



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/860/2010

16 August 2010

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR A REGIONAL WORKSHOP IN AFRICA ON ADVANCED TRAINING
IN THE ELECTRONIC DECLARATIONS TOOL
FOR NATIONAL AUTHORITIES (EDNA VERSION 2.0)
14 – 16 DECEMBER 2010
DAR-ES-SALAAM, UNITED REPUBLIC OF TANZANIA**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of the United Republic of Tanzania 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 Dar-es-Salaam, United Republic of Tanzania, from 14 to 16 December 2010.
2. The EDNA was developed in order to facilitate the submission of Article VI declarations and to minimise the number of possible errors in the declarations prepared by States Parties. The EDNA is a software package which 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.
4. EDNA version 2.0 was released in November 2009. The new release incorporates Schedule 2 and Schedule 3 declarations, as well as the option of automating AND data from plant-site declarations.
5. During the Fourteenth Session of the Conference of the States Parties (from 30 November to 4 December 2009), 30 representatives from 21 States Parties were trained in the use of EDNA version 2.0. During the regional workshop to take place in the United Republic of Tanzania, a full training course on the use of EDNA version 2.0 will be provided for participants from the African region; in addition, any questions from existing EDNA users will be addressed.



6. The purpose of the regional workshop is to provide the States Parties in the region with the means to prepare and submit Article VI declarations in electronic form. The specific objectives 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 States Parties in Africa to share their experiences as EDNA users, as well as their experiences with their national systems.
7. This regional workshop is intended for participants who are actually involved in preparing national declarations, and who have a general knowledge of the Chemical Weapons Convention (hereinafter “the Convention”). The candidates should also be able to work with computers and to 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.
8. The programme for this workshop is attached as Annex 1 to this Note.
9. The workshop activities will be conducted in English and French and interpretation services will be provided. Participants are therefore expected to have a good command, both written and oral, of one of these two languages.
10. 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.
11. 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 13 December 2010** and to depart **no later than 17 December 2010**.

12. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the United Republic of Tanzania.
13. 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, 15 October 2010**. Please be advised that participants must present an OPCW acceptance letter in order to register for the regional workshop.
14. 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 Ms Floriane Leblond, who can be reached at +31 (0)70 416 3224.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**REGIONAL WORKSHOP IN AFRICA ON ADVANCED TRAINING
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PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 14 December 2010 – General introduction</i>	
09:00 – 10:00	Opening ceremony
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 Convention, with an emphasis on the industrial verification regime and on declarations
11:45 – 12:30	Practical problems relating to the control of the 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 of the Convention, and in Parts VI and IX of the Verification Annex to the Convention
14:45 – 15:30	Identification of industrial facilities that are declarable under the 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 exercises on making declarations
<i>Wednesday, 15 December 2010 – Advanced training on EDNA version 2.0</i>	
09:00 – 09:45	Introduction to the verification information system (VIS) and the 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 (continued)
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	EDNA – Advanced training on version 2.0 (continued)
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	EDNA – Practical exercises
<i>Thursday, 16 December 2010 – Practical exercises: The use of EDNA version 2.0</i>	
09:00 – 10:30	Practical exercises: Using EDNA version 2.0
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Practical exercises: Using EDNA version 2.0 (continued)
11:30 – 12:30	Discussion and feedback
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Sharing of experiences by States Parties in regard to declarations
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 IN AFRICA ON ADVANCED TRAINING
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14 – 16 DECEMBER 2010
DAR-ES-SALAAM, UNITED REPUBLIC OF TANZANIA**

NOMINATION FORM

Please submit the completed form **by 15 October 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.	Previous experience in preparing declarations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
18.	Previous experience in using the EDNA for the submission of declarations in electronic form	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
19.	Is sponsorship a condition of participation?	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.