



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

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ENGLISH only

**AN INVITATION TO PROPOSE CANDIDATES FOR AN ADVANCED COURSE  
FOR PERSONNEL INVOLVED IN THE NATIONAL IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION  
THE HAGUE, THE NETHERLANDS  
28 JULY – 1 AUGUST 2003**

1. The Technical Secretariat (hereinafter “the Secretariat”) is pleased to announce that an advanced 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 28 July to 1 August 2003. The course is intended for 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 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 an advanced course organised by the Secretariat are particularly encouraged to nominate candidates. One candidate from each such State Party will be given priority.
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 an advanced 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, 26 July 2003, and to depart no later than Saturday, 2 August 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 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 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 27 June 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**

### **ADVANCED COURSE FOR PERSONNEL INVOLVED IN THE NATIONAL IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION THE HAGUE, THE NETHERLANDS 28 JULY – 1 AUGUST 2003**

#### **COURSE CONTENT**

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

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

#### **2. IMPLEMENTING LEGISLATION AND ENFORCEMENT**

Develop a detailed understanding of legislative requirements for effective and uniform implementation of the Convention at the national level. Review the contents of replies to the OPCW legislation questionnaires. Discuss the elements of comprehensive implementing legislation and current enforcement issues.

#### **3. DECLARATIONS**

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

Develop a detailed understanding 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. Develop an understanding and skills for the use of the Handbook on Chemicals.

##### **3.2 AGGREGATE NATIONAL DATA**

Develop an understanding of the requirements of the Convention in regard to the inclusion of aggregate national data on scheduled chemicals in declarations under Article VI of the Convention. Discuss legal and practical aspects of transfers of Schedule 1 chemicals.

##### **3.3 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.

##### **3.4 TABLETOP DECLARATIONS EXERCISE**

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

#### **4. INSPECTIONS**

##### **4.1 SCHEDULE 2 AND 3 INSPECTIONS**

Develop a detailed understanding of the Convention 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.

##### **4.2 OCPF INSPECTIONS**

Develop a detailed understanding of the Convention requirements concerning the verification of other chemical production facilities (OCPF). 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.

##### **4.3 TABLETOP INSPECTIONS EXERCISE**

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

#### **5. RUNNING A NATIONAL AUTHORITY**

Exchange experiences of national implementation of the Convention, including the functioning of National Authorities. Develop an understanding of the legal and practical aspects of privileges and immunities agreements. Develop an understanding of the National Authority support programmes offered by the Secretariat.

#### **6. 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.

**Annex 2**

**ADVANCED COURSE FOR PERSONNEL INVOLVED IN THE  
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**NOMINATION FORM**

Please submit the completed form **by 27 June 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: [ipb@opcw.org](mailto:ipb@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**	Home: Office:
15. Fax number	Home: Office:
16. E-mail address	
17. Has the nominee previously attended an advanced 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.

\*\* Please include the country and city codes.