



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/525/2005

6 October 2005

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A BASIC COURSE
FOR PERSONNEL FROM NATIONAL AUTHORITIES
SWINDON, THE UNITED KINGDOM
OF GREAT BRITAIN AND NORTHERN IRELAND
17 – 26 JANUARY 2006**

1. The Technical Secretariat (hereinafter “the Secretariat”), and the Foreign and Commonwealth Office, the Department of Trade and Industry, and the Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland are pleased to announce that a nine-day basic course for the personnel of National Authorities involved in the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”) will be held at the Royal Military Academy of Science, Shrivenham, Cranfield University, Swindon, the United Kingdom of Great Britain and Northern Ireland, from 17 to 26 January 2006. The objective of the course is to help States Parties both to comply with the obligations they have assumed under the Convention and to fulfil the objectives set out in the plan of action regarding the implementation of Article VII obligations (C-8/DEC.16, dated 24 October 2003).
2. This course is primarily intended for personnel of National Authorities who have little or no previous involvement in the implementation of the Convention, but who are nevertheless actually responsible for the specific tasks involved in implementing the Convention at the national level. The course will include 35 hours of instruction time. An outline of the course programme is included as Annex 1 to this Note.
3. Course activities will be conducted in English, and no interpretation will be provided. Participants are therefore expected to have a good written and oral command of English.
4. States Parties whose nationals have not previously participated 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. States not Party are also encouraged to nominate candidates. However, the number of places available for candidates from States not Party may be limited.
5. The Secretariat and the United Kingdom of Great Britain and Northern Ireland expect to be able to sponsor the participation in the course of 20 participants. Nominees who



have previously participated in a basic course for the personnel of National Authorities will not be considered. For sponsored participants, the Secretariat and the United Kingdom of Great Britain and Northern Ireland will cover the costs of accommodation, travel, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will arrange accommodation for the course. Neither the Secretariat nor the United Kingdom of Great Britain and Northern Ireland will cover the costs of any accommodation that the Secretariat has not arranged.

6. When making travel arrangements for sponsored participants, the Secretariat will seek the most-economical options. The Secretariat will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. In order for the Secretariat and the United Kingdom of Great Britain and Northern Ireland to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than 16 January**, and to depart **no later than 27 January 2006**.
7. The Secretariat's agreement is required for any changes to the arrival and departure dates of sponsored participants. Neither the Secretariat nor the United Kingdom of Great Britain and Northern Ireland will cover expenses unrelated to the course or that result from unauthorised changes in travel arrangements. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
8. All nominations from States Parties must be formally endorsed by the National Authority; those from States not Party, by the appropriate government authority.
9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the United Kingdom of Great Britain and Northern Ireland.
10. States Parties and States not Party are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all the contact details it requests. 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 by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat **no later than 7 November 2005**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
11. Additional information about this course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division, which can be contacted as specified in paragraph 10 above.

Annexes:

Annex 1: Outline of the Course Curriculum

Annex 2: Nomination Form

Annex 1

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OUTLINE OF THE COURSE CURRICULUM¹

Welcome, and opening of the course
Introduction: the history of chemical weapons
1. The Chemical Weapons Convention and the OPCW
The Convention
The OPCW, including its policy-making organs
Status of implementation of the Convention
Classification of chemical weapons
The schedules of chemicals
Effects of toxic substances
Toxins
Munitions and devices; dispersion and persistence of chemical agents
Introduction to the monitoring of chemical-warfare agents and to sampling and analysis
Securing data and protecting confidential information
International cooperation and assistance in the context of Articles X and XI of the Convention
2. Implementing the Convention
The rights and obligations of States Parties
Legislative and administrative measures to be adopted by States Parties to ensure appropriate implementation of the Convention
Establishing or designating a National Authority
Tasks of the National Authority, and its relationship to the OPCW
Introduction to scenarios
Industry perspectives
Discussion of scenarios
Initial declarations under Article III of the Convention
Chemical weapons and chemical weapons production facilities
Annual declarations under Articles IV and V of the Convention and Parts IV (A) and (V) of the Verification Annex to the Convention
Old and abandoned chemical weapons
Initial and annual declarations under Article VI of the Convention and Part VI of the Verification Annex
Annual declarations under Part IV (B) of the Verification Annex

¹ A detailed programme will be provided to all participants during the opening session.

Identification of industrial facilities declarable under the Convention (production, processing, and consumption)
Initial declarations and annual updates under Article VI of the Convention and Parts VII and VIII of the Verification Annex
Initial and annual declarations under Article VI of the Convention and Part IX of the Verification Annex
Assistance and protection against chemical weapons under Article X, paragraphs 4 and 7, of the Convention
The Declarations Handbook and the Handbook on Chemicals
The role of a National Authority advisory committee
Declarations exercise
Fact-finding and the verification mechanism under Article IX of the Convention
Implementing the verification provisions of the Convention
Tabletop exercises and site visits
The implementation-assistance programme
Evaluation of the course

Annex 2

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NOMINATION FORM

Applications for the course must be received at the Secretariat **by 7 November 2005.**

Applications should be addressed 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; e-mail: ipb@opcw.org.

Please TYPE.

1.	Government body making the nomination		
2.	Family name of nominee		
3.	First name(s)		
4.	Date of birth	Day	Month Year
5.	Citizenship		
6.	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
7.	Passport number		
8.	Date of issue	Day	Month Year
9.	Expiry date	Day	Month Year
10.	Place of issue		
11.	Employer		
12.	Description of duties		
13.	Contact address (Please do not give a post-office box number)	Street	
		Number	Post code
		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.	Has the nominee previously attended a basic course of this kind?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?
18.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>