



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/1004/2012

16 March 2012

ENGLISH and FRENCH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR A BASIC TRAINING COURSE  
FOR REPRESENTATIVES OF NATIONAL AUTHORITIES INVOLVED IN THE  
NATIONAL IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION  
OPCW HEADQUARTERS  
4 – 8 JUNE 2012**

1. The Technical Secretariat (hereinafter “the Secretariat”) is pleased to announce that it is organising a basic course for personnel of National Authorities involved in the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”) at the OPCW Headquarters in The Hague, the Netherlands, from 4 to 8 June 2012.
2. The course, by enhancing the knowledge and skills of National Authority personnel in regard to the implementation of States Parties’ obligations under Article VII, will assist States Parties with complying with the obligations they have assumed under the Convention. The plan of action regarding the implementation of Article VII obligations (C-8/DEC.16, dated 24 October 2003) requests the Secretariat to intensify its work with States Parties that are having difficulties in adopting the measures required under Article VII.
3. This course is intended primarily for personnel of National Authorities who are involved in the implementation of the Convention and who are 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.

**Course activities**

4. 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.



5. 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.
6. 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.**
7. 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.
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 Sunday, 3 June 2012** and to depart **no later than Saturday, 9 June 2012.**
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 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.
10. All nominations from States Parties must be formally endorsed by the National Authority, and those from States not Party, by the appropriate government authority.
11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands.

12. 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](mailto:ipb@opcw.org).
13. All nominations must be received by the Secretariat **no later than Friday, 20 April 2012**. Nominations received after this date will not be considered. Only those 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.
14. Additional information about the course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are:

Mr Bernard Amoh    +31 (0)70 416 3376  
[bernard.amoh@opcw.org](mailto:bernard.amoh@opcw.org)

Ms Olesea Becu    +31 (0)70 416 3224  
[olesea.becu@opcw.org](mailto:olesea.becu@opcw.org)

Annexes:

- Annex 1:    Course Programme  
Annex 2:    Nomination Form

**Annex 1**

**BASIC TRAINING COURSE FOR REPRESENTATIVES  
OF NATIONAL AUTHORITIES  
INVOLVED IN THE NATIONAL IMPLEMENTATION  
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**COURSE PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Monday, 4 June 2012</i></b>	
08:30 – 09:00	Registration
09:00 – 09:45	Opening ceremony
09:45 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:00	An overview of the CWC <sup>1</sup>
11:15 – 12:00	The Organisation for the Prohibition of Chemical Weapons (OPCW) and its subsidiary bodies
12:00 – 12:45	Status of implementation of the CWC
12:45 – 14:00	<i>Lunch break</i>
14:00 – 15:00	National implementation measures under Article VII
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:30	Case study/practical exercises
16:30 – 16:45	Wrap-up of Day 1
<b><i>Tuesday, 5 June 2012</i></b>	
09:00 – 10:30	Insight into the CWC and its provisions in relation to declarations: <ul style="list-style-type: none"> <li>• The provisions of the CWC</li> <li>• Classification of chemical weapons</li> <li>• Schedules of chemicals</li> <li>• The Declarations Handbook and the Handbook on Chemicals</li> </ul>
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Declaration requirements under the CWC
11:45 – 12:45	Identification of declarable facilities under the CWC
12:45 – 14:00	<i>Lunch break</i>
14:00 – 15:00	Practical exercises on declarations
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:00	<ul style="list-style-type: none"> <li>• The Harmonized System (HS) code of the World Customs Organization (WCO)</li> <li>• Chemical Abstracts Service (CAS) numbers and their use</li> </ul>
16:00 – 16:45	Practical issues related to declaring imports/exports of scheduled chemicals
16:45 – 17:00	Wrap-up of Day 2

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<sup>1</sup> CWC = Chemical Weapons Convention

<b>Time</b>	<b>Activity</b>
<b><i>Wednesday, 6 June 2012</i></b>	
09:00 – 09:45	Introduction to EDNA <sup>2</sup>
09:45 – 10:30	The verification regime under Articles III, IV, and V of the CWC
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	The verification regime under Article VI
11:45 – 12:30	The selection of facilities for inspection under Article VI
12:30 – 14:00	<i>Lunch break</i>
14:00 – 14:45	Receiving Article VI inspections
14:45 – 16:00	Practical exercises on Article VI inspections
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 16:45	Wrap-up of Day 3
<b><i>Thursday, 7 June 2012</i></b>	
09:00 – 09:45	The role of the National Authority and its effective running
09:45 – 10:30	Programmes of the International Cooperation and Assistance Division
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:00	The OPCW's web-based tools and other e-based support
12:00 – 13:00	Group work: Enhancing the effectiveness of National Authorities
13:00 – 14:30	<i>Lunch break</i>
14:30 – 15:15	Presentation of group work
15:15 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:15	Summing up and evaluation of the course by the participants
16:15 – 17:00	Closing ceremony
<b><i>Friday, 8 June 2012</i></b>	
08:00 – 13:00	Field visit

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EDNA = Electronic declarations tool for National Authorities

## Annex 2

**BASIC TRAINING COURSE FOR REPRESENTATIVES  
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**NOMINATION FORM**

Please submit the completed form **by Friday, 20 April 2012** 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](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.	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.