



S/232/2000

6 December 2000

ARABIC

Original: ENGLISH

مذكرة من الأمانة

تعزيز أنشطة المنظمة

في مجال التعاون الدولي والمساعدة

- ١- كانت كفاءة وفعالية عمل الأمانة المتصل بتنفيذ الاتفاقية موضع اهتمام المدير العام المستمر منذ بدء نفاذ الاتفاقية. وكان الهيكل الحالي للأمانة، بما في ذلك هيكل وحداتها، قد وضع، إلى حد كبير، خلال المرحلة التحضيرية حيث لم يكن من الممكن اختباره. وقد كشفت أمانة المنظمة بخبرتها العملية التي استمرت ثلاث سنوات ونصف السنة عددا من المجالات الواضح أن من الضروري إدخال تحسينات عليها.
- ٢- ويعتبر تنفيذ المادتين العاشرة والحادية عشرة من الاتفاقية واحدا من المجالات التي درجت الدول الأطراف على تركيز عنايتها عليها. فينبغي أن يُشدّد كل التشديد على أهمية هاتين المادتين. فالواقع أنهما تمثلان ركنين من الأركان الرئيسية الأربعة التي يقوم عليها نظام الاتفاقية: التعاون الدولي في استخدام المواد الكيميائية والتكنولوجيا الكيميائية للأغراض السلمية، والمساعدة في حالة استخدام الأسلحة الكيميائية أو التهديد باستخدامها والحماية من ذلك. ويوفر كل من هذين الركنين في الواقع فوائد كانت الدول الأطراف الحالية تلتزمها عندما صدقت على الاتفاقية. فبينما تهيئ المادة الحادية عشرة إطارا لجنبي العائد السلمي الذي تؤتية التزامات نزع السلاح وعدم انتشار الأسلحة بموجب الاتفاقية، تعمل المادة العاشرة بمثابة صمام الأمان في هذا المجال. وللنصين أهمية رئيسية لجعل الاتفاقية عالمية حقا وبالتالي تحقيق نجاح نظامها في نهاية المطاف. ويدرك المدير العام كل الإدراك أهمية تنفيذهما بشكل كفؤ وفعال، وفقا للولاية المنوطة به بموجب الاتفاقية.

٣- وقد دل تحليل عمل شعبة التعاون الدولي والمساعدة حتى الآن على أن هناك حاجة حقيقية إلى التحسين في هذا المجال. والواقع أن هيكل شعبة التعاون الدولي والمساعدة تطور مع الوقت بحيث يجسد المتطلبات السياسية للدول الأطراف بينما جسدت وظائفه الفعلية الاحتياجات الموضوعية فيما يخص الاتفاقية ذاتها. كما أن توزيع المسؤوليات فيما بين فروع الشعبة وبينها وبين الشعب الأخرى استمر في التطور. فقد أحدثت المشاريع والأفكار الجديدة اتجاهات تفرعية يمكن، إذا أخذت معاً، القول بأنها لم تسهم بالضرورة بأكثر الطرق فعالية في تحقيق موضوع المادتين العاشرة والحادية عشرة والغرض منهما. وبناء على ذلك، برز عدد من المجالات أخذت فيها مسؤوليات كل وحدة من الوحدات تصبح أقل تحديداً بشكل واضح، مما سبب إمكانية التداخل في المسؤوليات. وأدى ذلك أيضاً إلى جعل برنامج المنظمة وميزانياتها أقل اتساماً بالبساطة والشفافية، إذ أن الأموال المعترزم أن يُدعم بها تنفيذ المادتين العاشرة والحادية عشرة تُسحب من مجموعة واسعة من المصادر.

٤- ولذلك أدرك المدير العام الحاجة إلى إعادة تنظيم النهج الذي تتبعه الأمانة لتنفيذ المادتين العاشرة والحادية عشرة، وذلك لإرسائه على أساس أسلم من وجهة النظر الإدارية. وستشتمل إعادة التنظيم هذه على تدبيرين مترابطين ترابطاً وثيقاً هما: إعادة توزيع المسؤوليات ضمن شعبة التعاون الدولي والمساعدة، وإدماج الأجزاء ذات الصلة في البرنامج والميزانية. ولذلك، فبينما يبقى على الهيكل الأساسي للشعبة، التي تظل مؤلفة من ثلاثة فروع، قرر المدير العام إعادة تنظيم هذه الفروع على النحو التالي.

٥- سيتغلب فرع المساعدة والحماية الجديد على الفصل الاصطناعي إلى حد ما بين هذين المجالين المتصلين اتصالاً وثيقاً، وذلك عن طريق جمع جميع جوانب تنفيذ المادة العاشرة تحت سقف واحد. وستتيح ولاية الفرع الموسعة استجابته بصورة أكثر فعالية لاحتياجات الدول الأطراف فيما يتعلق بتعزيز قدراتها على الحماية وتلقي المساعدة والحماية من الأسلحة الكيميائية، بينما ستعزز أيضاً كفاءة الأمانة فيما يتعلق بإدارة طلبات المساعدة هذه.

٦- وسيعفى فرع التعاون الدولي من بعض المهام المرتبطة بتنسيق بعض الأنشطة الخارجية التي ترعاها الأمانة. وفي مقابل ذلك، ستناط به ولاية متممة بمزيد من الطابع الجوهري ستتيح له التركيز على مجالين هامين نصت عليهما المادة الحادية عشرة من الاتفاقية، ألا وهما تسهيل التنمية الاقتصادية والتكنولوجية للدول الأطراف، والتعاون الدولي في ميدان الأنشطة الكيميائية للأغراض السلمية. وإن هذا التوضيح لمسؤوليات الفرع سيتيح له صوغ استراتيجيات كافية للاضطلاع على نحو مناسب بهذه المهام الحساسة سياسياً والمتعددة التخصصات، وسيساعد المنظمة على الوفاء بمهامها المتصلة بالمادة الحادية عشرة بطريقة

أنجع من حيث التكاليف عن طريق تحديد واستغلال جميع الموارد المتاحة، بما فيها موارد المنظمات الدولية الأخرى التي لديها ولايات ذات صلة.

٧- وأخيراً، سيُنشأ فرع دعم التنفيذ الجديد وتتاط به مهمة تخطيط وتنسيق جميع أنشطة الأمانة ذات الصلة بمساعدة الدول الأطراف على تنفيذ مختلف أحكام الاتفاقية. فالخبرة المكتسبة منذ بدء نفاذ الاتفاقية، وفي المقام الأول عمل آلية التحقق، دلت بوضوح على أن مدى امتثال الدول الأطراف لمتطلبات الاتفاقية وحسن سير تنفيذها لالتزاماتها المتصلة بالتحقق، كثيراً ما يتوقفان على مدى امتلاك الهيئات الوطنية فيها القدرة على أداء مهامها المعقدة. والواقع أنه أصبح من الواضح بعد بدء نفاذ الاتفاقية أن تقديم الدعم إلى الهيئات الوطنية سيكون جزءاً لا غنى عنه من أنشطة الأمانة إلى فترة من الزمن. وهكذا سيصبح فرع دعم التنفيذ الجديد المتصل الخاص بتحليل المشكلات المرتبطة بتنفيذ الاتفاقية وتقديم الدعم الضروري إلى الهيئات الوطنية المعنية في جميع المجالات الرئيسية، بما في ذلك الإعلانات وعمليات التفيتش، والمسائل القانونية، وبناء القدرات الإدارية، والتعاون الإقليمي والدولي، والمساعدة والحماية. وسيشمل هذا جميع حلقات العمل ومشاريع التدريب ذات الصلة، كما سيضم أنشطة الاتصال الخارجي التي تضطلع بها الأمانة. وفي إطار التنفيذ المستمر للاتفاقية، سيكون من المحتم أن تواجه الدول الأطراف مهام وتحديات جديدة. وسيكون فرع دعم التنفيذ مسؤولاً عن تقصي وتحليل هذه التطورات بغية تزويد الدول الأطراف بالمساعدة العملية في الوفاء بالتزاماتها بموجب الاتفاقية. وبغية مواصلة تبسيط وترشيد استخدام الموارد المالية المتاحة للأمانة في هذه المجالات، سيقوم الفرع، بالتعاون مع وحدات الأمانة الأخرى، بإدارة الميزانية المدمجة المتعلقة بدعم التنفيذ.

٨- وستحظى المسؤوليات الإضافية الموكلة إلى الفروع المعاد تنظيمها بالدعم من خلال مركزها الأبرز مكانة في الأمانة. وكان المدير العام قد قرر في وقت سابق، في سياق الطعون المقدمة - فيما يتعلق بأول تصنيف للوظائف، أن يرأس كل فرع من هذه الفروع مسؤول برتبة مد-١. وبهذا الشكل سيُعترف بأهمية المحافظة على توازن مناسب بين أحكام الاتفاقية المتعلقة بنزع التسلح وأحكامها المتعلقة بالتنمية الاعتراف الذي تستحقه على الصعيد الإداري كذلك.

٩- وإن المدير العام واثق بأن إعادة تنظيم مسؤوليات الأمانة على هذا النحو فيما يتعلق بتنفيذ المادتين العاشرة والحادية عشرة من الاتفاقية ستزيد من تعزيز قدرة المنظمة على تقديم الخدمات الممتازة إلى الدول الأعضاء فيها ضمن إطار اعتمادات الميزانية التي تقرها.

١٠- وقد أُلحقت بهذه المذكرة الأوصاف المفصلة للوظائف الثلاث الجديدة للرؤساء المذكورين أعلاه للفروع الثلاثة المعاد تنظيمها حديثاً في شعبة إدارة التعاون الدولي والمساعدة.

الملحقات (بالإنكليزية فقط):

- Annex 1: Job Description – Head of Implementation Support Branch
(الملحق ١: وصف وظيفة – رئيس فرع دعم التنفيذ)
- Annex 2: Job Description – Head of International Cooperation Branch
(الملحق ٢: وصف وظيفة – رئيس فرع التعاون الدولي)
- Annex 3: Job Description – Head of Assistance and Protection Branch
(الملحق ٣: وصف وظيفة – رئيس فرع المساعدة والحماية)

Annex 1

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW) Secretariat	
JOB DESCRIPTION	
Post title:	Head of Implementation Support Branch
Post level:	D-1
Post Index Ref.:	ICA...
Division - Branch:	International Cooperation and Assistance Division, Implementation Support Branch

I OBJECTIVES

The principal objective of the Implementation Support Branch is to ensure that all Member States are capable of delivering on a wide variety of obligations concerning all aspects of national implementation including legislation (in coordination with the Office of the Legal Adviser), including notifications, the submission of declarations, the receiving of inspections, communicating with the Secretariat, and thus removing any hindrance of an administrative or bureaucratic nature to the verification of compliance with the Convention.

The Implementation Support Branch provides: (i) administrative and technical support to National Authorities and other national agencies for CWC implementation; (ii) financial and technical assistance, as well as training, to officials of Member States in areas relevant to the implementation of the Convention; (iii) specific interventions in support of regional cooperation activities related to the implementation of the CWC.

II PRINCIPAL FUNCTIONS

The incumbent:

- 2.1. Promotes interaction among National Authorities.
- 2.2. Plans and supervises the development and implementation of programmes to support National Authorities and to develop their capacity to facilitate and ensure compliance with the Convention.
- 2.3. Assesses the process of national and regional implementation, develops profiles, and makes recommendations on how to satisfy these needs.
- 2.4. Ensures effective liaison with National Authorities and other national entities involved with the CWC and the OPCW.
- 2.5. Supervises the planning, preparation and organisation of National Authority courses by identifying priorities in terms of the substance and structure of such courses, and coordinates the involvement and input of other units of the Secretariat.

- 2.6. Supervises the planning, preparation and organisation of national seminars organised at the request of States Parties.
- 2.7. Ensures, with a view to enhancing the quality and focus of the implementation of the Convention, coordination between the programmes of National Authority Days, Regional National Authority Meetings, and thematic workshops for National Authorities, and contributes effectively to the development of the capacity of National Authorities.
- 2.8. Serves as a focal point within the scenarios for collecting and analysing information on the needs of Member States and for prioritising implementation support measures.
- 2.9. Supervises the planning, preparation and organisation of individual National Authority Days, Regional National Authority Meetings, and thematic workshops for National Authorities, and assumes responsibility for the in-house coordination of such events, as well as for effective liaison with States Parties involved in them.
- 2.10. Assumes responsibility for identifying and establishing networks of experts to assist and support National Authorities in their work.
- 2.11. Develops tools for National Authorities (software, policy guidance documents, manuals, etc.).
- 2.12. Coordinates with other international organisations active in areas directly relevant to the implementation process (including the WCO).

III ADDITIONAL INFORMATION

National Authorities have multiple and complex obligations to fulfil. They are points of reference within States Parties for all CWC related issues; they liaise, as appropriate, with industry, the military, research centres and other relevant institutions for the purpose of declarations and inspections; with customs authorities, for import and export matters relating to scheduled chemicals, with the Ministries of Foreign Affairs, for visas and clearance issues; and with the Ministries of Justice, for the purposes of national implementing legislation. In addition, National Authorities are instrumental in fulfilling the obligations of States Parties concerning assistance and international cooperation related issues. Strong National Authorities are therefore a precondition for the successful implementation of the object and purpose of the Convention.

The incumbent is responsible for the implementation of the Organisation's policy towards National Authorities, and provides Management with inputs relevant to the elaboration of this policy, as well as with suggestions on ways and means of improving the performance of National Authorities. The incumbent requires extensive experience at an international level, since effective interaction with representatives of Member States and National Authorities on the host of issues concerning CWC implementation is a crucial part of the job. The incumbent performs his/her duties in a very delicate political context. Any mishandling of situations could cause serious damage to the reputation of the Organisation, would have a negative impact on the process of implementation, and would harm relations between the Secretariat and States Parties. The incumbent also maintains a relationship with representatives of other international organisations.

Supporting the activities of all States Parties to the Convention and assisting in developing their capacity within the resources allocated to this activity requires an imaginative approach to the utilisation of the limited resources available in the Secretariat for this purpose, which are administered under the responsibility of the incumbent.

The incumbent provides leadership in relation to the development of the approach adopted by the OPCW in the area of support for National Authorities, which includes advice to both delegations and National Authorities about the nature of the OPCW's implementation priorities, as well as about related joint efforts. The incumbent ensures coordination with other Divisions within the Secretariat, and also continuously develops and improves the quality and focus of the support programmes. Other requirements for direction include decision-making on projects to be funded by the OPCW (an assessment of their merit and relevance to the OPCW). In relation to courses, meetings and workshops organised by the International Cooperation Division, as well as by other units in the Secretariat, the incumbent presents subjects related to the CWC, the role of National Authorities, and the rights and obligations of States Parties, and to acts as a supervisor for both basic and advanced training courses.

Annex 2

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW) Secretariat	
JOB DESCRIPTION	
Post title:	Head of International Cooperation Branch
Post level:	D-1
Post Index Ref.:	ICA...
Division - Branch:	International Cooperation and Assistance Division, International Cooperation Branch

I OBJECTIVES

The principal objective of the International Cooperation Branch is to facilitate international cooperation and to support national capacity building in relation to the peaceful application of chemistry in all Member States.

The International Cooperation Branch (i) provides both administrative, financial and technical assistance and training to officials of Member States in areas relevant to capacity building for the peaceful applications of chemistry as well as for the sound management of chemicals; (ii) administers the OPCW Associate Programme.

II PRINCIPAL FUNCTIONS

The incumbent:

- 2.1. Plans and supervises the implementation of programmes in support of scientific and technical capacities in Member States that are relevant to the implementation of the Convention in general, such as national laboratories seeking designation by the OPCW, or that are otherwise involved in the Convention's implementation, such as research institutions involved in the development of technological solutions required for the implementation process at the national level or governmental agencies other than National Authorities that are involved in the development of technical solutions relevant to the Convention's implementation, by providing financial assistance, organising visits and workshops on a national or regional basis, facilitating contacts with suitable partner institutions, and providing financial support for such contacts if required, and developing other means of support, depending on the actual requirements of the institution involved.
- 2.2. Identifies, plans and supervises the implementation of programmes in support of national capacity building in the area of the peaceful application of chemistry, particularly for the benefit of developing countries and countries with economies in transition, by rendering financial assistance to scientific conferences and exchanges in relevant areas, by organising and financially supporting internships

of scientists at advanced institutions in other Member States, and by providing financial support for relevant research projects in Member States, including with respect to bi/multilateral projects organised by scientific institutions from several Member States. Assistance is provided either directly by the OPCW, after applications have been screened and assessed for their relevance and merit, or, together with other organisations, through co-funding. The incumbent coordinates the work of the Review Committee that approves research grants given by the OPCW.

- 2.3. Further develops the concept of an integrated approach to national capacity building in the area of the sound management of chemicals, in collaboration with other international organisations and countries, and on that basis develops or contributes to policy guidance for Member States in the area of national capacity building, through the development of background and research papers on relevant subjects and the organisation of workshops aimed at discussing and developing such policy guidance documents and other material.
- 2.4. Plans and supervises the implementation of the OPCW Associate Programme by participating in the development of, and providing guidance on, the programme content, as well as by supervising the logistical, financial and substantive preparations, directing and participating in the screening of applicants, supervising the actual implementation of the programme, and assessing its effectiveness.
- 2.5. Establishes and maintains contacts with other donor organisations, and organises joint projects in the field of capacity building.

III ADDITIONAL INFORMATION

The development of integrated approaches to capacity building, aimed at combining the OPCW's support, in technical areas directly relevant to the implementation of the Convention, with projects that have a wider appeal for the receiving countries and that contribute in a sustainable manner to their economic development, requires a consideration of the national implementation of the Convention and the integration of these requirements with the broader development strategies of the countries in question. It requires synergism between different regulatory regimes in the fields of disarmament and the sound management of chemicals, an appreciation of the technical dimensions of their implementation, and the identification of approaches through which the across-the-board effectiveness of national capacity building in technical areas can be maximised.

The implementation of projects related to conference support, internships, exchanges and research involves the analysis of the scientific content of submissions, to establish both their scientific merit and their relevance for the Convention. Other complexities relate to the variety of projects that are being supported and the need for proper planning and budget controls. The longer-term expectation is that many projects in this area would be demand-driven. However, at present the Branch has to actively assist Member States in identifying and developing suitable project requests.

In relation to the OPCW Associate Programme, the complexity of work results largely from the fact that the programme is new, and that no past experience exists as a bench mark for developing the concept and measuring its attractiveness and effectiveness. Furthermore, the development of the programme content requires a sound understanding, not only of the needs of the different groups of participants (three audiences: potential candidates for technical positions in OPCW with limited chemical industry experience, technical advisers to National Authorities with similar limitations, experts from the chemical industry or other institutions in developing countries whose participation would make a significant contribution to the developmental goals of their country), but also of the technical aspects of the programme itself (from safety to chemical industry operations), and of its logistical implications (which involve multiple programme elements in different countries, different types of facilities (university, industry and OPCW headquarters). It is also important to maintain the attraction of this programme for industrial partners, whose support is essential for its conduct. Tasks include screening and interviewing applicants, supervising the development and implementation of the logistical plan, budgetary planning and control, teaching, and negotiations with programme partners to ensure their firm commitment to support the programme.

The position provides leadership in relation to the development of the approach taken by the OPCW in the area of international cooperation. That includes advice about the nature of the Branch projects which the OPCW could/should implement, and coordination with other international organisations such as the International Organisation for the Sound Management of Chemicals and partner organisations in relation to the identification of shared interests and the development of joint projects. Other requirements for technical direction include decision-making on research projects to be funded by the OPCW (an assessment of their technical merit, as well as of their suitability for sponsorship by the Branch).

Annex 3

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW) Secretariat	
JOB DESCRIPTION	
Post title:	Head of Assistance and Protection Branch
Post level:	D-1
Post Index Ref.:	ICA...
Division - Branch:	International Cooperation and Assistance Division, Assistance and Protection Branch

I OBJECTIVES

The principal objective of the Assistance and Protection Branch is to implement the provisions of Article X of the Convention concerning assistance and protection by developing and maintaining a state of readiness for the OPCW to respond effectively to requests for assistance and protection, including providing advice to States Parties on improvements of their protection programmes, maintaining the data bank on protection, mobilising international response to requests for assistance, building capacity within OPCW to manage assistance, and coordinating the delivery of assistance to the requesting State Party.

II PRINCIPAL FUNCTIONS

The incumbent:

- 2.1 Collates information on national programmes on protection against CW and toxic chemicals and monitors compliance with the provisions of the Convention relating to such information; develops and implements strategies aimed at achieving compliance and increasing transparency with respect to protective programmes; evaluates the information with a view to identifying possible areas of need for developing the existing capabilities and activities components of national programmes for assistance purposes.
- 2.2. Supports, upon request, the development and improvement of national protective capacities and the improvement of civil protection measures by providing expert advice on protection programmes upon request; oversees the development of the protection network to ensure that it is fully operational; develops material on protection issues for distribution to requesting Member States.
- 2.3. Supervises the management of all aspects of the data bank on protection, including manuals and thesauruses and the procurement of documents and database operation; constantly updates it with relevant material in as many

official languages of the Convention as possible; assumes responsibility for questions relating to the technical aspects of protection; encourages Member States to contribute material in all languages to the data bank; develops solutions that will facilitate the use of the data bank by Member States.

- 2.4. Encourages Member States to fulfil their obligations relating to the provision of assistance in accordance with Article X; develops a long term strategy for the promotion of the Voluntary Fund for Assistance, and develops a strategy for its replenishment and guidelines for its use.
- 2.5. Ensures the implementation of Article X of the CWC on the coordination and provision of assistance; develops policies for activities in the area of assistance in case of the use or threat of use of chemical weapons, the use of riot control agents as a method of warfare, or any actions or activities of any State that are prohibited for States Parties; ensures that technical aspects of offers are addressed and resolved; develops long term strategies to ensure maximum coordination and availability of means of delivery of assistance; takes the lead in developing the operational concept for assistance delivery, and plays the key role in actual assistance delivery operations.
- 2.6. Prepares strategies for OPCW policy for bilateral agreements with relevant international organisations to ensure the effective implementation of Article X; ensures that all required procedures and working documents are in place, and, together with the receiving State Party, makes advance preparations for setting up any joint operations that may be necessary; plans and executes joint exercises and training courses with relevant international organisations.
- 2.7. Plans and drafts the annual budget; directs the work of the Branch by prioritising tasks and monitoring the progress of the staff of the Branch; reports to the Director of the Division on activities planned, progress and results.

III ADDITIONAL INFORMATION

The technical aspects of a very wide group of subjects (e.g. contamination control, detection, medical countermeasures, personal protection, collective protection) must be covered in detail; there is a constant balancing of the need to provide protection information with the risk that such information could assist in the proliferation of chemical weapons.

Convincing States Parties to declare their national programmes related to protective purposes is a complex and sensitive task.

The data bank on protection deals with a very wide group of subjects. Material for the data bank can often be difficult to locate and procure since, even if it is not classified as restricted or secret, it is frequently regarded as confidential.

Article X databases are frequently difficult to structure because of variations in the quality of input from Member States, and no specific guidelines have been adopted for the information to be provided under Article X.

Requests for assistance may arrive at the Secretariat at any time without prior notice.

Different types of assistance offers need to be coordinated, and problems of interoperability, serviceability of equipment, technical specifications, etc. need to be addressed.

A number of activities that might arise and which therefore need advance preparation, such as the evacuation of victims and refugees, the treatment of victims, and the safety and security aspects of such activities require a high level of coordination with Member States and other international organisations.

The position provides leadership in terms of convincing Member States to comply with their obligations under Article X. Leadership is thus essential to find effective ways of achieving transparency. The position requires leadership within the Secretariat with respect to planning and coordinating assistance delivery operations.

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