

HSP

HARVARD SUSSEX PROGRAM ON CBW ARMAMENT AND ARMS LIMITATION

Co-directors:

Matthew Meselson
Dept. of Biochemistry
7 Divinity Avenue
Harvard University
Cambridge, MA 02138
USA

Tel: (617) 495-2264
FAX: (617) ~~495-8308~~

496-2444
Julian Robinson

SPRU
University of Sussex
Brighton, BN1 9RF
England
Tel: (0273) 678177
FAX: (0273) 685865

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Ms. Mitslal Kifleyesus,
Rue Baron Dhanis 72
1040 Bruxelles
telephone/telefax 32-27-35-6815

Dear Ms. Kifleyesus,

We cordially invite you to join the Harvard Sussex Program in its efforts on behalf of the CWC by accepting a part-time position as HSP Brussels Researcher. The following describes the program of work we have in mind and the administrative and financial arrangements we propose.

As to starting time, we would want you to begin as HSP Brussels Researcher on 1 April or whenever you cease to be employed full-time by the PTS, whichever is later. We understand that there is a possibility that you will be paid by the PTS beyond 1 April. HSP would be pleased to commence this arrangement whenever it may be agreeable to you, assuming that you are no longer employed full-time by the PTS. If so, and if it is agreeable to you, that would be a good time to start work on behalf of HSP.

If you have any questions about the proposed arrangement, please do not hesitate to let us know. Otherwise, if you find our invitation acceptable, please send a letter acknowledging that fact to us at the above address.

Sincerely,



Matthew Meselson (Harvard)
Julian Robinson (Sussex)

I. PROGRAM OF WORK FOR THE HSP BRUSSELS RESEARCHER

The following is intended to explain the expectations of HSP for the work of its Brussels Researcher in terms general enough to leave room for reasonable flexibility and creativity yet specific enough to provide useful guidance regarding what is expected.

A. General:

1. Provide HSP Sussex with CWC-related papers and news-releases from Brussels-based international organizations and with news items and documentary information regarding CWC matters involving developing nations.

2. Provide HSP with appraisals of the status of the CWC in various African states.

3. Maintain contacts with and provide information to relevant delegations and international political and economic organizations in Brussels in support of the ratification, entry into force, and effective implementation of the CWC by developing nations, particularly those of the African region.

4. Maintain contact with the PTS in order to keep informed of developments in the Hague and to coordinate the work of the HSP Brussels Researcher with that of the PTS.

5. Provide HSP with brief monthly summaries of activities conducted in the capacity of HSP Brussels Researcher.

B. OPCW PrepCom plenary sessions, starting with that in April 1995:

1. Promote attendance by appropriate representatives of developing nations, especially those of the African region.

2. Provide representatives of developing nations with information about

- the CWC generally

- the status of negotiations and discussions in the PrepCom and its subsidiary Working and Expert Groups

- implementation issues

C. PTS Regional Seminar in Cote d'Ivoire, 9-11 May 1995, and any subsequent regional seminars in the African region.

1. Promote attendance and effective participation by appropriate representatives of government and industry from the African region.

2. Provide background information to seminar participants, in the form of personal discussions and relevant documents before and during the seminar.

3. Attend and participate in the Cote d'Ivoire seminar as the representative of HSP.

II. ADMINISTRATIVE AND FINANCIAL ARRANGEMENTS

A. It is understood that the position of HSP Brussels Researcher, to be offered to Mitslal Kifleyesus, is a part-time position and that she will seek to continue working as a paid consultant to the PTS and will also be pursuing university studies. It is the desire of HSP that its financial support not entirely displace PTS financial support for her consultant activities on behalf of PTS. It is understood, of course, that much of her effort as HSP Brussels Researcher will also be of value to the PTS, while some will be more narrowly of assistance to the research and informational activities of HSP.

B. HSP will set aside US \$ 1,500 in travel funds for the HSP Brussels Researcher and US \$ 8,500 towards her consulting fees.

C. The Researcher will work for HSP as a consultant. HSP will pay the Researcher at a rate of US \$ 2,500 a month, pro-rated to the actual time spent on HSP work. In the expectation that she will typically work half-time for HSP, she will typically bill HSP for \$1,250 per month. Thus, the \$8,500 set aside for her consulting fees will be expected to last for approximately 7 months. If the Researcher expects to bill more than this amount during any month, she will notify HSP of this expectation and receive the approval of HSP. Payment of the aforementioned consulting fees is HSP's sole obligation to the Researcher. The Researcher will clear all travel expenditures with HSP in advance.

D. All financial arrangements will be handled through the Harvard end of the program (i.e., Professor Matthew Meselson). Harvard University requires monthly bills, including the full name and legal address of the Researcher and a brief description of work done. For travel expenses, Harvard requires a bill, including all receipts. For air travel, Harvard requires the original plane ticket stub (the "passenger receipt", not the boarding pass). All Harvard payments will be in US dollars.

E. For communication with HSP the Researcher will seek to obtain an Internet email account through her university in Brussels. If this should prove impossible, other communication arrangements will be made in consultation with HSP.

III. FUTURE ARRANGEMENTS

At present, HSP is able to make only a limited commitment to this activity. Nevertheless, in the expectation that the position of HSP Brussels Researcher can provide an important impetus to successful global implementation of the CWC, HSP will attempt to raise funds to continue and develop this activity in future.