



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/349/2003

4 April 2003

ENGLISH only

**AN INVITATION TO PROPOSE CANDIDATES FOR A BASIC COURSE FOR  
PERSONNEL INVOLVED IN THE NATIONAL IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION  
THE HAGUE, THE NETHERLANDS  
2 – 6 JUNE 2003**

1. The Technical Secretariat (hereinafter “the Secretariat”) is pleased to announce that a seven-day basic course for personnel involved in the national implementation of the Chemical Weapons Convention will be held at the OPCW headquarters in The Hague, the Netherlands, from 2 to 6 June 2003. The course is primarily intended for personnel of National Authorities who have little or no previous involvement in the implementation of the Chemical Weapons Convention (CWC). Its objective is to increase the ability of States Parties to the Convention to comply with the obligations they have assumed. Individuals nominated to the course are therefore expected to be actually responsible for the specific tasks of implementing the CWC at the national level. It should be noted that the course will not be able to cover the more-specialised needs of States Parties that have declared themselves possessors of chemical weapons (CWs). The course curriculum is presented in Annex 1 to this invitation.
2. All course activities will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the English language, both written and oral.
3. States Parties whose nationals have not previously participated in a basic course organised by the Secretariat are particularly encouraged to nominate candidates. One candidate from each such State Party will be given priority. Other States are also encouraged to nominate candidates. However, the number of places available for such candidates may be limited.
4. The Secretariat expects to be able to sponsor the participation of a limited number of participants. Each nomination should specify whether sponsorship is a condition of the nominee’s participation. Nominees who have previously participated in a basic course for the personnel of National Authorities cannot be considered for sponsorship. For sponsored participants, the Secretariat will cover the costs of the course fee, travel, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. In cases where the Secretariat arranges accommodation for sponsored participants, it will also cover the costs of that accommodation. Sponsored participants who do not intend to use the accommodation provided by the Secretariat



are requested to indicate that to the Secretariat as soon as possible, so that it does not incur hotel cancellation fees. The daily subsistence allowance will remain unchanged for those participants who opt to make their own accommodation arrangements. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than Saturday, 31 May 2003, and to depart no later than Saturday, 7 June 2003. The Secretariat's agreement is required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover expenses unrelated to the course or that result from changes in travel arrangements it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets. Participants who have not been not sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates.

5. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands.
6. States Parties to the Convention and other States are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all the contact details it requests so that the Secretariat can get in touch directly with nominees. Completed forms should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax to +31 (0)70 306 3535, or by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than 9 May 2003**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
7. 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 paragraph 6 above.

Annexes:

Annex 1: Course Curriculum

Annex 2: Nomination Form

## **Annex 1**

# **BASIC COURSE FOR PERSONNEL INVOLVED IN THE NATIONAL IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION THE HAGUE, THE NETHERLANDS 2 – 6 JUNE 2003**

## **COURSE CURRICULUM**

### **1. GENERAL INTRODUCTION**

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

The history of CWs and chemical disarmament

#### **1.2 THE CHEMICAL WEAPONS CONVENTION AND THE OPCW**

The provisions of the CWC

Subjects include an overview of the CWC, its object and purpose, its benefits, and sources of information on it; and the OPCW, its structure and mission, and how it implements the CWC.

#### **1.3 PRESENT STATUS OF IMPLEMENTATION**

Overview of the current status of implementation, including important outstanding matters

#### **1.4 ASSISTANCE AND PROTECTION UNDER ARTICLE X; INVESTIGATIONS OF ALLEGED USE**

The operational tasks of States Parties relating to assistance and protection under Article X; Various forms of protection against CWs; how the OPCW can develop and maintain a state of readiness to assist any Member State that is attacked or threatened with CWs; how protective postures can be improved.

#### **1.5 INTERNATIONAL COOPERATION UNDER ARTICLE XI**

The operational tasks of States Parties relating to economic and technological development under Article XI; the programmes operated by the OPCW to promote international cooperation in the fields of chemistry and chemical technology.

### **2. LEGISLATION**

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

Rights and obligations under the CWC from a legal perspective

#### **2.2 IMPLEMENTING LEGISLATION**

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

### **3. DECLARATIONS**

#### **3.1 OPERATIONAL TASKS RELATING TO DECLARATIONS**

Overview of declaration requirements under Articles III and VI, and of the import and export provisions of the CWC; how to contribute, with the help of the Declaration Handbook, to the preparation of correct and timely declarations as required under the CWC

#### **3.2 IDENTIFICATION OF DECLARABLE ACTIVITIES AND FACILITIES**

How declarable activities, especially declarable imports, on the parts of a Member State can be identified; the regulations that may be required to ascertain the accuracy of the declared data.

#### **3.3 DECLARATION PROBLEMS**

Discussion of various problems that may be encountered by National Authorities when preparing declarations, and by the Secretariat when evaluating declarations; and identification of possible solutions

#### **3.4 DATA HANDLING AND CONFIDENTIALITY**

Database-handling and data-collection techniques; means of ensuring confidentiality and data security

#### **3.5 TABLETOP DECLARATION EXERCISE**

The purpose of this exercise will be to develop national declarations required by the CWC, based on data that will be provided.

### **4. INSPECTIONS**

#### **4.1 THE INSPECTION PROCESS**

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; analytical methods and instrumentation; and the rights and obligations of a State Party in relation to inspections.

#### **4.2 ARTICLE IX OF THE CONVENTION**

The procedures for consultations, cooperation, and fact-finding, including challenge inspections

#### **4.3 TABLETOP INSPECTION EXERCISE**

The purpose of this exercise will be to prepare and carry out a national escort to a chemical industry facility, based on data that will be provided.

### **5. THE NATIONAL AUTHORITY AT WORK**

#### **5.1 RUNNING A NATIONAL AUTHORITY**

Detailed study of the operational tasks required of national bodies charged with implementing the CWC, including National Authorities.

**5.2 EXPERIENCES WITH COORDINATING NATIONAL IMPLEMENTATION**

Descriptions by participants from Member States with National Authorities of how these are organised, how they work, and what problems they have encountered

**5.3 IMPLEMENTATION SUPPORT PROJECTS OF THE SECRETARIAT**

The assistance that States Parties may receive from the Secretariat with a view to strengthening their national capacities to comply with their obligations under the CWC.

**5.4 SCENARIOS**

How to use decision-making techniques to apply the provisions of the CWC to real-life situations

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

How customs can assist National Authorities in obtaining declaration data and ascertaining that there have been no prohibited transfers of scheduled chemicals

## Annex 2

**BASIC COURSE FOR PERSONNEL INVOLVED IN THE NATIONAL  
IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION  
THE HAGUE, THE NETHERLANDS  
2 – 6 JUNE 2003**

**NOMINATION FORM**

Please submit the completed form **by 9 May 2003** to:

The Director, International Cooperation and Assistance Division, OPCW

Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands

Fax: +31 (0)70 306 3535; e-mail: [ImplementationSupportBranch@opcw.org](mailto:ImplementationSupportBranch@opcw.org).

Please TYPE or USE BLOCK LETTERS.

1. Government body making the nomination	
2. Family name of nominee	
3. First name(s)	
4. Date of birth	
5. Nationality	
6. Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/>
7. Passport no.	
8. Date of issue	
9. Expiry date	
10. Place of issue	
11. Employer	
12. Description of duties	
13. Contact address	
14. Telephone number <sup>†</sup>	Home: Office:
15. Fax number	Home: Office:
16. E-mail address	
17. Has the nominee previously attended a basic course of this kind?*	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?
16. Is sponsorship required?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
17. Is assistance in finding accommodation required?*	Yes <input type="checkbox"/> No <input type="checkbox"/>

\* Please tick the appropriate box.

<sup>†</sup> Please include the country and city codes.