



**OPCW**

**Secretariat**

---

International Cooperation and Assistance Division

S/309/2002

26 June 2002

ENGLISH only

**AN INVITATION TO PROPOSE CANDIDATES FOR A BASIC  
COURSE FOR PERSONNEL INVOLVED IN  
THE NATIONAL IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION,  
THE HAGUE, THE NETHERLANDS,  
FROM 26 AUGUST - 3 SEPTEMBER 2002**

1. The Secretariat is pleased to announce that a seven-day basic course for personnel involved in the national implementation of the Chemical Weapons Convention will be held at the OPCW headquarters in The Hague, the Netherlands, from 26 August - 3 September 2002. This basic course is primarily intended for the personnel of National Authorities with little or no previous involvement in the implementation of the Chemical Weapons Convention. Its objective is to increase national capacity to comply with the obligations assumed by States Parties under the Convention. Individuals nominated for participation in the course are therefore expected to be actually responsible for the specific tasks of implementing the Convention at the national level. It should be noted that the course will not be able to cover the more specialised needs of declared CW possessor States Parties to the Convention. The content of the course is presented in annex 1 to this invitation.
2. Throughout the course, the language of instruction will be English. It will not be possible for participants to follow the course unless they have a good working knowledge of this language. No interpretation facilities of any kind will be provided.
3. States Parties that have not previously had participants in a basic course organised by the Secretariat are particularly encouraged to nominate candidates. One candidate from each such State Party will be given priority. Nominations of participants by other States are also encouraged. The availability of places available for candidates from other States may be limited, however.
4. The Secretariat expects to be able to sponsor a limited number of participants. Nominations should specify whether sponsorship is a precondition for participation. Participants in previous basic courses for the personnel of National Authorities arranged by the Secretariat will not be considered for sponsorship. For sponsored participants, the Secretariat will cover the costs of the course fee, travel, accommodation and medical insurance. It will also provide a limited subsistence allowance to cover other related costs such as meals. The Secretariat will cover the cost of the accommodation only when such accommodation is arranged by it. Participants who do not need or

intend to use the accommodation to be provided by the Secretariat are requested to inform the Secretariat about it as early as possible in order to avoid any cancellation fees. The daily subsistence allowance will remain unchanged in case participants opt to make their own accommodation arrangements. In making travel arrangements for the sponsored participants, the Secretariat will use the most economical arrangements possible. Tickets will be purchased by the Secretariat and sent to participants. Participants will be allowed to purchase tickets locally only when this leads to further savings to the Secretariat and when this is authorised by the Secretariat in advance. Any costs due to the changes or cancellations made by participants after the tickets are purchased will have to be borne by the participants.

5. For non-sponsored participants, the course fee will be EUR 150 per person, including the course materials. Non-sponsored participants are requested to arrange their own accommodation, although, if requested, the Secretariat can arrange accommodation at reduced rates.
6. Participants who require a visa and/or transit visas are kindly requested to make the necessary arrangements. States Parties to the Convention and other States are invited to submit the names of candidates for the course to the Secretariat not later than 31 July 2002, using the nomination form contained in annex 2. Nominations received after that date would not normally be considered. The completed nomination forms should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, NL-2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax (+31-(0)-70-3063535) or by e-mail (ipb@opcw.org). It is important that the all details requested on the form are provided, so that the Secretariat can communicate with the proposed candidates directly.
7. Member States and other States are invited to submit the names of those individuals they have selected for participation for the Course to the Secretariat not later than 31 July 2002. The completed nomination form should be sent to the International Cooperation and Assistance Division. It is important that all the details requested on the form be provided, and that the form is fully filled in, so that the Secretariat can communicate directly with the proposed participants. Please be advised that an OPCW acceptance letter is a prerequisite for the registration of the participants sponsored by the Secretariat.
8. Additional information about the course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division, which can be contacted as specified in the paragraph 6.

Annexes:

Annex 1: Course curriculum

Annex 2: Nomination form

## **Annex 1**

# **BASIC COURSE FOR PERSONNEL INVOLVED IN THE NATIONAL IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION THE HAGUE, THE NETHERLANDS, 26 AUGUST - 3 SEPTEMBER 2002**

## **COURSE CONTENT**

### **1. GENERAL INTRODUCTION**

#### **1.1 THE HISTORY OF CHEMICAL WEAPONS AND CHEMICAL DISARMAMENT**

Develop an understanding of the history of chemical weapons and chemical disarmament.

#### **1.2 THE CHEMICAL WEAPONS CONVENTION AND THE OPCW**

Develop an understanding and knowledge of the provisions of the CWC. Subjects include: an overview of the CWC; the object and purpose of the CWC; the benefits of the CWC; and sources of information on the CWC. Develop an understanding and knowledge of the Organisation for the Prohibition of Chemical Weapons (OPCW), its structure and mission, and how it implements the CWC.

#### **1.3 PRESENT STATUS OF IMPLEMENTATION**

Develop an overview of the current status of implementation, including important outstanding issues.

#### **1.4 ASSISTANCE AND PROTECTION UNDER ARTICLE X; INVESTIGATIONS OF ALLEGED USE**

Develop an understanding of the operational tasks for States Parties relating to assistance and protection under Article X. Develop an understanding of various forms of protection against chemical weapons. Develop an understanding of how the OPCW can develop and maintain a state of readiness to assist a Member State in the event that it is attacked or threatened with chemical weapons and of how a protective posture can be improved.

#### **1.5 INTERNATIONAL COOPERATION UNDER ARTICLE XI**

Develop an understanding of the operational tasks for States Parties relating to economic and technological development under Article XI. Develop an understanding of the programmes operated by the OPCW to promote international cooperation in the fields of chemistry and chemical technology.

### **2. LEGISLATION**

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

Develop an understanding of the rights and obligations under the Convention from the legal perspective.

## 2.2 IMPLEMENTING LEGISLATION

Develop an overview of the legislative and administrative measures a State Party needs to introduce in order to implement the CWC, and the use of model legislation to meet some of these requirements.

## 3. DECLARATIONS

### 3.1 OPERATIONAL TASKS RELATING TO DECLARATIONS

Develop a general understanding of Articles III and VI declaration requirements, as well as of the export and import provisions of the Convention. 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.

### 3.2 IDENTIFICATION OF DECLARABLE ACTIVITIES AND FACILITIES

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

### 3.3 DECLARATION PROBLEMS

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

### 3.4 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

### 3.5 TABLE-TOP DECLARATION EXERCISE

On the basis of data provided, develop national declarations required by the Convention.

## 4. INSPECTIONS

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

### 4.2 ARTICLE IX OF THE CONVENTION

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

### 4.3 TABLE-TOP INSPECTION EXERCISE

On the basis of data provided, prepare and carry out a national escort to a chemical industry facility.

## **5. THE NATIONAL AUTHORITY AT WORK**

### **5.1 RUNNING A NATIONAL AUTHORITY**

Develop a good understanding of the operational tasks required of national bodies charged with implementing the Convention, including National Authorities.

### **5.2 EXPERIENCES WITH COORDINATING NATIONAL IMPLEMENTATION**

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

### **5.3 IMPLEMENTATION SUPPORT PROJECTS OF THE SECRETARIAT**

Provide information on the assistance that States Parties may receive from the Secretariat with a view to strengthening their national capacities in complying with the obligations under the Convention.

### **5.4 SCENARIOS**

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

### **5.5 THE ROLE OF CUSTOMS IN THE IMPLEMENTATION OF THE CONVENTION**

Develop an understanding of how customs can assist National Authorities in obtaining declaration data and ascertaining that there have been no prohibited transfers of scheduled chemicals.

**Annex 2**

**BASIC COURSE FOR PERSONNEL INVOLVED IN THE NATIONAL  
IMPLEMENTATION OF THE  
CHEMICAL WEAPONS CONVENTION,  
THE HAGUE, THE NETHERLANDS, 30 AUGUST - 3 SEPTEMBER 2002**

**NOMINATION FORM**

Please submit the completed form **by 31 July 2002** to: The Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, NL-2517 JR The Hague, the Netherlands. Fax: +31-(0)-70-3063535; e-mail: ImplementationSupportBranch@opcw.org

Please TYPE or use BLOCK LETTERS

1. Government office nominating the participant \_\_\_\_\_
2. Family name \_\_\_\_\_
3. First name \_\_\_\_\_
4. Date of birth \_\_\_\_\_
5. Nationality \_\_\_\_\_
6. Gender\* male  female
7. Passport no. \_\_\_\_\_
8. Date of issue \_\_\_\_\_
9. Date of expiry \_\_\_\_\_
10. Place of issue \_\_\_\_\_
11. Employer \_\_\_\_\_
  
12. Description of duties \_\_\_\_\_
  
13. Contact address \_\_\_\_\_
  
14. Telephone number Home: \_\_\_\_\_ Office: \_\_\_\_\_
15. Fax number Home: \_\_\_\_\_ Office: \_\_\_\_\_
16. E-mail address \_\_\_\_\_
17. Has nominee previously attended a basic course of this kind?\* Yes  No  If "Yes", when and where? \_\_\_\_\_
16. Is sponsorship required?\* Yes  No
17. Is assistance in finding accommodation required?\* Yes  No

Please tick appropriate box.