

File No. M-21012/13/2022-TECH
Government of India
Cabinet Secretariat
National Authority Chemical Weapons Convention

1st Floor, Chanakya Bhawan, Chanakyapuri,
New Delhi, dated 26th July, 2022.

OFFICE MEMORANDUM

Subject: Call for Nominations for a general training course on The Chemical Weapons Convention for the personnel of National Authorities and Relevant Stakeholders to be held at Putrajaya, Malaysia from 11 – 14 October 2022 – regarding.


Please find enclosed herewith a copy of the Technical Secretariat (TS) Note No. S/2066/2022 dated 14 June 2022, received from the Implementation Support Branch of the International Cooperation and Assistance Division, Organization for the Prohibition of Chemical Weapons (OPCW), seeking nominations on the above-mentioned subject.

2. On behalf of the Government of Malaysia and the OPCW, the Technical Secretariat is pleased to announce that a four-day general training course on the Chemical Weapons Convention and national obligations there under will be held in Putrajaya, Malaysia, from 11 to 14 October 2022 for the personnel of National Authorities and relevant stakeholders. The purpose of the course is to assist States Parties in complying with their obligations under the Convention by enhancing the knowledge and skills of the personnel of National Authorities and relevant stakeholders.

3. In line with above, nominations of Directors of the NACWC, along with relevant documents, may be sent to this office latest by 07th August, 2022 through online portal – OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>) with strict adherence to the 'Revised Guidelines for OPCW sponsored events' issued and hosted on the National Authority, CWC website.

4. The Head of the concerned Department/Organization may also certify that the applicant is clear from vigilance angle and no departmental proceeding against the nominee is contemplated. Applicant(s) who have already participated in the similar previous programme(s) may not be considered for the course. After attending the course, nominated individuals shall be expected to make a report and a brief presentation to the National Authority.

Enclosure: As above.



(Dr. Vimlesh Kumar Bind)

Adviser-NACWC

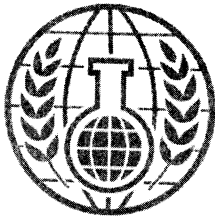
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To,

1. Additional Secretary, Internal Security, Ministry of Home Affairs, 170-A, North Block, New Delhi – 110001, Email: adsecy-is@mha.gov.in
2. Pr. Additional Director General, Directorate of Revenue Intelligence, 7th Floor, D Block, I.P.Bhawan, I.P.Estate, New Delhi. Tel : 011-23378629, 23379871, Email: drihqrs@nic.in
3. Joint Secretary, Deptt.of Chemicals and Petrochemicals, Ministry of Chemicals & Fertilizers, 341, A-wing, 3rd floor, Shastri Bhawan, New Delhi-110001, Email: jschem-cpc@gov.in, Tel: 011- 23383428
4. Joint Secretary, Disaster Management, Ministry of Home Affairs, 193-A-1, North Block, New Delhi – 110001, Email: jsdm@nic.in
5. Joint Secretary, Plant Protection, Department of Agriculture Cooperation and Farmers Welfare, 299C, Ministry of Agriculture and Farmers Welfare, A-wing, Krishi Bhawan, New Delhi – 110001, Tel: 23388756, 23381757, Email: pk.meherda@nic.in



OPCW

Technical Secretariat

S/2066/2022
14 June 2022
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
PUTRAJAYA, MALAYSIA
11 – 14 OCTOBER 2022**

1. On behalf of the Government of Malaysia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Technical Secretariat of the OPCW (hereinafter “the Secretariat”) is pleased to announce that a four-day general training course on the Chemical Weapons Convention (hereinafter “the Convention”) and national obligations thereunder will be held in Putrajaya, Malaysia, from 11 to 14 October 2022 for the personnel of National Authorities and relevant stakeholders .
2. The purpose of the course is to assist States Parties in complying 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 action plan for the implementation of obligations under Article VII of the Convention.
3. The general training course is intended primarily for the personnel of National Authorities and their relevant stakeholders who are responsible for the specific tasks involved in the implementation of the Convention at the national level, but who have little or limited knowledge in this area. The course will include both theoretical and practical exercises. The provisional programme for the course is attached as the Annex to this Note.
4. The expected results of the training course are as follows:
 - (a) increased understanding of the Convention and the obligations of National Authorities complying with it;
 - (b) improved capacity of National Authorities to design and deliver national training courses on Convention implementation; and
 - (c) additional, country-specific measures in support of implementation of the Convention, and in particular the identification of relevant obligations.
5. The course will be conducted in English only. Participants are therefore expected to have a good command, both written and oral, of the English language.



6. States Parties whose nationals have not previously participated in basic or similar courses organised by the Secretariat are particularly encouraged to nominate candidates for participation. Priority will be given to one candidate from each such State Party. Nominees who have previously participated in a basic course for personnel of National Authorities will not be considered.
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 modules are available on the OPCW website (www.opcw.org/opcw-e-learning). Pre- and post-training tests on relevant topics covered by the training course will be conducted on the first and last days of the course.
8. The Secretariat will sponsor one participant per State Party. 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. Participants should therefore 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. Applications from nominated participants should be submitted online through Eventus, the OPCW event management system (<https://apps.opcw.org/eventus>), **no later than Monday, 15 August 2022**. Applications must be reviewed and endorsed digitally in Eventus by the nominee's respective National Authority **no later than 19 August 2022**, to be followed by a final review by the Secretariat.
11. Additional information about the general training course may be obtained from the Implementation Support Branch of the International Cooperation and Assistance Division. The contact persons are Mr Solomon Haile (solomon.haile@opcw.org) and Ms Olukemi Adenuga (olukemi.adenuga@opcw.org).

Annex: Provisional Programme

Annex

**GENERAL TRAINING COURSE
ON THE CHEMICAL WEAPONS CONVENTION FOR THE PERSONNEL OF
NATIONAL AUTHORITIES AND RELEVANT STAKEHOLDERS
PUTRAJAYA, MALAYSIA
11 – 14 OCTOBER 2022**

PROVISIONAL PROGRAMME

Time	Activity
Tuesday, 11 October 2022	
08:30 – 09:00	Registration
09:00 – 09:30	Opening ceremony and group photograph
09:30 – 09:50	Pre-training test
09:50 – 10:20	History of chemical weapons and an overview of the Chemical Weapons Convention
10:20 – 10:50	<i>Coffee/tea break</i>
10:50 – 11:10	Introduction to the Organisation for the Prohibition of Chemical Weapons (OPCW)
11:10 – 12:00	Role of the National Authority in the implementation of the Convention
12:00 – 13:00	<i>Lunch</i>
13:00 – 14:30	The Status of national implementation measures under Article VII in Asia
14:30 – 15:00	<i>Coffee/tea break</i>
15:00 – 16:30	Breakout Groups: Guided group discussion: Reflections on the attributes of effective National Authorities
16:30 – 17:00	Declaration requirements under Article III of the Convention
Wednesday, 12 October 2022	
09:00 – 09:30	Declarations requirements under Article VI of the Convention: - Schedules of chemicals - Facility declarations under Article VI
09:30 – 10:00	Identification of declarable activities under the Convention and tools to assist with the identification of declarable activities
10:00 – 10:30	Declarations Handbook: a walk-through
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:00	Quizzes and practical exercises
12:00 – 13:00	<i>Lunch</i>
13:00 – 13:30	Transfer provisions of the Convention
13:30 – 14:00	Practical issues and common problems in reporting imports and exports
14:00 – 15:30	Electronic declarations and introduction to the Electronic Declarations Tool for National Authorities (EDNA) and the Secure Information Exchange System (SIX)
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Practical exercise using EDNA
Thursday, 13 October 2022	
09:30 – 09:45	The verification regime under Articles III, IV, and V of the Convention
09:45 – 10:30	The verification regime under Article VI
10:30 – 11:00	<i>Coffee/tea break</i>

Time	Activity
11:00 – 11:30	Current issues regarding Article VI implementation – Industry Verification Branch
11:30 – 12:30	Receiving Article VI inspections
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:00	Breakout Groups: Reporting on the guided group discussion: Reflections on the attributes of effective National Authorities
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 17:00	Breakout Groups: Towards developing national action plans (NAPs) to roll out the training and undertake other pertinent activities at national level (<i>using templates to be provided by the Implementation Support Branch</i>)
<i>Friday, 14 October 2022</i>	
09:00 – 13:00	Field visit
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Highlights of science- and policy-related developments
14:30 – 15:00	Programmes of the International Cooperation and Assistance Division
15:00 – 15:30	Looking ahead: National Authorities' feedback on their future capacity-building needs or the focus of capacity-building activities
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Wrap-up <ul style="list-style-type: none"> - Post-training test - Evaluation of the course - Participants' reflection on outcomes and closing remarks

Revised Guidelines For OPCW Sponsored Events

1. Organization for Prohibition of Chemical Weapons, Technical Secretariat (OPCW-TS) identifies requirements of different States Parties and invites nominations every year for Safety and Security of Chemical Industries, Laboratory Skill Development, Customs, Assistance and Protection against the use of Chemical Weapons and internship for University Students.
2. The event calendar for training/workshop/seminar/meeting etc. provided by the OPCW annually is being uploaded on the National Authority Chemical Weapons Convention (NACWC) website seeking nominations from various stakeholders. The aforesaid training calendar and related Office Memo's (OMs) are uploaded on NACWC's website along with OPCW-TS Note. Several subject specific trainings are also communicated to concerned Central/ State Departments and Private Institutions for seeking nominations.
3. The nominations of Central Government Departments/Institutions/Organizations while sending the nominations (in the format provided by TS, OPCW) are requested to adhere to the NACWC stated deadlines. Nominations of Central Government officials should invariably be accompanied with Departmental vigilance clearance certificate. The nominations from Central Government Departments/Institutions/Undertakings should fill the details through OPCW training management system, routing the application through the concerned Ministry. The details to be filled online are stated in Annexure-I.
4. The nominations of State Government Institutions/private entities/individuals should be routed through concerned Department/Ministry under the respective State Government filling the details online through OPCW training management system. The details to be filled online are stated in Annexure-II.
5. The nominations of Central/State/Private entities/individuals for the OPCW sponsored events on Chemical Emergencies/Disaster Management should be sent through proper channel and routed through concerned Department/Ministry under the respective Central/State Government by filling the details through OPCW training management system. The details to be filled online are stated in Annexure-III.
6. For chemical facilities Private entities/individuals for the OPCW sponsored events other than Chemical Emergencies/Disaster Management are required to be filled on line through OPCW training management system. The details to be filled online are stated in Annexure-IV.
7. The details of nominations for the OPCW sponsored events can be filled online through OPCW Training Management System (<https://training.nacwc.gov.in>) available on the NACWC web portal (<https://nacwc.nic.in>).

8. The nomination by NACWC for the concerned training/workshop/seminar/meeting etc. will be purely on the basis of merit i.e. preference will be given to Schedule-2 and 3 chemical facilities as well as candidates working with the National Authority or other Government Agency responsible for implementation of the Chemical Weapons Convention. The Endorsement letter, subsequent to the approval of Chairman, NACWC will be issued to nominee of Central/State/Private Entities. If the OPCW requests that the nominations are to be submitted online then it will be the responsibility of nominated individual(s) to fill the personal and other details on-line on the OPCW website (<http://apps.opcw.org/eventus>) and the nominee(s) should ensure that Performa prescribed in the Format of EVENTUS also is filled by them and the prescribed guidelines are required to be fulfilled by the nominee(s). The OPCW will communicate the invitation to the nominee(s) subject to fulfilling the requirement.
9. It is expected that the Nominee(s) exhibit excellent conduct while attending the concerned event. After completion of the training/seminar/workshop, a detailed report along with presentation is required to be submitted to the NACWC.
10. While proceeding to attend the concerned event organized by the OPCW, the nominee:
 - Should have basic knowledge of the CWC Act, 2000.
 - Make sure about the passport i.e. valid and protect the passport and report it promptly if it is lost, stolen or damaged during the period of a specific program.
 - Must familiarize with the visiting countries.
 - Make sure about the proper visas for the countries the participant is visiting or transiting and check any other entry or exit requirements.
 - Take personal responsibility for travel choices, safety, finances and behavior overseas, including obeying the laws of the visiting country.
 - If get arrested or detained for some reason, insist on Consular access (under the Vienna Convention) to a representative from the nearest Indian Embassy/Consulate.
 - Make sure of proper coordination with the NACWC (contact point JS/JD Tel. No: 24675763/24675691) and the Indian Embassy in the concerned visiting country.
 - Presentation may be given in the specific event by the participant(s) should be in consultation with the NACWC.
 - Should not illuminate irrelevant information which has national concern during the program.
 - Who is outside from the Government Sector should adhere to the instructions given by the representative from the NACWC.
 - From the Government Sector should adhere to the instructions given by the NACWC.
 - Should focus on the subject matter for which the event is being organized.
 - Are expected to implement the lessons learnt from the event attended in his day-to-day working/duties.
 - Should share their lessons/experiences acquired during the event attended with the NACWC and parent institution.
 - Must submit individual tour report to the NACWC within one week period after returning from the program attended.