



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1145/2013

11 December 2013

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**BASIC COURSE FOR THE PERSONNEL OF NATIONAL AUTHORITIES
INVOLVED IN THE NATIONAL IMPLEMENTATION
OF THE CHEMICAL WEAPONS CONVENTION
THE HAGUE, THE NETHERLANDS
24 – 28 FEBRUARY 2014**

1. The Technical Secretariat (hereinafter “the Secretariat”) is pleased to announce that a five-day basic course for the personnel of National Authorities will be held at the Headquarters of the OPCW in The Hague, the Netherlands, from 24 to 28 February 2014.
2. The purpose of the course is to assist States Parties to comply with their obligations under the Chemical Weapons Convention (hereinafter “the Convention”) by enhancing the knowledge and skills of the personnel of National Authorities. The specific objective of the course is to fulfil the aims set out in the plan of action for the implementation of the obligations under Article VII of the Convention.
3. The basic course is primarily intended for the personnel of National Authorities who have little or no previous involvement in the implementation of the Convention, but who are responsible for the specific tasks involved in implementing it at the national level. The course will include both theory and practical exercises. The provisional programme for the course is attached as Annex 1 to this Note.
4. The basic course will be conducted in English with interpretation into French. Participants are therefore expected to have a good written and oral command of one of these two languages.
5. States Parties the nationals of which have not previously participated in a basic course organised by the Secretariat are particularly encouraged to nominate candidates. States not Party are also invited to nominate candidates. One candidate from each such State Party will be given priority. Nominees who have previously participated in a basic course for personnel of National Authorities will not be considered for sponsorship.
6. 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. All nominations from States Parties must be formally endorsed by the



National Authority; those from States not Party must be endorsed by the appropriate government authority.

7. For sponsored participants, the Secretariat will cover the costs of travel, accommodation, and meals, and will provide a limited subsistence allowance to cover sundry expenses. All participants must accept the medical insurance coverage that will be provided to them for the duration of the course. The Secretariat will cover the cost of this insurance for sponsored participants only.
8. The Secretariat will arrange accommodation for all participants. Any participants who do not intend to use this accommodation are requested to indicate this 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 itself. National Authorities will be informed of all the costs incurred by the Secretariat in respect of invitees who indicate that they will participate and then either cancel at the last minute or fail to show up.
9. 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. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than Sunday, 23 February, 2014, and to depart no later than Saturday, 1 March 2014.
10. 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 basic course or any that result from changes in travel arrangements it has not authorised. Sponsored participants shall bear all costs resulting from any changes they make, including cancellations, once the Secretariat has purchased tickets.
11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to The Hague. Upon confirmation of acceptance to attend the basic course, participants will be requested to initiate the process of obtaining the necessary visas.
12. States Parties and States not Party are invited to complete the nomination form that is attached as Annex 2 to this Note, making sure they provide all the contact details requested. Completed forms must 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. All nominations must be received by the Secretariat no later than Sunday, 19 January 2014. Nominations received after this date will not be considered. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.

13. Additional information about the basic course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mrs Mina Senior-Faress (+31 (0)70 416 3277) and Ms Alinta Geling (+31 (0)70 416 3224). They can also be reached by e-mail at ipb@opcw.org.

Annexes:

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

Annex 1

**BASIC COURSE FOR PERSONNEL OF NATIONAL AUTHORITIES
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PROVISIONAL PROGRAMME

| Time | Activity |
|---|---|
| <i>Monday, 24 February 2014</i> | |
| 08:00 – 08:45 | Registration |
| 09:00 – 09:30 | Opening of the course and group photo |
| 09:30 – 10:15 | History of chemical weapons and an overview of the Chemical Weapons Convention |
| 10:15 – 10:45 | Introduction to the Organisation for the Prohibition of Chemical Weapons (OPCW) |
| 10:45 – 11:00 | Q&A session |
| 11:00 – 11:30 | <i>Coffee/tea break</i> |
| 11:30 – 12:15 | Role of the National Authorities in the implementation of the Convention |
| 12:15 – 12:45 | Programmes of the International Cooperation and Assistance Division (ICA) |
| 12:45 – 13:00 | Q&A session |
| 13:00 – 14:15 | <i>Lunch</i> |
| 14:30 – 18:00 | Visit to the OPCW facilities: <ul style="list-style-type: none"> • First group of participants leaves the OPCW HQ at 14:30 • Second group of participants leaves the OPCW HQ at 16:00 |
| <i>Tuesday, 25 February 2014</i> | |
| 09:00 – 09:45 | Status of implementation of the Convention |
| 09:45 – 10:30 | National implementation measures under Article VII of the Convention |
| 10:30 – 11:00 | <i>Coffee/tea break</i> |
| 11:00 – 12:30 | Essential steps in implementing the Convention: case study and group work |
| 12:30 – 14:00 | <i>Lunch</i> |
| 14:00 – 14:30 | Provisions of the Convention in relation to declarations: <ul style="list-style-type: none"> • Overview of declarations • Chemical weapons-related declarations (Article III of the Convention) |
| 14:30 – 15:15 | Industry and trade declarations (Article VI of the Convention): <ul style="list-style-type: none"> • Schedules of chemicals • Facility declarations under Article VI |
| 15:15 – 15:30 | Q&A session |
| 15:30 – 16:00 | <i>Coffee/tea break</i> |
| 16:00 – 16:30 | Transfer provisions of the Convention |
| 16:30 – 17:15 | Identification of declarable facilities under the Convention |
| <i>Wednesday, 26 February 2014</i> | |
| 09:00 – 09:45 | Tools to assist with identification of declarable activities |
| 09:45 – 10:30 | Practical exercises on declarations |

| Time | Activity |
|-----------------------------------|--|
| 10:30 – 11:00 | Coffee/tea break |
| 11:00 – 11:45 | Practical exercises on declarations (cont'd) |
| 11:45 – 12:45 | Practical issues related to declaring imports/exports of scheduled chemicals |
| 12:45 – 13:00 | Q&A session |
| 13:00 – 14:30 | <i>Lunch</i> |
| 14:30 – 15:00 | Approach to dealing with transfer discrepancies |
| 15:00 – 15:30 | Declarations Handbook, including declaration forms |
| 15:30 – 16:00 | <i>Coffee/tea break</i> |
| Thursday, 27 February 2014 | |
| 09:00 – 10:30 | Introduction to the electronic declarations tool for National Authorities (EDNA) <ul style="list-style-type: none"> • EDNA version 2.5 • Secure Information Exchange project (SIX) • practical exercises |
| 10:30 – 11:00 | <i>Coffee/tea break</i> |
| 11:00 – 13:00 | Introduction to the electronic declarations tool for National Authorities (EDNA) (cont'd) <ul style="list-style-type: none"> • EDNA version 2.5 • Secure Information Exchange project (SIX) • practical exercises |
| 13:00 – 14:30 | <i>Lunch</i> |
| 14:30 – 15:15 | Verification regime under Articles III, IV, and V of the Convention |
| 15:15 – 15:30 | Q&A session |
| 15:30 – 16:00 | <i>Coffee/tea break</i> |
| 16:00 – 16:45 | Verification regime under Article VI of the Convention |
| 16:45 – 17:00 | Q&A session |
| Friday, 28 February 2014 | |
| 09:00 – 09:45 | Selection of facilities for inspection under Article VI of the Convention |
| 09:45 – 10:30 | Initiatives on the methodology for selection of other chemical production facilities for inspection |
| 10:30 – 11:00 | <i>Coffee/tea break</i> |
| 11:00 – 12:30 | Practical exercises on Article VI inspections |
| 12:30 – 14:00 | <i>Lunch</i> |
| 14:00 – 15:00 | Effective functioning of National Authorities: presentation by participants on best practices, challenges, and lessons learned |
| 15:00 – 15:30 | Evaluation of the course by the participants and closing ceremony |
| 15:30 – 16:00 | <i>Coffee/tea break</i> |

Annex 2

**BASIC COURSE FOR PERSONNEL OF NATIONAL AUTHORITIES
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24 – 28 FEBRUARY 2014**

NOMINATION FORM

Please submit the completed form by **Sunday, 19 January 2014** 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. | 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. | Employer | |
| 12. | Description of duties | |
| 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. | Has the nominee previously attended a basic course of this kind? | Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where? |
| 18. | Is sponsorship a condition of participation? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

* The family name and first name should be listed exactly as they appear in the nominee's passport.

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