



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/746/2009

17 March 2009

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR AN ADVANCED COURSE FOR PERSONNEL FROM
THE NATIONAL AUTHORITIES OF SPANISH-SPEAKING STATES PARTIES
ON PREPARING DECLARATIONS UNDER
THE CHEMICAL WEAPONS CONVENTION
MADRID, SPAIN
22 – 26 JUNE 2009**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the Spanish National Authority are pleased to announce that an advanced course for personnel from Spanish-speaking National Authorities on preparing declarations under the Chemical Weapons Convention (hereinafter “the Convention”) will be held in Madrid, Spain, from 22 to 26 June 2009. The purpose of the course is to help States Parties to comply with their obligations under the Convention and to fulfil the objectives set out by the Executive Council (hereinafter “the Council”) at its Fifty-First Session (EC-51/DEC.1, dated 27 November 2007) and in all other relevant decisions by the Council and the Conference of the States Parties.
2. This course is intended for personnel from Spanish-speaking National Authorities who are involved in preparing national declarations as required by the Convention, and who have had previous experience in carrying out these duties. This course will also include a training session on the software for the creation of electronic declarations by the National Authorities (EDNA). Accordingly, candidates should be experienced computer users and should be able to adequately manage electronic communications systems. The course programme is included as Annex 1.
3. All course activities will be conducted in Spanish only, and no interpretation services will be provided. Participants are therefore expected to have a good command, both written and oral, of the Spanish language.
4. The Secretariat particularly welcomes nominations from staff of National Authorities who have previously participated in an advanced course organised by the Secretariat for National Authorities or who have at least one year’s experience in the implementation of the Convention, especially with regard to the preparation of national declarations. The Secretariat will give priority to one candidate from each National Authority that submits more than one nomination. Given the “hands on”



approach of the course (searches for information, written exercises, and the like), the number of places available for such candidates will be limited.

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. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance, and will provide a limited subsistence allowance to cover meals and 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 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.
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. Sponsored participants shall bear all costs resulting from any changes they make once the Secretariat has purchased tickets. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than 21 June 2009**, and to depart **no later than 27 June 2009**.
7. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Spain.
8. Interested National Authorities 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 1 May 2009**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
9. Additional information about the workshop 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: Programme
Annex 2: Nomination Form (English only)

Annex 1

**ADVANCED COURSE FOR PERSONNEL FROM
THE NATIONAL AUTHORITIES OF SPANISH-SPEAKING STATES PARTIES
ON PREPARING DECLARATIONS UNDER THE
CHEMICAL WEAPONS CONVENTION**

MADRID, SPAIN

22 – 26 JUNE 2009

PROGRAMME

Time	Activity
<i>Monday, 22 June 2009</i>	
General Introduction	
09:30 – 10:30	Opening of the course
10:30 – 11:00	<i>Break</i>
11:00 – 11:45	An overview of the OPCW and the implementation of the Convention
11:45 – 12:30	Promotion of compliance with the Convention: A national approach
12:30 – 13:15	The schedules of chemicals
13:15 – 14:30	<i>Lunch</i>
14:30 – 15:15	The verification mechanism provided for in the Convention
15:15 – 16:00	<i>Break</i>
16:00 – 16:45	Initial and annual declarations as provided for in Article VI, and in Parts VI and IX of the Verification Annex to the Convention
16:45 – 17:30	Practical problems relating to the control of trade in scheduled chemicals
<i>Tuesday, 23 June 2009</i>	
Declarations and Industry: The Verification Information System (VIS)	
09:00 – 09:45	The Declarations Manual
09:45 – 10:30	Unresolved matters and frequent problems encountered in declarations submitted by States Parties
10:30 – 11:00	<i>Break</i>
11:00 – 11:45	Identification of the industrial facilities that are liable to be declared under the Convention
11:45 – 12:30	The work of the National Authority during the declaration process
12:30 – 13:15	Introduction to the information system for verification (VIS) and to EDNA
13:15 – 14:30	<i>Lunch</i>
14:30 – 15:15	Presentation on EDNA
15:15 – 16:00	<i>Break</i>
16:00 – 16:45	Practical exercises on the use of EDNA
16:45 – 17:30	Introduction to practical exercises and division of tasks

Wednesday, 24 June 2009	
Practical Exercises on Declarations	
09:00 – 09:45	Practical exercise 1: Evaluation of declarable activities (exercise utilising hypothetical situations)
09:45 – 10:30	Practical exercise 1: Evaluation of declarable activities (exercise utilising hypothetical situations, continued); solution and discussion of the exercises
10:30 – 11:00	<i>Break</i>
11:00 – 13:00	Practical exercise 2: Investigation and practical evaluation of declarable activities
13:00 – 14:30	<i>Lunch</i>
14:30 – 15:15	Joint discussion of exercises on declarable activities
15:15 – 16:00	<i>Break</i>
16:00 – 17:30	Bilateral consultations on matters relating to the chemical industry, declarations, and EDNA
Thursday, 25 June 2009	
09:00 – 10:30	Practical exercise on the declaration of transfers
10:30 – 11:00	<i>Break</i>
11:00 – 13:00	Practical exercise on the declaration of transfers (continued) Discussion of the solutions to the exercise on the declaration of transfers; the use of EDNA and a discussion of EDNA-related exercises
13:00 – 14:30	<i>Lunch</i>
14:30 – 15:15	Practical exercises on the declaration of industrial plant sites
15:15 – 16:00	<i>Break</i>
16:00 – 17:30	Practical exercises on the declaration of industrial plant sites (continued) Solutions to the exercise on the declaration of these plant sites; the use of EDNA and a discussion of EDNA-related exercises
Friday, 26 June 2009	
09:30 – 12:30	Evaluation of the course, and closure

Annex 2

**ADVANCED COURSE FOR PERSONNEL FROM
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ON PREPARING DECLARATIONS UNDER THE
CHEMICAL WEAPONS CONVENTION
MADRID, SPAIN
22 – 26 JUNE 2009**

NOMINATION FORM

Please submit the completed form by **1 May 2009** 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.	Family name			
2.	First name(s)*			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Areas of expertise			
11.	Employer			
12.	Position			
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		

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

16.	Fax numbers, including country and city codes	Home
		Work
17.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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