



S/1576/2018
5 February 2018
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT**CALL FOR NOMINATIONS FOR A GENERAL TRAINING COURSE ON THE
CHEMICAL WEAPONS CONVENTION FOR THE PERSONNEL OF NATIONAL
AUTHORITIES AND RELEVANT STAKEHOLDERS
THE HAGUE, THE NETHERLANDS
9 – 13 APRIL 2018**

1. The Technical Secretariat (hereinafter “the Secretariat”) is pleased to announce that a five-day general training course on the Chemical Weapons Convention (hereinafter “the Convention”) for the personnel of National Authorities and relevant stakeholders will be held at the Headquarters of the OPCW in The Hague, the Netherlands, from 9 to 13 April 2018.
2. The purpose of the course is to assist States Parties to comply with their obligations under the Convention by enhancing the knowledge and skills of the personnel of National Authorities and relevant stakeholders. 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 general training course is primarily intended for the personnel of National Authorities and their relevant stakeholders who are responsible for the specific tasks involved in implementation of the Convention at the national level, but who have little or limited knowledge in this area. 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 general training course will be conducted in English only. Participants are therefore expected to have a good command, both written and oral, of the English language.
5. States Parties, the nationals of which have not previously participated in basic or similar courses 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.
6. The Secretariat expects to be able to sponsor a limited number of participants and only one sponsorship per country will be considered. Each nomination should specify whether sponsorship is required. All nominations from States Parties must be formally endorsed by the National Authority.



7. The candidates selected for the general training 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 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.
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.
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, 8 April 2018** and to depart **no later than Saturday, 14 April 2018**.
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 general training 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 general training course, participants will be requested to initiate the process of obtaining the necessary visas.
13. Interested National Authorities and their relevant stakeholders are invited to apply for the event via the OPCW event management system EVENTUS at <https://apps.opcw.org/eventus>. To apply, please create an account in EVENTUS and then register for the event. The endorsement form attached as Annex 3 to this Note has to be uploaded during the registration process for the course. All nominations must be received by the Secretariat no later than **Wednesday, 28 February 2018**. Nominations received after this date will not be considered. Interested applicants who are unable to submit an application online at <http://www.opcw.org/eventus> due to technical problems are requested to complete the nomination and endorsement forms that are attached as Annexes 2 and 3 to this Note and email them to ipb@opcw.org with reference to the name and location of the course in the subject line.

14. Additional information about the general training 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).

Annexes:

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

Annex 1

**GENERAL TRAINING COURSE ON THE CHEMICAL WEAPONS CONVENTION
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PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 9 April 2018</i>	
08:30 – 09:00	Registration
09:00 – 09:30	Opening ceremony and group photograph
09:30 – 09:50	Pre-test
09:50 – 10:50	History of chemical weapons and an overview of the Chemical Weapons Convention
10:50 – 11:20	<i>Coffee/tea break</i>
11:20 – 11:40	Introduction to the Organisation for the Prohibition of Chemical Weapons (OPCW)
11:40 – 12:20	Role of the National Authority in the implementation of the Convention
12:20 – 13:30	<i>Lunch</i>
13:30 – 15:00	National implementation measures under Article VII
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 17:00	Case study/practical exercises on national implementation
<i>Tuesday, 10 April 2018</i>	
09:00 – 09:30	Provisions of the Convention in relation to declarations: - Overview of declarations - Chemical weapons-related declarations (Article III of the Convention)
09:30 – 10:00	Declarations requirements under Article VI of the Convention: - Schedules of chemicals - Facility declarations under Article VI
10:00 – 10:30	Transfer provisions of the Convention
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Identification of declarable activities under the Convention
11:30 – 12:00	Tools to assist with identification of declarable activities
12:00 – 13:00	<i>Lunch</i>
13:00 – 14:30	Practical exercise on identification of declarable activities and facilities
14:30 – 15:00	Declarations Handbook
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:15	Practical issues and common problems in reporting imports and exports
16:15 – 17:15	Practical exercise on filling in declaration forms

Time	Activity
<i>Wednesday, 11 April 2018</i>	
09:00 – 10:30	Electronic declarations and introduction to EDNA ¹ and SIX ²
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Practical exercise using EDNA
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:15	The verification regime under Articles III, IV, and V of the Convention
14:15 – 15:00	The verification regime under Article VI
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:30	Topics before the Industry Cluster
<i>Thursday, 12 April 2018</i>	
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 Article VI inspections
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:30	Programmes of the International Cooperation and Assistance Division
<i>Friday, 13 April 2018</i>	
09:00 – 09:15	Update on cooperation with industry
09:15 – 09:45	The OPCW's contribution to counter-terrorism
09:45 – 10:15	Science and technology
10:15 – 10:45	<i>Coffee/tea break</i>
10:45 – 11:15	Education and outreach
11:15 – 12:00	Post-test
12:00 – 13:00	<i>Lunch</i>
13:00 – 15:30	Effective functioning of National Authorities: group work and presentations by participants on best practices, challenges, lessons learned
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Evaluation of the course by the participants and closing remarks

All applications must be completed using the OPCW online event management system EVENTUS, which can be accessed via the following link: <https://apps.opcw.org/eventus>.

¹ EDNA = electronic declarations software for National Authorities.

² SIX = secure information exchange.

Annex 2

**GENERAL TRAINING COURSE ON THE CHEMICAL WEAPONS CONVENTION
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NOMINATION FORM

If you are unable to submit an application online at <http://www.opcw.org/eventus>,
please submit the completed form to: ipb@opcw.org

Please type or use BLOCK LETTERS

National Authority making the nomination	
Family name of nominee *	
First name(s) *	
Date of birth	Day Month Year
Citizenship	
Gender **	Male <input type="checkbox"/> Female <input type="checkbox"/>
Passport number	
Date of issue	Day Month Year
Expiry date	Day Month Year
Place of issue	
Job title	
Employer	
Email address	
Airport of departure	
Telephone numbers, including country and city codes	Home
	Work
	Mobile
Has the nominee previously attended a similar OPCW event?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?
Is sponsorship required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency contact, name, telephone number or email	

* 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

This form needs to be signed, duly sealed and uploaded before submitting your application via <https://apps.opcw.org/eventus>

Please type or use BLOCK LETTERS

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 general training course on the Chemical Weapons Convention for the personnel of National Authorities and the relevant stakeholders of being held in The Hague from 9 to 13 April 2018.

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: