

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR A TRAINING COURSE FOR REPRESENTATIVES
OF NATIONAL AUTHORITIES AND RELEVANT STAKEHOLDERS OF STATES
PARTIES ON FULFILLING DECLARATIONS AND INSPECTIONS OBLIGATIONS
UNDER ARTICLE VI OF THE CHEMICAL WEAPONS CONVENTION
THE HAGUE, NETHERLANDS
10 – 14 SEPTEMBER 2018**

1. The Technical Secretariat (hereinafter “the Secretariat”) is pleased to announce that a training course for representatives of National Authorities and relevant stakeholders of States Parties on fulfilling declarations and inspections obligations under Article VI of the Chemical Weapons Convention (hereinafter “the Convention”) will be held in The Hague, the Netherlands, from 10 to 14 September 2018.
2. The main 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 declarations required under the Article VI of the Convention (Activities Not Prohibited Under This Convention). On the other hand, the course is aimed at providing practical guidance to States Parties on receiving and escorting OPCW inspections.
3. This course therefore is primarily intended for representatives of National Authorities and relevant stakeholders who are involved in preparing national declarations using the Electronic Declarations Tool for National Authorities (EDNA) and the Secure Information Exchange (SIX) system, and in the inspection process including serving as national escorts during OPCW inspections. Nomination of stakeholders other than the National Authorities should be made only if their participation in this course would positively contribute to the fulfilment of Article VI obligations by the nominating State Party.
4. This course will provide participants with the opportunity to deepen their knowledge and improve their skills relating to the Article VI requirements, and to share experiences with participants from other States Parties. The course will also provide information on the recent developments around Article VI and offer participants an opportunity to clarify and discuss related issues. In this regard, States Parties are requested to nominate only participants who fulfil the requirements below, as the Secretariat will be able to consider only those nominations of participants who:



- (a) continue to be involved and have experience at the national level in the fulfilment of Article VI obligations (declarations and inspections);
 - (b) have not participated in similar training courses in the past;
 - (c) have a good command in English, both oral and written; and
 - (d) have completed the OPCW e-learning modules described below (available online at <https://www.opcw.org/special-sections/education/e-learning/>), and will have submitted certificates of completion to the Implementation Support Branch of the Secretariat (ipb@opcw.org) before 20 July 2018:
 - (i) Identification of Declarable Activities Under Article VI of the Convention;
 - (ii) Introduction to Article VI Declarations;
 - (iii) Introduction to EDNA;
 - (iv) Introduction to SIX; and
 - (v) Preparing for and Receiving an Article VI Inspection by Plant Site.
5. Interested applicants are also requested to complete the Article VI Implementation Self-Assessment Form (attached as Annex 3 to this Note) and send it via email attachment (ipb@opcw.org), clearly stating “Article VI training” in the subject line of the message. This form must be submitted **before 20 July 2018** so that the organiser can determine whether the applicants are suitable for participation in this training course. Once selected to take part in the course, participants will be expected to prepare a post-training action plan during the training week.
 6. The provisional programme for the course is attached as Annex 1 to this Note.
 7. 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. 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 this as soon as possible, in order to avoid incurring hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
 8. Participants should also be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
 9. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It 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 must bear all costs resulting from any changes they make once the Secretariat has purchased the tickets. Participants who have not been sponsored will

be asked 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, 9 September 2018** and to depart no later than **Saturday, 15 September 2018**. The Secretariat's agreement is required for any changes to these arrival and departure dates. The Secretariat will not cover expenses unrelated to the course or that result from changes in travel arrangements that it has not authorised. Sponsored participants must bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.

10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to The Hague. When applying for any required visa, they should present a copy of their acceptance letter issued by the Secretariat.
11. The training course will be conducted in English. All participants are therefore expected to have a good oral and written command of English.
12. Interested participants are invited to register their application through Eventus, the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants should first create an account and then register for the event. All nominations must be endorsed by the Head or Chief Coordinator of the National Authority. The endorsement form (attached as Annex 2 to this Note) must be uploaded during the online registration process. Nominations without an endorsement by the National Authority will not be considered. All nominations must be registered in Eventus **no later than Friday, 20 July 2018**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations for sponsorship after 20 July 2018.
13. Additional information about the course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division of the Secretariat. The contact persons are Ms Chizu Matsushita (Tel: +31 (0)70 416 3428, Email: chizu.matsushita@opcw.org) and Mr Aldo Rodriguez (Tel: +31 (0)70 416 3438, Email: aldo.rodriguez@opcw.org).

Annexes:

- Annex 1: Provisional Programme
- Annex 2: National Authority Endorsement Form
- Annex 3: Article VI Implementation Self-Assessment Form

Annex 1

**TRAINING COURSE FOR REPRESENTATIVES OF NATIONAL AUTHORITIES
AND RELEVANT STAKEHOLDERS OF STATES PARTIES ON FULFILLING
DECLARATIONS AND INSPECTIONS OBLIGATIONS UNDER ARTICLE VI
OF THE CHEMICAL WEAPONS CONVENTION**

THE HAGUE, NETHERLANDS

10 – 14 SEPTEMBER 2018

Ieper Room, OPCW

PROVISIONAL PROGRAMME

Time	Activity
Monday, 10 September 2018	
08:30 – 09:00	Registration
09:00 – 09:15	Opening remarks
09:15 – 09:25	Group photo
09:25 – 09:30	Introduction of participants
09:30 – 09:50	Objectives and expected outcomes of the training
09:50 – 11:00	Overview of the declaration requirements under Article VI, the chemicals to be monitored under the Convention, and the status of Article VI national implementation by States Parties
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	Tools to assist in the preparation of declarations, common issues and challenges in declarations (plant sites and export/import declarations), and identification of declarable activities
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Declaration exercise 1: Identification of declarable activities
15:00 – 15:30	Implementation of Article VI as a contribution to countering chemical terrorism
15:30 – 17:00	Breakout group discussion 1: current issues, practices, and challenges relating to Article VI implementation & <i>Coffee/tea break</i>
17:00 – 18:00	Outcome of the breakout group discussion
Tuesday, 11 September 2018	
	Please note – morning sessions will be held in Ooms Room
09:00 – 10:00	Declaration exercise 2: Filling in declaration forms (for transfers of chemicals)
10:00 – 11:00	Declaration exercise 3: Filling in declaration forms (for facilities)
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	Summary of declaration issues and question and answer session (Q&A)
13:00 – 14:00	<i>Lunch</i>
	Please note – afternoon sessions will be held in Ieper Room
14:00 – 16:30	A State Party's experience in Article VI implementation – The Netherlands <ul style="list-style-type: none"> • Identification of declarable chemical industry activities and commonly declared Article VI activities • Identifying discrete organic chemicals (DOCs) • Preparing for an on-site inspection • The role of the National Authority in inspections • Q&A & <i>Coffee/tea break</i>
16:30 – 18:00	State Party experience in Article VI implementation

Wednesday, 12 September 2018	
09:00 – 09:30	Recent developments with the Electronic Declarations Tool for National Authorities (EDNA) and Secure Information Exchange (SIX)
09:30 – 10:00	State Party experience in the use of EDNA/SIX
10:00 – 11:00	Practical exercises on EDNA for Group 1 (computer laboratory) Open floor discussion EDNA/SIX for Group 2 (Ieper Room)
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:30	Practical exercises on EDNA for Group 2 (computer laboratory) Open floor discussion EDNA/SIX for Group 1 (Ieper Room)
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:30	Experience of chemical industry in an OPCW inspection – chemical company representative
14:30 – 15:30	Receiving and escorting OPCW inspections – activities before arrival and pre-inspection activities on site
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:45	Receiving and escorting OPCW inspections – post-inspection activities
16:45 – 17:45	State Party experience in receiving/escorting OPCW inspections
Thursday, 13 September 2018	
08:00 – 13:30	Mock inspection exercise at chemical companies in the Netherlands (to be confirmed)
13:30 – 14:30	<i>Lunch</i>
14:30 – 15:30	Debriefing on mock inspection exercise
15:30 – 17:30	Bilateral meetings <i>Participants in the course are also expected to use this time to finalise their post-training action plans</i>
Friday, 14 September 2018	
09:00 – 11:00	Hands-on inspection exercise
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:00	Summary of the overall verification regime under Article VI
12:00 – 13:00	Participants speak about their post-training action plan Q&A and discussion
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Participants speak about their post-training action plan – continued Q&A and discussion
15:00 – 15:30	<i>Coffee break</i>
15:30 – 16:00	Evaluation of the training course
16:00 – 16:15	Closing remarks

Annex 2

**TRAINING COURSE FOR REPRESENTATIVES OF NATIONAL AUTHORITIES
AND RELEVANT STAKEHOLDERS OF STATES PARTIES ON FULFILLING
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ENDORSEMENT BY THE NATIONAL AUTHORITY

This form must be signed, duly sealed, and uploaded when submitting
the application electronically (<https://apps.opcw.org/eventus>)

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 and relevant stakeholders of states parties on fulfilling
Article VI obligations (Declarations and Inspections) under the Chemical Weapons
Convention, to be held in The Hague, the Netherlands, from 10 to 14 September 2018.

**I also certify that the above candidate fulfils all the requirements mentioned in the
invitation Note.**

Signature: _____

Name: _____

Designation: _____

Telephone: _____

Email: _____

Official seal of the organisation:

Annex 3

ARTICLE VI IMPLEMENTATION SELF-ASSESSMENT FORM

Name:

Country:

Status of Article VI implementation in your country (including the number of sites declared, the number of OPCW inspections received, etc.)	
What are the issues or challenges that need to be overcome to enhance the level of Article VI implementation in your country?	
By participating in this training course, what specific areas would you like to improve in regard to implementation of Article VI in your country?	
Bilateral meeting requests, if any, and reasons or topics for discussion	Branch at the Secretariat: Reasons/topics: