



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1118/2013

24 July 2013

ENGLISH, FRENCH, and SPANISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR A TRAINING COURSE
FOR NATIONAL AUTHORITIES OF STATES PARTIES TO THE CHEMICAL
WEAPONS CONVENTION ON TRAINING ESCORTS FOR INSPECTIONS
THE HAGUE, THE NETHERLANDS
24 – 27 SEPTEMBER 2013**

1. The Director-General of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the National Authority of the Netherlands are pleased to announce that a four-day training course for the personnel of National Authorities involved in receiving inspections under the Chemical Weapons Convention (hereinafter “the Convention”) will be held in The Hague, the Netherlands, from 24 to 27 September 2013.
2. The course is designed to provide practical assistance to States Parties in training escorts for inspections under the provisions of the Convention. It is therefore intended for personnel of National Authorities who are actually involved in the inspection process in their respective countries, and who will be able to assist with providing such training to others after they have completed the course. The course will focus on training personnel who are expected to perform the role of national escorts during OPCW inspections, and will involve practical exercises, including a mock inspection. In this context, National Authorities, when nominating participants, are requested to propose personnel who meet the two criteria specified above. The provisional programme for the course is included as Annex 1 to this Note.
3. The course will be conducted in English, with interpretation into French and Spanish.
4. The Technical Secretariat (hereinafter “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.
5. 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 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 it does not incur hotel cancellation fees. The Secretariat will not cover the costs of any accommodation it has not arranged. National Authorities will be informed of costs incurred by the Secretariat due to the failure of participants to arrive or because of late



- cancellations. By forwarding the nomination and endorsement forms on behalf of the course participant, the National Authority acknowledges that the nominee has accepted the terms and conditions under which sponsorship will be provided.
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 to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Monday, 23 September 2013** and to depart **no later than Saturday, 28 September 2013**.
 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.
 8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands. Upon confirmation of acceptance to attend the training course, the selected participants are requested to immediately initiate the process to obtain the necessary visas. The Secretariat will provide sponsored participants with a supporting letter in this regard. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
 9. National Authorities are invited to complete the nomination and endorsement forms included as Annex 2 and 3 to this Note, making sure, in particular, to provide all the 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)70 416 3228, or by e-mail to ipb@opcw.org. Applications must be received at the Secretariat **by Friday, 16 August 2013**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations for sponsorship after the deadline for the receipt of nominations has passed.
 10. Additional information about this training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Bernard Amoh, who can be reached at +31 (0)70 416 3376, and Mr Ananda Perera, who can be reached at +31 (0)70 416 3818.

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form
- Annex 3: Endorsement Form

Annex 1

**TRAINING COURSE FOR NATIONAL AUTHORITIES
OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION
ON TRAINING ESCORTS FOR INSPECTIONS
THE HAGUE, THE NETHERLANDS
24 – 27 SEPTEMBER 2013**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 24 September 2013</i>	
08:30 – 09:00	Registration
09:00 – 09:30	Opening of the training course
09:30 – 10:00	<i>Coffee/tea break</i>
10:00 – 10:30	Status of the implementation of the Convention
10:30 – 12:30	Presentations by the Technical Secretariat and the host National Authority: The role of the National Authority in the implementation of the Article VI verification regime of the Convention
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	<ul style="list-style-type: none"> • Identification of declarable chemical industry activities • Commonly declared Article VI activities
14:45 – 15:45	Verification regimes under Article VI of the Convention
15:45 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:15	A review of the Article VI on-site inspection procedures
<i>Wednesday, 25 September 2013</i>	
09:00 – 10:00	The inspection process: The conduct of an OPCW inspection and National Authority preparatory activities for receiving OPCW inspections
10:00 – 11:00	<ul style="list-style-type: none"> • Conducting an OCPF¹ inspection and the writing up of preliminary findings • Practical exercises (including scenarios) and discussions
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:00	Preparing for an on-site inspection: <ul style="list-style-type: none"> • Administrative issues • Formation of escort teams and of inspection teams • Organising subteams • Assigning tasks
12:00 – 13:00	Technical aspects of OCPF inspections: Ways to achieve the overall goal and the specific aims of such an inspection
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Preparing for an on-site inspection (hands-on exercise) Inspection team preparations: <ul style="list-style-type: none"> • Collecting data about the plant site before the inspection • Examination of declarations • Equipment and logistical issues • Drafting an inspection plan based on the information available to the subteams

¹ OCPF = other chemical production facility

Time	Activity
14:00 – 15:30 (continued)	Preparing for an on-site inspection (hands-on exercise) Escort team preparations: <ul style="list-style-type: none"> • Checking the inspection mandate • Verifying the identity of inspectors • Checking the inspection equipment • Preparing the pre-inspection briefing • Logistical arrangements Practical exercises to complement the discussions and to illustrate different possible situations
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Preparing for an on-site inspection – Presentation by host National Authority
<i>Thursday, 26 September 2013</i>	
07:30 – 08:00	Activities before arrival at inspected site
08:00 – 08:45	Departure for the chemical plant for the mock inspection
08:45 – 13:15	Mock inspection: <ul style="list-style-type: none"> • Mock arrival at the POE2 • Pre-inspection activities • Mock pre-inspection briefing • Site tour • Drawing up an inspection plan • Role play: CONDUCTING A MOCK INSPECTION
13:15 – 14:00	<i>Lunch</i>
14:00 – 15:30	Hands-on exercise on report writing: Drafting a technical description of the plant site and carrying out a records review
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Hands-on exercise on report writing (continued)
<i>Friday, 27 September 2013</i>	
09:00 – 12:00	Visit to the OPCW Laboratory and Equipment Store
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Evaluation and feedback
14:30 – 15:00	Summing up and closing

Annex 2

**TRAINING COURSE FOR NATIONAL AUTHORITIES
OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION
ON TRAINING ESCORTS FOR INSPECTIONS
THE HAGUE, THE NETHERLANDS
24 – 27 SEPTEMBER 2013**

NOMINATION FORM

Please submit the completed form **by 16 August 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.	Government body making the nomination	
2.	Is the nominee involved in activities related to inspections under the Convention?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>(To be completed by the National Authority)</i>	If so, please provide details: ----- ----- -----
3.	Will the nominee be involved with training other personnel in escorting inspections?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>(To be completed by the National Authority)</i>	If so, please provide details: ----- ----- -----
4.	Family name of nominee**	
5.	First name(s)**	
6.	Date of birth	Day Month Year
7.	Citizenship	
8.	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
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	

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

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

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"/>

Annex 3

**TRAINING COURSE FOR NATIONAL AUTHORITIES OF STATES PARTIES
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ENDORSEMENT BY THE NATIONAL AUTHORITY

I, (name) _____,

(designation) _____ of the National
Authority

of (State Party) _____, on behalf of the Government

of (State Party) _____, hereby endorse the nomination

form of Mr/Ms (nominee) _____, who has

been nominated by (nominating agency) _____,

as indicated in the attached nomination form to participate in the training course for
National Authorities of States Parties to the Chemical Weapons Convention on training
escorts for inspections, to be held in The Hague from 24 to 27 September 2013.

I also certify that the above candidate has not attended any such course in the past.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: