

F.No. M-21012/30/2023-TECH
Government of India
Cabinet Secretariat
National Authority Chemical Weapons Convention

1st Floor, Chanakya Bhawan, Chanakya Puri,
New Delhi, dated: 05 January, 2024

OFFICE MEMORANDUM

Subject: Call for Nominations for an online training course on fulfilling declarations and inspections obligations under Article VI of the Chemical Weapons Convention will be held online from 9 February to 6 March 2024- regarding.

Please find enclosed copy of the Online Course Details communicated from the Technical Secretariat (TS), Organization for Prohibition of Chemical Weapons (OPCW) vide Note No. S/2234/2023, Dated 21st December, 2023, seeking nominations from the States Parties to the Convention.

2. The said course is primarily intended for representatives of National Authorities and relevant stakeholders, particularly in chemical industry and trade associations, who are involved in compiling data, preparing national declarations and facilitating inspection processes. The course will provide participants with an opportunity to refresh and enhance their knowledge and skills relating to Article VI obligations. The course will also provide information on recent developments around Article VI and offer participants an opportunity to share experiences, ask questions, and clarify and discuss related issues. The training course is also intended to raise general awareness among stakeholders of the requirements under Article VI of the Convention regarding national implementation. Applicants who have attended the course previously will not be considered for participation. After attending the above course, the participant has to submit a presentation and report to the National Authority.

3. In line with above, nomination of a suitable, qualified and experienced Officer of an appropriate level along with relevant documents, adhering to the 'Revised Guidelines for OPCW sponsored events' issued by NACWC may please be communicated to this office latest by 21st January, 2024 through the online portal-OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>). 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 or inquired into.

End: As above


(Dr. Arjun Singh)

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1. The Secretary General, Indian Chemical Council (ICC), Sir Vithaldas Chambers, 6th Floor, 16, Mumbai Samachar Marg, Mumbai - 400001, Maharashtra, with a request to place the OM their website
2. All concerned



S/2234/2023

21 December 2023

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR APPLICATIONS FOR AN ONLINE TRAINING COURSE
ON FULFILLING DECLARATIONS AND INSPECTIONS OBLIGATIONS
UNDER ARTICLE VI OF THE CHEMICAL WEAPONS CONVENTION
9 FEBRUARY – 6 MARCH 2024**

1. The Technical Secretariat (the Secretariat) is pleased to announce that a training course on fulfilling declarations and inspections obligations under Article VI of the Chemical Weapons Convention (the Convention) will be held online from 9 February to 6 March 2024.
2. The training course has two main objectives: to facilitate the submission by National Authorities of accurate and timely annual declarations required under Article VI of the Convention (“Activities Not Prohibited Under This Convention”), and to provide practical guidance to States Parties on receiving and escorting OPCW inspections. The training course is also intended to raise general awareness among stakeholders of the requirements under Article VI of the Convention regarding national implementation.
3. This course is intended for representatives of National Authorities and relevant national stakeholders (including the chemical industry and trade associations) who are involved in compiling data, preparing national declarations, and facilitating inspection processes under Article VI of the Convention.
4. The course will provide participants with an opportunity to refresh and enhance their knowledge and skills relating to Article VI obligations. The course will also provide information on recent developments around Article VI and offer participants an opportunity to share experiences, ask questions, and clarify and discuss related issues.
5. The training course comprises the following three steps:
 - (a) a self-paced learning phase, using the resources available on SharePoint, the OPCW’s content-sharing platform (9 February – 4 March 2024);
 - (b) one three-hour live session on declarations (online): declaration exercises using the Electronic Declaration Information System (EDIS), and a question and answer (Q&A) session on the content of the self-paced learning phase (5 March 2024); and
 - (c) one three-hour live session on inspections (online): a mock inspection exercise and a Q&A session (6 March 2024).

6. The topics covered by this training course are as follows:
 - (a) training objectives, programme overview, and pre- and post-training activities;
 - (b) declaration requirements under Article VI of the Convention;
 - (c) the identification of scheduled chemicals and declarable activities under Article VI of the Convention;
 - (d) electronic declaration tools: EDIS and Secure Information Exchange (SIX);
 - (e) State Parties' experience and practice with respect to declaration requirements;
 - (f) the mandate of OPCW industry inspections and the role of National Authorities and industry in receiving and escorting inspections;
 - (g) pre-inspection planning, and on-site and post-inspection activities;
 - (h) steps following an OPCW inspection; and
 - (i) the contribution of the Article VI verification regime to chemical security.
7. States Parties are requested to disseminate information on this training course to national stakeholders. To participate in this training course, delegates must:
 - (a) be involved at the national level in the fulfilment of Article VI obligations (for example, identifying declarable activities, preparing annual declarations, and receiving and escorting OPCW inspections);
 - (b) have basic knowledge of the Convention and the requirements pertaining to Article VI;
 - (c) not have participated in this training course in the past five years;
 - (d) have completed the OPCW e-learning modules listed below and available online ([OPCW E-Learning | OPCW](#)) by 31 January 2024:
 - (i) Identification of Declarable Activities Under Article VI of the Convention;
 - (ii) Introduction to Article VI Declarations;
 - (iii) Introduction to the Electronic Declaration Information System (EDIS);
and
 - (iv) Preparing for and Receiving an Article VI Inspection by Plant Site;
 - (e) have completed and submitted the Self-Assessment and Training Action Plan Form (see the Annex to this Note) via email by 31 January 2024. It is strongly recommended that applicants use the Microsoft Word version of the form; and
 - (f) have a good command of English, both oral and written.
8. Interested applicants are invited to submit their applications online through Eventus, the OPCW event management system (<https://eventus.opcw.org/Home?eventid=514>) by

31 January 2024. Applicants must create an account before registering for the event (Google Chrome is recommended). Each application must be endorsed on Eventus by the National Authority of the applicant's State Party by 2 February 2024.

9. Applicants are requested to send the certificates of completion of the OPCW e-learning modules and the completed Self-Assessment and Training Action Plan, referenced in subparagraphs 7 (d) and (e) above, respectively, via email to the three contact persons mentioned in paragraph 10 below.
10. Additional information about the course may be obtained from the Implementation Support Branch of the International Cooperation and Assistance Division of the Secretariat. The contact persons are Ms Elena Gjoreska (Email: elena.gjoreska@opcw.org), Mr Plinio Cardoso (Plinio.cardoso@opcw.org) and Mr Victor Barros Correia (Email: victor.barros-correia@opcw.org)
11. For any query with respect to accessing to the e-learning modules and receiving certificates of completion, please contact the OPCW's Learning Management System (lms@opcw.org).
12. States Parties and National Authorities are strongly encouraged to support and endorse the applications of suitable female candidates for this event.

Annex: Self-Assessment and Training Action Plan Form

Annex

**ONLINE TRAINING COURSE
ON FULFILLING DECLARATIONS AND INSPECTIONS OBLIGATIONS
UNDER ARTICLE VI OF THE CHEMICAL WEAPONS CONVENTION
9 FEBRUARY – 6 MARCH 2024**

SELF-ASSESSMENT AND TRAINING ACTION PLAN

The two tables below must be completed personally by the applicant to the training course. The tables should be completed electronically and submitted through Eventus as part of the application requirements (<https://apps.opcw.org/eventus/Home?eventid=434>) or via email by Wednesday, 31 January 2024.

SELF-ASSESSMENT

Name of participant	
Job title and organisation	
State Party	
Your experience in relation to fulfilling Article VI obligations	
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 addressed and 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 the implementation of Article VI in your country?	
Does the National Authority of your country use the Electronic Declaration Information System (EDIS) and the Secure Information Exchange (SIX) System?	EDIS: Yes [] No [] SIX: Yes [] No [] If the answer is no, please provide further information:

Participation in this training course recommends that the EDIS software is installed on the computer you will be using to participate in the course.	I agree to install EDIS software on my computer ahead of the training course. Yes [<input type="checkbox"/>] No [<input type="checkbox"/>] Comments:
Have you completed the OPCW e-learning modules available on the OPCW e-learning platform?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]

TRAINING ACTION PLAN

Please indicate at least one area/challenge.

Areas of Article VI national implementation that need to be improved/enhanced.	Please specify your own action plan and time frame to address the areas identified.	Please explain how your participation in the training course will have a positive impact on the areas identified. How would the impact be measured?
1	1	1
2	2	2
3	3	3

Revised Guidelines For OPCW Sponsored Events

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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.

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.

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.

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.

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.

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.

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>).

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.

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.

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.