



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/700/2008

1 July 2008

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A REGIONAL BASIC TRAINING COURSE FOR
REPRESENTATIVES OF
NATIONAL AUTHORITIES OF STATES PARTIES IN AFRICA INVOLVED IN THE
NATIONAL IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION
TSHWANE, SOUTH AFRICA
22 – 26 SEPTEMBER 2008**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the Government of the Republic of South Africa are pleased to announce that a five-day basic course for the personnel of National Authorities in Africa involved in the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”) will be held in Tshwane, Republic of South Africa, from 22 to 26 September 2008. The objectives of the course are to help regional States Parties comply with the obligations they have assumed under the Convention and to fulfil the objectives set out in the plan of action regarding the implementation of Article VII obligations.
2. This course is primarily intended for personnel of National Authorities in Africa involved in the implementation of the Convention who are actually responsible for the specific tasks involved in implementing the Convention at the national level. The course will include about 40 hours of instruction. The course programme is presented in Annex 1 to this Note.
3. Course activities will be conducted in English. Participants are therefore expected to have a good command, both written and oral, of English.
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 in the region will be given priority. States not Party are also encouraged 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, meals, and



medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. For non-sponsored participants a compulsory medical insurance will be provided as well, and all costs for attending the training course will have to be borne by their own authorities. The Secretariat will also arrange and pay for accommodation for sponsored participants. Sponsored and non-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 Technical Secretariat caused by no-show of participants or late cancellation.

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 Sunday, 21 September 2008**, and to depart **no later than Saturday, 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 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. All nominations from States Parties must be formally endorsed by the National Authority; those from States not Party, by the appropriate government authority.
9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Republic of South Africa.
10. 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 3228 or 3535, or by e-mail to ipb@opcw.org. **All nominations must be received by the Secretariat no later than Monday, 4 August 2008. Nominations received after this date will not be processed.** Please be advised that participants must present an OPCW acceptance letter in order to register for the course they are attending.

11. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Bernard Amoh +31 (0)70 416 3376 and Ms Hager Bassyouni +31 (0)70 416 3709.

Annexes:

Annex 1: Course Programme

Annex 2: Nomination Form

Annex 1

**BASIC TRAINING COURSE FOR REPRESENTATIVES OF
NATIONAL AUTHORITIES OF STATES PARTIES IN AFRICA INVOLVED IN THE
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Time	Activity
Monday, 22 September 2008:	
08:30-09:15	<i>Registration</i>
09:15-09:30	Welcoming address
09:30-10:00	Opening of the meeting
10:00-10:30	<i>Coffee Break</i>
Overview and general obligations under the Convention	
10:30-11:30	An overview of the Chemical Weapons Convention (CWC) and the Organisation for the Prohibition of Chemical Weapons (OPCW)
11:30– 12:15	Status of implementation of the Convention
12:15-14:15	<i>Lunch break</i>
14:15-15:00	Role of the National Authority in the implementation of the Convention
15:00-15:45	Rights and obligations of States Parties
15:45-16:15	<i>Coffee/tea break</i>
16:15-17:00	Enforcement of the Convention: elements of comprehensive national implementing legislation
Tuesday, 23 September 2008:	
09:00-09:45	Engaging relevant stakeholders in drafting and the enactment of national implementing legislation
09:45-10:15	<i>Coffee/tea break</i>
10:15-11:45	Insight into the Chemical Weapons Convention and its declaration and verification provisions <ul style="list-style-type: none"> - the CWC provisions - classification of chemical weapons - schedules of chemicals - the Declaration Handbook and the Handbook on Chemicals
11:45-12:30	Declaration requirements under Article VI
12:30-14:30	<i>Lunch break</i>
14:30-15:30	Identification of declarable industrial facilities under the CWC (production, processing, and consumption)
15:30-16:00	<i>Coffee/tea break</i>
16:00-17:00	Declaration requirements (Article VI) for imports & exports of scheduled chemicals and the role of specialised authorities in the implementation of the Convention <ul style="list-style-type: none"> - Tools, procedures, and mechanisms for data collection and reporting
Wednesday, 24 September 2008:	
09:00-09:30	The Harmonised System code of the World Customs Organisation/

	Chemical Abstract Service numbers (WCO/CAS) and scope of use for WCO purposes
09:30-10:15	Practical issues related to declaring imports/exports of scheduled chemicals
10:15-10:45	<i>Coffee/tea break</i>
10:45-12:30	Table-top exercise on Article VI declarations: - plant sites - aggregate national data (AND) - imports/exports of scheduled chemicals
12:30-14:30	<i>Lunch break</i>
14:30-15:00	Evaluation of table-top exercise on Article VI declarations
15:00-15:30	<i>Coffee/tea break</i>
15:30-16:15	The verification regime under Articles III, IV and V of the Convention
16:15-17:00	The verification regime under Article VI of the Convention
Thursday, 25 September 2008:	
09:00-09:45	The selection of facilities for inspection under Article VI
09:45-10:30	The selection mechanism and algorithm for facilities that produce discrete organic chemicals (DOC) and/or DOCs containing the elements phosphorus, sulfur or fluorine (DOC-PSF)
10:30-11:00	<i>Coffee/tea break</i>
11:00-12:15	The inspection process and inspection procedures with emphasis on Article VI
12:15-13:00	The role of National Authorities in: - the declaration process - the inspection process - the reporting process
13:00-14:30	<i>Lunch break</i>
14:30-15:15	Review of the implementation of the verification and inspection processes of the Convention
15:15-15:45	<i>Coffee/tea break</i>
15:45-17:00	International Cooperation and Assistance programmes of the OPCW
Friday, 26 September 2008:	
09:00-10:30	Round-table discussion on the effective functioning of National Authorities
10:30-11:00	<i>Coffee/tea break</i>
11:00-11:30	Evaluation of course by participants
11:30-12:00	Closing ceremony of basic training course

Annex 2

**BASIC TRAINING COURSE FOR REPRESENTATIVES OF
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TSHWANE, SOUTH AFRICA
22 – 26 SEPTEMBER 2008**

NOMINATION FORM

Please submit the completed form **by Monday, 4 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 3228 or 3535; 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.	Position	
12.	Employer	
13.	Employer's 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

* Family name and first name should be as they appear in the passport.

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

17.	Has the nominee previously attended a meeting of this kind?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where? <hr/> <hr/>
18.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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