

**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”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) is organising a series of internships for legal drafters and National Authority representatives in 2017, to be held at OPCW Headquarters in The Hague, the Netherlands. Three sessions are planned for 2017 on the following dates:<sup>1</sup>
  - (a) 20 to 24 February 2017 (in English);
  - (b) 7 to 11 August 2017 (in English and French); and
  - (c) 16 to 20 October 2017 (in English).
  
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 its provisions. 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 internships is to provide tailor-made assistance to States Parties in developing the initial draft of their national implementing legislation. By the end of the internships, 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 internships also seek to assist States Parties that may already have a legislative framework in place but require support in drafting administrative measures.

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<sup>1</sup> Please note that these dates are tentative and subject to change.



4. The internships consist 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. All nominations from States Parties must be formally endorsed by the National Authority. The National Authority is required to indicate a preferred and a first alternative session that it would like to attend.
7. As the March and October sessions will be conducted in English, participants are expected to have a good oral and written command of this language. The August session will be conducted in English and in French, and participants must therefore be proficient in one of these languages.
8. 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.
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 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.
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 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.
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](mailto:ipb@opcw.org).

13. All nominations must be received by the Secretariat **no later than:**
  - (a) 6 January 2017 (for the February 2017 session);
  - (b) 2 June 2017 (for the August 2017 session); and
  - (c) 4 August 2017 (for the October 2017 session).
  
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 following persons in the Implementation Support Branch of the International Cooperation and Assistance Division:

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:

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

## Annex 1

### 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 nominate two candidates, one with a legal background and another who is a representative of the National Authority.
2. The Secretariat will consider only 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,<sup>2</sup> which is the working language at 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) have knowledge of the Convention in order to assist the legal drafter in drafting implementing legislation; and
    - (iii) have a good command of English.<sup>3</sup>
5. Prior knowledge of relevant legal instruments relating to chemistry, imports and exports, and/or disarmament affairs 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 imports and exports, and their national constitution. Furthermore, participants should be in a position to liaise and consult

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<sup>2,3</sup> Or French, if participating in the August session.

with their capitals if the need arises. For this reason, prior to the sessions, participants should have identified points of contact in the relevant ministry or ministries and government departments.

7. Finally, participants are also advised to familiarise themselves with the Legislative Assistance Support Tool (LAST) in order to obtain first-hand knowledge on the implementation of the Convention. LAST is an Internet-based tool that aims at providing Member States with reliable and user-friendly legislative and legal support, as well as updated information on the status of ratification and implementation of the Convention.

## Annex 2

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

**PROVISIONAL PROGRAMME**

Time	Activity
<b>Day 1</b>	
<b>Segment 1</b>	
09:00 – 09:30	Registration and tour of the OPCW premises
09:30 – 10:00	– Welcome remarks by the Director of the International Cooperation and Assistance Division – Overview of the programme – Group photo
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:00	– The Chemical Weapons Convention and the OPCW – Question and answer session
11:00 – 11:45	– Overview of the legal requirements under the Convention – Question and answer session
11:45 – 12:30	– Recent developments in relation to Article VI declarations – Question and answer session
12:30 – 14:00	<i>Lunch break</i>
<b>Segment 2</b>	
14:00 – 15:15	– Legal issues on national implementation measures – Question and answer session
15:15 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:30	Discussion on existing national legal frameworks and identification of best practices, to include: (a) any Convention-related legislation or regulation they may already have; (b) national initiatives to develop draft implementing legislation, if any; and (c) best practices and identification of legislation of another country with a similar profile that they may look to as reference.
<b>Day 2</b>	
<b>Segment 3</b>	
09:00 – 10:00	– Initial and annual declarations: practical aspects (Article VI) – Question and answer session
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:15	– Recent developments in relation to Article VI declarations – Question and answer session
11:15 – 12:30	The role of national authorities in Article VI inspections
12:30 – 14:00	<i>Lunch</i>
<b>Segment 4</b>	
14:00 – 15:00	– Relevant provisions in national implementing legislation that address the issues of chemical terrorism and non-State actors – Question and answer session – Introduction of case study

<b>Time</b>	<b>Activity</b>
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 17:00	Discussion on case study
<b>Day 3</b>	
<b>Segment 5</b>	
09:00 – 09:30	– Introduction: Outline and essential elements of implementing legislation – Question and answer session
09:30 – 10:30	Drafting session: outline of the implementing legislation
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 13:00	Drafting session: Definitions and obligations
13:00 – 14:30	<i>Lunch break</i>
<b>Segment 6</b>	
14:30 – 16:00	Drafting session: Schedule 1 chemicals and facilities related to such chemicals
16:00 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:30	Drafting session: Schedule 1 chemicals and facilities related to such chemicals (continued)
<b>Day 4</b>	
<b>Segment 7</b>	
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 – 12:30	Drafting session: Schedule 3 chemicals and facilities related to such chemicals
<b>Segment 8</b>	
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:15	Drafting session: Other chemical production facilities (OCPFs)
15:15 – 15:30	<i>Coffee break</i>
15:30 – 17:30	Drafting session: Penal provisions and miscellaneous
<b>Day 5</b>	
<b>Segment 9</b>	
09:00 – 10:15	Drafting session: Legal framework for the adoption of administrative measures
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:00	Drafting session: Consolidation and review of drafts
<b>Segment 10</b>	
12:00 – 13:30	<i>Lunch break</i>
13:30 – 15:00	Preparation of indicative action plans on further development and adoption of implementing legislation
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 16:30	National presentations on action plans
16:30 – 17:15	Evaluation and closing

**Annex 3**

**INTERNSHIP FOR LEGAL DRAFTERS  
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**NOMINATION FORM**

Please submit the completed form before the deadline indicated in the 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**

<b>1. PERSONAL AND CONTACT DETAILS</b>			
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
Date of expiry	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.



<b>2. EDUCATION</b>			
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		
<b>3. EMPLOYMENT HISTORY</b>			
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 and French by using the following symbols: M = mother tongue, A = good, B = average, C = elementary, D = none

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

Please tick the preferred language for drafting the legislation:

English  French  Other (please specify)  \_\_\_\_\_

**5. PREFERRED SESSION**

Please indicate the session in which you wish to participate, by marking “1” for your preferred session and “2” for your first alternative session. The 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.

20 to 24 February 2017 \_\_\_\_\_

7 to 11 August 2017 \_\_\_\_\_

16 to 20 October 2017 \_\_\_\_\_

**6. SUPPORTING DOCUMENTATION**

Please attach the following 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 your State Party (see section 8);
- an updated curriculum vitae;
- a 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](https://opcw.csod.com/selfreg/register.aspx?c=opcw_ext_delegate)); and
- photocopies of the personal identification pages of your passport.

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

