



**OPCW**

**Secretariat**

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International Cooperation and Assistance Division

S/264/2001

10 July 2001

ENGLISH only

**AN INVITATION TO PROPOSE CANDIDATES FOR THE  
BASIC AND ADVANCED COURSES FOR PERSONNEL INVOLVED IN  
THE IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION,  
THE HAGUE, THE NETHERLANDS, FROM 5 - 9 NOVEMBER 2001**

1. Due to the financial situation of the OPCW the Secretariat had to postpone the previously announced basic course for personnel involved in the national implementation of the Chemical Weapons Convention (S/230/2000, dated 5 December 2000, and S/242/2001, dated 31 January 2001). The Secretariat is now pleased to announce that a five-day basic course will be held at the OPCW headquarters in The Hague, the Netherlands, from 5 - 9 November 2001. In addition to that, a five-day advanced course for personnel involved in the national implementation of the Convention will be held at the same time and at the same location.
2. This basic course is primarily intended for the personnel of National Authorities with little or no previous involvement in the implementation of the Chemical Weapons 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. The content of the basic course is presented in annex 1 to this invitation.
3. The advanced course is aimed at those who have either already attended a basic course for personnel of National Authorities, or who have been involved for at least one year in the national implementation of the Convention. The content of the advanced course is presented in annex 3 to this invitation.
4. During both courses, in addition to lectures, the participants will be divided into groups, each group representing the National Authority of a fictitious country. The groups will be given numerous examples of problems that might confront a National Authority in its implementation of the Convention, and will be expected to present solutions to these problems. The problems and the solutions will then be analysed and discussed.
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 this 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/>). Participants without Internet access may request the Secretariat to send the background material to their respective missions to the OPCW, for forwarding to them.
7. The Secretariat expects to be able to sponsor a limited number of candidates nominated by Member States. When proposing candidates, Member States should specify whether sponsorship is a precondition for their participation. For such participants, the Secretariat will cover the costs of the course fee, travel, accommodation and medical insurance. It will also provide a limited subsistence allowance to cover other related costs such as meals. The Secretariat will cover the cost of accommodation only if it arranges such accommodation. Participants who neither need nor intend to use the accommodation to be provided by the Secretariat are requested to inform the Secretariat about it as early as possible, in order to avoid any cancellation fees. The daily subsistence allowance will remain unchanged in case participants opt to make their own accommodation arrangements. In making travel arrangements for the sponsored participants, the Secretariat will use the most economical arrangements possible. Tickets will be purchased by the Secretariat and sent to participants. Participants will be allowed to purchase tickets locally only when this leads to further savings to the Secretariat and when this is authorised in advance by the Secretariat. Any costs due to the changes or cancellations made by participants after the tickets are purchased will have to be borne by the participants.
8. For non-sponsored participants, the course fee will be NLG 300 per person, including the course materials. Non-sponsored participants are requested to arrange their own accommodation, although, if necessary, the Secretariat can arrange accommodation at reduced rates.
9. Participants who require a visa and/or transit visas are requested to make their own arrangements.
10. Member States that have not previously sent participants to a basic or an advanced course organised by the Secretariat are particularly encouraged to nominate candidates. Member States that have submitted applications in response to the Secretariat invitation S/230/2000, with regard to the basic course previously planned for February-March of this year, are invited to confirm whether these applications are still valid, and whether they should be considered by the Secretariat for the basic course now planned for 5 - 9 November 2001. One candidate from each such Member State will be given priority.
11. Nominations of candidates by signatory and non-signatory States to participate in the basic course will also be considered. The number of places available for such candidates may be limited, however.
12. Member States and other States are invited to submit the names of candidates for the course to the Secretariat not later than Monday 17 September 2001, using the nomination form for the basic course contained in annex 2 to this invitation, or the

nomination form for the advanced course contained in annex 4. 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)-70-3063535) or by e-mail (ipb@opcw.org). It is important for all details requested on the form to be provided, so that the Secretariat can communicate directly with the proposed candidates.

13. Additional information about the course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division, which can be contacted as specified in the previous paragraph.

#### Annexes

- Annex 1: Content of the Basic Course
- Annex 2: Nomination Form for the Basic Course
- Annex 3: Content of the Advanced Course
- Annex 4: Nomination Form for the Advanced Course

## **Annex 1**

### **Basic course for personnel involved in the implementation of the Chemical Weapons Convention The Hague, the Netherlands, 5 - 9 November 2001**

#### **COURSE CONTENT**

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

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

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

Duration: 1 period

##### **1.2 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: 1 period

#### **2. DECLARATIONS**

##### **2.1 OPERATIONAL TASKS RELATING TO DECLARATIONS**

Develop a general understanding of Articles III and VI declaration requirements, as well as of the export and import provisions of the Convention. 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 EXERCISE

On the basis of data provided, develop a declaration related to aggregate national data (AND).

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: 2 periods

### 3.2 INSPECTION EXERCISE

On the basis of data provided, prepare for and provide a national escort to an inspection of an other chemical production facility (OCPF).

Duration: 5 periods

## 4. CONSULTATIONS, COOPERATION AND FACT-FINDING UNDER ARTICLE IX

Develop an understanding of the need for consultations and procedures for cooperation and fact-finding, especially challenge inspections.

Duration: 1 period

## 5. ASSISTANCE AND PROTECTION UNDER ARTICLE X

Develop an understanding of the operational tasks for States Parties relating to assistance and protection 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 and of how its protective posture can be improved.

Duration: 1 period

## 6. 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

## **7. SETTING UP AND RUNNING A NATIONAL AUTHORITY**

Develop a general understanding of the obligations and operational tasks required of national bodies charged with implementing the Convention, including National Authorities.

Duration: 1 period

## **8. SCENARIOS**

Develop an ability to deal, in a group representing the National Authority of a fictitious country, with examples of problems that might confront a National Authority in its implementation of the Convention.

Duration: 3 periods

**Total duration of the lectures, exercises and scenarios: 27 periods**

In addition, eight periods will be required for the opening of the course, administrative matters, preparation group work, course evaluation, a tour of the OPCW headquarters, and the closure of the course. The total duration of the course will therefore be 35 periods.







## **Annex 3**

### **Advanced course for personnel involved in the implementation of the Chemical Weapons Convention The Hague, the Netherlands, 5 - 9 November 2001**

#### **COURSE CONTENT**

#### **1. CHEMICAL WEAPONS CONVENTION: STATUS OF IMPLEMENTATION**

Develop an overview of the current status of implementation, including important outstanding issues.

Duration: 1 period

#### **2. DECLARATIONS**

##### **2.1 OPERATIONAL TASKS RELATING TO DECLARATIONS**

Develop a detailed understanding of Article VI declaration requirements, as well as of the export and import provisions of the Convention. Develop the ability to prepare, with the help of the Declaration Handbook, correct and timely declarations as required under the Convention.

Duration: 4 periods

##### **2.2 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: 1 period

##### **2.3 UNRESOLVED CHEMICAL INDUSTRY ISSUES**

Develop an understanding of chemical industry issues affecting declaration and inspection requirements that remain the object of discussion among States Parties. Discuss possible approaches to implementing State Party obligations under the Convention in regard to such issues.

Duration: 1 period

##### **2.4 DECLARATION EXERCISE**

On the basis of data provided, compile plant site data required for national declarations under Article VI.

Duration: 5 periods

### **3. INSPECTIONS**

#### **3.1 SCHEDULE 2 AND 3 INSPECTIONS**

Develop a detailed understanding of the Convention's requirements concerning the verification of Schedule 2 and 3 facilities. Develop a good understanding and knowledge of the Schedule 2 and 3 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 Schedule 2 and 3 inspections.

Duration: 2 periods

#### **3.2 OCPF INSPECTIONS**

Develop a detailed understanding of the Convention requirements concerning the verification of other chemical production facilities (OCPFs). Develop a good understanding and knowledge of the OCPF 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 OCPF inspections.

Duration: 2 periods

#### **3.3 INSPECTION EXERCISE**

On the basis of data provided, prepare for and provide a national escort for an inspection of a Schedule 2 facility.

Duration: 4 periods

### **4. RUNNING A NATIONAL AUTHORITY**

Exchange experiences of national implementation of the Convention, including the functioning of National Authorities. Develop an understanding of the National Authority support programmes offered by the Secretariat.

Duration: 2 periods

### **5. SCENARIOS**

Develop an ability to deal, in a group representing the National Authority of a fictitious country, with examples of problems that might confront a National Authority in its implementation of the Convention.

Duration: 5 periods

**Total duration of the lectures, exercises and scenarios: 27 periods**

In addition, eight periods will be required for the opening of the course, administrative matters, preparation group work, course evaluation, a tour of the OPCW headquarters, and the closure of the course. The total duration of the course will therefore be 35 periods.

## Annex 4

**Advanced course for  
personnel involved in the implementation of the  
Chemical Weapons Convention  
The Hague, the Netherlands, 5 - 9 November 2001**

**NOMINATION FORM**

Please submit the completed form **17 September 2001** to: The Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, NL-2517 JR The Hague, the Netherlands.

Fax: +31-(0)-70-3063535; e-mail: ipb@opcw.org

Please use BLOCK LETTERS

1. Family name	<input type="text"/>
2. First name	<input type="text"/>
3. Date of birth	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4. Nationality	<input type="text"/>
5. Male/Female*	male <input type="checkbox"/> female <input type="checkbox"/>
6. Passport no.	<input type="text"/>
7. Date of issue	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
8. Date of expiry	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
9. Place of issue	<input type="text"/>
10. Areas of expertise	<input type="text"/> <input type="text"/>
11. Employer	Name of the Institute/Organisation, etc. <input type="text"/> <input type="text"/>
12. Contact address	Street <input type="text"/> <input type="text"/> Number <input type="text"/> <input type="text"/> Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> City <input type="text"/> Country <input type="text"/>
13. E-mail address	<input type="text"/>

