



S/1819/2019
20 December 2019
ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A GENERAL TRAINING COURSE ON THE
CHEMICAL WEAPONS CONVENTION FOR THE PERSONNEL OF NATIONAL
AUTHORITIES AND RELEVANT STAKEHOLDERS IN SPANISH-SPEAKING STATES
PARTIES OF THE LATIN AMERICA AND CARIBBEAN GROUP
QUITO, ECUADOR
17 – 20 MARCH 2020**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the OPCW is pleased to announce that a four-day general training course on the Chemical Weapons Convention (hereinafter “the Convention”) for the personnel of National Authorities and relevant stakeholders in Spanish-speaking States Parties of the Latin America and Caribbean Group (GRULAC¹) will be held in Quito, Ecuador, from 17 to 20 March 2020.
2. The purpose of the course is to assist States Parties in complying with their obligations under the Convention by enhancing the knowledge and skills of the personnel of National Authorities and relevant stakeholders. The specific objective of the course is to fulfil the aims set out in the action plan for the implementation of obligations under Article VII of the Convention.
3. The general training course is intended primarily for the personnel of National Authorities and their relevant stakeholders who are responsible for the specific tasks involved in implementation of the Convention at the national level, but who have little or limited knowledge in this area (normally, newcomers). The course will include both theoretical and practical exercises. The provisional programme for the course is attached as Annex 1 to this Note.
4. The general training course will be conducted in Spanish only. Participants are therefore expected to have a good command, both written and oral, of the Spanish language.

¹ Spanish is the official language in the following GRULAC States: Argentina, Bolivia (Plurinational Republic of), Chile, Colombia, Costa Rica, Cuba, the Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela (Bolivarian Republic of).



5. States Parties whose nationals have not previously participated in basic or similar courses organised by the Secretariat are particularly encouraged to nominate candidates. Two candidates from each such State Party will be given priority. Nominees who have previously participated in a basic course for personnel of National Authorities, or annual or regional meetings of National Authorities of GRULAC States Parties will not be considered for sponsorship nor accepted to attend the course.
6. The Secretariat expects to be able to sponsor a limited number of participants; two sponsorships per country will be considered. Each nomination should specify whether sponsorship is a condition for participation. All nominations from States Parties must be formally endorsed by the National Authority.
7. Pre-course and final tests on all topics covered by the training course will be conducted on the first and last days of the course.
8. For sponsored participants, the Secretariat will cover the costs of travel, accommodation, meals, and medical insurance for the duration of the course, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will not pay for medical assistance. Participants should therefore be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
9. The Secretariat will arrange accommodation for all sponsored participants. Any participants who do not intend to use this accommodation are requested to indicate this as soon as possible, so that the Secretariat does not incur hotel cancellation fees. In any case, the Secretariat will **not** cover the costs of any accommodation it has not arranged itself.
10. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase airline tickets and send them to the participants. Participants will not be allowed to purchase airline tickets locally. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Monday, 16 March 2020** and to depart **no later than Saturday, 21 March 2020**.
11. 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 general training course or any expenses that result from changes in travel arrangements it has not authorised. **Sponsored participants must bear all costs resulting from any 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 Ecuador. After receiving confirmation of acceptance to attend the general training course, participants will be requested to initiate the process of obtaining the necessary visas.
13. Interested applicants from National Authorities and their relevant stakeholders are invited to apply through Eventus—the OPCW Event Management System (<https://apps.opcw.org/eventus>). Applicants should create an account in Eventus and

then register for the training course. The endorsement form, which is attached to this Note as Annex 2, must be uploaded during the course registration process. All nominations must be received by the Secretariat no later than **Wednesday, 5 February 2020**. Nominations received after this date will not be considered. Interested applicants who, for technical reasons, are unable to submit an application online are requested to send an email to ipb@opcw.org with a reference to the name of the event in the subject line of the message. The Secretariat will provide the necessary advice and assistance with the registration.

14. Additional information about the general training course may be obtained from the Implementation Support Branch of the International Cooperation and Assistance Division. The contact person is Mr Vaclovas Semaskevicius (Tel: +31 (0)70 416 3270).

Annexes:

Annex 1: Provisional Programme

Annex 2: Endorsement by the National Authority

Annex 1

**GENERAL TRAINING COURSE ON THE CHEMICAL WEAPONS CONVENTION
FOR THE PERSONNEL OF NATIONAL AUTHORITIES AND RELEVANT
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PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 17 March 2020</i>	
09:30 – 10:00	Registration
10:00 – 10:45	Opening ceremony and group photograph
10:45 – 11:15	Pre-course test
11:15 – 11:45	<i>Coffee/tea break</i>
11:45 – 12:30	History of chemical weapons and overview of the Chemical Weapons Convention
12:30 – 13:00	Introduction to the Organisation for the Prohibition of Chemical Weapons (OPCW)
13:00 – 14:30	<i>Lunch</i>
14:30 – 15:30	Role of the National Authority in the implementation of the Convention
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	National implementation measures under Article VII of the Convention
<i>Wednesday, 18 March 2020</i>	
09:00 – 09:30	Declarations requirements under Article VI of the Convention
09:30 – 10:00	Tools to assist with the identification of scheduled chemicals
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:30	Introduction to the Electronic Declarations Information System (EDIS) and the Secure Information Exchange System (SIX)
11:30 – 12:00	Identification of declarable activities and facilities
12:00 – 13:30	<i>Lunch</i>
13:30 – 15:00	Practical exercises
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:30	Practical exercises (continued)
16:30 – 17:00	SIX encryption/decryption demo
<i>Thursday, 19 March 2020</i>	
09:00 – 09:30	Transfer provisions of the Convention
09:30 – 10:30	Practical exercises on filling in declaration forms
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Practical exercises (continued)
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:30	Practical issues and common problems in reporting imports and exports
14:30 – 15:00	Declarations requirements under Article III of the Convention and future expansion of EDIS
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:30	Article VI inspections

Time	Activity
<i>Friday, 20 March 2020</i>	
09:00 – 09:30	Final test
09:30 – 10:30	Group work on effective functioning of National Authorities: challenges, best practices, and lessons learned
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:00	Presentations by groups
12:00 – 13:30	<i>Lunch</i>
13:30 – 14:30	Overview of the International Cooperation and Assistance Division Programme
14:30 – 15:00	Update on cooperation with industry, including topics before the Industry Cluster and on brief information on policy- related issues: the OPCW's contribution to counter-terrorism, education and outreach, others
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:00	Updates (continued)
16:00 – 17:00	Evaluation of the course by the participants and closing remarks

All applications must be completed using the OPCW online event management system Eventus, which can be accessed via the following link: <https://apps.opcw.org/eventus>

Annex 2

**GENERAL TRAINING COURSE ON THE CHEMICAL WEAPONS CONVENTION
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ENDORSEMENT BY THE NATIONAL AUTHORITY

This form must be signed, duly sealed, and uploaded while submitting your application online (<https://apps.opcw.org/eventus>)

Please type or use BLOCK LETTERS

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 General Training Course on the Chemical Weapons Convention for the Personnel of National Authorities and Relevant Stakeholders in Spanish-speaking States Parties of the Latin America and Caribbean Group, to be held in Quito, Ecuador, from 17 to 20 March 2020.

I also certify that the above candidate has neither attended any similar basic course conducted by the OPCW nor any annual meetings or regional meetings of National Authorities in the GRULAC region.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: