



S/1455/2017

24 January 2017

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 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 noted the value of bilateral assistance and networking among States Parties and encouraged the Technical Secretariat (hereinafter “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.
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. The Programme entails the support by the Secretariat of an exchange of visits between two paired National Authorities. 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.
4. In 2016, to ensure better effectiveness of the Programme and striving for more efficient use of resources, the Secretariat introduced the results-based management (RBM) approach to the design and implementation of the Programme. This, in particular, requires setting measureable achievement indicators against which results for the Programme can be measured. The Secretariat will continue applying the RBM approach to the Mentorship/Partnership Programme in 2017 and beyond.
5. In 2017, the Secretariat will support four Mentorship/Partnership Programmes.



6. 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 related to implementation of the Convention 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; and
  - (d) establish long-standing partnerships and strengthen cooperation between the participating National Authorities.
7. Each partnership should lead to a number of specific results 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. Expected results, both outputs and outcomes, should be initially identified by the National Authority seeking mentorship and should be reflected in the results framework document. Finalisation of the expected results should take place in consultation with the National Authority offering mentorship after the partnerships are formed and before the first study visit.
8. The reporting requirements for participants in the Programme include three reports: two interim reports, which should be submitted after each visit within the Programme and one final report, to be submitted six months after the end of the Programme. The interim reports should describe activities and results at the output level achieved after each study visit and the final report should describe the progress of the States Parties in achieving the planned results at the outcome level. The templates of the reports will be provided to the States Parties selected for participation in the Programme by the Secretariat. After submission of the final report, the Secretariat will continue following up with the relevant States Parties on their progress in national implementation of the Convention.
9. To apply, National Authorities seeking mentoring must submit an application form (attached as the Annex to this Note) explaining how participation in the Programme would contribute to the implementation of their national action plan. In addition, they should prepare the initial version of the results framework document, which will indicate which outputs and outcomes they plan to achieve through participation in the Programme. The results framework document should be requested from Mr Pavlo Byalyk, Senior Coordination and Planning Officer, who is the coordinator of the Programme on the part of the Secretariat. **Applications from National Authorities seeking mentorship will not be considered for support without the results framework document.**

10. The quality of both the application form and the results framework document will be an important criterion in the selection process for participation in the Programme. Moreover, the Secretariat will prioritise those National Authorities that plan to achieve progress in the development and adoption of national implementation legislation. When selecting participants, the Secretariat will also take into account the importance of geographical diversity among the participating National Authorities. National Authorities offering to mentor other National Authorities are required to demonstrate that they have made considerable progress towards fully achieving their obligations under the Convention, as well as indicate specific thematic areas within which they are interested in sharing experiences and good practices.
11. The sponsorship offered by the Secretariat for each selected National Authority will cover the costs of travel, meals, and medical insurance for a maximum of two persons per State Party. States Parties may include more than two officials in their delegations at their own cost. The Secretariat will also provide a limited subsistence allowance to sponsored participants 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. 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.
15. National Authorities are invited to express their interest in participation in the Mentorship/Partnership Programme for 2017 by filling in and submitting the application form provided in the Annex to this Note.
16. The application forms should be received by **6 March 2017**. All applications should be addressed to the Director of the 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](mailto:ipb@opcw.org) with a copy to [pavlo.byalyk@opcw.org](mailto:pavlo.byalyk@opcw.org).
17. Additional information about the Programme may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person for the Programme is Mr Pavlo Byalyk, Senior Coordination and

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Planning Officer, who can be reached at +31 (0)70 416 3376,  
pavlo.byalyk@opcw.org.

Annex (English only): Application Form

**Annex**

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

**APPLICATION FORM**

Please submit the completed form by **6 March 2017** to:  
Director, International Cooperation and Assistance 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**

| <b>SECTION 1. PERSONAL AND CONTACT DETAILS</b>     |  |   |   |
|--|--|---|---|
| 1.   | National Authority   |   |   |
|  | (a) State Party  |   |   |
|  | (b) Contact person   |   |   |
|  | (c) Contact information  | Phone   | Emails                                      |
| 2.   | Partnership mode   | Offering mentorship <sup>1</sup> <input type="checkbox"/> | Seeking mentorship <input type="checkbox"/> |
| 3.   | Sponsorship required   | Yes <input type="checkbox"/>                              | No <input type="checkbox"/>                 |
| <b>SECTION 2. JUSTIFICATION AND NEEDS ANALYSIS</b> |  |   |   |
| 4.   | Please describe the motivation behind the interest in participating in the Programme. National Authorities wishing to be mentored should provide a detailed description of the national action plan for implementation of the Convention and explain how participation in the Programme would contribute to the implementation of the plan. National Authorities offering mentorship should describe briefly their progress in implementation of the Convention and specify the thematic areas in which they can provide assistance. |   |   |

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<sup>1</sup> States Parties offering mentorship are expected to fill in only sections 1-3 and 6 of the application form.

| <b>SECTION 3. PREFERENCES AND TIMELINES</b>  |  |
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| 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.        |
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| 6.   | Please indicate suggested timelines for both visits envisaged in the Programme.  |
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| <b>SECTION 4. EXPECTED RESULTS (for mentees only)</b>  |  |
| 7.   | Please briefly describe the expected results of the Programme. A more detailed overview of the expected results should be provided through a results framework document. |
|  |  |
| <b>SECTION 5. PLANNED FOLLOW-UP (for mentees only)</b>   |  |
| 8.   | Please outline activities that can be implemented as a follow-up to the implementation of the Programme.   |
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| <b>SECTION 6. AUTHORISATION</b>  |  |
| Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW<br><br><br><br><br><br><br><br><br><br>_____ | Date: _____  |