



S/1338/2016
8 January 2016
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A TRAINING COURSE
FOR REPRESENTATIVES OF NATIONAL AUTHORITIES OF STATES PARTIES
ON FULFILLING ARTICLE VI OBLIGATIONS (DECLARATIONS AND INSPECTIONS)
UNDER THE CHEMICAL WEAPONS CONVENTION
THE HAGUE, THE NETHERLANDS
7 – 11 MARCH 2016**

1. The Technical Secretariat (hereinafter “the Secretariat”) is pleased to announce that a training course for representatives of National Authorities of States Parties on fulfilling Article VI obligations (declarations and inspections) under the Chemical Weapons Convention (hereinafter “the Convention”) will be held in The Hague, the Netherlands, from 7 to 11 March 2016.
2. The purpose of the training course is twofold. On the one hand, the course is intended to facilitate the submission by National Authorities of accurate and timely Article VI declarations and to minimise the number of possible errors in the declarations prepared by States Parties. On the other hand, the course is designed to provide practical assistance to States Parties in training escorts for inspections under the provisions of the Convention.
3. Therefore, this course is intended for representatives of National Authorities who are involved in implementing the Convention, in preparing national declarations, and who have had at least one year of experience in carrying out these duties. Candidates should have prior experience with the use of the electronic declaration tool for National Authorities (EDNA) and should be able to work with computers and manage electronic communications systems. The course is also targeting personnel of National Authorities who are actually involved in the inspection process in their respective countries, and who will be able to assist with providing such training to others after they have completed the course. Candidates are expected to perform the role of national escorts during OPCW inspections. In this context, National Authorities, when nominating participants, are requested to propose personnel who meet the criteria specified above.
4. The provisional programme for the course is attached as Annex 1 to this Note.
5. 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. All nominations from States Parties must be formally endorsed by the National Authority. 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.

6. The Secretariat will not pay for medical assistance. Therefore participants should be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
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 the 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. 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. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than **Sunday, 6 March 2016** and to depart no later than **Saturday, 12 March 2016**.
8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to The Hague.
9. The training course will be conducted in English and Spanish.
10. Interested National Authorities are invited to complete the nomination and endorsement forms that are included as Annexes 2 and 3 to this Note, making sure in particular to provide all the details they request. The National Authorities are requested to nominate only candidates who have not attended any previous or similar courses organised by the OPCW. Completed forms should be addressed to the Head, Implementation Support Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations should be submitted by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat no later than **Tuesday, 2 February 2016**. **National Authorities are kindly requested to note that the Secretariat will not accept any nominations for sponsorship after that date.** Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
11. Additional information about the course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Vaclovas Semaskevicius (+31 (0)70 416 3270, email: vaclovas.semaskevicius@opcw.org) and Mr Aldo Rodríguez (+31 (0)70 416 3438, email: aldo.rodriguez@opcw.org).

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form
- Annex 3: Endorsement Form

Annex 1

**TRAINING COURSE FOR REPRESENTATIVES OF NATIONAL AUTHORITIES
OF STATES PARTIES ON FULFILLING ARTICLE VI OBLIGATIONS
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PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 7 March 2016</i>	
08:30 – 09:00	Registration
09:00 – 09:15	Opening of the training course
09:15 – 09:45	Status of implementation of the Convention
09:45 – 10:15	The role of National Authorities
<i>10:15 – 10:30</i>	<i>Coffee/tea break</i>
10:30 – 11:30	General review of Article VI declaration requirements
11:30 – 12:15	Chemicals to be monitored under the Convention: <ul style="list-style-type: none"> • Chemicals covered by the Convention • Principal uses of scheduled chemicals
12:15 – 13:00	Tools to assist in the identification of scheduled chemicals: <ul style="list-style-type: none"> • Handbook on Chemicals • Online scheduled chemicals database • Most traded scheduled chemicals brochure
<i>13:00 – 14:00</i>	<i>Lunch</i>
14:00 – 14:30	Key decisions taken by the Executive Council and the Conference of the States Parties in relation to declarations
14:30 – 15:20	Identification of declarable activities
15:20 – 16:00	Declaration exercise 1: Identification of declarable activities
<i>16:00 – 16:15</i>	<i>Coffee/tea break</i>
16:15 – 17:00	Declaration exercise 1: Identification of declarable activities (continued)
<i>Tuesday, 8 March 2016</i>	
09:00 – 09:45	Tools assisting the preparation of declarations: Declarations Handbook
09:45 – 10:15	Common problems in making Article VI plant-site declarations
<i>10:15 – 10:30</i>	<i>Coffee/tea break</i>
10:30 – 11:15	Practical issues and common problems in declaring imports and exports of scheduled chemicals
11:15 – 12:00	Round-table discussion of Article VI declaration issues
<i>12:00 – 13:00</i>	<i>Lunch</i>
13:00 – 15:00	Declaration exercise 2: Filling in declaration forms (for transfers of chemicals)
<i>15:00 – 15:15</i>	<i>Coffee/tea break</i>
15:15 – 17:00	Declaration exercise 3: Filling in declaration forms (for facilities)
<i>Wednesday, 9 March 2016</i>	
09:00 – 09:45	Electronic declarations and introduction to the electronic declaration tool for National Authorities (EDNA)
09:45 – 10:45	Practical exercises on EDNA

10:45 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:00	Practical exercises on EDNA (continued)
12:00 – 13:00	Introduction to Secure Information Exchange (SIX) – presentation and demonstration
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	The role of the National Authority in inspections
14:30 – 15:30	Identification of declarable chemical industry activities and commonly declared Article VI activities
15:30 – 15:45	<i>Coffee break</i>
15:45 – 16:30	Identifying Discrete Organic Chemicals (DOC): presentation by the Dutch Authorities
16:30 – 17:15	Preparing for an On-Site Inspection: presentation by the Dutch Authorities
<i>Thursday, 10 March 2016</i>	
09:00 – 09:45	Activities before arrival on site
09:45 – 10:30	Pre-inspection activities on site
10:30 – 11:00	<i>Coffee break</i>
11:00 – 12:00	Inspection activities
12:00 – 13:00	Report writing
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:45	Post-inspection activities
14:45 – 15:30	Preparing for an on-site inspection (hands-on exercise)
15:30 – 15:45	<i>Coffee break</i>
15:45 – 17:00	Bilateral consultations
<i>Friday, 11 March 2016</i>	
08:00 – 13:00	Mock inspection (Rotterdam port or any other facility upon agreement)
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Hands-on exercise on report writing: drafting a technical description of the plant site and carrying out a records review
15:00 – 15:15	<i>Coffee break</i>
15:15 – 16:15	Hands-on exercise on report writing: drafting a technical description of the plant site and carrying out a records review (continued)
16:15 – 17:00	Evaluation and feedback

Annex 2

**TRAINING COURSE FOR REPRESENTATIVES OF NATIONAL AUTHORITIES
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NOMINATION FORM

Please submit the completed form by **2 February 2016** to:
The Head, International Support Branch, ICA, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
email: ipb@opcw.org

Please type or use BLOCK LETTERS

1.	National Authority making the nomination			
2.	Family name of nominee ¹			
3.	First name(s) ¹			
4.	Date of birth	Day	Month	Year
5.	Citizenship			
6.	Gender ²	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
7.	Passport number			
	(a) Date of issue	Day	Month	Year
	(b) Expiry date	Day	Month	Year
	(c) Place of issue			
8.	Areas of expertise			
9.	Employer			
10.	Position			
11.	Employer's address (Please do not give a post-office box number)	Street		
		Number	Post code	
		City		
		Country		
12.	Email address			
13.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		
		Work		
14.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
15.	Previous experience in preparing declarations/inspections?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

¹ Please give the first and family names exactly as they appear in the nominee's passport.

² For these and all like 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 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 Training Course for Representatives of National Authorities of States Parties on Fulfilling Article VI Obligations (Declarations and Inspections) Under the Chemical Weapons Convention, being held in The Hague, the Netherlands, from 7 to 11 March 2016.

I also certify that the above candidate has not attended any similar OPCW courses in the past.

Signature: _____

Name: _____

Designation: _____

Official seal of the organisation: