



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/828/2010

1 April 2010

ENGLISH and SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR AN ADVANCED TRAINING COURSE FOR PERSONNEL FROM THE  
NATIONAL AUTHORITIES OF STATES PARTIES IN LATIN AMERICA AND THE  
CARIBBEAN ON PREPARING ELECTRONIC DECLARATIONS  
UNDER THE CHEMICAL WEAPONS CONVENTION  
MADRID, SPAIN  
19 – 23 JULY 2010**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of Spain are pleased to announce that an advanced training course for personnel from the National Authorities of the Group of Latin American and Caribbean States Parties (GRULAC) on preparing electronic declarations under the Chemical Weapons Convention (hereinafter “the Convention”) will be held in Madrid, Spain, from 19 to 23 July 2010.
2. The objectives of the course are:
  - (a) to help States Parties fulfil the requirements of the decision of the Executive Council (hereinafter “the Council”) adopted at its Fifty-First Session regarding the timely submission by States Parties of declarations under Article VI of the Convention (EC-51/DEC.1, dated 27 November 2007); and
  - (b) to provide a forum for discussions in regard to other decisions by the Conference of the States Parties (hereinafter “the Conference”) and the Council regarding their obligations under Article VI.
3. This course is intended for the personnel of National Authorities who are involved in implementing the Convention, in preparing national declarations, and who have had at least one year of experience in carrying out these duties. The course will also include an introduction to, and training on, the electronic declarations tool for National Authorities (EDNA version 2.0). Accordingly, candidates should have prior experience in using the EDNA and be able to work with computers and manage electronic communications systems.



4. The Secretariat particularly welcomes nominations from staff of National Authorities who have previously participated in an advanced course for National Authorities organised by the Secretariat. Given the “hands on” approach of the course (searches for information on the internet, written exercises, and the like), the number of places available will be limited to candidates who meet the criteria for participation.
5. The course programme is attached as Annex 1 to this Note.
6. The course activities will be conducted in Spanish and English and interpretation will be provided. Participants are therefore expected to have a good command, both written and oral, of one of these two languages.
7. The Secretariat expects to be able to sponsor a limited number of participants. Applications from qualified female candidates are strongly encouraged. 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 and medical insurance, and will provide a limited subsistence allowance to cover meals and sundry expenses. The Secretariat will also arrange and pay for the accommodation of 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 that it has not arranged.
8. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the 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. Sponsored participants shall bear all costs resulting from any changes they make once the Secretariat has purchased the tickets. Participants who have not been sponsored will be requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than 18 July 2010** and to depart **no later than 24 July 2010**.
9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Spain.
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 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 to +31 (0)70 416 3228, or by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than Friday, 4 June 2010**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.

11. Additional information about the course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Ms Mina Senior-Faress, who can be reached at +31 (0)70 416 3277 and Ms Vanessa Fraga Prol, who can be reached at +31 (0)70 416 3825.

Annexes:

- Annex 1: Programme
- Annex 2: Nomination Form (English only)

**Annex 1**

**ADVANCED TRAINING COURSE FOR PERSONNEL FROM  
THE NATIONAL AUTHORITIES OF STATES PARTIES IN LATIN AMERICA  
AND THE CARIBBEAN ON PREPARING ELECTRONIC DECLARATIONS  
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**MADRID, SPAIN**

**19 – 23 JULY 2010**

**PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Monday, 19 July 2010</i></b>	
<b>General Introduction</b>	
09:30 – 10:30	Opening of the course
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	An overview of the OPCW and on the implementation of the Convention
11:45 – 12:30	A national approach to the promotion of compliance with the Convention
12:30 – 13:15	The schedules of chemicals: Basic chemistry
13:15 – 14:30	<i>Lunch</i>
14:30 – 15:15	A review of Article VI declaration requirements
15:15 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:45	Council and Conference decisions related to facility declarations
16:45 – 17:30	Declaration exercises based on scenarios
<b><i>Tuesday, 20 July 2010</i></b>	
<b>Declaration-Related Issues and Tools</b>	
09:00 – 09:45	Practical problems relating to the control of trade in scheduled chemicals
09:45 – 10:30	Unresolved matters related to, and frequent problems encountered in, the declarations submitted by the States Parties
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Tools to assist States Parties in the preparation of declarations: The Declarations Handbook, the Handbook on Chemicals, and the online chemicals database
11:45 – 12:30	Introduction to the Verification Information System (VIS) and presentations on the submission of declarations in electronic form
12:30 – 13:15	Introduction to the EDNA (version 2.0)
13:15 – 14:30	<i>Lunch</i>
14:30 – 15:15	Practical training session on the EDNA (version 2.0)
15:15 – 15:45	<i>Break</i>
15:45 – 17:30	Practical training session on the EDNA (version 2.0) (continued)

<b>Wednesday, 21 July 2010</b>	
<b>Practical Exercises on Declarations</b>	
09:00 – 10:30	Practical exercise on the declaration of transfers of chemicals: Using hard-copy forms
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 13:00	Practical exercise on the declaration of industrial plant sites: Using hard-copy forms
13:00 – 14:30	<i>Lunch</i>
14:30 – 15:15	Practical exercise on the declaration of transfers: Using the EDNA (version 2.0)
15:15 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:30	Practical exercise on the declaration of industrial plant sites: Using the EDNA (version 2.0)
<b>Declarable Industrial Facilities</b>	
<b>Thursday, 22 July 2010</b>	
09:00 – 09:45	Identification of industrial facilities that are subject to declaration under the Convention
09:45 – 10:30	Practical exercise 1: Evaluation of declarable activities (exercise utilising hypothetical situations) Solutions to, and discussion of, the exercises
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 13:00	Practical exercise 2: Investigation and practical evaluation of declarable activities
13:00 – 14:30	<i>Lunch</i>
14:30 – 15:15	Practical exercise 2: Investigation and practical evaluation of declarable activities (continued) Plenary discussion of exercises on declarable activities
15:15 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:30	Bilateral consultations on matters relating to the chemical industry, to declarations, and to the use of the EDNA
<b>Final Discussions and Closure</b>	
<b>Friday, 23 July 2010</b>	
09:00 – 10:30	Roundtable discussions on the work of National Authority during the declaration process
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:00	Evaluation and closing ceremony

**Annex 2**

**ADVANCED TRAINING COURSE FOR PERSONNEL FROM  
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**NOMINATION FORM**

Please submit the completed form by **4 June 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](mailto:ipb@opcw.org)

**Please type or USE BLOCK LETTERS.**

1.	Family name			
2.	First name(s)*			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Areas of expertise			
11.	Employer			
12.	Position			
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.	Is sponsorship a condition of participation?	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 these and all like items, please tick the appropriate box.

18.	Previous experience in preparing declarations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19.	Previous experience in using the EDNA for the submission of declarations in electronic form	Yes <input type="checkbox"/>	No <input type="checkbox"/>