



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/646/2007

4 July 2007

ENGLISH and FRENCH only

NOTE BY THE TECHNICAL SECRETARIAT

**AN INVITATION TO PROPOSE CANDIDATES FOR A COURSE ON
TRAINING ESCORTS FOR INSPECTIONS
PARIS, FRANCE
23 – 31 OCTOBER 2007**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of France are pleased to announce that a seven-day training course for the personnel of National Authorities involved in receiving inspections under the Chemical Weapons Convention (hereinafter “the Convention”) will be held at the French Training Centre for the Prohibition of Chemical Weapons (CEFFIAC¹), Paris, France, from 23 to 31 October 2007.
2. The course is designed to provide practical assistance to States Parties on training escorts for inspections under the terms of the Convention. It is intended for personnel of National Authorities who are actually involved in the inspection process in their respective countries, and who may be able to assist with providing such training to others after they have completed the course. In that context, National Authorities, when nominating participants, are asked to propose personnel that meet these two criteria (see questions 2 and 3 in Annex 2 to this Note).
3. The course will illustrate how to organise the training of escorts, and will involve approximately 30 hours of instruction time and a number of practical exercises (such as a mock inspection). The course curriculum is contained in Annex 1.
4. Activities will be conducted in English and in French, and simultaneous interpretation will be provided. Participants are therefore expected to have a good command, both written and oral, of at least one of these two languages.
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. By forwarding the nomination forms on behalf of the course participant, the National Authority will be acknowledging that the nominee has accepted the terms and conditions under which the sponsorship has been provided. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and will provide a limited subsistence allowance to

¹ CEFFIAC = Centre français de formation pour l'interdiction des armes chimiques



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. National Authorities will be informed of costs incurred by the Secretariat due to the failure of participants to arrive or by late cancellations.

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 22 October**, and to depart **no later than 1 November 2007**.
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 training 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. Participants are requested to obtain any necessary visas (including transit visas) before travelling to France.
9. States Parties 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. All nominations must be received by the Secretariat **no later than five weeks before the starting date of the training course**. Applications must be received at the Secretariat **by 10 September 2007**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
10. Additional information about this training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Ms Vanessa Fraga Prol, who can be reached at +31 (0)70 416 3825.

Annexes:

- Annex 1: Provisional Course Curriculum
- Annex 2: Nomination Form (English only)

Annex 1

**COURSE ON TRAINING ESCORTS FOR INSPECTIONS
PARIS, FRANCE
23 – 31 OCTOBER 2007**

PROVISIONAL COURSE CURRICULUM

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| Welcome and opening of the course ² |
| Introduction: The history of the use of chemical weapons |
| 1. The Chemical Weapons Convention and the Organisation for the Prohibition of Chemical Weapons (OPCW) |
| The Convention |
| The OPCW and its policy-making organs |
| The status of implementation of the Convention |
| The rights and obligations of States Parties |
| The role of National Authorities during inspections |
| The implementation-support programmes of the Secretariat |
| 2. Chemical weapons and chemical weapons production facilities: an overview of the provisions of the Convention |
| Definitions (as contained in Article II of the Convention) |
| Classification of chemical weapons |
| Chemical weapons and chemical weapons production facilities |
| Old and abandoned chemical weapons |
| Effects of toxic substances |
| The schedules of chemicals |
| 3. Implementing the verification mechanisms of the Convention |
| Overview of the declaration requirements of the Convention: <ul style="list-style-type: none">• Initial declarations under Articles III, V, and VI of the Convention• Annual declarations under Article VI, and Part VI of the Verification Annex• Annual declarations under Part IV(B) of the Verification Annex• Annual declarations and updates under Article VI, and Parts VII and VIII of the Verification Annex |
| Identification of declarable industrial facilities under the Convention |

² A detailed programme will be provided to all participants during the opening session.

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| Overview of verification regimes under the Convention: <ul style="list-style-type: none">• Introduction to the monitoring of the destruction of chemical-warfare agents, munitions, and devices• Sampling and analysis• Securing data and protecting confidential information |
| Fact-finding, and the verification mechanism under Article IX of the Convention |
| Assistance and protection against chemical weapons under Article X: investigations of alleged use |
| 4. The inspection processes of the Convention |
| An overview of the activities undertaken by the OPCW inspection team during the conduct of inspections |
| The obligations of States Parties in receiving OPCW inspections |
| The role of escort teams of the inspected States Parties during OPCW inspections |
| Debriefing and analysis |
| 5. Inspection exercises |
| Introduction to scenarios |
| Inspection mandate: <ul style="list-style-type: none">• Preparing to receive an inspection• Formalities at the point of entry, and the delivery of the inspection mandate• Arrival at a plant site to be inspected, and the pre-inspection briefing• Review of the inspection plan, and tour of the plant site• Physical inspection• Review of records• Writing of the inspection report• Comments by the National Authority• Post-inspection activities in The Hague• Closure letter |

Annex 2

**COURSE ON TRAINING ESCORTS FOR INSPECTIONS
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NOMINATION FORM

Please submit the completed form **by 10 September 2007** 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.

Please TYPE or USE BLOCK LETTERS.

| | | |
|-----|--|--|
| 1. | Government body making the nomination | |
| 2. | Is the nominee involved in activities related to inspections under the Convention? <i>(To be completed by the National Authority)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please provide details: ----- ----- |
| 3. | Will the nominee be involved with training other personnel in escorting inspections? <i>(To be completed by the National Authority)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please provide details: ----- ----- |
| 4. | Family name of ³ nominee | |
| 5. | First name(s) | |
| 6. | Date of birth | Month Year |
| 7. | Citizenship | |
| 8. | Gender* | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| 9. | Passport number | |
| 10. | Date of issue | Day Month Year |
| 11. | Expiry date | Day Month Year |

³ Please give the first and family names as they appear in the nominee's passport. Incorrect or insufficient information may result in travel-related difficulties.

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

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|-----|--|------------------------------|-----------------------------|
| 12. | Place of issue | | |
| 13. | Employer | | |
| 14. | Description of duties | | |
| 15. | Contact address (Please do not give a post-office box number.) | Street | |
| | | Number | Post code |
| | | City | |
| | | Country | |
| 16. | E-mail address | | |
| 17. | Telephone numbers, including country and city codes | Home | |
| | | Work | |
| | | Mobile | |
| 18. | Fax numbers, including country and city codes | Home | |
| | | Work | |
| 19. | Has the nominee previously attended training sessions organised by OPCW? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | If so, when and where? | |
| 20. | Is sponsorship a condition of participation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |