



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/704/2008

11 July 2008

ENGLISH and FRENCH only

NOTE BY THE TECHNICAL SECRETARIAT

**AN INVITATION TO PROPOSE CANDIDATES FOR A BASIC COURSE FOR
NATIONAL AUTHORITY PERSONNEL
PARIS, FRANCE
22 – 26 SEPTEMBER 2008**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of France are pleased to announce that a five-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 22 to 26 September 2008.
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 implementing the Convention at the national level. The course will include both instruction and practical exercises. The course curriculum is contained in Annex 1.
3. Activities will be conducted in French and in English, 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.
4. 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 cover sundry expenses.
5. 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

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



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 21 September**, and to depart **no later than 27 September 2008**.
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 22 August 2008**. 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

**AN INVITATION TO PROPOSE CANDIDATES FOR A BASIC COURSE FOR
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PROVISIONAL COURSE CURRICULUM

Time	Activity
<i>Monday, 22 September 2008</i>	
09:00 – 10:00	Opening of the course
10:00 – 10:15	<i>Coffee break</i>
10:15 – 11:00	The history of chemical weapons
11:00 – 11:45	The Chemical Weapons Convention
11:45 – 12:30	The Organisation for the Prohibition of Chemical Weapons (OPCW)
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	Status of implementation of the Convention
14:45 – 15:30	Rights and obligations of States Parties under the Convention
15:30 – 15:45	<i>Coffee break</i>
15:45 – 16:30	Legislative and administrative measures to be adopted by States Parties to ensure appropriate implementation of the Convention
16:30 – 17:15	Establishing or designating a National Authority
17:15 – 17:45	The tasks of National Authorities
<i>Tuesday, 23 September 2008</i>	
09:00 – 09:45	The verification regime of the Convention
09:45 – 10:30	The process of inspections
10:30 – 10:45	<i>Coffee break</i>
10:45 – 11:30	Types of inspections under the Convention
11:30 – 12:30	Introduction to case scenarios and the establishment of working groups
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Working groups: analysis of case scenarios
15:30 – 15:45	<i>Coffee break</i>
15:45 – 17:15	Working groups: analysis of case scenarios (continued)
<i>Wednesday, 24 September 2008</i>	
09:00 – 09:45	Old and abandoned chemical weapons
09:45 – 10:30	Identification of declarable industrial facilities under the Convention
10:30 – 10:45	<i>Coffee break</i>
10:45 – 11:30	Declarations under the Convention
11:30 – 12:30	The Declarations Handbook and the Handbook on Chemicals
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	Declaration exercise
14:45 – 15:30	The transfer provisions of the Convention
15:30 – 15:45	<i>Coffee break</i>
15:45 – 17:15	Working groups: analysis of case scenarios

<i>Thursday, 25 September 2008</i>	
09:00 – 09:45	The French experience in the field of export controls
09:45 – 10:30	Assistance and protection under the Convention
10:30 – 10:45	<i>Coffee break</i>
10:45 – 12:30	Working groups: analysis of case scenarios
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	International cooperation in the field of chemistry
14:45 – 15:30	Implementation-support programmes of the Secretariat
15:30 – 15:45	<i>Coffee break</i>
15:45 – 17:15	Working groups: analysis of case scenarios
<i>Friday, 26 September 2008</i>	
09:00 – 10:15	Case scenario discussions
10:15 – 10:30	<i>Coffee break</i>
10:30 – 11:15	Case scenario discussions (continued)
11:15 – 12:30	Course assessment and closing

Annex 2

**AN INVITATION TO PROPOSE CANDIDATES FOR A BASIC COURSE FOR
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NOMINATION FORM

Please submit the completed form **by 22 August 2008** 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* nominee	
5.	First name(s)	
6.	Date of birth	Day Month Year
7.	Place of birth	
8.	Citizenship	
9.	Gender**	Male <input type="checkbox"/> Female <input type="checkbox"/>
10.	Passport number	

* 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.

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