



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/939/2011

15 June 2011

ENGLISH and FRENCH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE FOURTH REGIONAL BASIC TRAINING COURSE
FOR REPRESENTATIVES OF NATIONAL AUTHORITIES OF STATES PARTIES
IN AFRICA INVOLVED IN THE NATIONAL IMPLEMENTATION OF THE
CHEMICAL WEAPONS CONVENTION
ADDIS ABABA, ETHIOPIA
5 – 9 SEPTEMBER 2011**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the Government of Ethiopia are pleased to announce that the fourth 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 Addis Ababa, Ethiopia, from 5 to 9 September 2011. The objectives of the course are to assist African States Parties to 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 by enhancing the knowledge and skills of National Authority personnel in Africa.
2. This course is primarily intended for personnel of National Authorities in Africa who are involved in the implementation of the Convention and actually responsible for the specific tasks involved in implementing it at the national level. The course will include about 40 hours of instruction, and the 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 these 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 will be given priority. States not Party are also invited 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 for the nominee's participation. **Nominees who have previously participated in a basic course for personnel of National Authorities will not be considered for sponsorship.**
6. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and will also provide a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. For non-sponsored participants, a compulsory medical insurance will be provided by the Secretariat; however, all costs for attending the training course will have to be borne by their own National Authorities. Both sponsored and non-sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate that to the Secretariat as soon as possible, so that it does not incur any hotel cancellation fees. In no case will the Secretariat cover the costs of accommodation it has not arranged. National Authorities will be informed about any costs incurred by the Secretariat in regard to participants who fail to turn up for the course or who have failed to comply with the deadline for cancellation.
7. 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, 4 September 2011** and to depart **no later than Saturday, 10 September 2011.**
8. 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.
9. All nominations from States Parties must be formally endorsed by the National Authority; and those from States not Party, by the appropriate government authority.
10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Addis Ababa.
11. Interested States Parties as well as 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)70 416 3228, or by e-mail to ipb@opcw.org.

12. All nominations must be received by the Secretariat **no later than Friday, 15 July 2011**. Nominations received after this date will not be considered. Only candidates whose nominations have been successful will be contacted. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
13. 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 Ms Olesea Becu, who can be reached at +31 (0)70 416 3224.

Annexes:

- Annex 1: Course Programme
Annex 2: Nomination Form

Annex 1

**FOURTH REGIONAL BASIC TRAINING COURSE FOR REPRESENTATIVES
OF NATIONAL AUTHORITIES OF STATES PARTIES IN AFRICA
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COURSE PROGRAMME

Time	Activity
<i>Monday, 5 September 2011</i>	
08:30 – 09:00	Registration
09:00 – 09:45	Opening ceremony
09:45 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:15	An overview of the Chemical Weapons Convention
11:15 – 12:00	An introduction to the Organisation for the Prohibition of Chemical Weapons (OPCW)
12:00 – 12:45	Status of implementation of the Convention
12:45 – 14:00	<i>Lunch break</i>
14:00 – 14:45	Objectives and basic concepts of the Convention
14:45 – 15:15	<i>Coffee/tea break</i>
15:15 – 16:15	Enforcement of the Convention: Elements of comprehensive national implementing legislation
<i>Tuesday, 6 September 2011</i>	
09:00 – 09:45	Drafting and adopting national implementing legislation
09:45 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:45	Insight into the Convention and its provisions in relation to declarations: <ul style="list-style-type: none"> • The provisions of the Convention • Classification of chemical weapons • Schedules of chemicals • The Declarations Handbook and the Handbook on Chemicals
11:45 – 12:30	Declaration requirements under the Convention
12:30 – 14:30	<i>Lunch break</i>
14:30 – 15:30	Identification of declarable facilities under the Convention
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Practical exercises on declarations
<i>Wednesday, 7 September 2011</i>	
09:00 – 09:30	The Harmonized System (HS) code of the World Customs Organization (WCO) Chemical Abstracts Service (CAS) numbers and their 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	Introduction to the electronic declarations by National Authorities (EDNA) tool

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
<i>Thursday, 8 September 2011</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, sulfur, or fluorine (DOC-PSF)
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 13:00	Practical exercises on Article VI inspections
13:00 – 14:30	<i>Lunch break</i>
14:30 – 15:15	Role of the National Authority in the implementation of the Convention
15:15 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:15	Programmes of the International Cooperation and Assistance Division (ICA) of the OPCW
16:15 – 17:00	OPCW Programme to Strengthen Cooperation with Africa
<i>Friday, 9 September 2011</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

**FOURTH REGIONAL BASIC TRAINING COURSE FOR REPRESENTATIVES
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NOMINATION FORM

Please submit the completed form **by Friday, 15 July 2011** 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 +31 (0)70 416 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"/>

* Please give the first and family names exactly as they appear in the nominee's passport.

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