



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/764/2009

18 May 2009

ENGLISH and FRENCH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE SECOND REGIONAL BASIC TRAINING
COURSE FOR REPRESENTATIVES OF
NATIONAL AUTHORITIES OF STATES PARTIES IN AFRICA INVOLVED IN THE
NATIONAL IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION
CENTURION, SOUTH AFRICA
13 – 17 JULY 2009**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the Government of the Republic of South Africa are pleased to announce that the second regional basic course for personnel of National Authorities in Africa involved in the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”) will be held in Centurion, Republic of South Africa, from 13 to 17 July 2009. 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, with interpretation into French. Participants are therefore expected to have a good command, both written and oral, of one of the two languages.
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 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, 12 July 2009** and to depart **no later than Saturday, 18 July 2009**.
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 3535 or 416 3228, or by e-mail to ipb@opcw.org. **All nominations must be received by the Secretariat no later than Wednesday, 17 June 2009. 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 training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Bernard Amoh, who can be reached at +31 (0)70 416 3376, and Mr Ananda Perera, who can be reached at +31 (0)70 416 3818.

Annexes:

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

Annex 1

**SECOND BASIC TRAINING COURSE FOR REPRESENTATIVES OF NATIONAL
AUTHORITIES OF STATES PARTIES IN AFRICA INVOLVED IN THE NATIONAL
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COURSE PROGRAMME

Time	Activity
<i>Monday, 13 July</i>	
08:30 – 09:15	<i>Registration</i>
09:15 – 09:30	Welcoming address
09:30 – 10:00	Opening of the course
10:00 – 10:30	<i>Coffee break</i>
Overview and General Obligations under the Chemical Weapons Convention	
10:30 – 11:30	An overview of the Convention 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
<i>Tuesday, 14 July</i>	
09:00 – 09:45	Engaging relevant stakeholders in the drafting and adoption of national implementing legislation
09:45 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:45	Insight into the Convention and its declaration and verification provisions - the provisions of the Convention - 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 Article VI facilities under the Convention (production, processing, and consumption)
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Declaration requirements (Article VI) for imports and exports of scheduled chemicals and the role of specialised authorities in the implementation of the Convention - Tools, procedures, and mechanisms for data collection and reporting

<i>Wednesday, 15 July</i>	
09:00 – 09:30	The Harmonized System code of the World Customs Organisation (WCO)/ Chemical Abstract Service (CAS) numbers and scope of use
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	Software for the creation of electronic declarations by the National Authorities (EDNA): introduction and demonstration
12:30 – 14:30	<i>Lunch break</i>
14:30 – 15:15	The verification regime under Articles III, IV, and V of the Convention
15:15 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:15	The verification regime under Article VI of the Convention
<i>Thursday, 16 July</i>	
09:00 – 09:45	The selection of facilities for inspection under Article VI
09:45 – 10:30	The new selection mechanism and algorithm for facilities that produce discrete organic chemicals (DOC) and/or DOCs containing the elements phosphorus, sulphur, or fluorine (DOC-PSF)
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 13:00	Practical exercise: - The inspection process and inspection procedures with emphasis on Article VI - The role of National Authorities and the verification regime
13:00 – 14:30	<i>Lunch break</i>
14:30 – 15:15	International cooperation and assistance programmes of the OPCW
15:15 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:30	Programme to Strengthen Cooperation with Africa
<i>Friday, 17 July</i>	
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 the course by the participants
11:30 – 12:00	Closing ceremony

Annex 2

**SECOND BASIC TRAINING COURSE FOR REPRESENTATIVES OF NATIONAL
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NOMINATION FORM

Please submit the completed form by **Wednesday, 17 June 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 or 416 3228; 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
17.	Has the nominee previously attended a 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"/>

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

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