



S/1701/2019

9 January 2019

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A REGIONAL TRAINING COURSE
FOR STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN
ON FULFILLING DECLARATIONS AND INSPECTIONS OBLIGATIONS
UNDER ARTICLE VI OF THE CHEMICAL WEAPONS CONVENTION
PANAMA CITY, PANAMA, 25 – 29 MARCH 2019**

1. The Technical Secretariat (hereinafter “the Secretariat”) is pleased to announce that a regional training course for States Parties in Latin America and the Caribbean on fulfilling declarations and inspections obligations under Article VI of the Chemical Weapons Convention (hereinafter “the Convention”) will be held in Panama City, Panama, from 25 to 29 March 2019.
2. The training course has two main objectives: to facilitate the submission by National Authorities of accurate and timely annual declarations required under the Article VI of the Convention (Activities Not Prohibited Under This Convention); and to provide practical guidance to States Parties on receiving and escorting OPCW inspections. The training course is also intended to raise general awareness among stakeholders on the requirements under Article VI of the Convention regarding national implementation.
3. This course is primarily intended for representatives of National Authorities and relevant stakeholders, particularly in the chemical industry, who are involved in compiling data and preparing national declarations and in the inspection process, including serving as national escorts during OPCW inspections.
4. This course will provide participants with an opportunity to deepen their knowledge and improve their skills relating to the Article VI requirements, and to share experiences with participants from other States Parties in the region. The course will also provide information on the recent developments around Article VI and offer participants an opportunity to ask questions and clarify related issues.
5. States Parties are requested to nominate only participants who fulfil the requirements set out below, as the Secretariat will be able to consider only those nominations of participants who:
 - (a) are or will be involved, at the national level, in the fulfilment of Article VI obligations (identification of declarable activities, preparation of annual declarations, receiving and escorting OPCW inspections);
 - (b) have not participated in similar training courses in the past;



- (c) have a good command of English or Spanish, oral and written; and
 - (d) have completed the OPCW e-learning modules described below (available online at <https://www.opcw.org/special-sections/education/e-learning/>), and will have submitted via email certificates of completion to the Implementation Support Branch (IPB) of the Secretariat (IPB@opcw.org and aldo.rodriguez@opcw.org) **before 8 February 2019**:
 - (i) Identification of Declarable Activities Under Article VI of the Convention;
 - (ii) Introduction to Article VI Declarations;
 - (iii) Introduction to the Electronic Declarations Tool for National Authorities (EDNA);
 - (iv) Introduction to Secure Information Exchange (SIX); and
 - (v) Preparing for and Receiving an Article VI Inspection by Plant Site.
6. The provisional programme for the course is attached as Annex 1 to this Note. The training course will be conducted in English and Spanish, with simultaneous interpretation between these two languages.
7. Interested applicants are invited to register their application online through EVENTUS, the OPCW event management system (<https://apps.opcw.org/eventus/home/eventdetail/72>). Applicants should first create an account and then register for the event (use of Google Chrome is advisable). All nominations must be endorsed by the Head or Chief Coordinator of the National Authority of the applicant's State Party. The endorsement form (attached as Annex 2 to this Note) must be uploaded during the online registration process. Nominations without an endorsement by the National Authority will not be considered. All nominations must be registered in EVENTUS **no later than Friday, 8 February 2019**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations for sponsorship after this date.
8. Interested applicants are also requested to complete electronically the Article VI Implementation Self-Assessment Form (attached as Annex 3 to this Note), and send it via email attachment to the IPB (IPB@opcw.org and aldo.rodriguez@opcw.org), clearly stating "Regional Article VI training" in the subject line of the message. This form must be submitted **before 8 February 2019** so that the organiser can determine whether the applicants are suitable for participation in this training course. Once selected to take part in the course, participants will be expected to prepare a post-training action plan during the training week.
9. Each State Party in the region can nominate a maximum of two participants: one each from the National Authority and from the chemical industry. However, the course cannot accept two participants from the National Authority or two participants from the chemical industry of a State Party. Nominations of participants from the chemical industry are strongly encouraged. 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. For sponsored participants, the

Secretariat will cover the costs of travel and medical insurance, and will provide a limited subsistence allowance to cover meals and sundry expenses. The Secretariat will also arrange and pay for the accommodation of sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to inform the Secretariat of this as soon as possible, in order to avoid incurring hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.

10. Participants should also be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
11. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to the 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. Sponsored participants must bear all costs resulting from any changes they make once the Secretariat has purchased the tickets. Participants who have not been sponsored will be asked to make their own travel and accommodation arrangements. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than **Sunday, 24 March 2019** and to depart no later than **Saturday, 30 March 2019**. The Secretariat's agreement is required for any changes to these arrival and departure dates. The Secretariat will not cover expenses unrelated to the course or that result from changes in travel arrangements that it has not authorised. Sponsored participants must bear all costs resulting from 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 Panama City.
13. Additional information about the course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division of the Secretariat. The contact persons are Ms Chizu Matsushita (Tel: +31 (0)70 416 3428; Email: chizu.matsushita@opcw.org) and Mr Aldo Rodriguez (Tel: +31 (0)70 416 3438; Email: aldo.rodriguez@opcw.org).

Annexes:

- Annex 1: Provisional Programme
- Annex 2: National Authority Endorsement Form
- Annex 3: Article VI Implementation Self-Assessment Form

Annex 1

**REGIONAL TRAINING COURSE FOR STATES PARTIES IN LATIN AMERICA
AND THE CARIBBEAN ON FULFILLING DECLARATIONS AND INSPECTIONS
OBLIGATIONS UNDER ARTICLE VI OF THE CHEMICAL WEAPONS
CONVENTION**

PANAMA CITY, PANAMA, 25 – 29 MARCH 2019

PROVISIONAL PROGRAMME

Time	Activity
Monday, 25 March 2019	
08:30 – 09:00	Registration
09:00 – 09:30	Opening remarks
09:30 – 09:35	Group photo
09:35 – 09:45	Introduction of participants
09:45 – 10:30	Status of national implementation of the Convention, objectives and expected outcomes of the training course
10:30 – 11:00	Current issues regarding implementation of Article VI, including its contribution to countering chemical terrorism
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:15	Overview, latest developments, and the operational cycle of the verification regime under Article VI of the Convention
12:15 – 13:00	Overview of the declaration requirements under Article VI, the chemicals to be monitored under the Convention, and the status of national implementation of Article VI in Latin America and the Caribbean
13:00 – 14:30	<i>Lunch</i>
14:30 – 15:15	Tools to assist in the preparation of declarations, common issues and challenges in declarations (plant sites and export/import declarations), and identification of declarable activities
15:15 – 16:00	Declaration exercise 1: Identification of declarable activities
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Declaration exercise 1: Identification of declarable activities – continued
Tuesday, 26 March 2019	
09:00 – 09:30	State Party experience in Article VI implementation – State Party 1
09:30 – 11:00	Declaration exercise 2: Filling in declaration forms (for transfers of chemicals)
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	Declaration exercise 3: Filling in declaration forms (for facilities)
13:00 – 14:30	<i>Lunch</i>
14:30 – 15:30	Declaration exercises – continued
15:30 – 16:00	Summary of declaration issues and question and answer (Q&A) session
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 18:00	Discussions and bilateral consultations
Wednesday, 27 March 2019	
09:00 – 09:45	Recent developments with the Electronic Declarations Tool for National Authorities (EDNA) and Secure Information Exchange (SIX)
09:45 – 10:15	State Party experience in Article VI implementation – State Party 2
10:15 – 11:00	EDNA practical exercise
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	EDNA practical exercise – continued
13:00 – 14:30	<i>Lunch</i>
14:30 – 17:30	Discussions and bilateral consultations

Thursday, 28 March 2019	
09:00 – 09:45	Introduction to OPCW inspections – inspection mandate, role of the National Authority and industry in receiving and escorting OPCW inspections
09:45 – 10:30	Activities before arrival and pre-inspection activities on site
10:30 – 11:00	Chemical industry experience in Article VI implementation – chemical industry
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:00	State Party experience in Article VI implementation – State Party 3
12:00 – 13:00	Post-inspection activities and what will follow as a result of an OPCW inspection
13:00 – 14:30	<i>Lunch</i>
14:30 – 15:15	Secretariat programme activities in support of Article VI national implementation – training courses, facilitation of stakeholder engagement, and adoption of national legislation
15:15 – 16:00	Introduction to the mock inspection exercise
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 18:00	Group discussion and preparation for the mock inspection exercise
Friday, 29 March 2019	
09:00 – 13:00	Mock inspection exercise at a chemical plant site (to be confirmed)
13:00 – 14:30	<i>Lunch</i>
14:30 – 15:30	Debriefing on the mock inspection exercise
15:30 – 16:00	Introduction to the evaluation process and post-training activities
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:00	Participants speak about their post-training action plan – Q&A and discussion
17:00	Closing of the training course

Annex 2

**REGIONAL TRAINING COURSE FOR STATES PARTIES IN LATIN AMERICA
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ENDORSEMENT BY THE NATIONAL AUTHORITY

This form must be signed, duly sealed, and uploaded when submitting the application electronically (<https://apps.opcw.org/Eventus/Home/EventDetail/72>)

I, _____, Head/Chief Coordinator of the
National Authority of the State Party of _____,
on behalf of the Government of _____, hereby
endorse the nomination 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 Regional Training Course for States Parties in Latin America and the Caribbean on Fulfilling Declarations and Inspections Obligations under Article VI of the Chemical Weapons Convention, to be held in Panama City, Panama, from 25 to 29 March 2019.

I also certify that the above candidate fulfils all the requirements mentioned in the invitation Note.

Signature: _____

Name: _____

Designation: _____

Telephone: _____

Email: _____

Official seal of the organisation:

Annex 3

**REGIONAL TRAINING COURSE FOR STATES PARTIES IN LATIN AMERICA
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ARTICLE VI IMPLEMENTATION SELF-ASSESSMENT FORM

Name of applicant	
State Party	
Status of Article VI implementation in your country (including the number of sites declared, the number of OPCW inspections received, etc.)	
What are the issues or challenges that need to be overcome to enhance the level of Article VI implementation in your country?	
By participating in this training course, what specific areas would you like to improve in regard to implementation of Article VI in your country?	
Do you use the electronic declaration tools, EDNA and SIX, or know of these tools?	Yes [] No [] Comments: