



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1261/2015

24 March 2015

ENGLISH and SPANISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE SIXTEENTH REGIONAL MEETING
OF NATIONAL AUTHORITIES OF STATES PARTIES
IN LATIN AMERICA AND THE CARIBBEAN
PANAMA CITY, PANAMA
23 – 25 JUNE 2015**

1. On behalf of the Government of the Republic of Panama and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate representatives to attend the Sixteenth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean, which will be held in Panama City, Panama, from 23 to 25 June 2015. The meeting is designed to provide an opportunity for interaction among 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 Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention (hereinafter “the Third Review Conference”), encouraged States Parties which have yet to fulfil their obligations to engage with the Technical Secretariat (hereinafter “the Secretariat”) on the steps that need to be undertaken for the national implementation of the Convention. It highlighted the need for a comprehensive approach to national implementation in line with each State Party’s constitutional requirements, to filling gaps in national implementation, and to ensuring that national implementation measures are consistent with the provisions of the Convention. It also encouraged the Secretariat to explore innovative methods of providing assistance on tailor-made approaches and to develop, within existing resources, activities that will enhance South-South, regional, and subregional cooperation, as well as special programmes towards the full implementation of Article VII (RC-3/3^{*}, dated 19 April 2013).
3. While acknowledging the challenges still faced by certain States Parties, the Third Review Conference also noted the value of bilateral assistance and networking within and among regions, especially for States Parties that may need particular assistance. States Parties and the Secretariat were encouraged to continue to consult in order to enhance further the utility and effectiveness of all implementation support programmes. States Parties in a position to do so were further urged to continue to enhance their practical support for the implementation of Article VII obligations.



4. This regional meeting of National Authorities will serve as a forum in which States Parties in the region can present their needs for assistance in relation to Article VII and indicate what assistance they can offer to other States Parties in this regard. In addition, it 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 decisions of the Third Review Conference.
5. 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.
6. 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 in this regard;
 - (b) a review of recent developments and updates, including those regarding the implementation of Article VI of the Convention;
 - (c) deliberations on legislative and administrative aspects and requirements;
 - (d) discussion and recommendations on issues regarding education, outreach, and awareness raising;
 - (e) assessment and identification of priorities for effective national implementation of the Convention; and
 - (f) bilateral meetings with Secretariat staff.
7. 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.
8. The provisional programme for the meeting is included as Annex 1 to this Note.
9. 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 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.
10. 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 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, 22 June 2015 and to depart no later than Friday, 26 June 2015. The Secretariat's agreement is required for any changes to the arrival and departure dates.

11. 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.
12. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Panama. When applying for any entry visa, they should present the Embassy or Consulate of Panama with a copy of the acceptance letter from the OPCW.
13. All activities during the meeting 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.
14. 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. 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 Friday, 17 April 2015. National Authorities are kindly requested to note that the Secretariat will not accept any nominations after the final date for the receipt of nominations. Please be advised that participants must present an OPCW acceptance letter in order to register for the regional meeting.
15. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Kesrat Sukasam and (Tel: +31 (0)70 416 3629; E-mail: kesrat.sukasam@opcw.org) and Ms Helen Andriessen (+31 (0) 70 416 3771; E-mail: helen.andriessen@opcw.org).

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form (English only)
- Annex 3: National Authority Endorsement Form

Annex 1

**SIXTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN
PANAMA CITY, PANAMA
23 – 25 JUNE 2015**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 23 June 2015</i>	
08:30 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 09:45	Group photograph
09:45 – 10:00	Overview of the regional meeting: Objectives and topics
10:00 – 10:30	The Organisation for the Prohibition of Chemical Weapons (OPCW): Recent developments
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	ICA ¹ programmes and activities for the GRULAC ² region since the last regional meeting of National Authorities
11:30 – 12:00	Implementation of Article X: Updated information on assistance and protection programmes for the GRULAC region in 2015
12:00 – 12:30	Report of the previous regional coordinator on progress made in GRULAC since the last regional meeting of National Authorities – Chile
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Effective national implementation under Article VII of the Convention: Elements of effective national implementing legislation and recent developments
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:30	Presentation by National Authority
16:30 – 17:30	Bilateral consultations
<i>Wednesday, 24 June 2015</i>	
09:00 – 10:30	Recent developments/updates in relation to the implementation of Article VI of the Convention, including updates on SIX ³ and electronic declarations (EDNA ⁴ version 3.1)
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:00	Recent developments and update concerning Article VI verification
12:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Presentation by National Authority
14:30 – 15:30	Break-out group discussions to assess and identify priorities for effective national implementation
15:30 – 15:45	<i>Coffee/tea break</i>

¹ ICA = International Cooperation and Assistance Division.

² GRULAC = Group of Latin American and Caribbean States.

³ SIX = Secure Information Exchange System.

⁴ EDNA = Electronic Declarations Tool for National Authorities.

Time	Activity
15:45 – 16:30	Break-out group discussions (continued)
16:30 – 17:00	Bilateral consultations
<i>Thursday, 25 June 2015</i>	
09:00 – 10:30	Presentations on the outcome of the break-out group discussions
10:30 – 11:45	ICA initiatives and programmes in 2015
11:45 – 12:15	<i>Coffee/tea break</i>
12:15 – 12:30	Presentation by the hosting State Party on initiatives and action plan and strategies for GRULAC for 2015–2016 – National Authority of Panama
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Preparation and presentation of the draft meeting report – Panama
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:30	Evaluation, summing up, and closing ceremony
16:30 – 17:30	Bilateral consultations

Annex 2

**SIXTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
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23 – 25 JUNE 2015**

NOMINATION FORM

Please submit the completed form by 17 April 2015 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

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.	Date of expiry	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	Postcode	
		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"/>	

* 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**SIXTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN
PANAMA CITY, PANAMA
23 – 25 JUNE 2015****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 form 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 Sixteenth Regional Meeting of National Authorities of States Parties in Latin America and the Caribbean being held in Panama City, Panama, from 23 to 25 June 2015.

Signature: _____

Name: _____

Designation: _____

Official seal of the organisation:

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