



HARVARD SUSSEX PROGRAM
ON CBW ARMAMENT AND ARMS LIMITATION

Co-directors:

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Ms. Mitslal Kifleyesus,
Rue Baron Dhanis 72
1040 Bruxelles
telephone/telefax 32-27-35-6815
email <mkifleye@vnet3.vub.ac.be>

Dear Ms. Kifleyesus,

Advisory Board:

Will D. Carpenter
Jonathan Dean
Charles Flowerree
Shirley Freeman
James Leonard
A.J.J. Ooms

We cordially invite you to continue your splendid work as Brussels Researcher of the Harvard Sussex Program throughout the calendar year 1996. The attached "Program of Work..." describes the program of work we have in mind and the administrative and financial arrangements we propose.

If you have any questions about the proposed arrangement for the coming year, 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

A. General:

1. Engage in research, writing, speaking and personal contacts aimed at assisting states to ratify and implement the Chemical Weapons Convention, with particular concentration on the states of Africa.
2. 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.
3. Maintain and periodically provide to HSP appraisals of the status of the CWC in African states.
4. 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.
5. 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.
6. Provide HSP with brief monthly summaries of activities conducted in the capacity of HSP Brussels Researcher.

B. OPCW PrepCom plenary sessions:

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 Seminars in Africa.

1. Promote attendance and effective participation by appropriate representatives of government and industry.
2. Provide background information to seminar participants, in the form of personal discussions and relevant documents before, during and after seminars.
3. Attend and participate as a representative of HSP in African Regional Seminars.
4. Prepare and present a paper at such seminars, identifying the author as the HSP Brussels Researcher.
5. Provide copies of seminar documents to HSP Sussex.

II. ADMINISTRATIVE AND FINANCIAL ARRANGEMENTS

A. For the calendar year 1996, HSP will set aside US \$2,600 in travel funds for the HSP Brussels Researcher and US \$15,750 towards her consulting fees.

B. The Researcher will work for HSP as a consultant. HSP will pay the Researcher at a rate of US \$ 31,500 per annum, 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 \$1,313 per month. 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.

C. 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.

D. For routine communication with HSP the Researcher will continue to use her Internet email account at the Free University in Brussels.