



S/1505/2017
21 June 2017
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
18 – 22 SEPTEMBER 2017**

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 18 to 22 September 2017.
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 preparing national declarations, who have experience using the electronic declaration tool for National Authorities (EDNA), and the ability to work with computers and manage electronic communications systems. The course is also targeted at the personnel of National Authorities who are directly involved in the inspection process in their respective countries and who are expected to serve as national escorts during OPCW inspections. This course will provide participants with the opportunity to broaden their knowledge of the national declarations and inspection escorting processes, and to exchange experiences with others in the field. In this regard, when nominating participants, National Authorities are requested to recommend candidates who meet the criteria specified above and who have not attended similar training courses in the past.
4. In order to ensure that this training is as effective as possible, the Secretariat requests that all participants of this training complete the following OPCW e-learning modules available at: <https://www.opcw.org/special-sections/education/e-learning/>. Once these



have been completed, participants should send their certificates of completion of the following courses to the Implementation Support Branch (IPB) of the Secretariat (ipb@opcw.org) prior to their participation in the training in The Hague:

- 1) Identification of Declarable Activities Under Article VI of the Convention;
 - 2) Introduction to Article VI Declarations;
 - 3) Introduction to EDNA;
 - 4) Introduction to SIX; and
 - 5) Preparing for and Receiving an Article VI Inspection by Plant Site.
5. The provisional programme for the course is attached as Annex 1 to this Note.
 6. 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 inform the Secretariat of such as soon as possible, in order to avoid incurring hotel cancellation fees. The Secretariat will not cover the costs of any accommodation that it has not arranged.
 7. 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.
 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 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, 17 September 2017** and to depart no later than **Saturday, 23 September 2017**.
 9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to The Hague.
 10. The training course will be conducted in English.
 11. 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 requested details. 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 Director,

International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations should be also submitted by email to ipb@opcw.org. All nominations must be received by the Secretariat no later than **Friday, 21 July 2017**. **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.

12. Additional information about the course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Ms Chizu Matsushita (+31 (0)70 416 3428, email: chizu.matsushita@opcw.org); and Ms Olukemi Adenuga (+31 (0)70 416 3923, email: olukemi.adenuga@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, 18 September 2017</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, 19 September 2017</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, 20 September 2017</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)
16:30 – 17:15	Preparing for an On-Site Inspection
Thursday, 21 September 2017	
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 – 12:30	Inspection activities
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:30	Post-inspection activities
14:30 – 15:30	Summary of the overall verification regime under Article VI of the Convention
15:30 – 15:45	<i>Coffee break</i>
15:45 – 17:00	Bilateral consultations
Friday, 22 September 2017	
08:00 – 13:00	Mock inspection (site to be confirmed)
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Hands-on exercise linked to the roles played and activities carried out by National Authorities in receiving inspections: notification and acknowledgment; receiving an inspection team and point of entry/exit procedures; timelines; the scope of an inspection; contact with inspected site representatives; pre-inspection briefings; and inspection activities.
15:00 – 15:15	<i>Coffee break</i>
15:15 – 16:15	Hands-on exercise (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 **21 July 2017** 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

National Authority making the nomination			
Family name of nominee ¹			
First name(s) ¹			
Date of birth	Day	Month	Year
Citizenship			
Gender ²	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
Areas of expertise			
Employer			
Position			
Employer's address (Please do not give a post-office box number)	Street		
	Number	Post code	
	City		
	Country		
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
	Work		
Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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.

<p>Please specify in detail that the nominee meets all the requirements to participate in the course: 1) experience with EDNA; 2) involvement in the inspection process; 3) command of the English language.</p>	
<p>Please indicate the nominee's current and future functions in relation to Article VI declarations and inspections, and provide a plan for training to be conducted by the nominee to replicate this training at the national level.</p>	

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 18 to 22 September 2017.

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

Signature: _____

Name: _____

Designation: _____

Telephone: _____

E-mail: _____

Official seal of the organisation: