



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/1187/2014

10 June 2014

ENGLISH and SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A BASIC COURSE FOR PERSONNEL OF  
NATIONAL AUTHORITIES INVOLVED IN THE NATIONAL IMPLEMENTATION OF  
THE CHEMICAL WEAPONS CONVENTION  
THE HAGUE, THE NETHERLANDS  
15-19 SEPTEMBER 2014**

1. The Technical Secretariat (hereinafter “the Secretariat”) is pleased to announce that a five-day basic course for the personnel of National Authorities will be held at the Headquarters of the OPCW in The Hague, the Netherlands, from 15 to 19 September 2014.
2. The purpose of the course is to assist States Parties to comply with their obligations under the Chemical Weapons Convention (hereinafter “the Convention”) by enhancing the knowledge and skills of the personnel of National Authorities. The specific objective of the course is to fulfil the aims set out in the plan of action for the implementation of the obligations under Article VII of the Convention.
3. The 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 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.
4. The basic course will be conducted in English, with interpretation into Spanish. Participants are therefore expected to have a good command, both written and oral, of one of these two languages.
5. States Parties, the nationals of which 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. Nominees who have previously participated in a basic course for personnel of National Authorities will not be considered for sponsorship. States not Party are also invited to nominate candidates.
6. 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.

7. The candidates selected for the basic course will be required to complete the OPCW e-learning modules prior to attending the course. These e-learning modules are available on the OPCW website ([www.opcw.org](http://www.opcw.org)).
8. For sponsored participants, the Secretariat will cover the costs of travel, accommodation, meals, and medical insurance for the duration of the course and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will cover the cost of this insurance for sponsored participants only.
9. The Secretariat will arrange accommodation for all sponsored participants. Any participants who do not intend to use this accommodation are requested to indicate this 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 itself. National Authorities will be informed of all the costs incurred by the Secretariat in respect of invitees who indicate that they will participate and then either cancel at the last minute or who fail to arrive.
10. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase air-tickets and send them to the participants. Participants will be allowed to purchase air-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, 14 September 2014** and to depart **no later than Saturday, 20 September 2014**.
11. 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 any 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.
12. Participants are requested to obtain any necessary visas (including transit visas) before travelling to The Hague, the Netherlands. Upon confirmation of acceptance to attend the basic course, participants will be requested to initiate the process of obtaining the necessary visas.
13. States Parties and States not Party are invited to complete the nomination and endorsement forms that are attached as Annexes 2 and 3 to this Note, making sure they provide all the contact details requested. 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, 11 July 2014**. Nominations received after this date will not be considered. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.

14. Additional information about the basic course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Pankaj Sharma (+31 (0)70 416 3823) and Ms Olukemi Adenuga (+31 (0)70 416 3923). They can also be reached by e-mail at [ipb@opcw.org](mailto:ipb@opcw.org).

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form
- Annex 3: Endorsement by the National Authority

**Annex 1**

**BASIC COURSE FOR PERSONNEL OF NATIONAL AUTHORITIES  
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**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Monday, 15 September 2014</i></b>	
08:15 – 08:45	Registration
09:00 – 09:30	Opening ceremony
09:30 – 09:45	Group photograph
09:45 – 10:30	History of chemical weapons and an overview of the Chemical Weapons Convention
10:30 – 11:15	Introduction to the Organisation for the Prohibition of Chemical Weapons (OPCW)
11:15 – 11:45	<i>Coffee/tea break</i>
11:45 – 12:15	Status of implementation of the Convention
12:15 – 13:00	National-implementation measures under Article VII
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Case study/practical exercises on national implementation
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 15:45	Provisions of the Convention in relation to declarations under Article III
15:45 – 16:15	Provisions of the Convention in relation to declarations under Article VI
16:15 – 17:10	Declaration requirements under Article VI Schedules of chemicals Facility declarations under Article VI
17:10 – 17:15	Wrap-up of Day 1
<b><i>Tuesday, 16 September 2014</i></b>	
09:00 – 09:30	Transfer provisions of the Convention
09:30 – 10:45	Identification of declarable facilities under the Convention
10:45 – 11:00	Tools to assist with identification of declarable activities
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	Practical exercise on identification of declarable activities and facilities
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Declarations Handbook
14:30 – 15:30	Practical exercise on filling in the declaration forms
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:15	Practical exercise on filling in the declaration forms (continued)
16:15 – 17:10	Practical issues related to declaring imports/exports of scheduled chemicals
17:10 – 17:15	Wrap-up of Day 2

<b>Time</b>	<b>Activity</b>
<b><i>Wednesday, 17 September 2014</i></b>	
09:00 – 10:00	Electronic declarations and introduction to EDNA <sup>1</sup>
10:00 – 11:00	Practical exercise with EDNA
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:30	Practical exercise with EDNA (continued)
12:30 – 13:15	The verification regime under Articles III, IV, and V of the Convention
13:15 – 14:15	<i>Lunch</i>
14:15 – 15:15	The verification regime under Article VI
15:15 – 16:00	The selection of facilities for inspection under Article VI
16:00 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:10	Receiving Article VI inspections
17:10 – 17:15	Wrap-up of Day 3
<b><i>Thursday, 18 September 2014</i></b>	
09:00 – 13:00	Field visit: Tour of the OPCW Laboratory and Equipment Store
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Receiving inspections including sampling and analysis
15:00 – 15:30	Inspection escort responsibilities
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:15	Follow-up on inspection results
16:15 – 16:55	Improving the efficiency of inspections and feedback from National Authorities
16:55 – 17:00	Wrap-up of Day 4
<b><i>Friday, 19 September 2014</i></b>	
09:00 – 10:00	Practical exercises on Article VI inspections
10:00 – 11:00	Group work: Enhancing the effectiveness of National Authorities
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:15	Presentation of group work
12:15 – 13:00	The role of the National Authority and its effective functioning
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Implementation of Article X of the Convention
14:30 – 15:15	Programmes of the International Cooperation and Assistance Division including the OPCW's web-based tools and other e-based support
15:15 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:00	Summing up and evaluation of the course by the participants
16:00 – 16:15	Closing ceremony

1

EDNA = electronic declarations software for National Authorities.

## Annex 2

**BASIC COURSE FOR PERSONNEL OF NATIONAL AUTHORITIES  
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**NOMINATION FORM**

Please submit the completed form **by Friday, 11 July 2014** 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

**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
13.		Number                      Post code
13.		City
13.		Country
14.	E-mail address	
15.	Telephone numbers, including country and city codes	Home
15.		Work
15.		Mobile
16.	Fax numbers, including country and city codes	Home
16.		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.

**Annex 3**

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**ENDORSEMENT BY THE NATIONAL AUTHORITY**

I, \_\_\_\_\_, Head/Chief Coordinator of the National Authority of the State Party of \_\_\_\_\_, on behalf of the Government of \_\_\_\_\_, hereby endorse the nomination form of Mr/Ms \_\_\_\_\_, holding the position/designation of \_\_\_\_\_ in the Office/Division/Branch of \_\_\_\_\_, as indicated in the attached nomination form for participation in the basic course for personnel of National Authorities involved in the national implementation of the Chemical Weapons Convention being held in The Hague from 15 to 19 September 2014.

I also certify that the above candidate has not attended any such or similar basic course conducted by the OPCW.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official seal of the Organisation: