

Invitation for Governments to present candidates for the

Training Course on National Authority and Chemical Databases

to be held on August 13 – 22, 2019 in Helsinki, Finland

The course is offered by
the Ministry for Foreign Affairs of Finland
and is organized by
the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN)

**The course is offered to
the States Parties and Signatory States of the Chemical Weapons Convention (CWC)
mentioned in
the DAC List of Aid Recipients, Part I, Developing Countries**

Aim of the training

The program is intended for persons who are or are going to be involved with the National Authority to the Chemical Weapons Convention. The part of the training course concerning the National Authority (NA) familiarizes the trainees in annual practical routines of NA, including the inquiries made to the local industry and the declarations made to the Organization for the Prohibition of Chemical Weapons (OPCW). The NA training also familiarizes the trainees in routines during inspections. The aim of the chemical database training is to introduce various databases and libraries which can be utilized for the verification tasks of the CWC. Training includes lectures and practical exercises with computers.

**THIS DOCUMENT SHOULD BE DISTRIBUTED IN FULL TEXT (SIX PAGES) TO
ALL INTERESTED APPLICANTS**

Training Course on National Authority and Chemical Databases

**organized by VERIFIN
on behalf of the government of Finland**

Course description

The first aim of the National Authority (NA) training is to familiarize the trainees in annual practical routines of NA, including the inquiries made to the local industry to locate the declarable activities, questionnaires to collect national declarable activities and the declarations made to the OPCW. A training session of the latest version of the electronic declaration tool for National Authorities (EDNA) and introduction to the Secure Information Exchange (SIX) system for preparing and transmitting declarations to the OPCW is included in the course program.

The second aim of NA training is to familiarize the trainees in routines for receiving and escorting OPCW inspections.

The third aim of NA training is to familiarize the trainees in legislative issues required for national implementation of the CWC.

The aim of the chemical database training is to introduce various databases and libraries which can be utilized for the verification tasks of the CWC. Training includes lectures and practical exercises with computers.

Organizers

The program is organized by the Ministry for Foreign Affairs of Finland and the Finnish Institute for Verification of the Chemical Weapons Convention, VERIFIN. The practical conduct of the course is assisted by experts from the Technical Secretariat of the OPCW.

Financial Conditions for Participation

The Organizers will provide, according to their established rules, free of charge:

- travel costs from home country to Helsinki and return (airline tickets to the closest airfield only!);
- travel costs within Finland when directly connected with the program (excluding daily commuting in Helsinki);
- accommodation in Helsinki;
- daily allowances to cover meals and other everyday running costs. In 2019, this allowance is EURO 42 (approx. USD 48).

The financial conditions apply to the participant only. If members of his/her family follow, all the costs incurred and visa arrangements will have to be covered by the participant of the sending government.

Candidates

All the candidates for the Training Course on National Authority and Chemical Databases should have

- good working knowledge of the English language as all the work during the course will be conducted in English;
- priority will be given to applicants that have or will have an affiliation to the National Authority to the CWC;
- experience in administrative issues concerning chemicals;
- practical experience with computers and the Microsoft Windows environment.

Date, program and place

Training Course on National Authority and Databases: August 13 - 22, 2019

Arrival to Finland: August 12, 2019; departure: August 23, 2019

Main Subjects	Days (approx.)
Accommodation (public transport and services, city and shopping)	1
Introduction to VERIFIN, staff, and facilities	
National Authority (NA)	4,5
Duties of the NA, declarations, inspections, legislative issues	
Chemical databases, OPCW database, and Internet	2,5

All teaching is arranged by VERIFIN and takes place in the buildings of the Kumpula Campus (Chemicum, Physicum or Exactum), University of Helsinki, Finland.

The OPCW provides general lectures on the CWC, legislative issues, EDNA and SIX in the NA part of the program.

E-mail

Training course related e-mails should be sent to vesa.hakkinen@helsinki.fi and harri.kiljunen@helsinki.fi

Applications

The invited governments are requested to present their candidates by providing the following information, in English, **directly to VERIFIN**:

- filled in application form (Annex I) with the approval by an official body (Government, Ministry, National Authority);
- a CV in free form (mandatory): professional career, details of academic and scientific work, description of previous and current activities related to National Authority.

Application forms can be printed also from our Internet page <http://www.verifin.helsinki.fi>

Applications without valid contact information are not taken into consideration. **The applications have to be sent by e-mail or mail directly to VERIFIN.**

The selected participants will be contacted directly by VERIFIN and more detailed information on the training program and training course facilities, on travel arrangements, accommodation, and local transport will be provided prior the course.

The applications should be presented **before April 12, 2019.**

E-mail: vesa.hakkinen@helsinki.fi and harri.kiljunen@helsinki.fi

Mail: VERIFIN
P.O. BOX 55
FI-00014 UNIVERSITY OF HELSINKI
FINLAND

Note! Application must not be sent to the OPCW!

Selection of participants

It is the wish of the organizers to select sixteen (16) participants from as many different countries. However, if this cannot be achieved, more than one participant from a same country will be considered.

There is no limitation to the number of candidates to be presented by one country. However, in the case of more than one presented candidate per country, the order of preference of the candidates should be clearly stated.

The selection of participants for the Training Course on National Authority and Chemical Databases will be made in the end of April and the selected participants will be informed on their selection during May 2018 by unofficial invitation. Names of the selected participants are presented on VERIFIN's website after selection has been made.

The organizers expect that the selected participants will confirm duly their participation by contacting VERIFIN immediately after receiving the unofficial invitation.

Helsinki, January 2019
VERIFIN

Last (family) name:	First (given) name(s): <input type="checkbox"/> male <input type="checkbox"/> female
Date of birth:	Nationality:
Passport no.:	Date of Issue: Valid until:
Full mailing address:	
Phone:	Fax:
E-mail:	
Educational background (degree):	
Profession:	
Your affiliation to the National Authority (CWC) of your home country:	

Brief description of your present work:

Briefly state how the training will benefit your present work, your institution and your country:

Date and Signature:

Approved, supported by:

Superior or organization, signature and seal

All fields must be filled in clearly, preferably using a typewriter.

Deadline of application: April 12, 2019

The applications have to be sent by e-mail or mail directly to VERIFIN.