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ENGLISH, FRENCH and SPANISH only

NOTE BY THE DIRECTOR-GENERAL**CALL FOR EXPRESSIONS OF INTEREST IN THE MENTORSHIP/PARTNERSHIP
PROGRAMME FOR NATIONAL AUTHORITIES OF STATES PARTIES
TO THE CHEMICAL WEAPONS CONVENTION
2020**

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 of the Convention.
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. In order to make the Programme more effective and ensure more efficient use of resources, the Secretariat in 2016 introduced the results-based management (RBM) approach to the design and implementation of the Programme. This, in particular, requires setting measurable achievement indicators against which results for the Programme can be measured. The Secretariat will continue to apply the RBM principles to the Mentorship/Partnership Programme in 2020 and beyond.
4. The Programme yielded many concrete results for the States Parties involved; this was confirmed by Programme participants in the lessons-learned workshop held on 30 and 31 January 2020 at OPCW Headquarters in The Hague. Apart from presenting results of the Programme, workshop participants identified best practices, provided recommendations on further implementation of the Programme, and expressed their strong support for its continuation.



5. Under the Programme, the Secretariat supports an exchange of visits (two in total) between two paired National Authorities. The first visit should take place in 2020, while the return visit can take place either in 2020 or in 2021. 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 Convention.
6. In 2020, the Secretariat will be able to support eight visits as part of the Mentorship/Partnership Programme.
7. 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 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.
8. 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 and inspections, the import and export of scheduled chemicals, and education and outreach. Expected results, both in terms of 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.
9. Participants in the Programme are required to produce three reports: two interim reports, which should be submitted after each visit under the Programme, and one final report, which is to be submitted six months after the end of the Programme. The interim reports should describe, at the output level, the activities undertaken and the results achieved after each study visit. The final report should describe, at the outcome level, the progress of the States Parties in achieving the planned results. Once accepted, the States Parties selected by the Secretariat to participate in the Programme will be provided with the templates of the reports. 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.

10. To apply, National Authorities seeking mentorship must submit an application form (attached as the Annex 1 to this Note) which should include a summary of their needs assessment with regard to Convention implementation, a justification of these needs, as well as an explanation of how participation in the Programme would contribute to the implementation of their national action plan. As a pre-condition for participation in the Programme, National Authorities requesting mentorship must carry out the needs assessment. In addition, they should prepare the initial version of the results framework document, which should indicate which outputs and outcomes they plan to achieve through participation in the Programme. An example of a possible template for a results framework document is attached as Annex 2. **Applications from National Authorities seeking mentorship will not be considered for support without the results framework document.**
11. National Authorities that provided mentorship in the past are encouraged to reapply for participation in the Programme. National Authorities that benefited from mentorship in the past may also reapply, but this can be done only four years after the completion of their previous partnership engagement. National Authorities that intend to request mentorship for a second time should provide a detailed summary of the results achieved through their initial involvement in the Programme, demonstrating their progress made in Convention implementation and outlining how their participation in a new partnership will complement their previous achievements.
12. 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. When selecting participants, the Secretariat will also take into account the importance of geographical balance 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 to indicate specific thematic areas within which they are interested in sharing experiences and good practices.
13. The sponsorship offered by the Secretariat for each selected National Authority will cover the costs of travel, meals, and medical insurance for two officials per State Party. At least one of the sponsored participants should represent the management of the National Authority; the other may be a representative of either the National Authority or a key national stakeholder in regard to the Convention. The Secretariat may exceptionally sponsor one more (i.e. third) person if this person is a high-level official who heads a ministry or national agency that has an important role in Convention implementation, or if this person is a member of a legislative body of the government who can facilitate the process of adoption of national Convention implementing legislation.
14. Partnerships formed within the Programme are expected to last beyond the period of the Programme's implementation. Once paired, National Authorities are expected to hold regular bilateral meetings and consultations, including in the margins of the regional and annual meetings of the National Authorities.

15. National Authorities are responsible for their own participants' visa applications, hotel accommodation, internal transport, etc. related to the visits. States Parties may include additional 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.
16. When making travel arrangements for sponsored representatives, the Secretariat will seek the most economical options and will purchase tickets, which will be sent directly to the participants. 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 and to depart no later than a day after the programme formally ends.
17. For the Secretariat to provide timely support for the visits under the Programme, it is essential that all required documents (nomination and bank account forms of the travelling officials, as well as a draft programme of the visit) be received at least three weeks before the starting date of the visit.
18. 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 must bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
19. **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.
20. National Authorities are invited to express their interest in participating in the Mentorship/Partnership Programme for 2020 by filling in and submitting the application form provided in Annex 1 to this Note.
21. Application forms should be received by **24 April 2020**. 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 also be submitted **by email attachment (ipb@opcw.org) with a copy to Mr Pavlo Byalyk (pavlo.byalyk@opcw.org)**, Senior Programme Officer in the Implementation Support Branch, International Cooperation and Assistance Division.
22. Additional information about the Programme may be obtained from Mr Byalyk (Tel: +31 (0)70 416 3376, Email: pavlo.byalyk@opcw.org).

Annexes:

- Annex 1: Application Form
Annex 2: Example of the results framework

Annex 1

**MENTORSHIP/PARTNERSHIP PROGRAMME FOR NATIONAL AUTHORITIES
OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION
2020**

APPLICATION FORM

Please submit the completed form by **24 April 2020** 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 and copy to pavlo.byalyk@opcw.org

Please type or use BLOCK LETTERS

SECTION 1. PERSONAL AND CONTACT DETAILS			
1.	National Authority		
	(a) State Party		
	(b) Contact person		
	(c) Contact information	Phone	Email(s)
2.	Partnership mode	Offering mentorship ¹ <input type="checkbox"/>	Seeking mentorship <input type="checkbox"/>
3.	Sponsorship required	Yes <input type="checkbox"/>	No <input type="checkbox"/>

¹ States Parties offering mentorship are expected to complete only sections 1 to 3 and 6 of the application form.

SECTION 2. JUSTIFICATION AND NEEDS ANALYSIS

4. Please describe the motivation for participating in the Programme. National Authorities wishing to be mentored should provide a detailed description of their needs assessment in relation to Convention implementation, with a justification of the identified needs as well as the status of their Convention national action plan. They should explain how participation in the Programme would contribute to the implementation of the plan. National Authorities offering mentorship should specify the thematic areas in which they can provide assistance as well as their experience and achievements in those areas.

SECTION 3. PREFERENCES AND TIMELINES

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.

6. Please indicate suggested timelines for the first visit envisaged under the Programme.

SECTION 4. EXPECTED RESULTS (for mentees only)

7. Please briefly describe each expected result of the Programme and the means that will be used to verify the results. A more detailed overview of the expected results should be provided through a results framework document.

SECTION 5. AUTHORISATION

Signature, with seal or stamp, of an authorised representative of the National Authority

Date: _____

Annex 2

EXAMPLE OF THE RESULTS FRAMEWORK

THEMATIC AREAS	OUTPUTS	INDICATORS	OUTCOMES	INDICATORS
MANDATORY 1. National Authority's structure and functioning				
MANDATORY 2. National Convention implementing legislation				
3. Chemical safety and security				
4. Economic and technological development				
5. National capacity in assistance and protection				
6. Conducting national industry inspections and receiving OPCW inspections				
7. Import and export of scheduled chemicals				
8. Education and outreach				

CHOOSING THEMATIC AREAS

When filling in the framework, please choose two or more thematic areas within which you expect to achieve results through participation in the Mentorship/Partnership Programme. Please note that planning results for the first two thematic areas is mandatory. The list of thematic areas is indicative and National Authorities that apply for participation in the Programme can add other thematic areas to their results framework.

DEFINITIONS

Output:

The direct and specific results of the project activities, such as meetings, workshops, presentations, trainings (e.g. gaining knowledge, learning about experiences and good practices). Indicators for such results could be the number of activities organised, the number of participants, etc.

Outcome:

The way in which the outputs will be used by the target group to achieve the expected impact (e.g. application of knowledge, adoption of practices). Indicators for such results could be specific materials developed, policies or laws adopted, structural units or new positions established, the proportion of certain stakeholders who are able to apply specific skills or knowledge relevant to Convention implementation, etc.

Indicator:

Quantitative and/or qualitative criteria that provide a simple and reliable means to measure achievement of the outputs and outcomes.