



S/1336/2016

8 January 2016

ENGLISH, FRENCH and SPANISH only

NOTE BY THE DIRECTOR-GENERAL**CALL FOR EXPRESSIONS OF INTEREST FOR THE MENTORSHIP/PARTNERSHIP
PROGRAMME FOR NATIONAL AUTHORITIES OF STATES PARTIES
TO THE CHEMICAL WEAPONS CONVENTION
2016 – 2017**

1. The Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention (hereinafter “the Third Review Conference”) underlined States Parties’ intention to continue providing the OPCW with the support that it requires in order to achieve the object and purpose of the Chemical Weapons Convention (hereinafter “the Convention”), to ensure the full, effective, and non-discriminatory implementation of its provisions and to deal more effectively with future opportunities and challenges (RC-3/3*, dated 19 April 2013).
2. The Third Review Conference also acknowledged the challenges still faced by certain States Parties and commended the efforts of States Parties and the Technical Secretariat (hereinafter “the Secretariat”) in assisting with national implementation measures. It noted again the value of bilateral assistance and networking within and among regions, especially for States Parties that may need particular assistance, and encouraged the Secretariat to develop, within existing resources, activities that will enhance South-South, regional, and subregional cooperation, as well as special programmes towards the full implementation of Article VII. The Third Review Conference furthermore encouraged States Parties in a position to do so to continue to enhance their practical support for the implementation of Article VII obligations by those States Parties so requested.
3. The National Authority Mentorship/Partnership Programme is part of the efforts of the Secretariat to enhance the technical support and assistance provided to States Parties in support of their national implementation efforts. It is designed to create a partnership between a National Authority that has proven to be efficient and more successful in the implementation of its obligations under the Convention with another one at a lower level of implementation. This is to enhance the functioning of the latter National Authority.
4. The Programme entails the facilitation by the Secretariat of an exchange of visits between the two paired National Authorities and the provision of sponsorship and technical advice in this regard. The visits are designed to complement the work of the Secretariat by making the knowledge, skills, and experience of a more advanced and experienced National Authority available to another National Authority that is at a



comparatively lower level of implementation of its obligations under the provisions of the Convention.

5. Striving for more efficient use of resources and better effectiveness, the Secretariat is introducing the principles of results-based management (RBM) in its programme activities. This, in particular, requires setting measureable achievement indicators against which results for the Programme can be measured.
6. In the years 2016 and 2017, the Secretariat expects to support four Mentorship/Partnership Programmes each year.
7. The objectives of the National Authority Mentorship/Partnership Programme are to:
 - (a) enhance the functioning of the mentored National Authority through the sharing of the knowledge, skills, and experience of the mentoring National Authority;
 - (b) share best practices relating to how the Convention is implemented at the national level;
 - (c) familiarise the beneficiary National Authority, through practical support, on the use of the facilities, tools, and information provided by the Secretariat in support of national implementation;
 - (d) provide a platform for the exchange of views and sharing of information and experiences regarding the implementation of the Convention; and
 - (e) develop partnerships and strengthen cooperation and collaboration between the participating National Authorities.
8. Each partnership should have a number of specific results to be achieved at the output and outcome levels reflecting the priority needs of the participating States Parties. The areas within which the results are expected include, but are not limited to, the structure and functioning of the National Authority, national implementing legislation, chemical safety and security, economic and technological development, assistance and protection, the verification regime, inspections, and education and outreach. Identification of expected results, both outputs and outcomes, should take place in line with the RBM principles after the partnerships are formed. The results of the Programme should be reflected in a final report, which should be jointly submitted by the participating States Parties through a template provided by the Secretariat. The report should be submitted within three months after completion of the Programme.
9. National Authorities seeking to be mentored must submit an application form (attached as the Annex to this Note) providing an analysis of their needs and giving the reasons for participation in the Programme. They should demonstrate willingness and commitment in advancing implementation of the Convention by learning from good practices and initiating the necessary improvements in the areas covered by the Convention.

10. National Authorities that offer to mentor other National Authorities are required to demonstrate that they have achieved a high level of success or made considerable progress towards fully achieving their obligations under the Convention.
11. For sponsored National Authority representatives the Secretariat will cover, **for a maximum of two persons per State Party**, the costs of travel, meals, and medical insurance during the exchange of visits. It will also provide a limited subsistence allowance to cover sundry expenses. All other expenses related to the visits are expected to be covered by the hosting State Party.
12. When making travel arrangements for sponsored representatives the Secretariat will seek the most economical options and will purchase tickets, which it will send directly. Participants will be allowed to purchase tickets locally only if this leads to further savings and if the Secretariat authorises it. In order to keep costs to a minimum, sponsored participants are expected **to arrive no earlier than a day before the formal commencement of the agreed programme for the event and to depart no later than a day after the programme formally ends.**
13. The Secretariat's agreement is required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover any expenses unrelated to the agreed activities or which result from changes in travel arrangements it has not authorised. Sponsored representatives shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
14. Mentoring National Authorities that intend to provide sponsorship as part of their support are requested to inform the Secretariat of the nature and type of sponsorship they will be providing when submitting their expression of interest.
15. All applications must be formally endorsed by the Head of the National Authority. Participating States Parties' representatives are required to obtain any necessary visas (including transit visas) before travelling. If so required, the Secretariat will provide selected participants with a visa support letter.
16. National Authorities are invited to express their interest in participation in the Mentorship/Partnership Programme for 2016 and 2017 by filling in and submitting the application form provided in the Annex to this Note.
17. The application forms should be received by **19 February 2016**. All applications should be addressed to the Head, Implementation Support Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Applications should be submitted by email to: ipb@opcw.org.
18. Additional information about the Programme may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons for the Programme are Mr Pavlo Byalyk, Senior Coordination and Planning Officer, who can be reached at +31 (0)70 416 3376, pavlo.byalyk@opcw.org, and Mr Aldo Rodríguez, Project Administration Clerk, who can be reached at +31 (0)70 416 3438, aldo.rodriguez@opcw.org.

Annex (English only): Application Form

Annex

**MENTORSHIP/PARTNERSHIP PROGRAMME FOR NATIONAL AUTHORITIES
OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION
2016 – 2017**

APPLICATION FORM

Please submit the completed form by **19 February 2016** to:
The Head, Implementation Support Branch,
International Cooperation Division
OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Tel : +31 (0) 70 416 3376; email: ipb@opcw.org

Please type or use BLOCK LETTERS

SECTION 1. PERSONAL AND CONTACT DETAILS			
1.	National Authority		
	(a) State Party		
	(b) Contact person		
	(c) Contact information	Phone	Email
2.	Partnership mode	Offering mentorship ¹ <input type="checkbox"/>	Seeking mentorship <input type="checkbox"/>
3.	Sponsorship required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SECTION 2. JUSTIFICATION AND NEEDS ANALYSIS			
4.	Please describe the motivation behind the interest in participating in the Programme, provide a description and analysis of the needs and/or good practices in implementation of the Convention.		

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States Parties offering mentorship are expected to fill in only the justification part of the application form, emphasising relevant good practices in the implementation of the Convention.

SECTION 3. PREFERENCES AND TIMELINES	
5.	Please indicate which National Authority is preferred as a partner in the Programme and whether the initial agreement of this National Authority has been sought.
6.	Please indicate suggested timelines for both visits envisaged in the Programme.
SECTION 4. EXPECTED RESULTS	
7.	Please describe how the participants are expected to benefit from participation in the Programme.
SECTION 5. PLANNED FOLLOW-UP	
8.	Please outline activities that can be implemented as a follow-up to the implementation of the Programme.
SECTION 6. AUTHORISATION	
Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW _____	Date: _____