



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/428/2004

8 June 2004

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
27 – 30 JULY 2004**

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 OPCW headquarters in The Hague from 27 to 30 July 2004. The course is intended for those who have already attended a basic course for personnel of National Authorities, or who have been involved for at least one year in implementing the Chemical Weapons Convention (hereinafter “the Convention”) at the national level. Its objective is to increase the ability of States Parties to comply with the obligations they have assumed under the Convention. Individuals nominated to the course are therefore expected to be actually responsible for the specific tasks of implementing the Convention at the national level.
2. The advanced course has been designed to allow a greater focus than before on scenarios and tabletop exercises, which will in turn enable National Authorities to further enhance their ability to implement the Convention. However, the course will not be able to cover the more-specialised needs of States Parties that have declared themselves possessors of chemical weapons. The course curriculum is included as Annex 1 to this Note.
3. 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.
4. 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.
5. 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.

6. When making travel arrangements for sponsored participants, the Secretariat will seek the most-economical options. It 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 26 July 2004, and to depart no later than 31 July 2004. 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 unauthorised changes to travel arrangements. 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.
7. Participants are requested to obtain any necessary visas, including transit visas, before travelling to the Netherlands.
8. Interested States Parties 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. 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, but in any case they must be received by the Secretariat **no later than 2 July 2004**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
9. Additional information about the course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division, at the address given 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 27 – 30 JULY 2004

COURSE CONTENT

1. CHEMICAL WEAPONS CONVENTION: STATUS OF IMPLEMENTATION

Develop an overview of the current status of implementation, including important outstanding issues. Discuss the features that make the Convention unique, and how its implementation compares with that of other treaties.

2. IMPLEMENTING LEGISLATION AND ENFORCEMENT

Develop a detailed understanding of legislative requirements for effective and uniform implementation of the Convention at the national level. Discuss the elements of comprehensive implementing legislation, current enforcement issues, and privileges and immunities. Discuss the requirements of the plan of action regarding the implementation of Article VII obligations, which was approved by the Conference of the States Parties at its Eight Session.

3. DECLARATIONS

3.1 OPERATIONAL TASKS RELATING TO DECLARATIONS

Develop a detailed understanding of the import and export 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 both an understanding of the Handbook on Chemicals, and the skills to use it.

3.2 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.

3.3 TABLETOP DECLARATIONS EXERCISE

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

4. INSPECTIONS

4.1 INSPECTIONS OF OTHER CHEMICAL PRODUCTION FACILITIES

Develop a detailed understanding of Convention requirements concerning inspections of other chemical production facilities (OCPFs). Develop a good understanding and knowledge of the OCPF inspection process, including the scope of verification, Convention 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 States Parties in relation to OCPF inspections.

4.2 TABLETOP INSPECTION EXERCISE

On the basis of data provided, prepare for, and provide a national escort to, an inspection of an OCPF plant site.

5. RUNNING A NATIONAL AUTHORITY

Exchange experiences relating to 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 the ability, through a role-playing exercise involving the National Authority of a fictitious country, to handle the kinds of problems that might confront a National Authority in its implementation of the Convention.

Annex 2

**ADVANCED COURSE FOR PERSONNEL INVOLVED IN THE
NATIONAL IMPLEMENTATION OF THE
CHEMICAL WEAPONS CONVENTION
THE HAGUE, THE NETHERLANDS
27 – 30 JULY 2004**

NOMINATION FORM

Please submit the completed form **by 2 July 2004** 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.

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	Day	Month Year
5.	Citizenship		
6.	Gender*	Male <input type="checkbox"/>	Female <input type="checkbox"/>
7.	Passport number		
8.	Date of issue	Day	Month Year
9.	Expiry date	Day	Month Year
10.	Place of issue		
11.	Employer		
12.	Description of duties		
13.	Contact address (Please do not give a post-office box number.)	Street	
		Number	Post code
		City	
		Country	
14.	E-mail address		

* For this and all like items below, please tick the appropriate box.

15.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
16.	Fax numbers, including country and city codes	Home
		Work
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?
18.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
19.	Is assistance in finding accommodation required?	Yes <input type="checkbox"/> No <input type="checkbox"/>