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International Cooperation and Assistance Division

S/1199/2014

16 July 2014

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A TRAINING COURSE FOR REPRESENTATIVES  
OF NATIONAL AUTHORITIES OF STATES PARTIES INVOLVED IN FULFILLING  
ARTICLE VI DECLARATIONS REQUIREMENTS UNDER  
THE CHEMICAL WEAPONS CONVENTION  
THE HAGUE, THE NETHERLANDS  
14 – 16 OCTOBER 2014**

1. The Technical Secretariat (hereinafter “the Secretariat”) is pleased to announce that a training course for representatives of National Authorities of States Parties involved in fulfilling Article VI declarations requirements under the Chemical Weapons Convention (hereinafter “the Convention”) will be held in The Hague, the Netherlands, from 14 to 16 October 2014.
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 the preparation of Article VI declarations, including the transfers regime of the Convention.
3. This course is intended for representatives 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 should 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 representatives 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. All nominations from States Parties must be formally endorsed by the National Authority. 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 **Monday, 13 October 2014** and to depart no later than **Friday, 17 October 2014**.
7. Participants are requested to obtain any necessary visas (including transit visas) before travelling to The Hague.
8. The training course will be conducted in English, with interpretation into Spanish and French.
9. Interested National Authorities are invited to complete the nomination and endorsement forms that are included as Annexes 2 and 3 to this Note, making sure in particular to provide all the details they request. The National Authorities are requested to nominate only candidates who have not attended any previous or similar courses organised by 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 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, 12 September 2014**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations for sponsorship after that date. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.

10. Additional information about the course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Vaclovas Semaskevicius (+31 (0)70 416 3270) and Ms Olukemi Adenuga (+31 (0)70 416 3923). They can also be reached by e-mail at [ipb@opcw.org](mailto:ipb@opcw.org).

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form
- Annex 3: Endorsement by the National Authority

**Annex 1**

**TRAINING COURSE FOR REPRESENTATIVES OF NATIONAL AUTHORITIES  
OF STATES PARTIES INVOLVED IN FULFILLING ARTICLE VI  
DECLARATIONS REQUIREMENTS UNDER THE  
CHEMICAL WEAPONS CONVENTION  
THE HAGUE, THE NETHERLANDS, 14 – 16 OCTOBER 2014**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Tuesday, 14 October 2014</i></b>	
08:15 – 09:00	Registration
09:00 – 09:30	Opening of the training course
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 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	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>
11:45 – 12:50	General review of Article VI declaration requirements
12:50 – 13:50	<i>Lunch</i>
13:50 – 14:30	Key decisions taken by the Executive Council and the Conference in relation to declarations
14:30 – 15:20	Identification of declarable activities
15:20 – 17:00	Declaration exercise 1: Identification of declarable activities
<b><i>Wednesday, 15 October 2014</i></b>	
09:00 – 09:45	Tools assisting the preparation of declarations: Declarations Handbook
09:45 – 10:15	Common problems in making Article VI plant-site declarations
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:15	Practical issues and common problems in declaring imports and exports of scheduled chemicals
11:15 – 12:00	Roundtable discussion of Article VI declaration issues
12:00 – 13:00	<i>Lunch</i>
13:00 – 15:00	Declaration exercise 2: Filling in declaration forms (for transfers of chemicals)
15:00 – 17:00	Declaration exercise 3: Filling in declaration forms (for facilities)
<b><i>Thursday, 16 October 2014</i></b>	
09:00 – 09:45	Demonstration of EDNA (version 3.0)
09:45 – 10:45	Exercise on EDNA
10:45 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:00	Exercise on EDNA (continued)
12:00 – 13:00	<i>Lunch</i>
13:00 – 14:00	Exercise on EDNA (continued)
14:00 – 14:45	Evaluation and feedback, and closing ceremony of training course
14:45 – 16:30	Bilateral consultations

## Annex 2

**TRAINING COURSE FOR REPRESENTATIVES OF NATIONAL AUTHORITIES  
OF STATES PARTIES INVOLVED IN FULFILLING ARTICLE VI  
DECLARATIONS REQUIREMENTS UNDER THE  
CHEMICAL WEAPONS CONVENTION  
THE HAGUE, THE NETHERLANDS  
14 – 16 OCTOBER 2014**

**NOMINATION FORM**

Please submit the completed form by **12 September 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, +31 (0)70 306 3535; e-mail: ipb@opcw.org

**Please type or use BLOCK LETTERS**

1.	National Authority making the nomination	
2.	Family name	
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.	Areas of expertise	
12.	Employer	
13.	Position	
14.	Contact address (Please do not give a post-office box number)	Street
		Number                      Post code
		City
		Country
15.	E-mail address	
16.	Telephone numbers (including country and city codes)	Home
		Work
		Mobile
17.	Fax numbers, including country and city codes	Home
		Work
18.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
19.	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.

**Annex 3**

**TRAINING COURSE FOR REPRESENTATIVES OF NATIONAL AUTHORITIES  
OF STATES PARTIES INVOLVED IN FULFILLING ARTICLE VI  
DECLARATIONS REQUIREMENTS UNDER THE  
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**ENDORSEMENT BY THE NATIONAL AUTHORITY**

I, \_\_\_\_\_, Head/Chief Coordinator of the  
National Authority of the State Party of \_\_\_\_\_, on behalf  
of the Government of \_\_\_\_\_, hereby endorse the nomination of  
Mr/Ms \_\_\_\_\_, holding the  
position/designation of \_\_\_\_\_ in the  
Office/Division/Branch of \_\_\_\_\_,

as indicated in the attached nomination form for participation in the Training Course for Representatives of National Authorities of States Parties Involved in Fulfilling Article VI Declarations Requirements Under the Chemical Weapons Convention, being held in The Hague, the Netherlands, from 14 to 16 October 2014.

**I also certify that the above candidate has not attended any previous or similar OPCW courses on Article VI declaration requirements.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official seal of the Organisation: