



**NOTE BY THE TECHNICAL SECRETARIAT**  
**EQUIPMENT-EXCHANGE PROGRAMME**

**1. Purpose**

- 1.1 The purpose of this Note is to inform Member States of the existence of the “Equipment-Exchange Programme”, which is run by the International Cooperation Branch (ICB) in the International Cooperation and Assistance Division (ICA).
- 1.2 Under this programme, the Technical Secretariat (hereinafter “the Secretariat”) supports voluntary transfers of equipment—which must be in good working condition—from one Member State (a developed country) to an institution in another Member State (the economy of which is either developing or in transition). The equipment that is transferred must be used in the development and application of chemistry for industrial, agricultural, research, medical, pharmaceutical, and other peaceful purposes. While the Secretariat is not responsible for requesting such equipment, it will support a transfer, once the two parties have reached an agreement. If necessary, the Secretariat can also support the training of technicians to operate and maintain such equipment.

**2. Scope of the programme**

- 2.1 The programme aims to support the transfers of used, but still functional, equipment from institutions in one Member State to institutions in another Member State. For many institutions, equipment which was once state-of-the-art is often replaced long before it ceases to be functional. On the other hand, institutions in developing countries or with economies in transition sometimes need such equipment to enable them to achieve their development objectives. However, if an item of equipment is available and has not been requested by any developing Member State and can still be used in another developed Member State, such a transfer would be facilitated without incurring any extra cost for the Secretariat.
- 2.2 Voluntary transfers can be effected, either as a result of bilateral negotiations between the donor and the recipient or as a result of assistance from the Secretariat. If interested donors or recipients inform the Secretariat that they have equipment available or that they are in need of such equipment, the ICB maintains a database from which such information could be provided to interested parties, upon request. If a Member State provides new equipment, then the transfer of such new equipment would also be supported.



- 2.3 A recipient institution may also complete and send an equipment-transfer request form and a donor institution, an equipment-transfer offer form. These would be kept in a database in order to match requests with equipment availability.

### **3. Funding for the programme**

Support provided under the programme would consist of grants to meet the costs of transporting and insuring the equipment from door to door. If needed, the cost of training a technician in the receiving institution could also be covered. To meet training needs, the Secretariat may provide travelling expenses and a daily subsistence allowance (DSA) for one technician to receive such training for a period of not more than five days at a location to be agreed upon between the donor and the recipient. Alternatively, an expert from the donor institution may visit the receiving institution to provide appropriate training to a larger number of personnel. This kind of arrangement would have to be agreed upon by the two institutions. In cases where the donor is unwilling to bear the cost of the visit of its expert to the recipient, the Secretariat may consider providing assistance (travel expenses and a DSA) along the lines mentioned earlier. However, any request for such assistance must be included in the proposal sent by the recipient to the Secretariat.

### **4. Funding procedure**

- 4.1 An equipment transfer may be arranged by the recipient institution through an agency of its choice, selected after quotations have been obtained from at least three reputable transport companies. The Secretariat will pay to the recipient, in advance, 70% of the total costs, calculated on the basis of a quotation that has been accepted and that includes insurance costs. The Secretariat will pay the balance to the recipient after it has received a report confirming that the equipment has been received (see paragraph 5.4 below).
- 4.2 If a technician from the recipient Member State needs to be trained or an expert from the donor Member State needs to visit the recipient Member State to provide such training, the Secretariat will issue the appropriate air ticket and the DSA directly to the trainee and/or expert.

### **5. Conditions and procedures**

#### **Eligibility**

- 5.1 Any publicly funded laboratory, research or academic institution, or government agency of a Member State whose economy is either developing or is in transition may apply for support under the programme.

#### **Application procedure**

- 5.2 Applications may be submitted by eligible institutions to the ICB. The form to be used for such applications is contained in Annex 1. The following formalities are to be completed before an application is submitted:
- (a) the application is to be signed by an authorised representative of the recipient institution;

- (b) a letter of offer from the donor indicating the technical specifications of the equipment to be donated is to be attached to the application;
- (c) a certificate from the supplier or any other competent person regarding the remaining useful life of the equipment is to be attached to the application;
- (d) a detailed estimate of the cost of the proposed transfer, based on quotations from at least three reputable transporters, must be included in the application form; and
- (e) the completed application form is to be submitted, either through the relevant National Authority or through the Permanent Representation to the OPCW of the Member State in which the recipient institution is located.

### **Selection procedure**

- 5.3 Proposals submitted in an application form completed in the prescribed manner will be considered for a grant, subject to the availability of funds.

### **Report**

- 5.4 Upon receipt of the equipment, the recipient must send a report to that effect to the ICB, with a copy to the appropriate National Authority. The balance of the grant will then be released. Six months later, a report on the performance of the equipment shall be sent to the ICB.

### **Acknowledgement**

- 5.5 Appropriate recognition of the support provided by the Secretariat under the programme should be given by the recipient in relevant communications and publications.
- 5.6 The Secretariat reserves the right to consult with, and/or to receive, an additional endorsement from the National Authority or the Permanent Representation to the OPCW of the Member State of the recipient. Further information may be obtained from the ICA page on the OPCW external website. Questions may also be addressed to:

International Cooperation and Assistance Division  
OPCW Johan de Wittlaan 32  
2517 JR The Hague  
The Netherlands  
Tel: +31 (0)70 416 3300  
Fax: + 31 (0)70 416 3279  
E-mail: [icb@opcw.org](mailto:icb@opcw.org)

### **Annexes (English only):**

- Annex 1: Application Form for OPCW Financial Support  
Annex 2: Equipment-Transfer Request Form  
Annex 3: Equipment-Transfer Offer Form

**Annex 1****EQUIPMENT-EXCHANGE PROGRAMME****Application Form for OPCW Financial Support**

- (a) Applications for direct OPCW support are to be submitted on this form. Before completing the form, please read the guidelines presented in the accompanying Note by the Secretariat to confirm the eligibility of your institution for financial support under the programme.
- (b) Applications may be made at any time.
- (c) The applicant institution should complete this form, and send it to either the appropriate **National Authority** or the **Permanent Representation to the OPCW** in The Hague, requesting that section 7 be completed.
- (d) The National Authority or the Permanent Representation to the OPCW should then submit the completed form to the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands.

<b>1. Applicant institution</b> (Please attach the most recent annual report or equivalent.)		
Name of institution		
Type	<input type="checkbox"/> University <input type="checkbox"/> Research institute <input type="checkbox"/> Laboratory <input type="checkbox"/> Other (please specify)	
State whether the institution is supported by	<input type="checkbox"/> Government funding <input type="checkbox"/> Private funding <input type="checkbox"/> Both	
Brief description of the activities of the institution		
Total number of employees	Full time:	Part time:
Contact person		
Position within the institution		
Address		
Telephone no.		
Fax no.		
E-mail address		
Website address		





**Annex 2****EQUIPMENT EXCHANGE PROGRAMME****Equipment-Transfer Request Form**

- (a) This form is to be used to register a request for equipment in the ICA database. Before completing the form, please read the accompanying Note by the Secretariat to confirm your eligibility for financial support under the programme.
- (b) The completed form should be sent to the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands.

Name of organisation	
Type of organisation	<input type="checkbox"/> Public funding <input type="checkbox"/> Private funding <input type="checkbox"/> Both
Contact person, position held	
Address	
Country	
Phone numbers (please specify country code and area code)	
Fax numbers (please specify country code and area code)	
E-mail address	
Type of equipment requested (Please specify)	
For what purpose is the equipment to be used?	
Is any special training needed for the proper use of the equipment? If so, how is it to be arranged?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If "yes", please give details
Name of (potential) donor institution	

**Annex 3****EQUIPMENT EXCHANGE PROGRAMME****Equipment-Transfer Offer Form**

- (a) This form is to be used to register an offer to supply equipment in ICA database.
- (b) The completed form should be sent to the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands.

Name of organisation	
Contact person, position held	
Address	
Country	
Phone numbers (please specify country and area code)	
Fax numbers (please specify country and area code)	
E-mail address	
Website address	
Type of equipment offered (please indicate technical specifications)	
Are you willing to transfer the equipment to any Member State of the OPCW? (Check the list of Member States in our website: <a href="http://www.opcw.org">www.opcw.org</a> )	
For what purpose is the equipment used?	
Indicate the time frame when the equipment transfer needs to take place (in days/months)	
Condition of the equipment (please also estimate original value and actual market value)	
Is any special training needed before the equipment can be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If "yes", please give details