



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/476/2005

28 February 2005

ENGLISH and FRENCH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**AN INVITATION TO PROPOSE CANDIDATES FOR TWO BASIC COURSES FOR  
PERSONNEL OF NATIONAL AUTHORITIES INVOLVED  
IN THE NATIONAL IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION  
PARIS, FRANCE  
20 TO 30 JUNE AND 3 TO 13 OCTOBER 2005**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of France are pleased to announce that two nine-day basic courses for the personnel of National Authorities involved in the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”) will be held at the French Training Centre for the Prohibition of Chemical Weapons (CEFFIAC), Paris, France, from 20 to 30 June and from 3 to 13 October 2005. The objectives of the courses are to help States Parties comply with the obligations they have assumed under the Convention and to fulfil the objectives set out in the plan of action regarding the implementation of Article VII obligations.
2. These courses are primarily intended for personnel of National Authorities who have little or no previous involvement in the implementation of the Convention, but who are nevertheless actually responsible for the specific tasks involved in implementing the Convention at the national level. Each course will include 56 hours of instruction time. The course programme is presented in Annex 1 to this Note.
3. Course activities will be conducted in French; and simultaneous interpretation into English will be provided. Participants are therefore expected to have a good command, both written and oral, of at least one of these two languages.
4. 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. States not Party are also encouraged to nominate candidates. However, the number of places available for candidates from States not Party may be limited.
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 a basic course for the personnel of National Authorities cannot be considered for sponsorship.



For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate that as soon as possible, so that it does not incur hotel cancellation fees. In any case the Secretariat will not cover the costs of any accommodation it has not arranged.

6. 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 19 June or 2 October 2005**, and to depart **no later than 1 July or 14 October**, depending on which course they are attending.
7. 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.
8. In submitting their applications, participants must state clearly which course they wish to attend. Applications for each of the courses will be considered independently. Applicants who are not accepted into the course of their choice and who wish to be considered for the other course **must submit a new application for that course**.
9. All nominations from States Parties must be formally endorsed by the National Authority; those from States not Party, by the appropriate government authority.
10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to France.
11. 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 four weeks before the starting date of the course** the participant is seeking to attend: Applications for the first course must be received at the Secretariat **by 20 May 2005**; those for the second, by **2 September 2005**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course they are attending.

12. Additional information about these courses may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division, which can be contacted as specified in paragraph 11 above.

Annexes:

Annex 1: Course Curriculum

Annex 2: Nomination Form

**Annex 1**

**BASIC COURSES FOR PERSONNEL OF NATIONAL AUTHORITIES INVOLVED  
IN THE NATIONAL IMPLEMENTATION OF  
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**COURSE CURRICULUM**

Welcome and opening of the course <sup>1</sup>
Introduction: the history of chemical weapons
<b>1. The Chemical Weapons Convention (CWC) and the Organisation for the Prohibition of Chemical Weapons (OPCW)</b>
The CWC
The OPCW, including its policy-making organs
The status of implementation of the CWC
Classification of chemical weapons
The schedules of chemicals
Effects of toxic substances
Toxins
Munitions and devices; dispersion and persistence of chemical agents
Introduction to the monitoring of chemical-warfare agents and to sampling and analysis
Securing data and protecting confidential information
International cooperation and assistance in the context of the Articles X and XI of the CWC
<b>2. Implementing the CWC</b>
The rights and obligations of States Parties
Legislative and administrative measures to be adopted by States Parties to ensure the appropriate implementation of the CWC
Establishing or designating a National Authority
Tasks of the National Authority and its relationship with the OPCW
Introduction to scenarios
Working groups
Discussion of scenarios
Initial declarations under Article III of the CWC
Chemical weapons and chemical weapons production facilities
Annual declarations under Articles IV and V, and Parts IV(A) and (V) of the Verification Annex to the CWC
Old and abandoned chemical weapons
Initial and annual declarations under Article VI and Part VI of the Verification Annex
Annual declarations under Part IV (B) of the Verification Annex

<sup>1</sup> A detailed programme will be provided to all participants during the opening session.

Identification of declarable industrial facilities under the CWC (production, processing, and consumption)
Initial declarations and annual updates under Article VI, and Parts VII and VIII of the Verification Annex to the CWC
Initial and annual declarations under Article VI and Part IX of the Verification Annex to the CWC
Assistance and protection against chemical weapons under Article X of the CWC (paragraphs 4 and 7)
The Declarations Handbook and the Handbook on Chemicals
The French experience in the field of export controls
Declarations exercise
Fact-finding and the verification mechanism under Article IX of the CWC
Implementing the verification provisions of the CWC
Inspection exercise at a facility producing unscheduled chemicals
Introducing the implementation-assistance programme
Evaluation of the course

**Annex 2**

**BASIC COURSES FOR PERSONNEL OF NATIONAL AUTHORITIES INVOLVED  
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**NOMINATION FORM**

Applications for the first course must be received at the Secretariat **by 20 May 2005**; those for the second, **by 2 September 2005**

Applications should be addressed 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.	Which course are you applying for? *	First course, from 20 to 30 June 2005 <input type="checkbox"/>
		Second course, from 3 to 13 October 2005 <input type="checkbox"/>
2.	Government body making the nomination	
3.	Family name of nominee	
4.	First name(s)	
5.	Date of birth	Day                      Month                      Year
6.	Citizenship	
7.	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
8.	Passport number	
9.	Date of issue	Day                      Month                      Year
10.	Expiry date	Day                      Month                      Year
11.	Place of issue	
12.	Employer	
13.	Description of duties	

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

14.	Contact address  (Please do not give a post-office box number)	Street	
		Number	Post code
		City	
		Country	
15.	E-mail address		
16.	Telephone numbers, including country and city codes	Home	
		Work	
		Mobile	
17.	Fax numbers, including country and city codes	Home	
		Work	
18.	Has the nominee previously attended a basic course of this kind?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, when and where?	
19.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>