges pertaining to the implementation of obligations under the Convention. Customs representatives may be requested to deliver presentations during the regional meeting.
10. 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 terminal 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 to prevent the Secretariat from incurring hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
11. 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 the Secretariat authorises it and if it leads to further savings for the Secretariat. Sponsored participants shall bear all costs resulting from any changes they make once the Secretariat has purchased the tickets. Participants who have not been sponsored will be requested to make their own travel and accommodation arrangements. In order to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Monday, 11 June 2018** and to depart **no later than Thursday, 14 June 2018 (customs representatives) and Friday, 15 June 2018 (National Authorities representatives)**.
12. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Guatemala. When applying for any entry visa, they should present the Embassy or Consulate of Guatemala with a copy of the acceptance letter from the OPCW.
13. The meetings will be conducted in English and Spanish, and interpretation services will be provided between the two languages.
14. Interested National Authorities are invited to register their nomination online through Eventus—the OPCW event management system—**no later than 9 April 2018**. The Eventus registration link is accessible via the OPCW website at: <http://apps.opcw.org/eventus>. Please note that all questions marked with an asterisk (*) must be answered in order for the nomination to be received and for the candidate to be considered for this event. Interested applicants who, for technical reasons, are

unable to submit an application online via Eventus are requested to send the nomination and endorsement forms (Annexes 2 and 3 to this invitation Note) to ipb@opcw.org, with reference to the Nineteenth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean in the subject line. **Each nomination must be accompanied by an endorsement form from the candidate's respective National Authority.** National Authorities are kindly requested to note that the Secretariat will not accept any nominations after the deadline above.

15. Additional information about the regional meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Ms Sharon Rivera (Tel: +31 (0)70 416 3437; Email: sharon.rivera@opcw.org) and Mr Alberto Fernández-Kleinloog (Tel: +31 (0)70 416 3850; Email: alberto.fernandez@opcw.org).

Annexes:

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

Annex 1

**NINETEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN
ANTIGUA, GUATEMALA
12 – 14 JUNE 2018**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 12 June</i>	
09:00 – 09:30	Opening remarks
09:30 – 09:45	Group photograph
09:45 – 10:30	Presentations on OPCW customs-related activities and programmes
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 13:00	Panel discussion on the security role of customs, relevant programmes and documents
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Break-out group discussion 1: identification of customs needs for effective cross-border control of toxic chemicals and proposal of solutions for how these needs can be addressed. International and regional partners discuss the ways to increase their support of the capacity of national customs authorities.
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Presentation of the results of break-out group discussion 1
<i>Wednesday, 13 June</i>	
09:00 – 10:30	National presentations on good practices and challenges in cooperation between customs and other national stakeholders, including National Authorities, related to cross-border control of dual-use chemicals
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	National presentations on good practices and challenges in cooperation between customs and other national stakeholders, including National Authorities, related to cross-border control of dual-use chemicals
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:00	Break-out group discussion 2: mechanisms and opportunities for cooperation between National Authorities and customs
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 17:00	Presentation of the results of break-out group discussion 2
17:00 – 17:30	Closure of discussion on customs issues
<i>Thursday, 14 June</i>	
09:00 – 09:30	Report of the Regional Group Chairperson
09:00 – 10:30	Presentations on the OPCW's work and national implementation: <ul style="list-style-type: none"> • Update on status of implementation and programmes • Update on verification issues • National presentations
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Presentation on the national implementation framework
11:30 – 13:00	Break-out group discussions on the national implementation framework

Time	Activity
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Presentations by break-out group rapporteurs
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Discussions on the report of the meeting
17:00 – 17:30	Presentation of the report
16:00 – 17:00	Closing ceremony

Annex 2

**NINETEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF
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NOMINATION FORM

This form must be signed, duly sealed, and uploaded when submitting your application electronically (<https://apps.opcw.org/eventus>)

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			
Employer			
Job title			
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		
Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Emergency contact: name, telephone number or email			
Signature of applicant: _____	Date: _____		

* 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.

Annex 3

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STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN
ANTIGUA, GUATEMALA
12 – 14 JUNE 2018**

This form must be signed, duly sealed, and uploaded when submitting your
application electronically (<https://apps.opcw.org/eventus>)

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 Nineteenth Regional
Meeting of National Authorities of States Parties in Latin America and the Caribbean, in
Antigua, Guatemala, from 12 to 14 June 2018.

Signature: _____

Name: _____

Designation: _____

Official seal of the organisation: