



NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR A REGIONAL WORKSHOP ON ADVANCED TRAINING IN THE
ELECTRONIC DECLARATIONS TOOL FOR NATIONAL AUTHORITIES
(EDNA VERSION 2.0) IN EASTERN EUROPE
BUDAPEST, HUNGARY
13 – 15 OCTOBER 2010**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of Hungary are pleased to announce that a regional workshop on advanced training in the electronic declarations tool for National Authorities (EDNA version 2.0) will be held in Budapest, Hungary, from 13 to 15 October 2010.
2. EDNA was developed in order to facilitate submission of Article VI declarations and to minimise the number of possible errors in the declarations prepared by States Parties. EDNA is a software package that is maintained and supported by the Secretariat.
3. In 2008, the Secretariat made version 1.0 of the EDNA software package available. EDNA version 1.0 enabled the annual declarations of other chemical production facilities (OCPFs) and aggregate national data (AND) to be prepared and submitted in electronic format. EDNA version 2.0 was released in November 2009. It incorporates Schedule 2 and Schedule 3 declarations as well as the option of automating AND data from plant-site declarations.
4. During the Fourteenth Session of the Conference of the States Parties in December 2009, 30 representatives from 21 States were trained in the use of EDNA version 2.0. In the regional workshop in Hungary in October, a full training course on the use of EDNA version 2.0 will be provided for participants from the Eastern European region, and any questions from existing EDNA users will be addressed.
5. The purpose of the regional workshop is to provide the States Parties in the region with the means to prepare and submit electronic Article VI declarations through the use of EDNA version 2.0. The specific objectives of the regional workshop are to:
 - (a) highlight the advantages of EDNA version 2.0;



- (b) provide step-by-step and hands-on advanced training in EDNA version 2.0 to the States Parties in the region; and
 - (c) provide a forum for sharing experiences among States Parties in the region as EDNA users or in the use of their national systems.
- 6. The regional workshop is intended for participants with a general knowledge of the Chemical Weapons Convention and declarations, who are actually involved in preparing national declarations in their National Authorities. The candidates should also be able to work with computers and manage electronic communications systems. Given the hands-on approach that will be used during the workshop (preparing electronic declarations using EDNA version 2.0), priority will be given to candidates who meet the criteria for participation.
- 7. The programme of the regional workshop is attached as Annex 1 to this Note.
- 8. The workshop activities will be conducted in Russian and English, and interpretation will be provided. Participants are therefore expected to have a good command, both written and oral, of one of these two languages.
- 9. The Secretariat expects to be able to sponsor a limited number of participants. Applications from qualified female candidates are strongly encouraged. 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 the accommodation of 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 that it has not arranged.
- 10. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the participants. Participants will be allowed to purchase tickets locally only if the Secretariat authorises it and if it leads to further savings for the Secretariat. Sponsored participants shall bear all costs resulting from any changes they make once the Secretariat has purchased the tickets. Participants who have not been sponsored will be 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 12 October 2010** and to depart **no later than 16 October 2010**.
- 11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Hungary.
- 12. 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 to +31 (0)70 416 3228, or by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat **no later than Friday, 27 August 2010**. Please be advised that participants must present an OPCW acceptance letter in order to register for the regional workshop.

13. Additional information about the workshop may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Ms Mina Senior-Faress, who can be reached at +31 (0)70 416 3277, and Mr Ananda Perera, who can be reached at +31 (0)70 416 3818.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**REGIONAL WORKSHOP ON ADVANCED TRAINING IN THE ELECTRONIC
DECLARATIONS TOOL FOR NATIONAL AUTHORITIES
(EDNA VERSION 2.0) IN EASTERN EUROPE
BUDAPEST, HUNGARY
13 – 15 OCTOBER 2010**

PROVISIONAL PROGRAMME

Time	Activity
<i>Wednesday, 13 October – General introduction</i>	
09:00 – 10:00	Opening of the workshop
10:00 – 10:30	Introduction to the workshop
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	General overview of the Chemical Weapons Convention with emphasis on the industrial verification regime and declarations
11:45 – 12:30	Practical problems relating to the control of trade in scheduled chemicals
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	Declarations handbook – Initial and annual declarations as provided for in Article VI and in Parts VI and IX of the Verification Annex
14:45 – 15:30	Identification of the industrial facilities that are liable to be declared under the Chemical Weapons Convention – Practical exercise
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:45	Unresolved matters and frequent problems in declarations from the States Parties
16:45 – 17:30	Table-top declarations exercises
<i>Thursday, 14 October – Advanced training on EDNA version 2.0</i>	
09:00 – 09:45	Introduction to the verification information system (VIS) and EDNA
09:45 – 10:30	EDNA – Advanced training on version 2.0
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	EDNA – Advanced training on version 2.0
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	EDNA – Advanced training on version 2.0
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	EDNA – Practical exercises
<i>Friday, 15 October – Practical exercises using EDNA version 2.0</i>	
09:00 – 10:30	Practical exercises using EDNA
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Practical exercises using EDNA
11:30 – 12:30	Discussion and feedback
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Sharing experiences in declarations by States Parties
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:30	Closing remarks by the OPCW
16:30 – 17:00	Closing ceremony

Annex 2

**REGIONAL WORKSHOP ON ADVANCED TRAINING IN THE ELECTRONIC
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(EDNA VERSION 2.0) IN EASTERN EUROPE
BUDAPEST, HUNGARY
13 – 15 OCTOBER 2010**

NOMINATION FORM

Please submit the completed form **by 27 August 2010** 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, +31 (0)70 416 3228; 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		
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"/>	
18.	Previous experience in preparing declarations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
19.	Previous experience in using EDNA for the submission of declarations in electronic form	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

* Please give the first and family names exactly as they appear in the nominee's passport.
** For these and all like items, please tick the appropriate box.