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

18 – 22 JULY 2016

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 18 to 22 July 2016.

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 and French. Participants are therefore expected to have a good command, both written and oral, of one of these three 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). Pre- and post-tests on all topics covered by the training course will be conducted on the first and last days of the course.

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 with respect to invitees who indicate that they will participate and then either cancel at the last minute or fail to arrive.

10. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase airline tickets and send them to the participants. Participants will be allowed to purchase airline 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, 17 July 2016 and to depart no later than Saturday, 23 July 2016.

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 that all of the contact details requested are provided. Completed forms must be addressed to the Head, Implementation Support Branch, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, or submitted by email to ipb@opcw.org. All nominations must be received by the Secretariat no later than Friday, 20 May 2016. 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 Vaclovas Semaskevicius (+31 (0)70 416 3270), and Ms Olukemi Adenuga (+31 (0)70 416 3923). They can also be reached by email at 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 INVOLVED IN THE NATIONAL IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION
THE HAGUE, THE NETHERLANDS
18 – 22 JULY 2016

PROVISIONAL PROGRAMME

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, 18 July 2016</strong></td>
<td></td>
</tr>
<tr>
<td>08:00 – 08:50</td>
<td>Registration</td>
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<tr>
<td>09:00 – 09:30</td>
<td>Opening ceremony and group photograph</td>
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<tr>
<td>09:30 – 09:45</td>
<td>Pre-test</td>
</tr>
<tr>
<td>09:45 – 10:30</td>
<td>History of chemical weapons and an overview of the Chemical Weapons Convention</td>
</tr>
<tr>
<td>10:30 – 11:15</td>
<td>Introduction to the Organisation for the Prohibition of Chemical Weapons (OPCW)</td>
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<tr>
<td>11:15 – 11:45</td>
<td><strong>Coffee/tea break</strong></td>
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<tr>
<td>11:45 – 12:15</td>
<td>Status of implementation of the Convention</td>
</tr>
<tr>
<td>12:15 – 13:00</td>
<td>National implementation measures under Article VII</td>
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<tr>
<td>13:00 – 14:00</td>
<td><strong>Lunch</strong></td>
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<tr>
<td>14:00 – 15:00</td>
<td>Case study/practical exercises on national implementation</td>
</tr>
<tr>
<td>15:00 – 15:15</td>
<td><strong>Coffee/tea break</strong></td>
</tr>
<tr>
<td>15:45 – 16:15</td>
<td>Provisions of the Convention in relation to declarations under Article VI</td>
</tr>
<tr>
<td>16:15 – 17:10</td>
<td>Declaration requirements under Article VI</td>
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<td>Schedules of chemicals</td>
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<td></td>
<td>Facility declarations under Article VI</td>
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<tr>
<td>17:10 – 17:15</td>
<td><strong>Wrap-up of Day 1</strong></td>
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<tr>
<td><strong>Tuesday, 19 July 2016</strong></td>
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<tr>
<td>09:00 – 09:30</td>
<td>Transfer provisions of the Convention</td>
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<tr>
<td>09:30 – 10:45</td>
<td>Identification of declarable facilities under the Convention</td>
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<tr>
<td>10:45 – 11:00</td>
<td>Tools to assist with identification of declarable activities</td>
</tr>
<tr>
<td>11:00 – 11:30</td>
<td><strong>Coffee/tea break</strong></td>
</tr>
<tr>
<td>11:30 – 13:00</td>
<td>Practical exercise on identification of declarable activities and facilities</td>
</tr>
<tr>
<td>13:00 – 14:00</td>
<td><strong>Lunch</strong></td>
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<tr>
<td>14:00 – 14:30</td>
<td>Declarations Handbook</td>
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<tr>
<td>14:30 – 15:30</td>
<td>Practical exercise on filling in declaration forms</td>
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<tr>
<td>15:30 – 15:45</td>
<td><strong>Coffee/tea break</strong></td>
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<tr>
<td>15:45 – 16:15</td>
<td>Practical exercise on filling in declaration forms (continued)</td>
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<tr>
<td>16:15 – 17:10</td>
<td>Practical issues related to declaring imports/exports of scheduled chemicals</td>
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<tr>
<td>17:10 – 17:15</td>
<td><strong>Wrap-up of Day 2</strong></td>
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<tr>
<td>Time</td>
<td>Activity</td>
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<tr>
<td><strong>Wednesday, 20 July 2016</strong></td>
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<tr>
<td>09:00 – 10:00</td>
<td>Electronic declarations and introduction to EDNA¹</td>
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<tr>
<td>10:00 – 11:00</td>
<td>Practical exercise with EDNA</td>
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<tr>
<td>11:00 – 11:30</td>
<td><strong>Coffee/tea break</strong></td>
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<tr>
<td>11:30 – 12:30</td>
<td>Practical exercise with EDNA (continued)</td>
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<tr>
<td>12:30 – 13:15</td>
<td>The verification regime under Articles III, IV, and V of the Convention</td>
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<tr>
<td>13:15 – 14:15</td>
<td><strong>Lunch</strong></td>
</tr>
<tr>
<td>14:15 – 15:15</td>
<td>The verification regime under Article VI</td>
</tr>
<tr>
<td>15:15 – 16:00</td>
<td>The selection of facilities for inspection under Article VI</td>
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<tr>
<td>16:00 – 16:15</td>
<td><strong>Coffee/tea break</strong></td>
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<tr>
<td>16:15 – 17:10</td>
<td>Receiving Article VI inspections</td>
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<tr>
<td>17:10 – 17:15</td>
<td>Wrap-up of Day 3</td>
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<tr>
<td><strong>Thursday, 21 July 2016</strong></td>
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<tr>
<td>09:00 – 13:00</td>
<td>Field visit: Tour of the OPCW Laboratory and Equipment Store</td>
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<tr>
<td>13:00 – 14:00</td>
<td><strong>Lunch</strong></td>
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<tr>
<td>14:00 – 15:00</td>
<td>Receiving inspections, including sampling and analysis</td>
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<tr>
<td>15:00 – 15:30</td>
<td>Inspection escort responsibilities</td>
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<tr>
<td>15:30 – 15:45</td>
<td><strong>Coffee/tea break</strong></td>
</tr>
<tr>
<td>15:45 – 16:15</td>
<td>Follow-up on inspection results</td>
</tr>
<tr>
<td>16:15 – 16:55</td>
<td>Improving the efficiency of inspections and feedback from National Authorities</td>
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<tr>
<td>16:55 – 17:00</td>
<td>Wrap-up of Day 4</td>
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<tr>
<td><strong>Friday, 22 July 2016</strong></td>
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<tr>
<td>09:00 – 10:00</td>
<td>Practical exercises on Article VI inspections</td>
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<tr>
<td>10:00 – 11:00</td>
<td>Group work: Enhancing the effectiveness of National Authorities</td>
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<tr>
<td>11:00 – 11:30</td>
<td><strong>Coffee/tea break</strong></td>
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<tr>
<td>11:30 – 12:15</td>
<td>Presentation of group work</td>
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<tr>
<td>12:15 – 13:00</td>
<td>The role of the National Authority and its effective functioning</td>
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<tr>
<td>13:00 – 14:00</td>
<td><strong>Lunch</strong></td>
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<tr>
<td>14:00 – 14:30</td>
<td>Implementation of Article X of the Convention</td>
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<td>14:30 – 15:15</td>
<td>Programmes of the International Cooperation and Assistance Division</td>
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<tr>
<td></td>
<td>including the OPCW’s web-based tools and other e-based support</td>
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<tr>
<td>15:15 – 15:30</td>
<td><strong>Coffee/tea break</strong></td>
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<tr>
<td>15:30 – 16:00</td>
<td>Post-test and summary of the course</td>
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<tr>
<td>16:00 – 16:15</td>
<td>Closing ceremony</td>
</tr>
</tbody>
</table>

¹ EDNA = electronic declarations software for National Authorities.
Annex 2


NOMINATION FORM
Please submit the completed form by Friday, 20 May 2016 to:
The Head, Implementation Support Branch, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Email: ipb@opcw.org

Please type or use BLOCK LETTERS

<table>
<thead>
<tr>
<th>Government body making the nomination</th>
<th>Family name of nominee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name(s)*</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td>Day   Month   Year</td>
</tr>
<tr>
<td>Citizenship</td>
<td></td>
</tr>
<tr>
<td>Gender**</td>
<td>Male □     Female □</td>
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<tr>
<td>Passport number</td>
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<tr>
<td>Date of issue</td>
<td>Day   Month   Year</td>
</tr>
<tr>
<td>Expiry date</td>
<td>Day   Month   Year</td>
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<tr>
<td>Place of issue</td>
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<tr>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>Description of duties</td>
<td></td>
</tr>
<tr>
<td>Contact address</td>
<td>Street</td>
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<td></td>
<td>Number</td>
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<td></td>
<td>Postcode</td>
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<td></td>
<td>City</td>
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<td></td>
<td>Country</td>
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<tr>
<td>Email address</td>
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<tr>
<td>Telephone numbers, including country and city codes</td>
<td>Home</td>
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<td></td>
<td>Work</td>
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<tr>
<td></td>
<td>Mobile</td>
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<tr>
<td>Fax numbers, including country and city codes</td>
<td>Home</td>
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<tr>
<td></td>
<td>Work</td>
</tr>
<tr>
<td>Has the nominee previously attended a basic course of this kind?</td>
<td>Yes □      No □</td>
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<tr>
<td>If so, when and where?</td>
<td></td>
</tr>
<tr>
<td>Is sponsorship a condition of participation?</td>
<td>Yes □      No □</td>
</tr>
<tr>
<td>Emergency contact person, including country and city codes and email address</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Relationship</td>
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<td></td>
<td>Home</td>
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<td>Mobile</td>
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<td></td>
<td>Email</td>
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</tbody>
</table>

* 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.
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 ____________________________ 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 18 to 22 July 2016.

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: