



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1231/2014

29 December 2014

ENGLISH and FRENCH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A BASIC COURSE FOR THE PERSONNEL OF
NATIONAL AUTHORITIES INVOLVED IN THE NATIONAL IMPLEMENTATION
OF THE CHEMICAL WEAPONS CONVENTION
THE HAGUE, THE NETHERLANDS
23 – 27 MARCH 2015**

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 23 to 27 March 2015.
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 command, both written and oral, 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. 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. States not Party are also invited to nominate candidates.
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 (Annex 3); those from States not Party must be endorsed by the appropriate government authority.

7. The candidates selected for the basic course will be required to complete the OPCW e-learning modules prior to attending the course. These e-learning modules are available on the OPCW website (www.opcw.org).
8. For sponsored participants, the Secretariat will cover the costs of travel, accommodation, meals, and medical insurance for the duration of the course and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will cover the cost of this insurance for sponsored participants only. As the Secretariat will not pay for medical assistance, participants should be fit to travel. All participants taking prescribed medication should arrive with sufficient supplies for the duration of the event.
9. The Secretariat will arrange accommodation for all sponsored 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 who fail to arrive.
10. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase air-tickets and send them to the participants. Participants will be allowed to purchase air-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, 22 March 2015** and to depart **no later than Saturday, 28 March 2015**.
11. 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.
12. Participants are requested to obtain any necessary visas (including transit visas) before travelling to The Hague, the Netherlands. Upon confirmation of acceptance to attend the basic course, participants will be requested to initiate the process of obtaining the necessary visas.
13. States Parties and States not Party are invited to complete the nomination and endorsement forms that are attached as Annexes 2 and 3 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 with endorsement forms must be received by the Secretariat **no later than Monday, 2 February 2015**. 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.

14. Additional information about the basic 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 MsOlukemi Adenuga (+31 (0)70 416 3923). They can also be reached by e-mail at ipb@opcw.org or vaclovas.semaskevicius@opcw.org.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 3: Endorsement by the National Authority

Annex 1

**BASIC COURSE FOR THE PERSONNEL OF NATIONAL AUTHORITIES
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PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 23 March 2015</i>	
08:00 – 09:00	Registration
09:00 – 09:30	Opening ceremony and group photo
09:30 – 10:00	History of chemical weapons and an overview of the Chemical Weapons Convention
10:00 – 10:30	Introduction to the Organisation for the Prohibition of Chemical Weapons (OPCW)
10:30 – 10:45	Q&A session
10:45 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Status of implementation of the Convention
11:30 – 12:00	National implementation measures under Article VII, demonstration of the Legislative Assistance Support Tool (LAST)
12:00 – 13:00	Case study/practical exercises on national implementation
13:00 – 14:00	<i>Lunch</i>
14:00 – 17:00	Field visit: Tour of the OPCW Laboratory and Equipment Store First group of participants arrives at 14:00 Second group of participants arrives at 15:30
<i>Tuesday, 24 March 2015</i>	
09:00 – 09:30	Provisions of the Convention in relation to declarations under Article III
09:30 – 10:00	Provisions of the Convention in relation to declarations under Article VI
10:00 – 10:15	Q&A session
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:30	Declaration requirements under Article VI Schedules of chemicals Facility declarations under Article VI
11:30 – 12:00	Transfer provisions of the Convention
12:00 – 13:00	<i>Lunch</i>
13:00 – 13:45	Identification of declarable facilities under the Convention
13:45 – 14:00	Tools to assist with identification of declarable activities
14:00 – 14:15	Q&A session
14:15 – 14:30	<i>Coffee/tea break</i>
14:30 – 15:00	Practical exercise on identification of declarable activities and facilities
15:00 – 15:30	Declarations Handbook
15:30 – 17:00	Practical exercise on filling in the declaration forms

Time	Activity
Wednesday, 25 March 2015	
09:00 – 10:00	Practical issues related to declaring imports/exports of scheduled chemicals
10:00 – 10:15	Q&A session
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:30	EDNA ¹ and Secure Information Exchange project (SIX)
11:30 – 12:30	Practical exercises with EDNA
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:30	Practical exercises with EDNA (continued)
14:30 – 15:15	The verification regime under Articles III, IV, and V of the Convention
15:15 – 15:30	Q&A session
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:45	The verification regime under Article VI
16:45 – 17:00	Wrap-up of Day 2 & 3
Thursday, 26 March 2015	
09:00 – 09:45	The selection of facilities for inspection under Article VI
09:45 – 10:35	Receiving Article VI inspections
10:35 – 10:45	Q&A session
10:45 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:00	Receiving inspections including sampling and analysis
12:00 – 13:00	<i>Lunch</i>
13:00 – 13:30	Inspection escort responsibilities
13:30 – 14:30	Follow-up on inspection results
14:30 – 14:45	Q&A session
14:45 – 15:00	<i>Coffee/tea break</i>
15:00 – 16:00	Improving the efficiency of inspections and feedback from National Authorities
16:00 – 16:30	The role of education and outreach on the national implementation of the Convention
16:30 – 16:35	Wrap-up of Day 4
Friday, 27 March 2015	
09:00 – 10:00	Practical exercises on Article VI inspections
10:00 – 11:00	Group work: Enhancing the effectiveness of National Authorities
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:15	Presentation of group work
12:15 – 13:00	The role of the National Authority and its effective functioning
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Implementation of Article X of the Convention
14:30 – 15:15	Programmes of the International Cooperation and Assistance Division including the OPCW's web-based tools and other e-based support
15:15 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:00	Summing up and evaluation of the course by the participants
16:00 – 16:15	Closing ceremony

¹ EDNA = electronic declarations software for National Authorities.

Annex 2

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NOMINATION FORM

Please submit the completed form by **Monday, 2 February 2015** 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
14.		Number Post code
15.		City
16.		Country
14.	E-mail address	
15.	Telephone numbers, including country and city codes	Home
16.		Work
17.		Mobile
16.	Fax numbers, including country and city codes	Home
17.		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.

Annex 3

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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 form 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 basic course for the personnel of National Authorities involved in the national implementation of the Chemical Weapons Convention being held in The Hague from 23 to 27 March 2015.

I also certify that the above candidate has not attended any such or similar basic course conducted by the OPCW.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: