



**OPCW**

**Technical Secretariat**

---

International Cooperation and Assistance Division

S/608/2007

15 January 2007

ENGLISH and FRENCH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**AN INVITATION TO PROPOSE CANDIDATES FOR A BASIC COURSE FOR  
PERSONNEL OF NATIONAL AUTHORITIES INVOLVED  
IN THE NATIONAL IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION  
PARIS, FRANCE  
5 TO 15 MARCH 2007**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of France are pleased to announce that a nine-day basic course 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 5 to 15 March 2007. The objectives of the course are to help States Parties comply with the Convention and fulfil the aims of the plan of action regarding the implementation of Article VII obligations.
2. This course is 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 it at the national level. The course will include about 60 hours of instruction time, about 20 hours of which will be taken up with practical exercises and visits to facilities. The course programme is presented in Annex 1 to this Note.
3. The course will be conducted in French, and simultaneous interpretation into English will be provided. Participants are therefore expected to have a good written and oral command of one of these 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 welcome to nominate candidates.
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,



accommodation, and meals, and will provide a limited subsistence allowance to cover sundry expenses. All participants must accept the medical-insurance coverage that will be provided to them for the duration of the course. The Secretariat will cover the cost of this insurance for sponsored participants only.

6. The Secretariat will arrange accommodation for all participants. Any participants who do not intend to use this accommodation 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. National Authorities will be informed of all costs the Secretariat incurs in respect of invitees who indicate that they will participate and then either cancel at the last minute or fail to show up.
7. 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 Sunday, 4 March 2007**, and to depart **no later than Friday, 16 March 2007**.
8. 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 any changes they make, including cancellations, once the Secretariat has purchased tickets.
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 Monday, 5 February 2007**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.

12. 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 the preceding paragraph.

Annexes:

Annex 1: Course Curriculum

Annex 2: Nomination Form (English only)

**Annex 1**

**BASIC COURSE FOR PERSONNEL OF NATIONAL AUTHORITIES INVOLVED  
IN THE NATIONAL IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION  
PARIS, FRANCE  
5 TO 15 MARCH 2007**

**COURSE CURRICULUM**

Welcome, and opening of the course <sup>1</sup>
Introduction: the history of chemical weapons
<b>1. The Chemical Weapons Convention and the Organisation for the Prohibition of Chemical Weapons (OPCW)</b>
The Convention
The OPCW and its policy-making organs
The status of implementation of the Convention
<b>2. Implementing the Convention</b>
The rights and obligations of States Parties
Legislative and administrative measures to be adopted by States Parties under the Convention
Establishing or designating a National Authority
Tasks of the National Authority and its relationship with the OPCW
International cooperation and assistance in the context of Articles X and XI of the Convention
Initial declarations under Article III of the Convention
Annual declarations under Articles IV and V, and Parts IV(A) and (V) of the Verification Annex to the Convention
Initial and annual declarations under Article VI and Part VI of the Verification Annex
Annual declarations under Part IV(B) of the Verification Annex
Identification of declarable industrial facilities under the Convention (production, processing, and consumption)
Initial declarations and annual updates 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
Assistance and protection against chemical weapons under Article X, paragraphs 4 and 7, of the Convention
Fact-finding and the verification mechanism under Article IX of the Convention
Implementing the verification provisions of the Convention
Introducing the implementation-assistance programme
Securing data and protecting confidential information
<b>3. Chemicals and chemical weapons</b>

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

Classification of chemical weapons
Chemical weapons and chemical weapons production facilities
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
The Declaration Handbook and the Handbook on Chemicals
The French experience in the field of export controls
Dual-use equipment
Visit to a facility for treating and recycling special industrial waste

<b>4. Exercises</b>
Introduction to scenarios
Formation of working groups
Discussion of scenarios
Declarations exercise
Inspection exercise at a facility producing unscheduled chemicals
Old and abandoned chemical weapons
Evaluation of the course

**Annex 2**

**BASIC COURSE FOR PERSONNEL OF NATIONAL AUTHORITIES INVOLVED IN  
THE NATIONAL IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION  
PARIS, FRANCE  
5 TO 15 MARCH 2007**

**NOMINATION FORM**

Applications for the course must be received at the Secretariat **no later than Monday,  
5 February 2007**

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.	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		
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"/>

- - - 0 - - -