



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/538/2006

13 January 2006

ENGLISH and SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR A BASIC COURSE FOR PERSONNEL FROM  
THE NATIONAL AUTHORITIES OF SPANISH-SPEAKING STATES PARTIES  
MADRID, SPAIN  
3 – 13 JULY 2006**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the Spanish National Authority are pleased to announce that a basic course for personnel from Spanish-speaking National Authorities will be held in Madrid, Spain, from 3 to 13 July 2006. The purpose of the course is to help States Parties to comply with their obligations under the Convention and to fulfil the objectives set out both in the plan of action regarding the implementation of Article VII obligations (C-8/DEC.16, dated 24 October 2003) and in the decision on the follow-up to that plan (C-10/DEC.16, dated 11 November 2005).
2. This course is intended for personnel from Spanish-speaking National Authorities who are involved in the national implementation of the Convention but have little previous experience in carrying out these duties. The provisional programme for the course is included as Annex 1.
3. All course activities will be conducted in Spanish only, and no interpretation services will be provided. Participants are therefore expected to have a good command, both written and oral, of the Spanish language.
4. States Parties whose nationals have not previously participated in a basic course organised by the Secretariat for National Authorities are particularly encouraged to nominate candidates. The Secretariat will give priority to one candidate from each such State Party. States not Party are also welcome to nominate candidates. However, the number of places available for such candidates is 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 and medical insurance, and will provide a limited subsistence allowance to cover meals and 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 the Secretariat 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. 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. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than 2 July 2006**, and to depart **no later than 14 July 2006**.
7. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Spain.
8. Interested National Authorities 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 1 June 2006**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
9. Additional information about the workshop may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Ms Maria Elena Bruno Pousadela, who can be reached at +31 (0)70 416 3825.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

**Annex 1**

**BASIC COURSE FOR PERSONNEL FROM  
THE NATIONAL AUTHORITIES OF SPANISH-SPEAKING STATES PARTIES  
MADRID, SPAIN  
3 – 13 JULY 2006**

**PROVISIONAL PROGRAMME<sup>1</sup>**

Registration
Opening ceremony
The Chemical Weapons Convention and the status of its implementation
The Organisation for the Prohibition of Chemical Weapons (OPCW)
Classification of chemical weapons
The schedules of chemicals
International cooperation and assistance under the Convention
The rights and obligations of States Parties
Legislative and administrative measures to ensure appropriate national implementation of the Convention
Establishing or designating a National Authority
Tasks of the National Authority, and its relationship with the Technical Secretariat of the OPCW
Introduction to scenarios, and the establishment of working groups
Introduction to verification mechanisms under the Convention
Initial declarations under Article III of the Convention
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 Convention
Old and abandoned chemical weapons
Annual declarations under Part IV (B) of the Verification Annex
Identification of industrial facilities declarable under the Convention (production, processing, and consumption)
Initial and annual declarations under Article VI, and Parts VII and VIII of the Verification Annex
Initial and annual declarations under Article VI, and Part IX of the Verification Annex
The Declarations Handbook and the Handbook on Chemicals
Declarations exercise
Inspections under the Convention
Consultations and fact-finding (Article IX)
Presenting scenarios for inspection exercises
Inspection exercise:
Activities at the point of entry
Inspection mandate
Pre-inspection briefing and the establishment of teams
Arrival at the plant site

<sup>1</sup> A detailed programme will be provided to all participants at registration.

Tour of the perimeter of the plant site
Physical inspection
Review of records
Transport from the plant site to the hotel
Preparation of the inspection report
Submission of final inspection report
Activities in The Hague; remarks by the National Authority; closure letter

**Annex 2**

**BASIC COURSE FOR PERSONNEL FROM  
THE NATIONAL AUTHORITIES OF SPANISH-SPEAKING STATES PARTIES  
MADRID, SPAIN  
3 – 13 JULY 2006**

**NOMINATION FORM**

Please submit the completed form **by 1 June 2006** to:

The Director, International Cooperation and Assistance Division, OPCW

Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands

Fax: +31 (0)70 416 3228; e-mail: [ipb@opcw.org](mailto:ipb@opcw.org).

**Please TYPE or USE BLOCK LETTERS.**

1.	Family name			
2.	First name(s)			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender*	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Areas of expertise			
11.	Employer			
12.	Position			
13.	Contact 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.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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\* Please tick the appropriate box.