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9 December 2019  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A TRAINING COURSE FOR STATES PARTIES  
IN SOUTH-EAST ASIA ON FULFILLING DECLARATIONS  
AND INSPECTIONS OBLIGATIONS UNDER ARTICLE VI  
OF THE CHEMICAL WEAPONS CONVENTION  
MANILA, PHILIPPINES  
9 – 12 MARCH 2020**

1. The Technical Secretariat (hereinafter “the Secretariat”) is pleased to announce that a training course for States Parties in South-East Asia on fulfilling declarations and inspections obligations under Article VI of the Chemical Weapons Convention (hereinafter “the Convention”) will be held in Manila, the Philippines, from 9 to 12 March 2020.
2. The Secretariat has assessed that the States Parties in South-East Asia have accumulated a varying degree of experiences and practices in the implementation of the requirements under Article VI of the Convention—“Activities not Prohibited Under this Convention”. Sharing of these experiences and practices among States Parties in the subregion is considered a good approach for this training course, as it will enhance the ownership and sustainability of the knowledge and skills that will be refreshed in the training course.
3. This training course is intended for experienced practitioners responsible for implementing the requirements under the Article VI industry verification cycle. Its main objective is to refresh their knowledge and skills through the sharing of experiences with practitioners in other States Parties. One expected outcome of this training course is to help States Parties to submit accurate, timely, and complete annual declarations as required under Article VI. The training course will also facilitate discussions and the sharing of good practices in regard to receiving and escorting OPCW inspections.
4. This course is intended primarily for representatives of National Authorities, national chemical industry associations, and other relevant stakeholders involved in the implementation of Article VI, who are responsible for finding declarable activities under Article VI, compiling data and information, preparing national declarations and facilitating the inspection process, including serving as national escorts during OPCW inspections.



5. Interested States Parties are encouraged to install the new electronic declarations tool, the Electronic Declarations Information System (EDIS), before 31 January 2020. This will allow participants to benefit from the content of the training course by being able to use the electronic tool upon their return to their respective countries after the course. Please note that in January 2020 the Secretariat will be organising a webinar for States Parties requiring assistance in the installation of EDIS. Information about the webinar will be shared with the National Authorities of States Parties in South-East Asia as soon as the date and time of the webinar are determined.
6. 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 currently involved, or will be involved in the immediate future, in the fulfilment of Article VI obligations at the national level (identification of declarable activities, preparation of annual declarations, receiving and escorting OPCW inspections);
  - (b) have not participated in similar training courses in the past. Previous participants may be considered, provided that their participation was at least five years ago and that they have a clear justification for participating in the training course at this stage;
  - (c) have a good command of English, both oral and written;
  - (d) have or will have completed the three OPCW e-learning modules described below (available online at <https://www.opcw.org/special-sections/education/e-learning/>) **before 19 January 2020<sup>1</sup>**:
    - (i) Introduction to Article VI Declarations;
    - (ii) Introduction to Secure Information Exchange (SIX);
    - (iii) Preparing for and Receiving an Article VI Inspection by Plant Site; and
  - (e) have completed and submitted the Article VI Implementation Self-Assessment Form (Annex 3).
7. The provisional programme for the course is attached as Annex 1 to this Note. The training course will be conducted in English only. The training course will focus on the exchange of experience and practices among the States Parties through practical exercises tailored to the levels of the participants. The training course will therefore not deal with the basic concepts or step-by-step processes of preparing declarations or OPCW inspections. Participants in this course are expected to have basic knowledge of Article VI requirements, for which completion of the e-learning modules is the minimum requirement.

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<sup>1</sup>

The e-learning platform is currently undergoing modification, and the new platform will be fully available after 1 January 2020. Interested participants who have not previously completed the e-learning modules are therefore advised to do so between 1 and 19 January 2020.

8. Interested applicants are invited to register their application online through Eventus, the OPCW event management system (<https://apps.opcw.org/eventus/Home/EventDetail/149>). 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), Self-Assessment Form (Annex 3), and scanned certificates of the three e-learning modules must be uploaded during the online registration process. The self-assessment and three e-learning certificates can be scanned together as one file and uploaded in the "CV" section of the Eventus platform. Nominations without an endorsement by the National Authority will not be considered. All nominations must be registered in Eventus **no later than Sunday, 19 January 2020**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations for sponsorship after this date.
9. Each State Party in the region may nominate a maximum of three participants, not more than one each representing the following stakeholders: the National Authority, a national chemical industry association, and another stakeholder such as the customs administration. Please note that the course cannot accept two or three participants from one same stakeholder as listed above. Nominations of participants from the national chemical industry association 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, 8 March 2020** and to depart no later than **Friday, 13 March 2020**. 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 Manila. It is the responsibility of the participants to determine the visa requirements for the whole journey.
13. Additional information about the course may be obtained from the Implementation Support Branch of the International Cooperation and Assistance Division of the Secretariat (IPB@opcw.org). The contact person is Ms Chizu Matsushita (Tel: +31 (0)70 416 3428; Email: [chizu.matsushita@opcw.org](mailto:chizu.matsushita@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 FOR STATES PARTIES IN SOUTH-EAST ASIA ON  
FULFILLING DECLARATIONS AND INSPECTIONS OBLIGATIONS UNDER  
ARTICLE VI OF THE CHEMICAL WEAPONS CONVENTION  
MANILA, PHILIPPINES, 9 – 12 MARCH 2020**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Monday, 9 March 2020</i></b>	
08:30 – 09:00	Registration
09:00 – 09:45	- Opening remarks by the host State and the Technical Secretariat - Group photo
09:45 – 11:00	- Pre-training quiz - Updates on Chemical Weapons Convention implementation. Objectives and expected outcomes of the training course - Status of Article VI implementation in South-East Asia - Identification of declarable activities under Article VI
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	Session continued
13:00 – 14:00	<i>Lunch</i>
14:00 – 16:00	Exercise on identification of declarable activities
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Q&A on identification of declarable activities
<b><i>Tuesday, 10 March 2020</i></b>	
09:00 – 09:45	Use of the Electronic Declarations Information System (EDIS)
09:45 – 11:00	Declaration scenario exercise using EDIS (1)
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	Declaration scenario exercise using EDIS (2)
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Recent developments on the Secure Information Exchange (SIX) system and SIX encryption/decryption demo
15:00 – 16:00	Sharing of experiences in Article VI implementation - 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 OPCW inspections
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Q&A on Article VI declarations and reporting
<b><i>Wednesday, 11 March 2020</i></b>	
09:00 – 10:00	Contribution of the verification regime to countering chemical terrorism
10:00 – 11:00	- Introduction to the mock inspection exercise – checklist, industry site profile - Pre and post-inspection activities - What will follow as a result of an OPCW inspection?
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	Session continued

13:00 – 14:00	<i>Lunch</i>
14:00 – 16:00	Group discussion by country on the post-training action plan
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Q&A on OPCW inspections
<b><i>Thursday, 12 March 2020</i></b>	
09:00 – 13:00	Mock inspection exercise at a chemical plant site (to be confirmed)
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:45	Debriefing on the mock inspection exercise
14:45 – 15:30	Presentation of the post-training action plan
15:30 – 16:00	Post-training quiz
16:00 – 16:30	Closing remarks Awarding of training certificates

**Annex 2****TRAINING COURSE FOR STATES PARTIES IN SOUTH-EAST ASIA ON  
FULFILLING DECLARATIONS AND INSPECTIONS OBLIGATIONS UNDER  
ARTICLE VI OF THE CHEMICAL WEAPONS CONVENTION  
MANILA, PHILIPPINES, 9 – 12 MARCH 2020****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/149>)

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 for States Parties in South-East Asia on Fulfilling Declarations and Inspections Obligations under Article VI of the Chemical Weapons Convention, to be held in Manila, the Philippines, from 9 to 12 March 2020.

**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 FOR STATES PARTIES IN SOUTH-EAST ASIA ON  
FULFILLING DECLARATIONS AND INSPECTIONS OBLIGATIONS UNDER  
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**ARTICLE VI IMPLEMENTATION SELF-ASSESSMENT FORM**

This form should be completed **electronically**,<sup>2</sup> scanned together with three e-learning certificates into one PDF file, and then uploaded in the “CV” section of the online Eventus platform **by Sunday, 19 January 2020**. Applicants for this training course must complete this form themselves.

Name of applicant	
Job title and organisation	
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 following electronic declaration tools: the Electronic Declarations Tool for National Authorities (EDNA <sup>3</sup> ), the Electronic Declarations Information System (EDIS), and the Secure Information Exchange System (SIX), or know of these tools?	Yes [    ]      No [    ]  Comments:

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<sup>2</sup> A Microsoft Word version of this form may be obtained from the Implementation Support Branch ([ipb@opcw.org](mailto:ipb@opcw.org)) or the contact person for this training course ([chizu.matsushita@opcw.org](mailto:chizu.matsushita@opcw.org)).

<sup>3</sup> EDNA is the version of the electronic declarations tool that will soon be replaced by the new tool, EDIS.