



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/628/2007

29 March 2007

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR AN ADVANCED COURSE
FOR PERSONNEL FROM LUSOPHONE STATES PARTIES
WHO ARE INVOLVED IN IMPLEMENTING
THE CHEMICAL WEAPONS CONVENTION
SALVADOR, BRAZIL
18 – 21 SEPTEMBER 2007**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of Brazil are pleased to announce that a four-day advanced course for personnel involved in the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”) will be held in Salvador, Brazil, on 18 to 21 September 2007. The course is primarily intended for personnel from Cape Verde, Mozambique, Portugal, Sao Tome and Principe, and Timor-Leste who are or will be involved in implementing the Convention. Representatives from Guinea-Bissau, a Signatory State, are also invited to submit nominations.
2. The course aims to provide an in-depth understanding of obligations under the Convention. However, participants will also have an opportunity to furnish details of their country’s implementation-support requirements. In addition, they will be encouraged to take along, for review and comment by the Secretariat, any draft legislation that is in preparation.
3. Representatives from other lusophone States not Party are also welcome to submit nominations. The course programme is included as Annex 1 to this Note.
4. The course and all activities associated with it will be conducted in Portuguese and English. Simultaneous interpretation will be provided for these two languages only, and all participants must therefore have a good command, both written and oral, of at least one of them.
5. The Secretariat expects to be able to sponsor the attendance of up to three participants from each participating State Party. National Authorities whose members have previously participated in a basic course organised by the Secretariat for National Authorities or have one year or more experience in the implementation of the Convention are particularly encouraged to nominate candidates. Each nomination should specify whether sponsorship is a condition of the nominee’s participation. 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 arranged by the Secretariat are requested to indicate that to the Secretariat 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. 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 17 September 2007**, and to depart **no later than 22 September 2007**. 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.
7. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Brazil.
8. 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)70 416 3228, or by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat **no later than 10 August 2007**. 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, which can be contacted as indicated in the preceding paragraph.

Annexes:

Annex 1: Course Programme

Annex 2: Nomination Form

Annex 1

**ADVANCED COURSE
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PROVISIONAL COURSE PROGRAMME¹

Time	Activity
<i>Tuesday, 18 September 2007</i>	Summary of General Issues Related to the Convention
9:30 – 10:30	Opening of the course
10:30 – 10:15	<i>Coffee break</i>
10:15 – 11:00	Status of implementation of the Convention
11:00 – 11:45	Prosecution of offenders
11:45 – 12:45	Implementing the Convention: national perspectives from participating National Authorities
12:45 – 14:30	<i>Lunch</i>
14:30 – 16:45	Implementing the Convention: national perspectives from participating National Authorities, continued
16:45 – 17:00	<i>Coffee break</i>
17:00 – 17:45	Inspections at the national level: general principles
<i>Wednesday, 19 September 2007</i>	Industry and Declarations (including the Verification Information System)
9:00 – 10:30	Declaration obligations under Article VI, including new understandings, unresolved issues, and common problems in declarations
10:30 – 10:15	Declarations Handbook; the Verification Information System
10:15 – 11:00	<i>Coffee break</i>
11:00 – 11:45	Declarations exercise
11:45 – 12:30	Declarations exercise, continued
12:30 – 14:30	<i>Lunch</i>
14:30 – 15:15	Unresolved issues in industry inspections
15:15 – 15:30	<i>Break</i>
16:00 – 16:45	OCPF ² table-top exercise
16:45 – 17:30	OCPF table-top exercise, continued

¹ A final version of the programme will be provided to all participants at registration.

² OCPF = other chemical production facility

<i>Thursday, 20 September 2007</i>	Conducting Inspections, and Preparations for the Inspection Exercise
9:00 – 9:45	Types of inspections foreseen by the Convention
9:45 – 10:30	Consultations, cooperation, and fact finding
10:30 – 10:15	<i>Coffee break</i>
10:15 – 11:00	Introduction to inspection scenarios
11:00 – 13:15	Overview of the inspection exercise: <ul style="list-style-type: none"> • Activities at the point of entry • The inspection mandate • Briefing session prior to the inspection • Establishment of working groups
13:15 – 14:30	<i>Lunch</i>
13:15 – 15:15	Overview of the inspection exercise, continued: <ul style="list-style-type: none"> • Activities at the point of entry • The inspection mandate • Briefing session prior to the inspection • Establishment of working groups
15:15 – 16:00	<i>Break</i>
16:00 – 17:30	Bilateral consultations between participants and members of the Secretariat on the status of implementation of the Convention
<i>Friday, 21 September 2007</i>	
9:00 – 13:15	Inspection exercise
13:15 – 14:30	<i>Lunch</i>
14:30 – 15:15	Course evaluation, and summing-up

Annex 2

**ADVANCED COURSE
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NOMINATION FORM

Please submit the completed form by **10 August 2007** to:
The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: +31 (0)70 4173228; 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.	Employer's address (Please do not give a post-office box number.)	Street
13.		Number Post code
13.		City
13.		Country
14.	E-mail address	
15.	Telephone numbers, including country and city codes	Home
15.		Work
15.		Mobile

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

16.	Fax numbers, including country and city codes	Home
		Work
17.	Has the nominee previously attended a 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"/>