



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/731/2009

21 January 2009

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  
23 TO 27 MARCH 2009**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of France are pleased to announce that a five-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 23 to 27 March 2009. 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 30 hours of instruction time, about 14 hours of which will be taken up with practical exercises. 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 are encouraged to nominate nationals who are involved in the work of the National Authority and who have not previously participated in a basic course organised by the Secretariat. 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. All nominations from States Parties must be formally endorsed by the National Authority; nominations from States not Party should be endorsed by the appropriate government authority.
6. 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.
7. 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.
8. 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, 22 March 2009**, and to depart **no later than Saturday, 28 March 2009**.
9. 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.
10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to France. Upon confirmation of acceptance to attend the basic course, selected participants are requested to initiate the process to obtain the necessary visas.
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, 16 February 2009**. 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. The course coordinator from the Technical Secretariat is Ms Vanessa Fraga Prol, who can be reached at +31 (0)70 416 3825, or [ipb@opcw.org](mailto:ipb@opcw.org).

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  
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23 TO 27 MARCH 2009**

**COURSE CURRICULUM**

<b>Time</b>	<b>Activity</b>
<b>Monday, 23 March 2009</b>	
09:00 – 09:30	Opening of the course
09:30 – 10:00	<i>Group photo session – coffee break</i>
10:00 – 11:00	The history of chemical weapons
11:00 – 11:45	The Chemical Weapons Convention (CWC)
11:45 – 12:30	The Organisation for the Prohibition of Chemical Weapons
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	Rights and obligations of States Parties under the CWC
14:45 – 15:30	Legislative and administrative measures to be adopted by States Parties to ensure appropriate implementation of the CWC
15:30 – 15:45	<i>Coffee break</i>
15:45 – 16:30	Establishing or designating a National Authority
16:30 – 17:15	Tasks of National Authorities
17:15 – 17:45	Status of the application of the CWC
<b>Tuesday, 24 March 2009</b>	
09:00 – 09:45	Assistance and protection under the CWC
09:45 – 10:30	The verification regime of the CWC
10:30 – 10:45	<i>Coffee break</i>
10:45 – 11:30	Types of inspection under the CWC
11:30 – 12:30	The Declarations Handbook (Art. VI, paragraph 6 of the CWC)
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	Identification of declarable industrial facilities under the CWC
14:45 – 15:45	Declarations under the CWC
15:45 – 16:00	<i>Coffee break</i>
16:00 – 17:30	The process of inspections
<b>Wednesday, 25 March 2009</b>	
09:00 – 10:00	Old and abandoned chemical weapons
10:00 – 10:15	<i>Coffee break</i>
10:15 – 12:30	Introduction to scenarios and establishment of working groups
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	Declaration exercise
14:45 – 15:30	Working groups
15:30 – 15:45	<i>Coffee break</i>
15:45 – 17:45	Working groups

<b>Thursday, 26 March 2009</b>	
09:00 – 10:30	The transfer provisions of the CWC and the French experience in the field of export controls
10:30 – 10:45	<i>Coffee break</i>
10:45 – 12:30	Working groups
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 Technical Secretariat
15:30 – 15:45	<i>Coffee break</i>
15:45 – 17:45	Working groups
<b>Friday, 27 March 2009</b>	
09:00 – 10:15	Scenario discussions
10:15 – 10:30	<i>Coffee break</i>
10:30 – 11:15	Scenario discussions (cont.)
11:15 – 12:30	Course assessment and closure

**Annex 2**

**BASIC COURSE FOR PERSONNEL OF NATIONAL AUTHORITIES INVOLVED IN  
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PARIS, FRANCE  
23 TO 27 MARCH 2009**

**NOMINATION FORM**

Applications for the course must be received at the Secretariat  
**no later than Monday, 16 February 2009**

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"/>