



NOTE BY THE TECHNICAL SECRETARIAT

**AN INVITATION TO PROPOSE CANDIDATES FOR A BASIC COURSE
FOR PERSONNEL OF NATIONAL AUTHORITIES INVOLVED IN THE NATIONAL
IMPLEMENTATION OF THE CHEMICAL WEAPONS CONVENTION
PARIS, FRANCE
13 – 16 SEPTEMBER 2011**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of France are pleased to announce that a four-day basic course for the personnel of National Authorities will be held at the French Training Centre for the Prohibition of Chemical Weapons (CEFFIAC¹), Paris, France, from 13 to 16 September 2011. The objectives of the course are to help States Parties comply with the Chemical Weapons Convention (hereinafter “the Convention”) and fulfil the aims of the plan of action regarding the implementation of Article VII obligations.
2. This 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 nevertheless actually 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.
3. The basic course will be conducted in English. Participants are therefore expected to have a good written and oral command of this language.
4. National Authorities are particularly encouraged to nominate those nationals who are involved in the work of the National Authority, but who have not previously participated in a basic course organised by the Secretariat. States not Party to the Convention are also welcome to nominate candidates.
5. 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.

¹ CEFFIAC = Centre français de formation pour l’interdiction des armes chimiques



6. For sponsored participants, the Secretariat will cover the costs of travel, accommodation, and meals, and will provide a limited subsistence allowance to cover sundry expenses. All participants must accept the medical insurance coverage that will be provided to them for the duration of the course. The Secretariat will cover the cost of this insurance for sponsored participants only.
7. The Secretariat will arrange accommodation for all 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 in respect of invitees who indicate that they will participate and then either cancel at the last minute or fail to show up.
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 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. So that the Secretariat can keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Monday, 12 September 2011**, and to depart **no later than Saturday, 17 September 2011**.
9. 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.
10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to France. Upon confirmation of acceptance to attend the basic course, participants will be requested to initiate the process of obtaining the necessary visas.
11. States Parties and States not Party are invited to complete the nomination form that is attached as Annex 2 to this Note, making sure they provide all the contact details requested. Completed forms must be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax to +31 (0)70 416 3228, or by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat **no later than Friday, 5 August 2011**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
12. Additional information about the basic course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact people are Mrs Mina Senior-Faress (+31 (0)70 416 3277) and Ms Zdravka Georgieva (+31 (0)70 416 3825). They can also be reached by e-mail at ipb@opcw.org.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**BASIC COURSE FOR PERSONNEL OF NATIONAL AUTHORITIES
INVOLVED IN THE NATIONAL IMPLEMENTATION OF
THE CHEMICAL WEAPONS CONVENTION
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PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 13 September 2011</i>	
09:00 – 09:30	Opening of the course
09:30 – 09:45	Group photo session
09:45 – 10:00	<i>Coffee/tea break</i>
10:00 – 11:00	History of chemical weapons and the Convention
11:00 – 11:45	Introduction to the Organisation for the Prohibition of Chemical Weapons
11:45 – 12:30	Rights and obligations of States Parties under the Convention
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	Status of implementation of the Convention
14:45 – 15:30	Enforcement of the Convention; elements of comprehensive national-implementing legislation
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:30	Role of the National Authority in implementing the Convention
16:30 – 17:15	Verification regime of the Convention
17:15 – 17:45	Inspections regime under the Convention
<i>Wednesday, 14 September 2011</i>	
09:00 – 10:00	Introduction to the Declarations Handbook
10:00 – 10:45	Identification of declarable industrial facilities under the Convention
10:45 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:00	Declarations under the Convention, and the use of the electronic declarations tool for National Authorities (EDNA)
12:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	How inspections are carried out under the Convention
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Introduction to working scenarios and the establishment of working groups
<i>Thursday, 15 September 2011</i>	
09:00 – 09:45	Declarations exercises
09:45 – 10:30	Working groups
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 11:45	Working groups
11:45 – 12:30	Transfers provisions of the Convention
12:30 – 14:00	<i>Lunch</i>

Time	Activity
14:00 – 14:45	Working groups
14:45 – 15:30	International Cooperation and Assistance Programmes
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:45	Working groups
<i>Friday, 16 September 2011</i>	
09:00 – 10:15	Scenario discussions
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:15	Scenario discussions
11:15 – 12:30	Closing ceremony

Annex 2

**BASIC COURSE FOR PERSONNEL OF NATIONAL AUTHORITIES
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NOMINATION FORM

Please submit the completed form **by Friday, 5 August 2011** to:
The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: +31 (0)70 416 3228; e-mail: ipb@opcw.org

Please type or USE BLOCK LETTERS.

1.	Government body making the nomination	
2.	Family name of nominee*	
3.	First name(s)	
4.	Date of birth	Day Month Year
5.	Citizenship	
6.	Gender**	Male <input type="checkbox"/> Female <input type="checkbox"/>
7.	Passport number	
8.	Date of issue	Day Month Year
9.	Expiry date	Day Month Year
10.	Place of issue	
11.	Employer	
12.	Description of duties	
13.	Contact address (Please do not give a post-office box number)	Street
		Number Post code
		City
		Country
14.	E-mail address	
15.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
16.	Fax numbers, including country and city codes	Home
		Work
17.	Has the nominee previously attended a basic course of this kind?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?
18.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>

* 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.