



**OPCW**

**Technical Secretariat**

---

International Cooperation and Assistance Division

S/93/99

1 February 1999

ENGLISH only

**AN INVITATION TO PROPOSE CANDIDATES FOR A NINE-DAY BASIC COURSE  
FOR PERSONNEL INVOLVED IN THE IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION**

1. In June 1999 the Technical Secretariat will hold one nine-day course for personnel of National Authorities involved in the implementation of the Chemical Weapons Convention. This basic course is intended for individuals with little or no previous involvement with the implementation of the Convention. The course curriculum is presented in annex 1 to this document.
2. The courses will be held at the Netherlands Defence College (Instituut Defensie Leergangen) at Ypenburg, just outside The Hague, the Netherlands, from 7 – 15 June 1999. The fee for the course will be NLG 1200 per person, which includes accommodation, food, medical insurance, course materials and handouts, and course-related travel within the Netherlands. The fee does not include the costs of travel to and from the Netherlands, and is payable in advance.
3. The course has been designed for the personnel of National Authorities who could face or are facing a multitude of responsibilities when preparing for and actually implementing the Convention. It should be noted that the course will not be able to cover the more specialised needs of CW “possessor” Member States of the OPCW.
4. Throughout the course, the language of instruction will be English. It will not be possible for participants to follow the course unless they have a good working knowledge of that language. No interpretation facilities of any kind will be provided.
5. Extensive background material on the subjects covered by the course will be made available to the participants upon confirmation of participation, to allow them to prepare themselves for the course. Upon request, this material may be sent to the respective missions in The Hague and Brussels to be forwarded to the participants.
6. The Secretariat expects to be able to sponsor a limited number of candidates nominated by the Member States of the OPCW, to cover their travel costs and course fees. When proposing candidates for the course, Member States should specify whether sponsorship is a precondition for their participation. Participants of previous courses for personnel of National Authorities arranged by the Technical Secretariat will not be considered for sponsorship.

7. The Member States of the OPCW which have not sent participants to any such courses previously organised by the Technical Secretariat are particularly encouraged to nominate candidates for this basic course. One candidate from each such Member State will be given priority.
8. Applications from signatory States on behalf of candidates who will participate at their own expense are also encouraged. The number of places available for candidates from signatory States may, however, be limited.
9. Member States and signatory States are invited to submit the names of candidates for participation in the courses to the Secretariat not later than 23 April 1999. Applications received after that date will normally not be considered. All applications, together with the information requested in the form presented in annex 2, should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Applications may also be submitted by fax (+31-70-306 3535) or by e-mail (webmaster@opcw.org).
10. Additional information pertaining to the course may be obtained from the International Cooperation and Assistance Division of the OPCW, at the contact number and addresses specified in paragraph 9 above.

Annexes (English only):

1. Curriculum for the nine-day basic course for personnel involved in the implementation of the Chemical Weapons Convention
2. Basic information on individuals nominated to attend the basic course for personnel involved in the implementation of the Chemical Weapons Convention

**Annex 1**

**CURRICULUM FOR THE NINE-DAY BASIC COURSE FOR PERSONNEL  
INVOLVED IN THE IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION**

**Netherlands Defence College, Ypenburg, the Netherlands  
7 – 15 June 1999**

**1. GENERAL INTRODUCTION**

**1.1 THE CHEMICAL WEAPONS CONVENTION (CWC)**

Develop a conceptually based overview of the history of disarmament efforts, as well as an understanding and knowledge of the provisions of the CWC and the rights and obligations of a State Party. Topics include: an overview of the CWC; the objectives and purposes of the CWC; the benefits of the CWC; and sources of information on the CWC.

Duration: 1 period

**1.2 ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)**

Develop an understanding and knowledge of the OPCW, its structure and mission.

Duration: 2 periods

**1.3 LEGAL RIGHTS AND OBLIGATIONS UNDER THE CWC**

Develop an overview of the legislative and administrative measures required to implement the CWC in a State Party.

Duration: 2 periods

**1.4 THE HISTORY OF CHEMICAL WEAPONS AND PROTECTION AGAINST  
CHEMICAL WEAPONS**

Develop an understanding of the history of chemical weapons. Develop an understanding and knowledge of chemical hazards and CW agents, and of means of protection against such agents.

Duration: 2 periods

**1.5 SETTING UP AND RUNNING A NATIONAL AUTHORITY**

Develop an understanding and knowledge of the measures that will be required to designate or establish a National Authority in a State Party, and the approaches chosen by various States Parties. Demonstrate a good understanding of the obligations of

national structures, including the National Authority, as specified in the Convention. Develop a fundamental understanding of the operational tasks in general of national bodies charged with the implementation of the Convention, including the National Authorities.

Duration: 2 periods

#### 1.6 DATA HANDLING AND CONFIDENTIALITY

Develop an understanding and knowledge of database handling and data collection techniques, and of means of ensuring confidentiality and data security.

Duration: 2 periods

#### 1.7 IDENTIFICATION OF DECLARABLE ACTIVITIES AND FACILITIES

Develop an understanding of how declarable activities and facilities in a State Party, especially declarable imports, can be identified, and of the regulations that may be required to ensure the accuracy of the declared data.

Duration: 2 periods

#### 1.8 OPERATIONAL TASKS RELATING TO INTERNATIONAL COOPERATION, ASSISTANCE AND PROTECTION

Develop an understanding of the operational tasks for States Parties relating to international cooperation, assistance and protection. Develop an understanding of the programmes operated by the OPCW to promote international cooperation in the fields of chemistry and chemical technology.

Duration: 3 periods

### 2. DECLARATIONS

#### 2.1 OPERATIONAL TASKS RELATING TO DECLARATIONS

Develop the ability to contribute, with the help of the Declaration Handbook, to the preparation of correct and timely declarations as required under the Convention.

Duration: 4 periods

#### 2.2 DECLARATION EXERCISES

On the basis of data provided, develop a national declaration related to imports and exports of scheduled chemicals, and a national declaration related to two facilities producing, processing or consuming scheduled chemicals.

Duration: 4 periods

### 2.3 DECLARATION PROBLEMS

Discuss various problems that may be encountered by National Authorities when preparing declarations and by the Technical Secretariat when evaluating declarations, and identify possible solutions.

Duration: 1 period

## 3. INSPECTIONS

### 3.1 RECEIVING INSPECTIONS

Develop an understanding of the rights and obligations of a State Party in relation to inspections.

Duration: 2 periods

### 3.2 THE INSPECTION PROCESS

Develop an understanding and knowledge of the inspection process, including the scope of verification; CWC inspection requirements; inspectors' rights and obligations; monitoring and sampling; storage and transport of samples of toxic materials; and analytical methods and instrumentation.

Duration: 1 period

### 3.3 A TABLE-TOP INSPECTION EXERCISE

Duration: 4 periods

### 3.4 ARTICLE IX OF THE CONVENTION

Develop an understanding of the need for consultations and procedures for cooperation and fact-finding, especially challenge inspections, that will contribute to the object and purpose of the Convention.

Duration: 1 period

### 3.5 INVESTIGATIONS OF ALLEGED USE

Develop an understanding of investigations of alleged use, including the requirements for requesting an investigation under Articles IX or X of the Convention.

Duration: 1 period

#### **4. THE NATIONAL AUTHORITY AT WORK**

##### **4.1 SCENARIOS**

Develop an understanding of how to apply the provisions of the Convention to “real-life situations” using decision-making scenarios.

Duration: 12 periods (of which 4 periods are allowed for presentations of solutions to the scenarios)

##### **4.2 USING THE INTERNET**

Develop an understanding of how the Internet, and particularly the OPCW website, can be used as a tool to help the National Authority.

Duration: 2 periods (in small groups)

##### **4.3 EXAMPLES OF NATIONAL AUTHORITIES**

Participants will be requested to describe their National Authorities, how they are organised, how they work, and what problems they might encounter.

Duration: 2 periods

**Total suggested duration of the lectures, exercises and scenarios: 50 periods**

In addition, three periods will be required for the opening of the course, administrative matters, course evaluation and closing of the course. The total duration of the basic course will therefore be 53 periods.

**Annex 2**

**BASIC INFORMATION ON INDIVIDUALS NOMINATED TO ATTEND THE  
BASIC COURSE FOR PERSONNEL INVOLVED IN THE IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION**

**Netherlands Defence College, Ypenburg, The Hague, the Netherlands, 7 - 15 June 1999**

(Please complete this form using BLOCK LETTERS)

1. Family name \_\_\_\_\_
2. First name \_\_\_\_\_
3. Date of birth \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Sex  Male /  Female\* \_\_\_\_\_
  
6. Passport No. \_\_\_\_\_
7. Date of issue \_\_\_\_\_
8. Date of expiry \_\_\_\_\_
9. Place of issue \_\_\_\_\_
10. Current contact address \_\_\_\_\_  
\_\_\_\_\_
  
11. Telephone No.  
(home/work) \_\_\_\_\_
12. Fax No.  
(home/work) \_\_\_\_\_
13. Academic/professional  
qualifications \_\_\_\_\_
14. Area(s) of expertise \_\_\_\_\_
  
15. Has nominee participated  
in previous OPCW  
courses, workshops or  
seminars? (If so, please  
state which) \_\_\_\_\_

\* Delete as appropriate.