



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/665/2007

3 December 2007

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**AN INVITATION TO PROPOSE CANDIDATES FOR A COURSE ON
TRAINING ESCORTS FOR INSPECTIONS
BUENOS AIRES, ARGENTINA
26 – 28 MARCH 2008**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of Argentina are pleased to announce that a three-day, regional, train-the-trainers course for the personnel of National Authorities involved in receiving inspections under the Chemical Weapons Convention (hereinafter “the Convention”) will be held in Buenos Aires, Argentina, from 26 to 28 March 2008.
2. The course is designed to provide practical assistance to States Parties on training escorts for inspections under the terms of the Convention. It is intended for personnel of National Authorities who are actually involved in the inspection process in their respective countries and who may be able to assist with providing such training to others after they have completed the course. In that context, National Authorities, when nominating participants, are asked to propose personnel that meet these two criteria (see questions 2 and 3 in Annex 2 to this Note).
3. The course will illustrate how to organise the training of escorts and will involve practical exercises (such as a mock inspection). The course curriculum is contained in Annex 1.
4. Activities will be conducted in English and in Spanish, and simultaneous interpretation will be provided. Participants are therefore expected to have a good command, both written and oral, of at least one of these two languages.
5. The Secretariat expects to be able to sponsor a limited number of participants. 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, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodations for sponsored participants. Sponsored participants who do not intend to use the accommodations arranged by the Secretariat are requested to indicate this as soon as possible in order to avoid hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodations it has not arranged.



National Authorities will be informed of costs incurred by the Secretariat due to late cancellations or the failure of participants to arrive.

6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase the 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 to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than 25 March**, and to depart **no later than 29 March 2008**.
7. The Secretariat's agreement is required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover expenses unrelated to the training course or that result from changes in 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. By forwarding the nomination forms on behalf of the course participant, the National Authority will be acknowledging that the nominee has accepted the terms and conditions under which the sponsorship has been provided.
8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Argentina.
9. States Parties are invited to complete the nomination form that is included as Annex 2 to this Note, making sure to provide all the contact details requested. 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 five weeks before the starting date of the training course**. Applications *must* be received at the Secretariat **by 15 February 2008**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
10. Additional information about this training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Ms Vanessa Fraga Prol, who can be reached at +31 (0)70 416 3825.

Annexes:

Annex 1: Thematic Units of the Course

Annex 2: Nomination Form (English only)

Annex 1

THEMATIC UNITS OF THE COURSE

1. The Verification Regime of the Chemical Weapons Convention The rights and obligations of States Parties in relation to on-site inspections
2. Implementing the verification mechanisms of the Convention Overview of the requirements of the Convention: <ul style="list-style-type: none">• Types of inspections• Data monitoring• The process of inspection
3. The role of National Authorities during inspections The role of escorts
4. Preparation to escort an OPCW inspection
5. Practical exercise: on-site industrial inspection
6. Post-inspection activities and closure of the course

Annex 2

**COURSE ON
TRAINING ESCORTS FOR INSPECTIONS
BUENOS AIRES, ARGENTINA
26 – 28 MARCH 2008**

NOMINATION FORM

Please submit the completed form by **15 February 2008** 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 or USE BLOCK LETTERS.

1.	Government body making the nomination	
2.	Is the nominee involved in activities related to inspections under the Convention? <i>(To be completed by the National Authority)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please provide details: ----- ----- -----
3.	Will the nominee be involved in training other personnel to escort inspections? <i>(To be completed by the National Authority)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please provide details: ----- ----- -----
4.	Family name* of nominee	
5.	First name(s)	
6.	Date of birth	Month Year
7.	Citizenship	
8.	Gender**	Male <input type="checkbox"/> Female <input type="checkbox"/>

* Please give the first and family names as they appear in the nominee's passport. Incorrect or insufficient information may result in travel-related difficulties.
** For this and all like items, please tick the appropriate box.

9.	Passport number			
10.	Date of issue	Day	Month	Year
11.	Expiry date	Day	Month	Year
12.	Place of issue			
13.	Employer			
14.	Description of duties			
15.	Contact address (Please do not give a post-office box number.)	Street		
		Number	Post code	
		City		
		Country		
16.	E-mail address			
17.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		
18.	Fax numbers, including country and city codes	Home		
		Work		
19.	Has the nominee previously attended training sessions organised by the OPCW?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?		
20.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>		