



**OPCW**

**Secretariat**

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International Cooperation and Assistance Division

S/230/2000

5 December 2000

ENGLISH only

**AN INVITATION TO PROPOSE CANDIDATES FOR  
A NINE-DAY BASIC COURSE FOR PERSONNEL INVOLVED IN  
THE IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION,  
THE HAGUE, THE NETHERLANDS, 26 FEBRUARY TO 6 MARCH 2001**

1. The Secretariat will hold a nine-day basic course for personnel involved in the national implementation of the Chemical Weapons Convention. The course will be held at OPCW Headquarters in The Hague, the Netherlands, from 26 February to 6 March 2001.
2. This basic course is primarily intended for individuals with little or no previous involvement in the implementation of the Chemical Weapons Convention. The course curriculum is presented in annex 1.
3. The course fee will be NLG 250 per person, which will include course materials and course-related travel within the Netherlands. The participants are requested to arrange their own accommodation, although, if necessary, the Secretariat can arrange accommodation at reduced rates at a hotel close to the course venue. Participants who will require a visa and/or transit visas are kindly requested to make their own arrangements.
4. The course has been designed for the personnel of National Authorities who could face, or are facing, a multitude of responsibilities when implementing the Convention. It should be noted that the course will not be able to cover the more specialised needs of declared CW “possessor” States Parties to the Convention.
5. 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.
6. To enable participants to prepare themselves, extensive background material on the subjects covered by the course will be available for downloading from the OPCW website (URL: <http://www.opcw.org/courses/backpack.htm>). Participants without Internet access may request the Secretariat to send the background material to their respective missions in The Hague and Brussels, for forwarding to them.

7. The Secretariat expects to be able to sponsor a limited number of candidates nominated by Member States, to cover the costs of travel, accommodation and meals, as well as medical insurance and the course fee. When proposing candidates, Member States should specify whether sponsorship is a precondition for their participation. Participants in previous courses for personnel of National Authorities arranged by the Secretariat will not be considered for sponsorship.
8. Member States which have not previously sent participants to a basic course organised by the Secretariat are particularly encouraged to nominate candidates. One candidate from each such Member State will be given priority.
9. Nominations 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 be limited, however.
10. Member States and signatory States are invited to submit the names of candidates for the course to the Secretariat not later than Friday, 12 January 2001, using the form attached as annex 2. Nominations received after that date will not normally be considered. The completed nomination forms should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, NL-2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax (+31-(0)70-306 3535) or by e-mail (ProtectBr@opcw.org). It is important that the contact details provided on the form are correct, so that the Secretariat can communicate with the proposed candidates directly.
11. Additional information about the course may be obtained from the Protection Branch, International Cooperation and Assistance Division, which can be contacted as specified in the previous paragraph.

#### Annexes

Annex 1: Course curriculum

Annex 2: Nomination form

## **Annex 1**

### **Basic course for personnel involved in the implementation of the Chemical Weapons Convention The Hague, the Netherlands, 26 February to 6 March 2001**

#### **COURSE CURRICULUM**

#### **1. GENERAL INTRODUCTION**

##### **1.1 THE HISTORY OF CHEMICAL WEAPONS AND CHEMICAL DISARMAMENT**

Develop an understanding of the history of chemical weapons and chemical disarmament.

Duration: 2 periods

##### **1.2 THE CHEMICAL WEAPONS CONVENTION AND ITS IMPLEMENTATION**

Develop a conceptually based understanding and knowledge of the provisions of the CWC and the rights and obligations of a State Party. Subjects include: an overview of the CWC; the object and purpose of the CWC; the benefits of the CWC; and sources of information on the CWC. Develop an understanding and knowledge of the Organisation for the Prohibition of Chemical Weapons (OPCW), its structure and mission, and how it implements the CWC. Develop an overview of the current status of implementation, including important outstanding issues.

Duration: 3 periods

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

Develop an overview of the legislative and administrative measures a State Party needs to introduce in order to implement the CWC, and the use of model legislation to meet some of these requirements.

Duration: 2 periods

##### **1.4 RUNNING A NATIONAL AUTHORITY**

Develop 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 required of national bodies charged with implementing the Convention, including National Authorities.

Duration: 2 periods

##### **1.5 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

**1.6 IDENTIFICATION OF DECLARABLE ACTIVITIES AND FACILITIES**

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

Duration: 2 periods

**1.7 THE ROLE OF CUSTOMS IN THE IMPLEMENTATION OF THE CONVENTION**

Develop an understanding of how customs can assist in obtaining declaration data and ascertaining that there have been no prohibited transfers of scheduled chemicals.

Duration 2 periods

**1.8 PROTECTION UNDER ARTICLE X**

Develop an understanding of the operational tasks for States Parties relating to protection under Article X. Develop an understanding of various forms of protection against chemical weapons and how a protective posture can be improved.

Duration: 2 periods

**1.9 ASSISTANCE UNDER ARTICLE X AND INVESTIGATIONS OF ALLEGED USE**

Develop an understanding of the operational tasks for States Parties relating to assistance under Article X. Develop an understanding of how the OPCW can develop and maintain a state of readiness to assist a Member State in the event that it is attacked or threatened with chemical weapons. Develop an understanding of investigations of alleged use, including the requirements for requesting an investigation under Articles IX or X.

Duration: 2 periods

**1.10 INTERNATIONAL COOPERATION UNDER ARTICLE XI**

Develop an understanding of the operational tasks for States Parties relating to international cooperation and trade under Article XI. Develop an understanding of the programmes operated by the OPCW to promote international cooperation in the fields of chemistry and chemical technology.

Duration: 1 period

**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: 3 periods

**2.2 DECLARATION PROBLEMS**

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

Duration: 1 period

### 2.3 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

## 3. INSPECTIONS

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

Duration: 3 periods

### 3.2 A TABLE-TOP INSPECTION EXERCISE

Duration: 4 periods

### 3.3 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

## 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: 13 periods (of which 4 periods are allowed for presentations of solutions to the scenarios)

### 4.2 EXAMPLES OF NATIONAL AUTHORITIES

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

Duration: 2 periods

**Total suggested duration of the lectures, exercises and scenarios: 51 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 course will therefore be 54 periods.

**Annex 2**

**Basic course for personnel involved in the implementation  
of the Chemical Weapons Convention,  
The Hague, the Netherlands, 26 February to 6 March 2001**

**NOMINATION FORM**

Please submit the completed form **by 12 January 2001** to: The Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, NL-2517 JR The Hague, the Netherlands.  
Fax: +31-(0)70-306 3535; e-mail: ProtectBr@opcw.org

Please use BLOCK LETTERS

1. Family name	_____
2. First name	_____
3. Date of birth	_____
4. Nationality	_____
5. Gender*	male <input type="checkbox"/> female <input type="checkbox"/>
6. Passport no.	_____
7. Date of issue	_____
8. Date of expiry	_____
9. Place of issue	_____
10. Contact address	_____
11. Telephone no. (home/work)	_____
12. Fax no. (home/work)	_____
13. Academic/professional qualifications	_____
14. Area(s) of expertise	_____
15. Has nominee previously attended a basic course of this kind?*	Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", when and where?
16. Sponsorship required?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
17. Secretariat assistance in finding accommodation required?*	Yes <input type="checkbox"/> No <input type="checkbox"/>

\* Please tick appropriate box.