



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

1. In early 1999 the Technical Secretariat, in cooperation with the National Authority of the Islamic Republic of Iran, will hold two parallel nine-day courses for personnel involved in the implementation of the Chemical Weapons Convention. The basic course is intended for individuals with little or no previous involvement with the implementation of the Convention, whereas the target group for the advanced course includes individuals who have either already attended an OPCW basic course for personnel of National Authorities, or who have been involved in the national implementation of the Convention for at least one year. The course curricula are presented in annexes 1 and 2 to this document.
2. The courses will be held at the Institute for Political and International Studies in Tehran, Islamic Republic of Iran, from 1 – 9 March 1999. The fee for each course will be USD 1,200 per person, which includes accommodation, breakfast and lunch, medical insurance, course materials and handouts, and course-related travel within Iran. The fee does not include the costs of travel to and from Iran, and is payable in advance.
3. The courses have been designed for the personnel of National Authorities who could face or are facing a multitude of responsibilities when preparing for and actually implementing the Convention. It should be noted that the courses will not be able to cover the more specialised needs of CW “possessor” Member States of the OPCW.
4. Throughout the courses, the language of instruction will be English. It will not be possible for participants to follow the courses unless they have a good working knowledge of that language. No interpretation facilities of any kind will be provided.
5. Extensive background material on the subjects covered by the courses will be made available to the participants upon confirmation of participation, to allow them to prepare themselves for the courses. Upon request, this material may be sent to the respective missions in The Hague and Brussels to be forwarded to the participants.

6. The Secretariat expects to be able to sponsor a limited number of candidates nominated by the Member States of the OPCW, to cover their travel costs and course fees. When proposing candidates for the courses, Member States should specify whether sponsorship is a precondition for their participation. Participants of previous courses for personnel of National Authorities arranged by the Technical Secretariat will not be considered for sponsorship for participation in the basic course, but will be eligible for sponsorship for participation in the advanced course.
7. The Member States of the OPCW which have not sent participants to any such courses previously organised by the Technical Secretariat are particularly encouraged to nominate candidates for the basic course. One candidate from each such Member State will be given priority.
8. Applications from signatory States on behalf of candidates who will participate at their own expense are also encouraged. The number of places available for candidates from signatory States may, however, be limited.
9. Member States and signatory States are invited to submit the names of candidates for participation in the courses to the Secretariat not later than 20 January 1999. Applications received after that date will normally not be considered. All applications, together with the information requested in the form presented in annex 3, should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 AR The Hague, the Netherlands. Applications may also be submitted by fax (+31-70-306 3535) or by e-mail (webmaster@opcw.org).
10. Additional information pertaining to the courses may be obtained from the International Cooperation and Assistance Division of the OPCW, at the contact numbers and addresses specified in paragraph 9.

Annexes 1 - 3 (English only)

Annex 1

CURRICULUM FOR THE NINE-DAY BASIC REGIONAL COURSE FOR PERSONNEL INVOLVED IN THE IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION

1. GENERAL INTRODUCTION

1.1 THE CHEMICAL WEAPONS CONVENTION (CWC)

Develop a conceptually based overview of the history of disarmament efforts, as well as an understanding and knowledge of the provisions of the CWC and the rights and obligations of a State Party. Topics 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.

Duration: 1 period

1.2 ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Develop an understanding and knowledge of the OPCW, its structure and mission.

Duration: 2 periods

1.3 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.

Duration: 2 period

1.4 THE HISTORY OF CHEMICAL WEAPONS AND PROTECTION AGAINST CHEMICAL WEAPONS

Develop an understanding of the history of chemical weapons. Develop an understanding and knowledge of chemical hazards and CW agents, and of means of protection against such agents.

Duration: 2 periods

1.5 SETTING UP AND RUNNING A NATIONAL AUTHORITY

Develop an understanding and knowledge of the measures that will be required to designate or establish a National Authority in a State Party, and the approaches chosen by various States Parties. Demonstrate a good understanding of the obligations of national structures, including the National Authority, as specified in the Convention. Develop a fundamental understanding of the operational tasks in general of national

bodies charged with the implementation of the Convention, including the National Authorities.

Duration: 2 periods

1.6 DATA HANDLING AND CONFIDENTIALITY

Develop an understanding and knowledge of database handling and data collection techniques, and of means of ensuring confidentiality and data security.

Duration: 2 periods

1.7 IDENTIFICATION OF DECLARABLE ACTIVITIES AND FACILITIES

Develop an understanding of how declarable activities and facilities in a State Party, especially declarable imports, can be identified, and of the regulations that may be required to ensure the accuracy of the declared data.

Duration: 2 periods

1.8 OPERATIONAL TASKS RELATING TO INTERNATIONAL COOPERATION, TRADE AND ASSISTANCE

Develop an understanding of the operational tasks for States Parties relating 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.

Duration: 2 periods

2. DECLARATIONS

2.1 OPERATIONAL TASKS RELATING TO DECLARATIONS

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.

Duration: 4 periods

2.2 DECLARATION EXERCISES

On the basis of data provided, develop a national declaration related to imports and exports of scheduled chemicals, and a national declaration related to two facilities producing, processing or consuming scheduled chemicals.

Duration: 4 periods

2.3 DECLARATION PROBLEMS

Discuss various problems that may be encountered by National Authorities when preparing declarations and by the Technical Secretariat when evaluating declarations, and identify possible solutions.

Duration: 2 periods

3. INSPECTIONS

3.1 RECEIVING INSPECTIONS

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

Duration: 2 periods

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.

Duration: 1 period

3.3 A TABLE-TOP INSPECTION EXERCISE

Duration: 3 periods

3.4 ARTICLE IX OF THE CONVENTION

Develop an understanding of the need for consultations and procedures for cooperation and fact-finding, especially challenge inspections, that will contribute to the object and purpose of the Convention.

Duration: 1 period

3.5 INVESTIGATIONS OF ALLEGED USE

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

Duration: 2 periods

4. THE NATIONAL AUTHORITY AT WORK

4.1 SCENARIOS

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

Duration: 12 periods (of which 4 periods are allowed for presentations of solutions to the scenarios)

4.2 USING THE INTERNET

Develop an understanding of how the Internet, and particularly the OPCW website, can be used as a tool to help the National Authority.

Duration: 2 periods (in small groups)

4.3 EXAMPLES OF NATIONAL AUTHORITIES

Participants will be requested to describe their National Authorities, how they are organised, how they work, and what problems they might encounter.

Duration: 2 periods

Total suggested duration of the lectures, exercises and scenarios: 50 periods

In addition, three periods will be required for opening of the course, administrative matters, course evaluation and closing of the course. The total duration of the basic course will therefore be 53 periods.

Annex 2

CURRICULUM FOR THE NINE-DAY ADVANCED REGIONAL COURSE FOR PERSONNEL INVOLVED IN THE IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION

1. GENERAL INTRODUCTION

1.1 THE INTERNATIONAL IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION (CWC)

Develop a conceptually based understanding of how the international implementation of the CWC is carried out. Topics include: an overview of the role of the organs of the OPCW; interactions between Member States and the OPCW, including the Technical Secretariat; the relationship between the OPCW and other international organisations; and the prospects for implementation in the long term.

Duration: 2 periods

1.2 OUTSTANDING PROBLEMS IN THE IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION

Develop an understanding of the unresolved issues in the implementation of the CWC, of the options proposed by Member States for their resolution, and of the consequences of these various options, as well as of the consequences if no resolution is possible.

Duration: 2 periods

1.3 LEGISLATIVE AND ADMINISTRATIVE MEASURES REQUIRED FOR NATIONAL IMPLEMENTATION

Develop an overview of the legislative and administrative measures that have been introduced by various Member States to implement the CWC at the national level.

Duration: 3 periods

1.4 PROTECTION AGAINST CHEMICAL WEAPONS

Develop an understanding of the importance of maintaining a protective capability against chemical weapons, of how such protection can also be of benefit in the case of peaceful uses of chemicals, and of how a protective capability can be improved.

Duration: 2 periods

1.5 RUNNING A NATIONAL AUTHORITY

Develop an understanding of how various States Parties have designated or established their National Authorities. Demonstrate a good understanding of the interaction between the National Authorities and other national structures in the implementation of the CWC. Develop an understanding of the need for continuous training of the personnel of National Authorities, and of how this can be achieved.

Duration: 3 periods

1.6 DATA HANDLING AND CONFIDENTIALITY

Develop a deeper understanding and knowledge of database handling and data collection techniques, and of means of ensuring confidentiality and data security.

Duration: 1 periods

1.7 COLLECTION OF DECLARATION DATA

Develop an understanding of how data on declarable activities in a State Party can be collected, especially data on declarable imports, and of the regulations that various Member States have put in place to enable data collection and to ensure the accuracy of the declared data.

Duration: 2 periods

1.8 OPERATIONAL TASKS RELATING TO INTERNATIONAL COOPERATION, TRADE AND ASSISTANCE

Develop a deeper understanding of the operational tasks for States Parties relating to international cooperation, trade and assistance. Develop a deeper understanding of the programmes operated by the OPCW to promote international cooperation in the fields of chemistry and chemical technology. Develop an understanding of how assistance can be provided under Article X, and the mechanisms for delivering such assistance.

Duration: 3 periods

2. DECLARATIONS

2.1 OPERATIONAL TASKS RELATING TO DECLARATIONS

With the help of the Declaration Handbook, improve the ability of National Authorities to prepare accurate and timely declarations as required under the Convention.

Duration: 2 periods

2.2 DECLARATION EXERCISES

Using a set of “raw” data related to imports and exports of scheduled chemicals and to facilities producing, processing or consuming scheduled chemicals, compile the appropriate national declarations.

Duration: 4 periods

2.3 DECLARATION PROBLEMS

Develop an understanding of how declarations are processed and verified by the Technical Secretariat. Discuss various problems that may be encountered by National Authorities when preparing declarations, and by the Technical Secretariat when evaluating declarations, and identify possible solutions to such problems.

Duration: 2 periods

3. INSPECTIONS

3.1 RECEIVING INSPECTIONS

Discuss and compare national experiences of receiving inspections. Develop an understanding of the most common problems encountered during routine inspections.

Duration: 2 periods

3.2 THE INSPECTION PROCESS

Take part in a table-top routine inspection exercise, outlining an inspection at a Schedule 2 chemical facility.

Duration: 3 periods

3.3 ARTICLE IX OF THE CONVENTION

Develop an understanding of the rights and obligations of a State Party during a challenge inspection and the role of the National Authority. Discuss national preparations that may be made in anticipation of a possible challenge inspection.

Duration: 2 periods

3.4 INVESTIGATIONS OF ALLEGED USE

Develop a deeper understanding of investigations of alleged use, including the requirements for requesting an investigation under Articles IX or X of the Convention.

Duration: 1 period

4. THE NATIONAL AUTHORITY AT WORK

4.1 SCENARIOS

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

Duration: 12 periods (of which 4 periods are allowed for presentations of solutions to the scenarios)

4.2 FINDING AND PROVIDING CWC-RELATED INFORMATION

Develop an understanding of where and how to find timely information relating to the CWC and to protection against chemical weapons. Develop an understanding of how to identify important target groups who should receive information on the CWC, and how to prepare tailor-made information packages for each of these groups. Develop a knowledge of copyright restrictions involved in the use of such material. On the basis of this new understanding, prepare background material for the media on the second anniversary of the entry into force of the Convention.

Duration: 4 periods (during 2 of these periods the participants will split up into groups to prepare the background material)

Total suggested duration of the lectures, exercises and scenarios: 51 periods

In addition, three periods will be required for opening of the course, administrative matters, course evaluation and closing of the course. The total duration of the advanced course will therefore be 54 periods.

Annex 3

**BASIC INFORMATION ON INDIVIDUALS NOMINATED TO ATTEND EITHER
OF THE REGIONAL COURSES FOR PERSONNEL INVOLVED IN THE
IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION**

Tehran, Islamic Republic of Iran, 1 - 9 March 1999

(Please complete this form using BLOCK LETTERS)

Course selected:	Basic course / Advanced course*
1. Family name	
2. First name	
3. Date of birth	
4. Nationality	
5. Sex	Male / Female*
6. Passport No.	
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	
15. Has nominee participated in previous OPCW courses, workshops or seminars ? (if so, please state which)	

* Delete as appropriate.