



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/1092/2013

10 May 2013

ENGLISH and SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A TRAINING COURSE FOR PERSONNEL  
FROM THE NATIONAL AUTHORITIES OF STATES PARTIES IN LATIN AMERICA  
AND THE CARIBBEAN INVOLVED IN FULFILLING ARTICLE VI DECLARATIONS  
REQUIREMENTS OF THE CHEMICAL WEAPONS CONVENTION  
MEXICO CITY, MEXICO  
13 – 15 AUGUST 2013**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of Mexico are pleased to announce that a training course for the personnel of National Authorities of States Parties in Latin American and the Caribbean (GRULAC) involved in fulfilling Article VI declaration requirements under the Chemical Weapons Convention (hereinafter “the Convention”) will be held in Mexico City, Mexico, from 13 to 15 August 2013.
2. The purpose of the training course is to facilitate the submission by National Authorities of accurate and timely Article VI declarations and to minimise the number of possible errors in the declarations prepared by States Parties. The specific objectives of the course are to:
  - (a) 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);
  - (b) 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; and
  - (c) provide practical training for preparation of Article VI declarations, including the transfers regime of the Convention.
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 2.5). Accordingly, candidates should have prior experience in using EDNA and be able to work with computers and manage electronic communications systems. 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. 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.

4. The course programme is attached as Annex 1 to this Note.
5. 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.
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 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. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than 12 August 2013** and to depart **no later than 16 August 2013**.
7. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Mexico.
8. 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. All nominations must be received by the Secretariat **no later than Sunday, 23 June 2013**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
9. Additional information about the course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Ms Mina Senior-Faress, who can be reached at +31 (0)70 416 3277.

Annexes:

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

**Annex 1**

**TRAINING COURSE FOR THE PERSONNEL OF NATIONAL AUTHORITIES  
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN  
INVOLVED IN FULFILLING ARTICLE VI DECLARATIONS REQUIREMENTS  
UNDER THE CHEMICAL WEAPONS CONVENTION  
MEXICO CITY, MEXICO  
13 – 15 AUGUST 2013**

**PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Tuesday, 13 August 2013</i></b>	
08:30 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 10:00	Status of implementation of the Convention
10:00 – 10:45	Chemicals to be monitored under the Convention: <ul style="list-style-type: none"> <li>• Chemicals covered by the Convention</li> <li>• Principal uses of scheduled chemicals</li> </ul>
10:45 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:00	Tools to assist in the identification of scheduled chemicals: <ul style="list-style-type: none"> <li>• Handbook on Chemicals</li> <li>• Online scheduled chemicals database</li> <li>• Generally used or traded scheduled chemicals brochure</li> </ul>
12:00 – 12:15	Question-and-answer session
12:15 – 13:00	General review of Article VI declaration requirements
13:00 – 13:30	<i>Light lunch</i>
13:30 – 14:15	Key decisions taken by the Council and the Conference in relation to declarations
14:15 – 15:00	Tools assisting the preparation of declarations: <ul style="list-style-type: none"> <li>• Declarations Handbook</li> <li>• Electronic declarations for National Authorities (EDNA version 2.5)</li> </ul>
15:00 – 15:30	Roundtable discussion on Article VI declaration issues
15:30 – 16:00	Bilateral consultations
<b><i>Wednesday, 14 August 2013</i></b>	
09:00 – 09:45	Identification of declarable activities
09:45 – 10:30	Declaration exercise 1: Identification of declarable activities
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Declaration exercise 1: Identification of declarable activities (continued)
11:45 – 12:15	Common problems in making Article VI plant-site declarations
12:15 – 13:00	Practical issues and common problems in declaring imports and exports of scheduled chemicals
13:00 – 13:30	<i>Light lunch</i>
13:30 – 14:30	Declaration exercise 2: Filling in declaration forms (for transfers of chemicals)
14:30 – 15:30	Declaration exercise 2: Filling in declaration forms (for transfers of chemicals) (continued)
15:30 – 16:00	Bilateral consultations

<b>Time</b>	<b>Activity</b>
<b><i>Thursday, 15 August 2013</i></b>	
09:00 – 10:00	Declaration exercise 3: Filling in declaration forms (for facilities)
10:00 – 10:45	Declaration exercise 3: Filling in declaration forms (for facilities) (continued)
10:45 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:00	Demonstration of EDNA (version 2.5)
12:00 – 13:00	Exercise on EDNA (version 2.5)
13:00 – 13:30	<i>Light lunch</i>
13:30 – 15:30	Exercise on EDNA (version 2.5)
15:30 – 16:00	Closing ceremony
16:00 – 16:30	Bilateral consultations

## Annex 2

**TRAINING COURSE FOR THE PERSONNEL OF NATIONAL AUTHORITIES  
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN  
INVOLVED IN FULFILLING ARTICLE VI DECLARATION REQUIREMENTS  
UNDER THE CHEMICAL WEAPONS CONVENTION  
MEXICO CITY, MEXICO  
13 – 15 AUGUST 2013**

**NOMINATION FORM**

Please submit the completed form by **23 June 2013** to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: +31 (0)70 416 3228; e-mail: ipb@opcw.org

**Please type or use BLOCK LETTERS**

1.	Family name <sup>*</sup>			
2.	First name(s) <sup>*</sup>			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender <sup>**</sup>	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"/>	
18.	Previous experience in preparing declarations	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.