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15 May 2019
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A TRAINING COURSE
ON FULFILLING DECLARATIONS AND INSPECTIONS OBLIGATIONS
UNDER ARTICLE VI OF THE CHEMICAL WEAPONS CONVENTION
THE HAGUE, THE NETHERLANDS
2 – 6 SEPTEMBER 2019**

1. The Technical Secretariat (hereinafter “the Secretariat”) is pleased to announce that a training course on fulfilling declarations and inspections obligations under Article VI of the Chemical Weapons Convention (hereinafter “the Convention”) will be held in The Hague, the Netherlands, from 2 to 6 September 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. The course will also provide information on the recent developments around Article VI and offer participants an opportunity to share experiences, ask questions, and clarify and discuss 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, both oral and written;
 - (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 5 July 2019**:
 - (i) Identification of Declarable Activities Under Article VI of the Convention;
 - (ii) Introduction to Article VI Declarations;
 - (iii) Introduction to Secure Information Exchange (SIX);
 - (iv) Preparing for and Receiving an Article VI Inspection by Plant Site; and
 - (v) Introduction to the Electronic Declaration Information System (EDIS);¹ and
 - (e) have completed and submitted via email the Article VI Implementation Self-Assessment Form (Annex 3).
6. The provisional programme for the course is attached as Annex 1 to this Note. The training course will be conducted in English. Participants in this course are expected to have a good command of English, both oral and written.
7. Interested applicants are invited to register their application online through Eventus, the OPCW event management system (<https://apps.opcw.org/Eventus/Home/EventDetail/102>). 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, 5 July 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). It is strongly recommended to use a Microsoft Word version of the self-assessment form, which can be obtained from Mr Aldo Rodriguez (aldo.rodriguez@opcw.org). Applicants are advised to type in their own self-assessment individually and to send it via email attachment to the IPB (IPB@opcw.org and aldo.rodriguez@opcw.org), clearly stating "Article VI training in The Hague" in the subject line of the message. This form must be submitted **before 5 July 2019** so that the organiser can determine whether the applicants are suitable for participation in this training course. Once

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Please note that this module will be made available sometime in July 2019. Applicants for this training course will be strongly encouraged to complete this module and to submit the certificate in order for their participation to be considered.

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 can nominate a maximum of two participants: one each representing the National Authority and other stakeholders, particularly the chemical industry. However, the course cannot accept two participants from the National Authority or two participants from same stakeholder 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 immediately upon notification of acceptance in the training course, 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, 1 September 2019** and to depart no later than **Saturday, 7 September 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 The Hague. Participants are requested to bear in mind that processing of a Schengen visa application may take six to eight weeks in some cases.
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

**TRAINING COURSE ON FULFILLING DECLARATIONS
AND INSPECTIONS OBLIGATIONS UNDER ARTICLE VI
OF THE CHEMICAL WEAPONS CONVENTION**

THE HAGUE, THE NETHERLANDS, 2 – 6 SEPTEMBER 2019

PROVISIONAL PROGRAMME

Time	Activity
Monday, 2 September 2019	
08:30 – 09:00	Registration
09:00 – 09:45	Welcome remarks, introduction of participants and group photo
09:45 – 10:15	Updates on Convention implementation, objectives and expected outcomes of the training course
10:15 – 11:00	Overview, latest developments and operational cycle of the verification regime under Article VI of the Convention
<i>11:00 – 11:30</i>	<i>Coffee/tea break</i>
11:30 – 12:15	Declaration requirements under Article VI, chemicals to be monitored under the Convention and the status of Article VI national implementation
12:15 – 13:00	Tools to assist in the preparation of declarations and identification of chemicals
<i>13:00 – 14:00</i>	<i>Lunch</i>
14:00 – 15:30	Declaration exercise 1: Identification of declarable activities
<i>15:30 – 16:00</i>	<i>Coffee/tea break</i>
16:00 – 17:00	Practical issues, common problems in declarations and key decisions in relation to declarations
17:00 – 18:00	Bilateral meetings
Tuesday, 3 September 2019	
09:00 – 09:45	State Party 1 experience in Article VI implementation
09:45 – 11:00	Declaration exercise 2: Filling in declaration forms (for transfers of chemicals)
<i>11:00 – 11:30</i>	<i>Coffee/tea break</i>
11:30 – 13:00	Declaration exercise 3: Filling in declaration forms (for facilities)
<i>13:00 – 14:00</i>	<i>Lunch</i>
14:00 – 14:45	Challenge of transfer discrepancies – why they occur and how they can be solved
14:45 – 15:30	Contribution of the verification regime to countering chemical terrorism
<i>15:30 – 16:00</i>	<i>Coffee/tea break</i>
16:00 – 16:30	Summary of declaration issues, question and answer (Q&A) session
16:30 – 17:15	State Party 2 experience in Article VI implementation
17:15 – 18:00	Bilateral meetings
Wednesday, 4 September 2019	
09:00 – 09:30	Introduction to the Electronic Declaration Information System (EDIS)
09:30 – 10:00	Recent developments with the Secure Information Exchange (SIX) system
10:00 – 11:00	Practical exercises on EDIS for Group 1 (computer laboratory) Group discussions for Groups 2 and 3 (Ieper Room) <i>and coffee/tea break</i>
11:00 – 12:00	Practical exercises on EDIS for Group 2 (computer laboratory) Group discussions for Groups 1 and 3 (Ieper Room) <i>and coffee/tea break</i>
12:00 – 13:00	Practical exercises on EDIS for Group 3 (computer laboratory) Group discussions for Groups 1 and 2 (Ieper Room) <i>and coffee/tea break</i>
<i>13:00 – 14:00</i>	<i>Lunch</i>

14:00 – 16:30	<p>State Party (the Netherlands) experience in Article VI implementation</p> <ul style="list-style-type: none"> • Identification of declarable chemical industry activities and commonly declared Article VI activities • Identifying discrete organic chemicals (DOCs) • Preparing for an on-site inspection • The role of the National Authority in inspections • Q&A <p><i>and coffee/tea break</i></p>
16:30 – 18:00	Bilateral meetings
Thursday, 5 September 2019	
09:00 – 09:40	Introduction to OPCW inspections – inspection mandate, role of the National Authority and industry in receiving and escorting OPCW inspections
09:40 – 10:20	Activities before arrival and pre-inspection activities on site
10:20 – 11:00	State Party 3 experience in Article VI implementation
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:15	Post-inspection activities and what will follow as a result of an OPCW inspection
12:15 – 13:00	Introduction to the mock inspection exercise
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Group discussion and preparation for the mock inspection exercise
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:30	Elements of site selection for Article VI verification
16:30 – 16:45	Introduction to the evaluation process and post-training activities
16:45 – 17:00	Secretariat programme activities in support of Article VI national implementation
17:00 – 18:00	Bilateral meetings
Friday, 6 September 2019	
09:00 – 13:30	Mock inspection exercise at a chemical plant site (to be confirmed)
13:30 – 14:30	<i>Lunch</i>
14:30 – 15:00	Debriefing on the mock inspection exercise and review of answers to the questions
15:00 – 15:30	Discussion and Q&A on the overall verification regime under Article VI – from declarations to inspections
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:30	Participants speak about their post-training action plan
16:30 – 17:00	Awarding of training certificates Closing remarks

Annex 2**TRAINING COURSE ON FULFILLING DECLARATIONS
AND INSPECTIONS OBLIGATIONS UNDER ARTICLE VI
OF THE CHEMICAL WEAPONS CONVENTION****THE HAGUE, THE NETHERLANDS, 2 – 6 SEPTEMBER 2019****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/102>)

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 Training Course on Fulfilling Declarations and Inspections Obligations under Article VI of the Chemical Weapons Convention, to be held in The Hague, the Netherlands, from 2 to 6 September 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**TRAINING COURSE ON FULFILLING DECLARATIONS
AND INSPECTIONS OBLIGATIONS UNDER ARTICLE VI
OF THE CHEMICAL WEAPONS CONVENTION****THE HAGUE, THE NETHERLANDS, 2 – 6 SEPTEMBER 2019****ARTICLE VI IMPLEMENTATION SELF-ASSESSMENT FORM**

This form should be completed electronically and then submitted via email attachment to aldo.rodriguez@opcw.org by **Friday 5 July 2019**. Applicants for this training course must fill out this form themselves.

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: