



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

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**NOTE BY THE TECHNICAL SECRETARIAT**

**AN INVITATION TO STATES PARTIES TO PARTICIPATE IN THE  
IMPLEMENTATION-SUPPORT EXCHANGE PROGRAMME FOR NATIONAL  
AUTHORITIES**

1. The Technical Secretariat (hereinafter “the Secretariat”) has been updating and diversifying its implementation-support programmes, some of which are designed to enable National Authorities to interact with their counterparts within and outside their own regions and thus to contribute to the implementation of the Chemical Weapons Convention (hereinafter “the Convention”).
2. A number of meetings have focussed on the designation or establishment of National Authorities, the adoption of appropriate national implementing legislation, and the implementation of the verification-related provisions of the Convention.
3. These meetings have produced significant results, which are reported on in the Note by the Director-General “Report on National Implementation Measures” (C-8/DG.5, dated 18 September 2003), the Note by the Technical Secretariat “Third Report on the Project to Assist States Parties in Identifying New Declarable Facilities under Article VI of the Chemical Weapons Convention” (EC-35/S/3, dated 26 November 2003), and other documents containing the most-recent status reports.
4. In spite of significant improvements in the overall situation, progress remains slow and uneven in many States Parties, which may wish to consider improving their implementation-related processes. To that end, the Conference of the States Parties at its Eighth Session adopted a plan of action regarding the implementation of Article VII obligations (C-8/DEC.16, dated 24 October 2003).
5. The action plan encourages States Parties to assist each other with national implementation of the Convention. In the past, States Parties have participated in the Secretariat’s implementation-support programmes in a variety of forms—for example by providing lecturers for National Authority meetings and thematic workshops, hosting implementation-related events, or making voluntary financial contributions to specific implementation-support programmes. Some States Parties have also offered direct bilateral assistance to other States Parties on request and without the Secretariat’s involvement.



### **New ways and means: the Exchange Programme for National Authorities**

6. So that the objectives set out in the action plan can be met within the time-frame it specifies, the Secretariat is now pleased to invite States Parties to participate in the Exchange Programme for National Authorities. It is envisaged as an alternative means to further facilitate and promote the involvement of States Parties in implementation-support activities without prejudice to the continuation of other forms of involvement by States Parties in the implementation process.
7. The Programme seeks to match requesting and host National Authorities within an exchange framework. The aims of the Programme are as follows:
  - (a) to develop the capacity of requesting National Authorities to implement the Convention;
  - (b) to enable National Authority personnel to work for a limited period in a more experienced National Authority, so as to facilitate the transfer of experiences, skills and methods, and information;
  - (c) to establish sustainable collaborative relationships between host and requesting National Authorities; and
  - (d) to establish links between National Authorities that can facilitate follow-up support.
8. The Programme will include the following activities:
  - (a) developing expertise in the running of a National Authority;
  - (b) establishing administrative measures for the implementation of declarations requirements;
  - (c) assisting in drafting national implementing legislation and administrative measures;
  - (d) developing and maintaining relations with the chemical industry;
  - (e) improving techniques to identify declarable activities;
  - (f) refining methodologies for gathering declarations data;
  - (g) developing a mechanism for compiling data on transfers; and
  - (h) preparing for and receiving inspections.

### **Structure of the Programme**

9. The Exchange Programme will consist of two modules:
  - (a) Module I: More-experienced National Authorities host one or more staff members of a requesting National Authority so that they can observe the day-to-day workings of the host National Authority and learn about its operating procedures.
  - (b) Module II: More-experienced National Authorities send experts to requesting National Authorities so they can share their expertise and offer advice on the functions and operating procedures related to national implementation.
10. Both modules are intended strictly for National Authority personnel.

### **Organisation of the Programme Modules**

11. Module I will be organised as follows:
  - (a) Host National Authorities should fill in the offer of placement included as Annex 1 to this Note; requesting National Authorities, the request for placement included as Annex 3.
  - (b) Once it has received all responses, the Secretariat will attempt to match offers with requests.
12. Module II will be organised as follows:
  - (a) More-experienced National Authorities should fill in the offer of expert services at Annex 2 to this Note; requesting National Authorities, the request for such services at Annex 4.
  - (b) Once it has received all responses, the Secretariat will attempt to match offers with requests.

### **Terms and conditions**

13. The Secretariat and the National Authorities involved will decide on the duration of each exchange.

### **Financial support**

14. The Secretariat may be able to sponsor some exchanges by covering some or all of the expenses incurred by sponsored participants. The support it offers may consist of a travel grant and a subsistence allowance.

15. National Authorities making an offer under either module should indicate whether they can also provide financial support.

Reporting requirements

16. Requesting National Authorities participating in Module I or II must agree to submit a results-based progress report within six months of the completion of each exchange. Progress reports should indicate the following:
  - (a) what professional knowledge and experience participants have gained from the Programme;
  - (b) how they propose to apply what they have learned to the implementation of the Convention in their country; and
  - (c) what other benefits participation in the Programme is expected to bring to the requesting National Authority.
17. These reports will form the basis for determining follow-up actions as necessary. The Secretariat will provide the required reporting form.

**Contact details**

18. Once completed, offers and requests should be sent to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands.
19. Additional information about the Exchange Programme may be obtained from the International Cooperation and Assistance Division, Implementation Support Branch, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Requests may also be sent by fax to +31 (0)70 306 3535, or by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org).

Annexes:

- Annex 1: Offer of Placement  
Annex 2: Offer of the Services of an Expert to Provide Advice On-Site: Nomination Form  
Annex 3: Request for Placement: Nomination Form  
Annex 4: Request for the Services of an Expert to Provide Advice On-Site

**Annex 1****EXCHANGE PROGRAMME FOR NATIONAL AUTHORITIES****OFFER OF PLACEMENT****(To be completed by National Authorities offering placement at their offices)**

Please submit the completed form 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.	National Authority		
2.	Name of the Programme coordinator in the National Authority	Family name	First name(s)
3.	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
4.	Position		
5.	Employer		
6.	Contact address (Please do not give a post-office box number)	Street	Number
Post code		City	
Country			
7.	E-mail address		
8.	Telephone numbers, including country and city codes	Home	
Work			
Mobile			
9.	Fax numbers, including country and city codes	Home	
Work			
10.	Placement details	Location	
Duration		From	to
11.	Areas of expertise to be offered		

12.	Working language(s) of the National Authority	
13.	What level of financing, if any, does the National Authority expect to be able to provide? <sup>1</sup>	Total <input type="checkbox"/> Partial <input type="checkbox"/> None <input type="checkbox"/>

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<sup>1</sup> The specific terms of financial involvement by the Secretariat may be negotiated with the parties concerned.

**Annex 2**

**EXCHANGE PROGRAMME FOR NATIONAL AUTHORITIES**

**OFFER OF THE SERVICES OF AN EXPERT TO PROVIDE ADVICE ON-SITE**

**NOMINATION FORM**

**(To be completed by National Authorities offering the services of an expert to provide advice on-site)**

Please submit the completed form 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.	National Authority	
2.	Family name of the expert	
3.	First name(s)	
4.	Date of birth	Day                      Month                      Year
5.	Citizenship	
6.	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
7.	Areas of expertise	
8.	Position	
9.	Employer	
10.	Contact address (Please do not give a post-office box number)	Street                      Number
		Postcode                      City
		Country
11.	E-mail address	
12.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
13.	Fax numbers, including country and city codes	Work
		Home

14.	Working language(s)	
15.	What level of financing, if any, does the National Authority expect to be able to provide? <sup>2</sup>	Total <input type="checkbox"/> Partial <input type="checkbox"/> None <input type="checkbox"/>

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<sup>2</sup> The specific terms of financial involvement by the Secretariat may be negotiated with the parties concerned.



**Annex 3**

**EXCHANGE PROGRAMME FOR NATIONAL AUTHORITIES**

**REQUEST FOR PLACEMENT**

**NOMINATION FORM**

**(To be completed by National Authorities requesting placement of a nominee with another National Authority)**

Please submit the complete form 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.	Requesting National Authority	
2.	Family name of the nominee	
3.	First name(s)	
4.	Date of birth	Day                      Month                      Year
5.	Citizenship	
6.	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
7.	Areas of expertise	
8.	Position	
9.	Employer	
10.	Contact address (Please do not give a post-office box number.)	Street                      Number Postcode                      City Country
11.	E-mail address	
12.	Telephone numbers, including country and city codes	Home Work Mobile
13.	Fax numbers, including country and city codes	Home Work

14.	Working language(s)	
15.	What level of financing, if any, does the requesting National Authority expect to be able to provide? <sup>3</sup>	Total <input type="checkbox"/> Partial <input type="checkbox"/> None <input type="checkbox"/>

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<sup>3</sup> The specific terms of financial involvement by the Secretariat may be negotiated with the parties concerned.

