

**NOTE BY THE TECHNICAL SECRETARIAT****INVITATION TO APPLY FOR AN INTERNSHIP FOR LEGAL DRAFTERS AND
NATIONAL AUTHORITY REPRESENTATIVES OF STATES PARTIES
TO THE CHEMICAL WEAPONS CONVENTION
OPCW HEADQUARTERS, THE HAGUE, THE NETHERLANDS**

1. The Technical Secretariat (hereinafter “the Secretariat”) is organising a series of internships for legal drafters and National Authority representatives in 2016 and 2017 at the Organisation for the Prohibition of Chemical Weapons (OPCW) Headquarters in The Hague, the Netherlands. Three sessions are planned for 2016 and four for 2017. In 2016, the internships are tentatively scheduled for the following dates:¹
 - (a) 22 to 26 August 2016;
 - (b) 3 to 7 October 2016; and
 - (c) 14 to 18 November 2016
2. One of the key obligations for States Parties to the Chemical Weapons Convention (hereinafter “the Convention”) is the adoption of legislative measures to implement the provisions of the Convention. In this regard, the Conference of the States Parties (hereinafter “the Conference”), at its Fourteenth Session, adopted a decision on the national implementation of Article VII (C-14/DEC.12, dated 4 December 2009), and encouraged the Secretariat to continue providing, upon request, technical assistance in a tailor-made and systematic manner to effectively address the needs of States Parties in regard to their practical national implementation issues and concerns. The Conference further encouraged States Parties, particularly those desiring assistance in fulfilling their Article VII obligations, to take advantage of available assistance, if considered appropriate.
3. The objective of the internship is to provide tailor-made assistance to States Parties in developing the initial draft of their national implementing legislation. By the end of the internship, participating States Parties are expected to have draft legislation that is fully in line with the provisions of the Convention, meets the requirements of their respective national legislative bodies, and is suitable for submission to parliament. The internship also seeks to assist States Parties that may already have a legislative framework in place but require support in drafting administrative measures.

¹ Please note that these dates are tentative and subject to change.



4. The internship consists of a one-week drafting session at the OPCW Headquarters for legal drafters and National Authority representatives, during which they are equipped with the technical capacity and requisite skills to enable them to complete a draft of national implementing legislation and to pursue its adoption upon their return.
5. The selection criteria are attached as Annex 1 to this Note and the provisional programme as Annex 2.
6. While the internship will be conducted in English, French, and Spanish, participants are expected to have a good oral and written command of English.
7. Each nomination should specify whether sponsorship is a condition for participation. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and offer a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. Participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate this as soon as possible, so that the Secretariat does not incur any hotel cancellation fees. The Secretariat will not cover the costs of any accommodation it has not arranged.
8. 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 a day before the commencement of the internship and to depart no later than the day after it ends.
9. 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 event 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.
10. All nominations from States Parties must be formally endorsed by the National Authority. The National Authority is required to indicate a preferred and an alternative session that it would like to attend.
11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands.
12. Interested States Parties are invited to complete the nomination form that is included as Annex 3 to this Note, making sure in particular to provide all the contact details it requests. Completed forms 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. Nominations may also be submitted by fax to +31 (0)70 416 3228, or by e-mail to ipb@opcw.org.

13. All nominations must be received by the Secretariat **no later than:**
 - (a) 22 July 2016 for the August 2016 session;
 - (b) 2 September 2016 for the October 2016 session;
 - (c) 14 October 2016 for the November 2016 session; and
 - (d) 15 November 2016 for the 2017 sessions.
14. Nominations received after the deadlines will not be considered. Only candidates whose nominations have been successful will be contacted. Please be advised that participants must present an OPCW acceptance letter in order to register.
15. For additional information about the event, please contact the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are:

Ms Sharon Rivera, Implementation Officer (Legal)
+31(0)70 416 3437
Sharon.Rivera@opcw.org

Ms Simona Rasalaite, Consultant
+31(0)70 416 3426
Simona.Rasalaite@opcw.org

Annexes:

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| Annex 1: | Selection Criteria |
| Annex 2: | Provisional Programme |
| Annex 3: | Nomination Form |

Annex 1

INVITATION TO APPLY FOR AN INTERNSHIP FOR LEGAL DRAFTERS AND NATIONAL AUTHORITY REPRESENTATIVES OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION OPCW HEADQUARTERS, THE HAGUE, THE NETHERLANDS

SELECTION CRITERIA

1. Each participating State Party, through its National Authority, is to put forward two candidates, one with a legal background, and another who is a representative of the National Authority.
2. The Technical Secretariat will only consider applications submitted by the National Authority, which will be responsible for coordinating the application process at the national level.
3. Please note that the successful completion of the programme requires the participation of both the representative of the National Authority and the legal drafter. For this reason, should one of the two candidates decide not to participate or to withdraw from the programme, the participation of the other candidate will also be withdrawn.
4. The criteria for participation are as follows:
 - (a) Legal drafters should:
 - (i) be working in a legal capacity, primarily as a lawyer in a government body, either a regulatory body or a relevant ministry;
 - (ii) have experience with the drafting of legislation; and
 - (iii) have a good command of English, which is the working language at the OPCW Headquarters, even if the legislation is to be drafted in another OPCW official language.
 - (b) National Authority representatives should:
 - (i) be in a position to liaise with the competent authorities and other relevant stakeholders;
 - (ii) should be knowledgeable of the Convention in order to assist the legal drafter in drafting implementing legislation; and
 - (iii) have a good command of English.
5. Prior knowledge of relevant legal instruments relating to chemistry, imports/exports, and/or disarmament is an advantage.
6. In order to facilitate the drafting sessions, participants will be expected to bring along with them all relevant documents and texts including, but not limited to, their national penal code, existing legislation in terms of export/import, and their constitution. Furthermore, they should be in a position to liaise and consult with their capitals if the need arises. For this reason, prior to the session, participants should have identified points of contact in the relevant ministry or ministries and government departments.

Annex 2

**INVITATION TO APPLY FOR AN INTERNSHIP FOR LEGAL DRAFTERS
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PROVISIONAL PROGRAMME

Time	Activity
Day 1	
Session 1	
09:30 – 10:00	Registration
10:00 – 10:30	Tour of the OPCW's premises
10:30 – 11:15	- Welcome by the Head of the International Cooperation Division - Overview of the programme
11:15 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	The Chemical Weapons Convention: - Genesis and development - Outline of the different "pillars" of the Convention: disarmament, non-proliferation, technological development, international cooperation - Q&A session
13:00 – 15:00	<i>Lunch</i>
Session 2	
15:00 – 15:45	- Recent developments in relation to Article VI declarations - Q&A session
15:45 – 16:30	- Recent developments in relation to Article VI inspections - Q&A session
16:30 – 16:45	<i>Coffee/tea break</i>
16:45 – 17:30	- The role of the National Authority as the receiving State Party for a challenge inspection - Q&A session
Day 2	
Session 3	
09:00 – 10:00	- Overview of the legal requirements under the Convention and the role of the National Authority - Q&A session
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 12:00	Assessment of the legislative needs/requirements: brainstorming with the Implementation Support Branch legal officers
12:00 – 14:00	<i>Lunch</i>
Session 4	
14:00 – 16:30	Drafting session: outline of the implementing legislation
Day 3	
Session 5	
09:00 – 10:00	- Identification of best practices - The need for effective legislative framework provisions
10:00 – 10:15	<i>Coffee/tea break</i>

Time	Activity
10:15 – 12:30	Drafting session: definitions and obligations
12:30 – 14:30	<i>Lunch</i>
Session 6	
14:30 – 16:30	Drafting session: Schedule 1 chemicals and facilities related to such chemicals
16:30 – 17:00	<i>Coffee/tea break</i>
17:00 – 18:00	Drafting session: Schedule 1 chemicals and facilities related to such chemicals (continued)
Day 4	
Session 7	
09:00 – 10:30	Drafting session: Schedule 2 chemicals and facilities related to such chemicals
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 13:00	Drafting session: Schedule 3 chemicals and facilities related to such chemicals
Session 8	
13:00 – 15:00	<i>Lunch</i>
15:00 – 16:30	Drafting session: other chemical production facilities
16:30 – 17:00	<i>Coffee/tea break</i>
17:00 – 18:00	Drafting session: penal provisions and miscellaneous
Day 5	
Session 9	
09:00 – 10:30	Drafting session: effective legal framework for the adoption of administrative measures
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 13:00	Drafting session: consolidation of the draft
Session 10	
13:00 – 15:00	<i>Lunch</i>
15:00 – 16:45	Drafting session: review of the draft
16:45 – 17:45	Evaluation and closing

Annex 3

**INVITATION TO APPLY FOR AN INTERNSHIP FOR LEGAL DRAFTERS AND
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NOMINATION FORM

Please submit the completed form before the deadline indicated in invitation note to:

Head, Implementation Support Branch,
International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: +31 (0)70 306 3535 or +31 (0)70 416 3228; email: ipb@opcw.org

Please type or use BLOCK LETTERS

1. PERSONAL AND CONTACT DETAILS			
Family name*			
First name(s)*			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
Email address			
Telephone numbers (including country and city codes)	Home		
	Work		
	Mobile		
Fax numbers (including country and city codes)	Home		
	Work		

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

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

2. EDUCATION			
Please list all graduate and postgraduate degrees, starting with the most recent.			
1.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree obtained		
2.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree obtained		
3.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree obtained		
4.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree obtained		
3. EMPLOYMENT HISTORY			
What is your profession?			
Please give a brief description of your current work.			
Please list below the three most recent posts you have held (starting with the most recent).			
1.	Employer		
	Title		
	Dates	From	To
2.	Employer		
	Title		
	Dates	From	To
3.	Employer		
	Title		
	Dates	From	To

4. LANGUAGES

Complete the table below indicating your degree of proficiency in English, French and Spanish by using the following symbols: M = mother tongue, A = good, B = average, C = elementary, D = none

Language	Reading	Comprehension	Speaking	Writing
English				
French				
Spanish				
Other (specify):				

Please tick the preferred language for drafting the legislation:

English French Spanish

5. PREFERRED SESSION

Please indicate the session in which you wish to participate, by marking “1” for your preferred date, and “2” for your alternative date. The Technical Secretariat will endeavour to accommodate all requests, although this may not be possible at all times owing to the number of requests received and the limited number of places for each session.

22 to 26 August 2016 _____
 3 to 7 October 2016 _____
 14 to 18 November 2016 _____
 2017 session (to be determined) _____

6. SUPPORTING DOCUMENTATION

Please attach the following documents to your application:

- a letter of recommendation from your supervisor, which details your qualifications, and attests to the relevance of this internship to the work of the State Party (see section VIII);
- an updated curriculum vitae;
- Copy of the certificate attesting that you have undertaken the OPCW e-learning event (available online: https://opcw.csod.com/selfreg/register.aspx?c=opcw_ext_delegate);
- Photocopies of the relevant pages of your passport (including pages with the photograph and personal details).

Applications without full supporting documentation will **not** be accepted.

