



S/2149/2023

7 March 2023

ENGLISH, FRENCH, and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT**EXPRESSIONS OF INTEREST FOR THE MENTORSHIP/PARTNERSHIP
PROGRAMME FOR NATIONAL AUTHORITIES OF STATES PARTIES
TO THE CHEMICAL WEAPONS CONVENTION
2023**

1. The Mentorship/Partnership Programme for National Authorities of States Parties to the Chemical Weapons Convention (hereinafter “the Convention”) is part of the efforts of the Technical Secretariat (hereinafter “the Secretariat”) to enhance the technical assistance provided to States Parties in support of their efforts to implement the Convention at the national level. Under the Programme, the Secretariat supports an exchange of visits between at least two paired National Authorities within a maximum period of two years.
2. The visits are tailored to the specific needs and expertise offered, 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. In addition, the visits will be designed to complement the existing support of the Secretariat. The objectives of the Mentorship/Partnership Programme for National Authorities 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 the 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.
3. 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, inspections, 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.



4. 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. The templates of the reports will be provided to the States Parties selected by the Secretariat to participate in the Programme after their applications have been approved. 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.
5. In order to make the Programme more effective and to ensure more efficient use of resources, the Secretariat in 2016 introduced the results-based management (RBM) approach for the design and implementation of the Programme. This requires setting measurable achievement indicators against which results for the Programme can be assessed. The Secretariat will continue to apply the RBM principles to the Mentorship/Partnership Programme in 2023 and beyond.
6. 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, 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. Conduct of the needs assessment by the National Authority requesting mentorship is a precondition for participation in the Programme. In addition, the concerned National Authority should prepare the initial version of the results framework document, which should indicate which outputs and outcomes it plans 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.
7. National Authorities that provided mentorship in the past are encouraged to once again apply for participation in the Programme. National Authorities that benefited from mentorship in the past may also reapply for participation in the Programme, but only four years after 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 engagement in the Programme, demonstrating their progress made in Convention implementation, and outlining how their participation in a new partnership will complement their previous achievements.
8. 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.

9. The sponsorship offered by the Secretariat for each selected National Authority will cover, for two officials per State Party, the costs of travel, meals, and medical insurance. At least one of the sponsored participants should represent the management of the National Authority; the other can represent either the National Authority or a key Convention national stakeholder. The Secretariat may exceptionally sponsor one more (i.e., a third) participant if this person is a high-level official who heads a ministry or national agency that has an important role in Convention implementation or is a member of a legislative body of the government who can facilitate the process of adoption of Convention national implementing legislation. States Parties and National Authorities are strongly encouraged to support and endorse the applications/nominations of suitable female candidates for the Programme.
10. Partnerships formed within the Programme are expected to last beyond the period of Programme's implementation. National Authorities, once paired, are expected to have regular bilateral meetings and consultations, including in the margins of the regional and annual meetings of National Authorities.
11. National Authorities are invited to express their interest in participating in the Mentorship/Partnership Programme for 2023 by completing and submitting the application form provided in Annex 1 to this Note. The application should be signed by the Head of the National Authority
12. Applications will be reviewed by Secretariat staff on a quarterly basis (at the end of March, in June, in September, and in December). Applications that are incomplete or do not meet the requirements will not be considered, and the concerned National Authorities will be informed accordingly. The Secretariat will actively identify matching needs and offers among applications and initiate consultations with the respective National Authorities.
13. All applications should be submitted by email (ipb@opcw.org) with a copy to Mr Solomon Haile, Senior Programme Officer in the Implementation Support Branch, International Cooperation and Assistance Division (solomon.haile@opcw.org). Additional information about the Programme may be obtained from Mr Haile by telephone (Tel: +31 (0)70 416 3428).

Annexes:

- Annex 1: Application Form
Annex 2: Results Framework Template

Annex 1

**MENTORSHIP/PARTNERSHIP PROGRAMME FOR NATIONAL AUTHORITIES
OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION
2023**

APPLICATION FORM

Please submit the completed form by email (ipb@opcw.org) with a copy to Mr Solomon Haile (solomon.haile@opcw.org).

Please type or use BLOCK LETTERS

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

¹ States Parties offering mentorship do not need to complete section 4 of this application form.

SECTION 2. JUSTIFICATION AND NEEDS ANALYSIS

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	
	<p>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.</p>
	<p>Please indicate suggested timelines for the first visit envisaged under the Programme.</p>
SECTION 4. EXPECTED RESULTS (for mentees only)	
	<p>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.</p>

SECTION 5. AUTHORISATION	
<p>Signature, with seal or stamp, of an authorised representative of the National Authority</p> <p>_____</p>	<p>Date: _____</p>

Annex 2

RESULTS FRAMEWORK TEMPLATE

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.