



S/2368/2025
12 February 2025
Original: ENGLISH

NOTE BY THE TECHNICAL SECRETARIAT

CALL FOR EXPRESSIONS OF INTEREST IN THE MENTORSHIP/PARTNERSHIP PROGRAMME FOR NATIONAL AUTHORITIES OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION 2025 – 2027

1. The Mentorship/Partnership Programme for National Authorities of States Parties to the Chemical Weapons Convention is part of the efforts of the Technical Secretariat (the Secretariat) to enhance the technical assistance provided to States Parties in support of their efforts to implement the Chemical Weapons Convention (the Convention) at the national level. Under the Programme, the Secretariat supports an exchange of visits between at least two National Authorities.
2. The visits are tailored to the specific needs and expertise offered, by making the knowledge, skills, and experience of a more advanced and experienced National Authority available to another National Authority that is at a comparatively lower level of implementation of its obligations under the Convention. In addition, the visits will be designed to complement the existing support of the Secretariat. The objectives of the Mentorship/Partnership Programme for National Authorities are to:
 - (a) enhance the functioning of the mentored National Authority through the sharing of the knowledge, skills, and experience of the mentoring National Authority;
 - (b) share best practices related to implementation of the Convention at the national level;
 - (c) familiarise the beneficiary National Authority, through practical support, on the use of the facilities, tools, and information provided by the Secretariat in support of national implementation; and
 - (d) establish long-standing partnerships and strengthen cooperation between the participating National Authorities.
3. Each partnership should lead to specific results, reflecting the priority needs of the participating States Parties. The results are expected in the following areas, among others: the structure and functioning of the National Authority; national implementing legislation; chemical safety and security; economic and technological development; assistance and protection; the verification regime; inspections; and education and outreach.



4. Participants in the Programme are required to produce three reports: two interim reports, which should be submitted after each visit; and one final report, which is to be submitted six months after the end of the Programme. The interim reports should describe, at the output level, the activities undertaken and the results achieved after each study visit. The final report should describe, at the outcome level, the progress of the States Parties in achieving the planned results. The templates of the reports will be provided to the States Parties selected by the Secretariat to participate in the Programme after their applications have been approved. After submission of the final report, the Secretariat will continue following up with the relevant States Parties on their progress in national implementation of the Convention.
5. Under the Programme, the Secretariat supports an exchange of visits (two in total) between two paired National Authorities. Both visits should take place within a 12-month period. There should be an intermission of three months between the two visits to allow reflections on the achievements of the first visit. Participating National Authorities are free to decide where and when the visits should take place. The decisions on dates must be communicated to the Secretariat at least eight weeks prior to the anticipated travel dates to allow for the timely provision of administrative support.
6. The sponsorship offered by the Secretariat for each selected National Authority will cover, **for two officials per State Party**, the costs of travel, meals, and medical insurance. At least one of the sponsored participants should represent the management of the National Authority; the other may represent either the National Authority or a key national stakeholder in the implementation of the Convention. The Secretariat may, on an exceptional basis, sponsor one additional (that is, a third) participant, provided this person is the head of a ministry or national agency with an important role in Convention implementation. National Authorities are strongly encouraged to support and endorse the participation of suitable women candidates for the Programme.
7. Partnerships formed within the Programme are expected to continue beyond the time frame of the Programme's implementation. National Authorities, once paired, are expected to hold regular bilateral meetings and consultations, including in the margins of the regional and annual meetings of National Authorities. National Authorities may consider signing a memorandum of understanding to formalise the relationships and continue to collaborate after the completion of the Programme.
8. National Authorities are invited to express their interest in participating in the Mentorship/Partnership Programme for 2025–2027. Details on the application procedure both for National Authorities seeking mentorship support and those interested in offering it can be found in the sections below.

NATIONAL AUTHORITIES SEEKING MENTORSHIP SUPPORT FROM OTHER NATIONAL AUTHORITIES

9. The application form (Annex 1) should include a summary of a needs assessment with regard to Convention implementation, a justification of the needs identified, as well as an explanation of how participation in the Programme would contribute to national implementation of the Convention. In addition, the respective National Authority should complete and submit an initial results framework document (Annex 2), which should indicate the outputs and outcomes expected to be achieved through participation in the Programme. The conduct of a needs assessment and the submission of a completed results framework document are preconditions for participation in the Programme. The quality of both the application form and the results framework document is an important criterion in the selection process for participation in the Programme. **The application form should be signed by the Head of the National Authority.**

NATIONAL AUTHORITIES OFFERING MENTORSHIP SUPPORT TO OTHER NATIONAL AUTHORITIES

10. The application form (Annex 1) should be used to demonstrate that the National Authority has made considerable progress towards complying with its obligations under the Convention, as well as to indicate specific thematic areas within which it is interested in sharing experiences and good practices. **The application form should be signed by the Head of the National Authority.**

NATIONAL AUTHORITIES THAT HAVE PROVIDED MENTORSHIP SUPPORT IN THE PAST

11. National Authorities that have provided mentorship support in the past ("mentors") are encouraged to reapply for participation in the Programme. Furthermore, National Authorities that have successfully benefited from a mentorship in the past ("mentees") and have advanced the implementation of the Convention are encouraged to consider applying for participation in the Programme as mentors.

NATIONAL AUTHORITIES THAT HAVE BENEFITED FROM MENTORSHIP SUPPORT IN THE PAST

12. National Authorities that have benefited from mentorship support in the past may reapply for participation in the Programme, but not earlier than four years after completion of their previous partnership engagement. In addition, National Authorities that apply for participation in the Programme and are requesting mentorship for a second time must submit—along with the application—a detailed assessment of the results achieved through the initial participation in the Programme, demonstrating progress made in Convention implementation, and outlining how renewed participation will complement and build on previous achievements.
13. National Authorities that have submitted applications for the Programme in the past and remain interested in participating in the Programme in 2025 and beyond are requested to **resubmit their applications** to confirm their continued interest.

APPLICATION PROCEDURE

14. Applications will be reviewed by Secretariat staff on a quarterly basis (at the end of March, in June, in September, and in December). Applications that are incomplete or do not meet the requirements will not be considered, and the concerned National Authorities will be informed accordingly. The Secretariat will actively identify matching needs and offers among applications and initiate consultations with the respective National Authorities. In addition, the Secretariat will take into account the geographical balance among the National Authorities participating in the Programme.
15. All applications should be submitted by email (ipb@opcw.org) with a copy to Mr Solomon Haile, Senior Programme Officer in the Implementation Support Branch, International Cooperation and Assistance Division (solomon.haile@opcw.org). Additional information about the Programme may also be obtained from Mr Haile by telephone (Tel: +31 6 50074096).

Annexes:

- Annex 1: Application Form
- Annex 2: Results Framework Template

Annex 1

**MENTORSHIP/PARTNERSHIP PROGRAMME FOR NATIONAL AUTHORITIES
OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION
2025 – 2027**

APPLICATION FORM

Please submit the completed form by email (ipb@opcw.org) with a copy to Mr Solomon Haile (solomon.haile@opcw.org).

Please type or use BLOCK LETTERS

SECTION 1. PERSONAL AND CONTACT DETAILS			
	National Authority		
	(a) State Party		
	(b) Contact person		
	(c) Contact information	Phone number	Email(s)
	Partnership mode	Offering mentorship ¹ <input type="checkbox"/>	Seeking mentorship <input type="checkbox"/>
	Sponsorship required	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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States Parties offering mentorship need not complete Section 4 of this application form.

SECTION 2. JUSTIFICATION AND NEEDS ANALYSIS

Please describe the motivation for participating in the Mentorship/Partnership Programme. National Authorities wishing to be mentored should provide a detailed description of their needs assessment in relation to implementation of the Chemical Weapons Convention, with a justification of the identified needs as well as the status of their Convention national action plan. They should explain how participation in the Programme would contribute to the implementation of the plan. National Authorities offering mentorship should specify the thematic areas in which they can provide assistance as well as their experience and achievements in those areas.

SECTION 3. PREFERENCES AND TIMELINES

1.	Please indicate which National Authority is preferred as a partner in the Programme and whether the initial agreement of this National Authority has been sought.
2.	Please indicate suggested timelines for the first visit envisaged under the Programme.

SECTION 4. EXPECTED RESULTS (For mentees only)

	Please briefly describe each expected result of the Programme and the means that will be used to verify the results. A more detailed overview of the expected results should be provided through a results framework document.

SECTION 5. AUTHORISATION

Signature, with seal or stamp, of the Head of the National Authority. 	Date: _____
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Annex 2

RESULTS FRAMEWORK TEMPLATE

THEMATIC AREAS	OUTPUTS	INDICATORS	OUTCOMES	INDICATORS
MANDATORY 1. National Authority's structure and functioning				
MANDATORY 2. National Chemical Weapons Convention implementing legislation				
3. Chemical safety and security				
4. Economic and technological development				
5. National capacity in assistance and protection				
6. Conducting national industry inspections and receiving OPCW inspections				
7. Controlling the import and export of scheduled chemicals				
8. Education and outreach				

CHOOSING THEMATIC AREAS

When filling in the framework, please choose two or more thematic areas within which you expect to achieve results through participation in the Mentorship/Partnership Programme. Please note that planning results for the first two thematic areas is mandatory. The list of thematic areas is indicative and National Authorities that apply for participation in the Programme can add other thematic areas to their results framework.

DEFINITIONS

Output:

The direct and specific results of the project activities, such as meetings, workshops, presentations, trainings (for example, gaining knowledge, learning about experiences and good practices). Indicators for such results could be the number of activities organised, and the number of participants, among others.

Outcome:

The way in which the outputs will be used by the target group to achieve the expected impact (for example, application of knowledge, adoption of practices). Indicators for such results could be, inter alia, specific materials developed, policies or laws adopted, structural units or new positions established, and the proportion of certain stakeholders who are able to apply specific skills or knowledge relevant to Convention implementation.

Indicator:

Quantitative and/or qualitative criteria that provide a simple and reliable means to measure achievement of the outputs and outcomes.

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