



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/816/2010

25 February 2010

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR AN ADVANCED TRAINING COURSE
FOR PERSONNEL OF NATIONAL AUTHORITIES IN ASIA
WHO ARE INVOLVED IN THE NATIONAL IMPLEMENTATION OF
THE CHEMICAL WEAPONS CONVENTION
SINGAPORE
1 – 4 JUNE 2010**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Singapore, the Director-General wishes to invite National Authorities from States Parties in Asia to nominate participants for an advanced training course for personnel involved in the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”).
2. The training course, which will be held from 1 to 4 June 2010 in Singapore, is intended for individuals who have either already attended a basic course for personnel of National Authorities organised by the OPCW, or who have been involved for at least two years in the national implementation of the Convention, especially in regard to the preparation and submission of Article VI declarations and the conduct of Article VI inspections. The aim of the advanced training course is to increase the ability of States Parties to comply with the obligations they have assumed. Individuals nominated to the course are, therefore, expected to be actually responsible at the national level for the specific tasks mentioned above.
3. The advanced training course will seek to provide practical assistance to National Authorities in Asia to enable them to identify declarable chemical-industry and trade activities and to fill in the relevant declaration forms. The advanced training course will include the following:
 - (a) lectures on identifying activities under Article VI, methods for obtaining declaration-related data, and the conversion of data into the requisite declarations;
 - (b) presentations on the methodology used for selecting chemical-industry facilities for inspection, the conduct of such inspections, and the role of the National Authority escorts in receiving such inspections;



- (c) the sharing by National Authorities of the practical experiences they have had in terms of Article VI declarations and inspections; and
 - (d) practical training sessions that include declarations- and inspections-related exercises that will provide a practical illustration to the presentations.
- 4. The programme will allow participants to assess the training-course material in the light of the prevailing situation in their home countries, and to discuss with the Secretariat any follow-up actions leading to the review of potentially declarable data and the submission of declarations under Article VI.
- 5. Participants attending the advanced training course are encouraged to make presentations on the various topics that will be raised during the course, and are expected to participate actively in the discussions. The provisional programme for the course is included as Annex 1 to this Note.
- 6. The Secretariat expects to be able to sponsor the participation of 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 the travel, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate that as soon as possible, so that the Secretariat does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation it has not arranged.
- 7. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It 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 to keep costs to a minimum, participants are expected to arrive **no earlier than Monday, 31 May 2010**, and to depart **no later than Saturday, 5 June 2010**. The Secretariat's agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses that are 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. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates.
- 8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Singapore. When applying for the required entry visa, they should present the Singapore Embassy or Consulate with a copy of the acceptance letter from the OPCW. Upon confirmation of acceptance to attend the advanced training course, selected participants are requested to immediately initiate the process to obtain the necessary visas.

9. The course will be conducted in English, and no interpretation services will be provided. All participants are therefore expected to have a good command of English, both written and oral.
10. Interested National Authorities 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 nomination forms for all national participants need to be forwarded by the relevant National Authority to the OPCW. 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 26 April 2010**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course. National Authorities are kindly requested to note that the Secretariat will not accept any nominations for sponsorship after the final date for receipt of nominations.
11. Additional information about the course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mr V.B. Dhavle, who can be reached at +31 (0)70 416 3823, or Mr Maharage Ananda Perera at +31 (0)70 416 3818.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**ADVANCED TRAINING COURSE FOR PERSONNEL OF NATIONAL
AUTHORITIES IN ASIA WHO ARE INVOLVED IN THE NATIONAL
IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION
SINGAPORE
1 – 4 JUNE 2010**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 1 June 2010</i>	
08:30 – 09:00	Registration
09:00 – 09:45	Opening of the training course
09:45 – 10:15	<i>Tea/coffee break</i>
10:15 – 11:00	Rights and obligations of States Parties under the Convention
11:00 – 11:45	Tasks of National Authorities
11:45 – 12:30	Summary of Article VI declaration requirements
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	Identifying declarable activities
14:45 – 15:30	Tools that assist in the identification of scheduled chemicals: <ul style="list-style-type: none"> • The Handbook on Chemicals • The Online Scheduled Chemicals Database • The brochure on generally used or traded chemicals
15:30 – 15:45	<i>Tea/coffee break</i>
15:45 – 17:45	Practical session: Declaration exercise 1 on identifying declarable activities
<i>Wednesday, 2 June 2010</i>	
09:00 – 09:30	Tools that assist in the drafting of declarations: <ul style="list-style-type: none"> • The Declarations Handbook • The electronic declarations software tool for National Authorities (EDNA)
09:30 – 10:00	A practical demonstration of the EDNA
10:00 – 10:30	Common problems in making Article VI plant-site declarations
10:30 – 11:00	<i>Tea/coffee break</i>
11:00 – 12:00	Practical issues and common problems in declaring imports and exports of scheduled chemicals
12:00 – 12:30	Recent developments and ongoing declaration issues
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Practical session: Declaration exercise 2 on filling in a declarations form
15:30 – 15:45	<i>Tea/coffee break</i>
15:45 – 17:00	Practical session: Declaration exercise 2 on filling in a declarations form (continued)
17:00 – 17:30	Roundtable discussion of Article VI declaration issues

Time	Activity
Thursday, 3 June 2010	
09:00 – 10:00	A review of Article VI on-site inspection procedures
10:00 – 10:30	<i>Tea/coffee break</i>
10:30 – 11:30	The inspection process: The conduct of an OPCW inspection
11:30 – 12:30	<ul style="list-style-type: none"> • Conducting an OCPF¹ inspection and writing up the preliminary findings • Practical exercises related to OCPF inspections
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:30	Preparing for an on-site inspection: Administrative issues, formation of the escort and inspection teams, organising subteams, and assigning tasks to the team members
14:30 – 15:30	Technical aspects of OCPF inspections: Achieving the general and specific goals of an OCPF inspection
15:30 – 15:45	<i>Tea/coffee break</i>
15:45 – 17:30	<p>Preparation for an on-site inspection (hands-on exercise)</p> <p>Escort team preparations:</p> <ul style="list-style-type: none"> • Checking the inspection mandate • Verifying inspector identities • Checking the inspection equipment • The pre-inspection briefing • Logistical arrangements <p>Inspection team preparations:</p> <ul style="list-style-type: none"> • Collecting data about the plant site before an inspection • Examination of declarations • Equipment and logistical issues • Drafting an inspection plan based on the information available to the subteams <p>Practical exercises to complement the discussions and to illustrate differing scenarios</p>
Friday, 4 June 2010	
08:00 – 13:00	Mock inspection: A visit to facility
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Hands-on exercise for report writing: Technical description of a plant site and a records review
15:30 – 15:45	<i>Tea/coffee break</i>
15:45 – 16:30	Evaluation and feedback
16:30 – 17:00	Closing of the training course

¹ OCPF = other chemical production facility

Annex 2

**ADVANCED TRAINING COURSE FOR PERSONNEL OF NATIONAL
AUTHORITIES IN ASIA WHO ARE INVOLVED IN THE NATIONAL
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SINGAPORE**

1 – 4 JUNE 2010

NOMINATION FORM

Please submit the completed form **by Monday, 26 April 2010** 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 use **BLOCK LETTERS**.

1.	National Authority 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.	How many years have you been associated with your National Authority and the tasks performed in this period (please describe)	
12.	Have you attended a Basic Course for personnel of National Authorities? If so, when?	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	Employer	
14.	Position	
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.	Is sponsorship required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

* Please give the first and family names exactly as they appear in the nominee's passport.

** For this and all like items, please tick the appropriate box.