



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/470/2005

16 February 2005

ENGLISH only

**INVITATION TO PROPOSE CANDIDATES FOR A BASIC COURSE  
FOR PERSONNEL FROM PORTUGUESE-SPEAKING STATES PARTIES  
INVOLVED IN THE NATIONAL IMPLEMENTATION  
OF THE CHEMICAL WEAPONS CONVENTION  
LISBON, PORTUGAL  
2 AND 3 MAY 2005**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of Portugal are pleased to announce that a two-day basic course for personnel involved in the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”) will be held at the Instituto Nacional de Engenharia y Tecnologia y Inovação, Lisbon, Portugal, on 2 and 3 May 2005. The course is primarily intended for personnel of the National Authorities of Cape Verde, Sao Tome and Principe, Mozambique, Guinea Bissau, and Timor Leste, who have little or no previous involvement in the implementation of the Convention. Representatives of other Portuguese-speaking States Parties and States not Party are also welcome to apply to attend the course. Its objective is to increase the ability of States Parties to comply with the obligations they have assumed by joining 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. The course will not be able to cover the more-specialised needs of possessor States Parties. The course programme is included as Annex 1 to this Note.
2. Course activities will be conducted in Portuguese and English. Simultaneous interpretation will be provided for these two languages.
3. States Parties from Portuguese-speaking States Parties whose nationals have not previously participated in a basic course are particularly encouraged to nominate candidates.
4. The Secretariat expects to be able to sponsor the attendance of up to three participants from each participating State Party. 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 accommodation, travel, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. 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.

5. 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 Sunday, 1 May 2005, and to depart no later than Wednesday, 4 May 2005. The Secretariat's agreement is required for any changes to the arrival and departure dates of sponsored participants. It 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.
5. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Portugal.
6. Interested States Parties and States not Party 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](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than 2 April 2005**. 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 Programme

Annex 2: Nomination Form

**Annex 1**

**AN INVITATION TO PROPOSE CANDIDATES FOR A BASIC COURSE FOR  
PERSONNEL OF PORTUGUESE SPEAKING STATES PARTIES INVOLVED IN  
THE NATIONAL IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION  
LISBON, PORTUGAL  
2 AND 3 MAY 2005**

**COURSE PROGRAMME**

<b><i>Monday, 2 May, 2005</i></b>	
09:00 - 09:30	Opening of the course
09:30 - 10:15	Introduction to the CWC <sup>1</sup> and the OPCW
10:15 - 11:00	The rights and obligations of States Parties
11:00 - 11:15	<i>Coffee Break</i>
11:15 - 12:00	Setting up and running a National Authority
12:00 - 12:30	The experience in Africa
12:30 - 13:15	National implementing legislation
13:15 - 14:15	<i>Lunch</i>
14:15 - 15:00	Declarations under the CWC: Article VI and the identification of declarable activities
15:00 - 15:45	Practical issues related to Article-VI declarations, including imports and exports
15:45 - 16:00	<i>Coffee break</i>
16:00 - 16:45	The Declarations Handbook
16:45 - 17:30	International-cooperation and implementation-support programmes
<b><i>Tuesday, 3 May 2005</i></b>	
09:00 - 09:30	Preparing for and receiving OPCW inspections
09:30 - 10:15	Assistance and protection: implementing Article X of the CWC
10:15 - 11:00	<i>Coffee break</i>
11:00 - 13:00	Chemical threats and risk assessment
13:15 - 14:15	<i>Lunch</i>
14:15 - 15:00	The effects of toxic chemicals on the population and medical protective measures
15:00 - 15:45	The effects of toxic chemicals
15:45 - 16:00	<i>Coffee break</i>
16:00 - 16:45	Next steps
16:45 - 17:30	Closing session

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<sup>1</sup> The Chemical Weapons Convention

**Annex 2**

**AN INVITATION TO PROPOSE CANDIDATES FOR A BASIC COURSE FOR  
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OF THE CHEMICAL WEAPONS CONVENTION  
LISBON, PORTUGAL  
2 AND 3 MAY 2005**

**NOMINATION FORM**

Please submit the completed form **by 2 April 2005** 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	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			

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

12.	Description of duties	
13.	Employer's address (Please do not give a post-office box number.)	Street
		Number
		Post code
		City
		Country
14.	E-mail address	
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 a basic 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"/>