

**AN INVITATION TO PROPOSE CANDIDATES FOR TWO NINE-DAY COURSES  
FOR PERSONNEL INVOLVED IN THE IMPLEMENTATION OF THE  
CHEMICAL WEAPONS CONVENTION**

1. In late 1997 the Secretariat will arrange two nine-day courses for personnel involved in the implementation of the Chemical Weapons Convention. The course curriculum is attached to this Note as Annex 1.
2. One of the two courses will take place in Harare, Zimbabwe, from 6 - 14 October 1997, while the other course will take place at the Dutch Defence College in Ypenburg, just outside The Hague, the Netherlands, from 3 - 11 November 1997. The participation fee for each course will be NLG 1,000 per person, which includes full board, medical insurance, the costs of course material and handouts, and course-related travel within Zimbabwe and the Netherlands respectively. The fee does not include travel to and from Zimbabwe or the Netherlands, and is payable in advance of each course.
3. The courses are primarily designed for personnel of National Authorities who would face a multitude of responsibilities when preparing for the implementation of the Convention and when actually implementing it. No attention will be paid to tasks specific to CW possessor Member States of the OPCW. Courses with a content similar to that of the two courses now being offered were previously organised by the Secretariat of the Preparatory Commission in October 1996 and March 1997.
4. As has been the practice in the past, the medium of instruction for the courses will be English. Participants are, therefore, expected to have a good working knowledge of that language.
5. The Secretariat expects to be able to sponsor the travel and participation of a limited number of candidates from Member States of the OPCW in the courses. When candidates for the courses are proposed, it should be specified whether sponsorship is a precondition for participation. Participants in previous courses for personnel of National Authorities arranged by the Secretariat will not be considered for sponsorship.

6. Member States of the OPCW which did not send participants to any such courses previously organised by the Secretariat of the Preparatory Commission are especially encouraged to submit candidates for the present courses. One candidate from each such Member State will be given priority for one, but not for both of the proposed courses.
7. Applications are also encouraged from signatory States on behalf of candidates who will participate at their own expense. The number of places available for candidates from signatory States may, however, be limited.
8. Member States and signatory States are invited to submit the names of candidates for participation in the courses to the Secretariat as soon as possible, and preferably not later than 10 September 1997 (for the course in Harare) or 3 October 1997 (for the course near The Hague). Applications, containing the information outlined in Annex 2 and/or Annex 3 to this Note, should be addressed to The Director, International Cooperation and Assistance Division, OPCW, Laan van Meerdervoort 51, NL-2517 AE The Hague, The Netherlands, fax +31-70-360 0944, or should be sent by e-mail to **webmaster@opcw.nl**
9. Additional information pertaining to the courses may be obtained from the International Cooperation and Assistance Division, which can be contacted as specified in the previous paragraph.

## **Annex 1**

### **CURRICULUM FOR A NINE-DAY COURSE FOR PERSONNEL INVOLVED IN THE IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION**

#### **1. GENERAL**

##### **1.1 THE CHEMICAL WEAPONS CONVENTION (CWC)**

Develop a conceptually based overview of historic disarmament efforts, as well as an understanding and knowledge of the provisions of the CWC and the rights and obligations of a State Party. The subjects include: an overview of the CWC; the objectives and purposes of the CWC; the benefits of the CWC; and sources of information on the CWC.

Suggested duration: 1 hour

##### **1.2 THE ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)**

Develop understanding and knowledge of the Organisation for the Prohibition of Chemical Weapons, its structure and mission.

Suggested duration: 2 hours

#### **2. NATIONAL IMPLEMENTATION OF THE CWC**

##### **2.1 LEGAL RIGHTS AND OBLIGATIONS UNDER THE CWC**

Develop an overview of the legislative and administrative measures required to implement the CWC in a State Party. Develop a good understanding of various models of implementing legislation as well as of the application of legislation under various legal systems.

Suggested duration: 3 hours

##### **2.2 SETTING UP AND RUNNING A NATIONAL AUTHORITY**

Develop a good overview of how National Authorities have been set up in various States Parties. Develop an understanding and knowledge of the measures required to designate or establish a National Authority in a State Party. Demonstrate a good understanding of the obligations under the Convention to be met by national structures including the National Authority, as well as of the relationship between National Authorities and the OPCW. Develop a fundamental understanding of the operational tasks in general of national bodies charged with the implementation of the Convention, including the National Authorities of States Parties.

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Suggested duration: 4 hours

### 2.3 DATA HANDLING AND CONFIDENTIALITY

Develop an understanding and knowledge of database handling and data collection, and of the rules of confidentiality and data security.

Suggested duration: 2 hours

### 2.4 IDENTIFICATION OF DECLARABLE ACTIVITIES AND FACILITIES

Develop an understanding of how declarable activities in a State Party, especially declarable imports, could be identified, and of the regulations required to ascertain the correct data for declarations.

Suggested duration: 3 hours

### 2.5 OPERATIONAL TASKS RELATING TO DECLARATIONS

On the basis of theoretical and practical exercises, develop the ability to contribute, with the help of the Declaration Handbook, to the preparation of correct and timely declarations as required under the Convention.

Suggested duration: 6 hours

### 2.6 COMMUNICATION WITH THE OPCW, INCLUDING NOTIFICATIONS

Develop a knowledge of how to communicate with the OPCW, including making use of databases at the OPCW which are available to States Parties and of the Notification Handbook. Develop an understanding of how timely information on the CWC and the OPCW can be obtained through the OPCW Website.

Suggested duration: 4 hours

### 2.7 OPERATIONAL TASKS RELATING TO INTERNATIONAL COOPERATION, TRADE AND ASSISTANCE

Develop an understanding of the operational tasks for States Parties which relate to international cooperation, trade and assistance. Develop an understanding of the programmes operated by the OPCW to promote international cooperation in the fields of chemistry and chemical technology.

Suggested duration: 2 hours

### **3. VERIFICATION**

#### **3.1 RECEIVING INSPECTIONS**

Develop an understanding of the rights and obligations of a State Party in relation to inspections.

Suggested duration: 2 hours

#### **3.2 THE INSPECTION PROCESS**

Develop an understanding and knowledge of the inspection process, including the scope of verification, CWC inspection requirements, inspectors' rights and obligations, monitoring and sampling, storage and transport of samples of toxic materials and analytical methods and instrumentation.

Suggested duration: 3 hours

#### **3.3 ARTICLE IX OF THE CONVENTION**

Develop an understanding of consultations and procedures for cooperation and fact-finding, especially of challenge inspections.

Suggested duration: 1 hour

#### **3.4 INVESTIGATIONS OF ALLEGED USE**

Develop an understanding of investigations of alleged use, including the requirements for requesting an investigation under Article IX or Article X.

Suggested duration: 1 hour

### **4. INTRODUCTION TO CHEMICAL WEAPONS AND PROTECTION AGAINST THEM**

Develop an understanding and knowledge of chemical hazards and CW agents and of protection against such agents. Develop an understanding of the databases on protection against chemical weapons available at the OPCW and of how these can be utilised. Develop an understanding of how information can be obtained through the OPCW information service on, for example, the dangerous properties of chemicals.

Suggested duration: 4 hours

**5. SCENARIOS INVOLVING NATIONAL AUTHORITY DECISION-MAKING**

Develop an understanding of how to apply the provisions of the Convention to “real-life-situations” by using decision-making scenarios.

Suggested duration: 10 hours

**Total suggested duration: 48 hours**

**Annex 2**

**BASIC INFORMATION ON PERSONS NOMINATED FOR PARTICIPATION IN  
THE COURSE FOR PERSONNEL INVOLVED IN THE IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION**

**HARARE, ZIMBABWE, 6 - 14 OCTOBER 1997**

(PLEASE COMPLETE THIS FORM USING BLOCK LETTERS.)

1. Family Name \_\_\_\_\_
2. First Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Sex                      Male / Female
6. Passport Number \_\_\_\_\_
7. Date of Issue \_\_\_\_\_
8. Date of Expiry \_\_\_\_\_
9. Place of Issue \_\_\_\_\_
10. Current Contact  
    Address \_\_\_\_\_  
\_\_\_\_\_
11. Telephone No.  
    (Home/work?) Telephone No. \_\_\_\_\_
12. Fax No.  
    (Home/work?) \_\_\_\_\_
13. Academic/  
    Professional  
    Qualifications: \_\_\_\_\_
14. Area/s of  
    Expertise \_\_\_\_\_



**Annex 3**

**BASIC INFORMATION ON PERSONS NOMINATED FOR PARTICIPATION IN  
THE COURSE FOR PERSONNEL INVOLVED IN THE IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION**

**YPENBURG, THE NETHERLANDS, 3 - 11 NOVEMBER 1997**

(PLEASE COMPLETE THIS FORM USING BLOCK LETTERS.)

1. Family Name \_\_\_\_\_
2. First Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Sex                      Male / Female
6. Passport Number \_\_\_\_\_
7. Date of Issue \_\_\_\_\_
8. Date of Expiry \_\_\_\_\_
9. Place of Issue \_\_\_\_\_
10. Current Contact  
    Address \_\_\_\_\_  
\_\_\_\_\_
11. Telephone No.  
    (home/work?) \_\_\_\_\_
12. Fax  
    No.(home/work?) \_\_\_\_\_
13. Academic/  
    Professional  
    Qualifications: \_\_\_\_\_
14. Area/s of  
    Expertise \_\_\_\_\_