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International Cooperation and Assistance Division

S/810/2010

8 February 2010

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  
13 – 16 APRIL 2010**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of France are pleased to announce that a four-day basic course for the personnel of National Authorities will be held at the French Training Centre for the Prohibition of Chemical Weapons (CEFFIAC<sup>1</sup>), Paris, France, from 13 to 16 April 2010. The objectives of the course are to help States Parties comply with the Chemical Weapons Convention (hereinafter “the Convention”) and fulfil the aims of the plan of action regarding the implementation of Article VII obligations.
2. This basic course is primarily intended for the 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 both theory and practical exercises. The provisional programme for the course is attached as Annex 1 to this Note.
3. The basic course will be conducted in English and French, and simultaneous interpretation will be provided into these languages. Participants are therefore expected to have a good written and oral command of either French or English.
4. National Authorities are particularly encouraged to nominate those nationals who are involved in the work of the National Authority, but who have not previously participated in a basic course organised by the Secretariat. States that are not Party to the Convention are also welcome to nominate candidates.
5. The Secretariat expects to be able to sponsor 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; those from States not Party must be endorsed by the appropriate government authority.

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<sup>1</sup> CEFFIAC = Centre français de formation pour l’interdiction des armes chimiques



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 Monday, 12 April 2010**, and to depart **no later than Saturday, 17 April 2010**.
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 basic course or those 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, participants will be requested to initiate the process of obtaining the necessary visas.
11. States Parties and States not Party are invited to complete the nomination form that is attached as Annex 2 to this Note, ensuring to provide all the contact details it requests. Completed forms must 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)70 416 3228, or by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than Friday, 12 March 2010**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
12. Additional information about the basic course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mrs Mina Senior-Faress (at +31 (0)70 416 3277) and Ms Vanessa Fraga Prol (at +31 (0)70 416 3825), who can also be reached by e-mail at [ipb@opcw.org](mailto:ipb@opcw.org).

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form (English only)

**Annex 1**

**BASIC COURSE FOR PERSONNEL OF NATIONAL AUTHORITIES  
INVOLVED IN THE NATIONAL IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION  
PARIS, FRANCE  
13 – 16 APRIL 2010**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Tuesday, 13 April 2010</i></b>	
09:00 – 09:30	Opening of the course
09:30 – 09:45	Group photo session
09:45 – 10:00	<i>Coffee/tea break</i>
10:00 – 11:00	The history of chemical weapons and of the Convention
11:00 – 11:45	Introduction to the Organisation for the Prohibition of Chemical Weapons (OPCW)
11:45 – 12:30	The rights and obligations of States Parties under the Convention
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	The status of implementation of the Convention
14:45 – 15:30	The enforcement of the Convention; elements of comprehensive national-implementing legislation
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:30	The role of the National Authority in implementing the Convention
16:30 – 17:15	The verification regime of the Convention
17:15 – 17:45	The inspections regime under the Convention
<b><i>Wednesday, 14 April 2010</i></b>	
09:00 – 10:00	Introduction to the Declarations Handbook
10:00 – 10:45	Identifying declarable industrial facilities under the Convention
10:45 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:00	Declarations under the Convention, and the use of the electronic declarations tool for National Authorities (EDNA)
12:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	How inspections are carried out under the Convention
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Introduction to working scenarios, and the establishment of working groups
<b><i>Thursday, 15 April 2010</i></b>	
09:00 – 09:45	Declarations exercise
09:45 – 10:30	Working groups
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 11:45	Working groups
11:45 – 12:30	Transfers provisions of the Convention
12:30 – 14:00	<i>Lunch</i>

<b>Time</b>	<b>Activity</b>
14:00 – 14:45	Working groups
14:45 – 15:30	Introduction to the OPCW's International Cooperation and Assistance Programmes
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:45	Working groups
<b><i>Friday, 16 April 2010</i></b>	
09:00 – 10:15	Scenario discussions
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:15	Scenario discussions
11:15 – 12:30	Closing ceremony

Annex 2

**BASIC COURSE FOR PERSONNEL OF NATIONAL AUTHORITIES  
INVOLVED IN THE NATIONAL IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION  
PARIS, FRANCE  
13 – 16 APRIL 2010**

**NOMINATION FORM**

Please submit the completed form **by Friday, 12 March 2010** to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: +31 (0)70 416 3228; 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"/>

\* The family name and first name should be listed exactly as they appear in the nominee's passport.  
\*\* For this and all similar items, please tick the appropriate box.