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**F.No. M-21011/15/2018-TECH**  
**Government of India**  
**Cabinet Secretariat**  
**National Authority Chemical Weapons Convention**

1<sup>st</sup> Floor, Chanakya Bhawan, Chanakya Puri,  
New Delhi, dated 26<sup>th</sup> December 2018

**OFFICE MEMORANDUM**

**Subject:** Invitation to apply for an internship for legal drafters and National Authority representatives of states parties to the chemical weapons convention, OPCW Headquarters, The Hague, Netherlands, 2019 (July Session)- regarding.

Please find enclosed herewith a copy of the International Cooperation Assistance Division, Technical Secretariat (TS), Organization for Prohibition of Chemical Weapons (OPCW) Note No. S/1695/2018 Dated 04 December 2018 seeking nominations on the above mentioned subject.

2. It is therefore requested that, nominations of suitable, qualified and experienced Officer of an appropriate level alongwith below-mentioned documents may be sent to this office latest by 01<sup>st</sup> April 2019. The Head of the concerned Department/ Organization may also certify that the applicant is clear from vigilance angle and no departmental proceeding against him is contemplated.

3. It is further informed that, the said course is purely techno-legal in nature and is only meant for the officials of the National Authority Chemical Weapons Convention, New Delhi; legal drafters from stakeholders departments of Government of India (Subject to applicability), which will enable them for fulfilling and implementing the obligations of Article-VII of the CWC. Only nominations with the complete set of application documents (viz. Nomination Form; Up-to-date Curriculum Vitae, Valid Passport Copy with complete personal identification information; Vigilance and Departmental Clearance) will be considered. Applicants who have already participated in the above programme previously will not be considered for the course. After attending the course the participant has to submit a presentation and internship report to NACWC.

Enclosure: As above

Yours Sincerely



(Amit Kumar Singh)

Technical Officer

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**To,**

1. The Joint Secretary (Disaster Management), Hall 'B' 3<sup>rd</sup> Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001, Phone- 011-23438087, Email- jsdm@nic.in
2. The Joint Secretary (Chemicals), Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Room No. 341-C, A-Wing, 3<sup>rd</sup> Floor, Shastri Bhawan, New Delhi-110001, Phone- 011-23383428, Fax: 011-23073682, Email: samir.biswas@gov.in
3. The Director General (Life Sciences), Defence Research & Development Organization, Room No. 338, DRDO Bhawan, New Delhi-110011, Phone- 011-23014873, 23016976, Fax- 011-23014259, Email- dgls@hqr.drdo.in
4. The Additional Secretary (D&ISA), Room No. 71, Ministry of External Affairs, South Block, New Delhi, Phone- 011-23014902, Fax- 011-23015626, Email- jsdisa@mea.gov.in

Rahul Kumar  
Diary no - 1,2,3,4

o/c Issued  
26/12/2018



**NOTE BY THE TECHNICAL SECRETARIAT**

**INVITATION TO APPLY FOR AN INTERNSHIP FOR LEGAL DRAFTERS  
AND NATIONAL AUTHORITY REPRESENTATIVES OF STATES PARTIES  
TO THE CHEMICAL WEAPONS CONVENTION  
OPCW HEADQUARTERS, THE HAGUE, THE NETHERLANDS**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) is organising three internships in 2019 for legal drafters and National Authority representatives of States Parties to the Chemical Weapons Convention (hereinafter “the Convention”), to be held at the OPCW Headquarters in The Hague, the Netherlands from 4 to 8 March, 1 to 5 July, and 18 to 22 November 2019.<sup>1</sup>
2. One of the key obligations for States Parties to the Convention is the adoption of legislative measures to implement its provisions. In this regard, the Conference of the States Parties (hereinafter “the Conference”) at its Fourteenth Session adopted a decision on the national implementation of Article VII of the Convention (C-14/DEC.12, dated 4 December 2009), and encouraged the Secretariat to continue providing, upon request, technical assistance in a tailor-made and systematic manner to effectively address the needs of States Parties in regard to their practical national implementation issues and concerns. The Conference further encouraged States Parties, particularly those desiring assistance in fulfilling their Article VII obligations, to take advantage of available assistance, if considered appropriate.
3. The objective of the internships is to provide tailor-made assistance to States Parties in developing the initial draft of their national implementing legislation. By the end of the internships, participating States Parties are expected to have draft legislation that is fully in line with the provisions of the Convention, meets the requirements of their respective national legislative bodies, and is suitable for submission to parliament. The internships also seek to assist States Parties that may already have a legislative framework in place but require support in drafting administrative measures.
4. The internships consist of a one-week drafting session at the OPCW Headquarters for legal drafters and National Authority representatives, during which they are equipped with the technical capacity and requisite skills to enable them to complete a draft of national implementing legislation and to pursue its adoption upon their return.

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<sup>1</sup> Please note that these dates are tentative and subject to change.



5. The selection criteria are attached as Annex 1 to this Note, and the provisional programme is attached as Annex 2.
6. All nominations from States Parties must be formally endorsed by their National Authority. The National Authority is required to indicate which session it would prefer to attend.
7. As the technical presentations during the first two days of the programme will be delivered in English, participants are expected to have a good oral and written command of this language. Participants may prepare their draft laws in English, French, or Spanish.
8. Each nomination should specify whether sponsorship is a condition of participation. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and offer a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. Participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate this as soon as possible, so that the Secretariat does not incur any hotel cancellation fees. The Secretariat will not cover the costs of any accommodation it has not arranged.
9. 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. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than a day before the commencement of the internship and to depart no later than the day after it ends.
10. 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 event or that result from changes in travel arrangements it has not authorised. Sponsored participants must bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands.
12. Interested States Parties are invited to complete the nomination form that is included as Annex 3 to this Note, making sure in particular to provide all the contact details it requests. 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 may also be submitted by fax (+31 (0)70 416 3228) or by email ([ipb-legal@opcw.org](mailto:ipb-legal@opcw.org)).

13. All nominations must be received by the Secretariat **no later than**:
  - (a) 14 January 2019 (for the March 2019 session);
  - (b) 3 May 2019 (for the July 2019 session); and
  - (c) 13 September 2019 (for the November 2019 session).
14. Nominations received after the deadlines will not be considered. Only candidates whose nominations have been successful will be contacted.
15. For additional information about the internships, please contact the Implementation Support Branch of the OPCW International Cooperation and Assistance Division. The contact persons are Ms Sharon Rivera, Programme Officer – Legal (Tel: +31 (0)70 416 3437; Email: Sharon.Rivera@opcw.org) and Mr James Pettit, Legal Officer (Tel: +31 (0)70 416 3426; Email: James.Pettit@opcw.org)

Annexes:

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|----------|-----------------------|
| Annex 1: | Selection Criteria    |
| Annex 2: | Provisional Programme |
| Annex 3: | Nomination Form       |

## **Annex 1**

### **INTERNSHIP FOR LEGAL DRAFTERS AND NATIONAL AUTHORITY REPRESENTATIVES OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION OPCW HEADQUARTERS, THE HAGUE, THE NETHERLANDS**

#### **SELECTION CRITERIA**

1. Each participating State Party, through its National Authority, is to nominate two candidates, one with a legal background and another who is a representative of the National Authority.
2. The Secretariat will only consider applications submitted by the National Authority, which will be responsible for coordinating the application process at the national level.
3. Please note that the successful completion of the programme requires the participation of both the representative of the National Authority and the legal drafter. For this reason, should one of the two candidates decide not to participate or to withdraw from the programme, the participation of the other candidate will also be withdrawn.
4. The criteria for participation are as follows:
  - (a) Legal drafters should:
    - (i) be working in a legal capacity, primarily as a lawyer in a regulatory body or a relevant ministry of their government;
    - (ii) have experience with the drafting of legislation; and
    - (iii) have a good command of English, which is the working language at OPCW Headquarters, even if the legislation is to be drafted in another OPCW official language.
  - (b) National Authority representatives should:
    - (i) be in a position to liaise with the competent authorities and other relevant stakeholders;
    - (ii) have knowledge of the Convention in order to assist the legal drafter in drafting implementing legislation; and
    - (iii) have a good command of English, even if the legislation is to be drafted in another OPCW official language.
5. Prior knowledge of relevant legal instruments relating to chemistry, imports and exports, and/or disarmament affairs is an advantage.

6. In order to facilitate the drafting sessions, participants will be expected to bring along with them all relevant documents and texts, including but not limited to their national penal code, existing legislation in terms of imports and exports, and their national constitution. Furthermore, participants should be in a position to liaise and consult with their capitals if the need arises. For this reason, prior to the sessions, participants should have identified points of contact in the relevant ministry or ministries and government departments.
7. Participants are also advised to become familiar with the available tools to assist States Parties in adopting national implementation measures for the Convention. These tools may be accessed on the OPCW website (<https://www.opcw.org/our-work/national-implementation/implementing-legislation/>).

**Annex 2**

**INTERNSHIP FOR LEGAL DRAFTERS  
AND NATIONAL AUTHORITY REPRESENTATIVES  
OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION  
OPCW HEADQUARTERS, THE HAGUE, THE NETHERLANDS**

**PROVISIONAL PROGRAMME**

<b>Time</b>	
	<b>DAY 1</b>
	<b>Session 1</b>
09:00 – 09:30	Registration and tour of the OPCW's premises
09:30 – 10:00	Welcome remarks Overview of the programme Group photo
10:00 – 10:45	The Chemical Weapons Convention and the OPCW Question-and-answer (Q&A) session
10:45 – 11:00	<i>Coffee break</i>
11:00 – 11:45	Overview of the legal requirements under the Convention Q&A session
11:45 – 12:30	National presentations – Discussion on existing national legal frameworks and identification of best practices. Participants will discuss: (a) any existing Convention-relevant legislation or regulation they may already have; (b) national initiatives to develop draft implementing legislation, if any; (c) best practices: identification of legislation of another country with a similar profile that they may look to as a reference.
12:30 – 14:00	<i>Lunch break</i>
	<b>Session 2</b>
14:00 – 15:00	Adoption of national implementing legislation Q&A session
15:00 – 15:45	Overview of legislative assistance programmes Q&A session
15:45 – 16:00	Briefing on requirements of action plans
	<b>DAY 2</b>
	<b>Session 3</b>
09:30 – 10:30	Initial and annual declarations: practical aspects Q&A session
10:30 – 10:45	<i>Coffee break</i>
10:45 – 11:30	Recent developments in relation to Article VI declarations Q&A session
11:30 – 12:30	Implementation of the verification regime under Article VI of the Convention Q&A session
12:30 – 14:00	<i>Lunch</i>

<b>Time</b>	
<b>Session 4</b>	
14:00 – 15:00	The role of the National Authority in Article VI inspections Q & A session
15:00 – 15:15	<i>Coffee break</i>
15:15 – 16:30	Relevant provisions in national implementing legislation that address the issues of chemical terrorism and non-State actors: Introduction and discussion of a case study
<b>DAY 3</b>	
<b>Session 5</b>	
09:30 – 10:30	Drafting session: Outline of the implementing legislation and definitions
10:30 – 10:45	<i>Coffee break</i>
10:45 – 12:30	Drafting session: Definitions and obligations
12:30 – 14:00	<i>Lunch break</i>
<b>Session 6</b>	
14:00 – 15:30	Drafting session: Schedule 1 chemicals and facilities related to such chemicals
15:30 – 15:45	<i>Coffee break</i>
15:45 – 17:00	Drafting session: Schedule 2 chemicals and facilities related to such chemicals
<b>DAY 4</b>	
<b>Session 7</b>	
09:30 – 10:30	Drafting session: Schedule 3 chemicals and facilities related to such chemicals
10:30 – 10:45	<i>Coffee break</i>
10:45 – 12:30	Drafting session: Other chemical production facilities (OCPFs)
12:30 – 14:00	<i>Lunch break</i>
<b>Session 8</b>	
14:00 – 15:15	Drafting session: Legal framework for the adoption of administrative measures and other initial measures
15:15 – 15:30	<i>Coffee break</i>
15:30 – 17:00	Drafting session: Penal provisions, transitory provisions, and miscellaneous
<b>Day 5</b>	
<b>Session 9</b>	
09:30 – 10:30	Drafting session: Consolidation and review of the draft
10:30 – 10:45	<i>Coffee break</i>
10:45 – 12:30	Preparation of action plans on further development and adoption of the implementing legislation
12:30 – 14:00	<i>Lunch break</i>
<b>Session 10</b>	
14:00 – 15:00	National presentations and discussions on action plans
15:00 – 16:00	Evaluation and closing



**Annex 3**

**INTERNSHIP FOR LEGAL DRAFTERS  
AND NATIONAL AUTHORITY REPRESENTATIVES OF STATES PARTIES  
TO THE CHEMICAL WEAPONS CONVENTION  
OPCW HEADQUARTERS, THE HAGUE, THE NETHERLANDS**

**NOMINATION FORM**

Please submit the completed form before the deadline indicated in the invitation Note to:  
Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: +31 (0)70 306 3535 or +31 (0)70 416 3228; Email: [ipb-legal@opcw.org](mailto:ipb-legal@opcw.org)

**Please type or use BLOCK LETTERS**

<b>1. PERSONAL AND CONTACT DETAILS</b>			
Family name*			
First name(s)*			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Date of expiry	Day	Month	Year
Place of issue			
Email address			
Telephone numbers (including country and city codes)	Home		
	Work		
	Mobile		
Fax numbers (including country and city codes)	Home		
	Work		

\* Please give the first and family names exactly as they appear in the applicant's passport.

\*\* For this and all like items, please tick the appropriate box.

<b>2. EDUCATION</b>			
Please list all graduate and postgraduate degrees, starting with the most recent.			
1.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree obtained		
2.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree obtained		
3.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree obtained		
4.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree obtained		
<b>3. EMPLOYMENT HISTORY</b>			
What is your profession?			
Please give a brief description of your current work.			
Please list below the three most recent posts you have held (starting with the most recent).			
1.	Employer		
	Title		
	Dates	From	To
2.	Employer		
	Title		
	Dates	From	To
3.	Employer		
	Title		
	Dates	From	To

<b>4. LANGUAGES</b>			
Complete the table below indicating your degree of proficiency in English by using the following symbols: M = mother tongue, A = good, B = average, C = elementary, D = none			
Reading	Comprehension	Speaking	Writing
Please tick the preferred language for drafting the legislation:			
English	<input type="checkbox"/>	French	<input type="checkbox"/>
		Spanish	<input type="checkbox"/>
<b>5. PREFERRED SESSION</b>			
Please indicate the session in which you wish to participate, by marking "1" for your preferred session and "2" and "3" for your alternative sessions. The Secretariat will endeavour to accommodate all requests, although this may not always be possible, owing to the number of requests received and the limited number of places for each session.			
4 to 8 March 2019		_____	
1 to 5 July 2019		_____	
18 to 22 November 2019		_____	
<b>6. SUPPORTING DOCUMENTATION</b>			
Please attach the following to your application:			
(a) a letter of recommendation from your supervisor, which details your qualifications and attests to the relevance of this internship to the work of your State Party (see section 8);			
(b) an updated curriculum vitae; and			
(c) photocopies of the personal identification pages of your passport.			
Applications without full supporting documentation <b>will not be accepted.</b>			
<b>7. SIGNATURES</b>			
Applicant: _____		Date: _____	
Supervisor: _____		Date: _____	
Head/Director of the Office (if different from supervisor): _____		Date: _____	

