OPCW   **Technical Secretariat**

REQUEST FOR MATERIALS
FOR INCLUSION IN THE DATA BANK ON PROTECTION
IN ALL OFFICIAL LANGUAGES OF THE ORGANISATION

1.   In accordance with paragraph 5 of Article X of the Convention, and the related decision of the Conference of the States Parties to establish a data bank on protection against chemical weapons (C-I/DEC.53, dated 16 May 1997), the Technical Secretariat (hereinafter the "Secretariat") has made progress in the procurement of materials for the data bank. The materials have been indexed by the database system Micro ISIS. The necessary steps are now being taken to enable States Parties to access the database via the Internet.

2.   As reported in successive status of implementation reports on Articles X and XI, the Secretariat has continued its efforts to expand the data bank on protection. The majority of the materials currently available are in English, and the Secretariat now wishes to intensify its search for relevant materials in all the other official languages of the Organisation. Although further contributions in English are of interest and will continue to be welcomed, there is an obvious need to diversify the contents of the data bank to include materials in Arabic, Chinese, French, Russian and Spanish.

3.   The Secretariat has requested States Parties to provide materials for inclusion in the data bank on several occasions, and once more reiterates this request. States Parties are also requested to submit the names of national research institutions, academic centres, etc., specialising in areas relevant to the issue of protection against chemical weapons, which could be sources of materials for inclusion in the data bank.

4.   Annex 1 to this note presents a form for submitting materials for inclusion in the data bank under paragraph 5 of Article X, and annex 2 lists the categories of information in the data bank on protection.

5.   For further information, States Parties are invited to contact the Protection Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Telephone: +31-(0)70-416 3799; fax: +31-(0)70-306 3535.

Annexes:
Annex 1: Form for submitting materials for inclusion in the data bank on protection against chemical weapons
Annex 2: Illustrative lists: Categories of information in the data bank on protection

Annex 1

FORM FOR SUBMITTING MATERIALS FOR INCLUSION IN THE
DATA BANK ON PROTECTION AGAINST CHEMICAL WEAPONS

Please complete a copy of this form and attach it to each item being submitted for inclusion in the data bank. If the item provided is in the form of video, recording or a piece of equipment, please complete the applicable parts of this form and include any other relevant information on a separate sheet.

1.	Contributing State Party	
2.	Level of confidentiality, if any, of the material	
3.	Author(s), name	
4.	Author(s), address	
5.	Point of contact for further information, if different from author(s)	
6.	Form of material (printed material, video, etc.)	
7.	Title	
8.	Language	
9.	Journal or report series in which paper was published	
10.	Year of publication (as shown in the publication)	
11.	Volume number of journal or serial number of report	
12.	First and last pages of paper, or number of pages in report or book	
13.	Publisher or issuing organisation	
14.	Institution or organisation where the work was carried out	
15.	If only an abstract is supplied, please state where the full text of the publication can be found	
16.	Brief abstract/description of material	

Annex 2

**ILLUSTRATIVE LISTS: CATEGORIES OF INFORMATION IN
THE DATA BANK ON PROTECTION**

The following lists give the categories of information on training and education and on sources of information included in the data bank on protection established under paragraph 5 of Article X. The lists are not intended to be limiting, and every State Party is free to provide any information it deems appropriate.

List 1 - Categories of information on training and education

1.   Name of State Party

2.   Date on which the information was provided or updated

3.   Local training
        3.1   Types of training or education offered
        3.2   Scope and basic contents of each course
        3.3   Number of courses and their duration
        3.4   Number of trainees accepted per course
        3.5   Qualifications required of trainees
        3.6   Facility requirements for courses
        3.7   Local personnel requirements for courses, including interpretation
        3.8   Local infrastructure requirements for courses
        3.9   Time required to set up courses

4.   Training in the country of the assisting State Party
        4.1   Types of training or education offered
        4.2   Scope and basic contents of each course
        4.3   Number of courses and their duration
        4.4   Number of trainees accepted per course
        4.5   Provisions offered for trainees (transport, lodging, food, etc.)
        4.6   Qualifications required of trainees, including linguistic abilities
        4.7   Whether the courses occur regularly or are set up when required

5.   Point of contact for further technical information
        5.1   Organisation
        5.2   Name and function
        5.3   Telephone number
        5.4   Telefax number
        5.5   E-mail address
        5.6   Office hours (indicate whether local time, CET or GMT)

6.   Point of contact for request for urgent assistance
     6.1   Organisation
     6.2   Name and function
     6.3   Telephone number
     6.4   Telefax number
     6.5   E-mail address
     6.6   Office hours (indicate whether local time, CET or GMT)

List 2 - Categories of information on information sources

1.   Name of State Party

2.   Date when the information was provided or updated

3.   For databases

     3.1   Name of database
     3.2   Types of data included in the database
     3.3   Size of database
     3.4   Conditions for and means of access to the database
     3.5   Technical requirements for access
     3.6   Availability of manuals
     3.7   Point of contact for further technical information
          3.7.1   Organisation
          3.7.2   Name and function
          3.7.3   Telephone number
          3.7.4   Telefax number
          3.7.5   E-mail address
          3.7.6   Office hours (indicate whether local time, CET or GMT)
     3.8   Point of contact for requesting urgent and immediate access
          3.8.1   Organisation
          3.8.2   Name and function
          3.8.3   Telephone number
          3.8.4   Telefax number
          3.8.5   E-mail address
          3.8.6   Office hours (indicate whether local time, CET or GMT)

4.   For specialised libraries and reference collections

     4.1   Name
     4.2   Type of material contained
     4.3   Size of library or reference collection
     4.4   Accessibility for visitors
     4.5   Mail, fax or phone requests for loans accepted?
     4.6   Photocopies of articles or papers provided by fax or mail?

      4.7   Point of contact for further technical information
            4.7.1   Organisation
            4.7.2   Name and function
            4.7.3   Telephone number
            4.7.4   Telefax number
            4.7.5   E-mail address
            4.7.6   Office hours (indicate whether local time, CET or GMT)
      4.8   Point of contact for urgent and immediate requests for information
            4.8.1   Organisation
            4.8.2   Name and function
            4.8.3   Telephone number
            4.8.4   Telefax number
            4.8.5   E-mail address
            4.8.6   Office hours (indicate whether local time, CET or GMT)

5.   For other information sources

      5.1   Type of information source
      5.2   Name of information source
      5.3   Type of information contained in the source
      5.4   Size of the information contents of the source
      5.5   Availability of information from the source
      5.6   Technical requirements for obtaining or using information from the source
      5.7   Point of contact for further technical information
            5.7.1   Organisation
            5.7.2   Name and function
            5.7.3   Telephone number
            5.7.4   Telefax number
            5.7.5   E-mail address
            5.7.6   Office hours (indicate whether local time, CET or GMT)
      5.8   Point of contact for urgent and immediate requests for information
            5.8.1   Organisation
            5.8.2   Name and function
            5.8.3   Telephone number
            5.8.4   Telefax number
            5.8.5   E-mail address
            5.8.6   Office hours (indicate whether local time, CET or GMT)

- - - o - - -