

**NOTE BY THE DIRECTOR-GENERAL****CALL FOR NOMINATIONS FOR A REGIONAL TABLE-TOP EXERCISE  
IN CHEMICAL EMERGENCY RESPONSE FOR STATES PARTIES  
IN LATIN AMERICA AND THE CARIBBEAN  
QUITO, ECUADOR  
21 – 25 FEBRUARY 2022**

1. On behalf of the Government of Ecuador and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite Member States from the Latin American and Caribbean Group (GRULAC) to nominate representatives to participate in a regional table-top exercise in chemical emergency response, to take place from 21 to 25 February 2022 in Quito, Ecuador.
2. The exercise will be organised jointly by the Government of Ecuador and the Technical Secretariat (hereinafter “the Secretariat”) and is aimed at enhancing chemical response preparedness at the regional and subregional levels in accordance with the recommendations received from the Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention regarding the implementation of Article X of the Chemical Weapons Convention (hereinafter “the Convention”).
3. The event will address matters related to coordination in case of a major chemical incident. The exercise will concentrate on operational frameworks such as relevant policies, communication, and information sharing, including operational and procedural issues related to consequence management, so as to ensure effective response and provision of assistance in case of incidents involving toxic chemicals.
4. The exercise is also aimed at facilitating the exchange of information and fostering networking among the participants representing national institutions, with a view to enhancing the implementation of Article X of the Convention in the GRULAC region as a whole. Applicants should be familiar with response practices and procedures in the event of attacks involving chemical warfare agents and/or incidents with toxic industrial chemicals, in line with the provisions of Article X of the Convention.
5. Given the objectives of the exercise, candidates will be carefully selected. They should be members of emergency response units from institutions involved in civilian defence. A background in the field of chemistry associated with chemical warfare agents and toxic chemicals is highly desirable. Participants should be physically fit and able to wear individual protective gear during the exercise if necessary. Preference will be given to candidates who have completed at least advanced levels in previous emergency response training courses.



6. Only candidates endorsed by the National Authority of their Member States will be considered in the selection process. The Secretariat will select only one participant from a given Member State.
7. The Secretariat expects to be able to sponsor a maximum of 25 participants. When proposing candidates for the exercise, Member States should specify whether such sponsorship is a condition of their participation. For sponsored participants, the Secretariat will cover the costs of travel, accommodation, transfers to and from the airport, medical insurance, and meals, and will provide a limited subsistence allowance to cover sundry expenses.
8. Participants are requested to obtain all necessary visas (including transit visas) before travelling to Ecuador. Further details regarding accommodation, the exercise venue, transport, and the final programme will be issued to participants in due course.
9. All GRULAC Member States are encouraged to nominate candidates for this event, which will be conducted in Spanish. Participants are required to have a good command of Spanish, both written and oral. No interpretation services will be provided during the event.
10. Interested applicants are invited to register their nomination online through Eventus—the OPCW event management system—**no later than 5 January 2022**. The Eventus registration link is accessible via the OPCW website (<https://apps.opcw.org/eventus>). Please note that all questions marked with an asterisk (\*) in the online registration form must be answered in order for the nomination to be received and for the candidate to be considered for the event. The endorsement form from the National Authority (attached as Annex 3 to this Note) must be uploaded during the course registration process.
11. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to complete and send the nomination and endorsement forms (attached as Annexes 2 and 3 to this Note) via email attachment (to both [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org) and [miguel.albaladejopomares@opcw.org](mailto:miguel.albaladejopomares@opcw.org)) with a reference to the name and location of the event in the subject line of the message.
12. Candidates who have been selected to participate in the course will be contacted no later than two weeks after the submission deadline. Member States are requested to inform the International Cooperation and Assistance Division of any administrative or other problems that may arise in connection with the attendance of any participant.
13. The provisional programme of the course is included as Annex 1 to this Note. Further details regarding accommodation, the course venue, transport, and an updated version of the programme will be submitted to all selected participants at a later date.
14. Any questions should be addressed to the Assistance and Protection Branch of the International Cooperation and Assistance Division. The contact persons are Mr Miguel Albaladejo Pomares (Tel: +31(0)70 416 3775) and Ms María Elena Bruno-Pousadela (Tel: +31(0) 40 416 3217).

Annexes

- Annex 1: Provisional Programme
- Annex 2: Nomination Form
- Annex 3: Endorsement by the National Authority

## Annex 1

**REGIONAL TABLE-TOP EXERCISE IN CHEMICAL EMERGENCY RESPONSE  
FOR STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN  
QUITO, ECUADOR  
21– 25 FEBRUARY 2022**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Sunday, 20 February 2022</i></b>	
	Arrival of participants
<b><i>Monday, 21 February 2022</i></b>	
08:30 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 09:45	Group picture
09:45 – 10:00	<i>Coffee/tea break</i>
10:00 – 10:30	Exercise objectives and introduction of participants
10:30 – 11:00	Presentation: Article X of the Chemical Weapons Convention and regional coordination
11:00 – 11:15	Individual evaluation
11:15 – 12:00	Presentation: The implementation of the Chemical Weapons Convention in Ecuador
12:00 – 13:00	Presentation: Physico-chemical properties of chemical warfare agents and toxic industrial chemicals
13:00 – 14:30	<i>Lunch break</i>
14:30 – 15:00	Presentation: Toxicological values applied to chemical, biological, radiological, and nuclear (CBRN) emergency management
15:00 – 16:30	Exercise: Physico-chemical properties of chemical warfare agents and toxic industrial chemicals
16:30 – 16:45	<i>Coffee/tea break</i>
16:45 – 17:45	Presentation: CBRN Operations Safety: Personal protective equipment (PPE)
17:45 – 18:00	Discussion and conclusions
<b><i>Tuesday, 22 February 2022</i></b>	
09:00 – 10:00	Presentation: Emergency management tools – Emergency Response Guide (ERG)
10:00 – 10:30	Exercise: Emergency management tools – ERG
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 11:45	Presentation: Emergency management tools – Wireless Information System for Emergency Responders (WISER)
11:45 – 12:45	Exercise: Emergency management tools – WISER
12:45 – 13:00	Discussion
13:00 – 14:30	<i>Lunch break</i>
14:30 – 15:30	Radio communications
15:30 – 16:00	Chemical emergency planning
16:00 – 16:15	<i>Coffee/tea break</i>

16:15 – 17:45	<b>Module 1:</b> Recognition of materials: guides, formats, and equipment to be used in the exercise. Sources of information.
17:45 – 18:00	Discussion and conclusions
<b>Wednesday, 23 February 2022</b>	
09:00 – 10:00	Incident Command System (ICS) and interagency coordination in the event of chemical emergencies
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:00	Administrative arrangements; division into teams
11:00 – 13:00	<b>Module 2:</b> Table-top exercise (TTX): Hazmat emergency at the industrial level
13:00 – 14:00	<i>Lunch break</i>
14:00 – 15:30	<b>Module 3:</b> Emergency notification, first actions (ICS), and incident action plans
15:30 – 16:00	Discussion and conclusions
16:00 – 16:15	<i>Coffee break</i>
16:15 – 17:00	<b>Module 4:</b> Calculations for an intervention (isolation, protection, event prediction)
17:00 – 17:30	Discussion and conclusions
<b>Thursday, 24 February 2022</b>	
09:00 – 10:30	<b>Module 5:</b> Emergency notification at the local and regional levels
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 13:00	<b>Module 6:</b> TTX and field exercise Management, control, and conclusion of the emergency Post-emergency operations
13:00 – 14:00	<i>Lunch break</i>
14:00 – 15:30	The evolution of a chemical emergency (response development)
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:00	Scenario: Chemical attack
17:00 – 17:30	<b>Module 7:</b> Feedback and team discussion
<b>Friday, 25 February 2022</b>	
<b>Conclusions</b>	
09:00 – 09:30	General review of the exercise
09:30 – 10:15	Final individual evaluation
10:15 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Evaluation
11:45 – 12:30	Presentation of certificates and closing ceremony
Afternoon	Departure

**Annex 2**

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**NOMINATION FORM**

**Please type or use BLOCK LETTERS**

Family name of nominee*			
First name(s)			
Date of birth	Day	Month	Year
Citizenship			
Gender	Male	Female	
Passport number			
Date of issue	Day	Month	Year
Date of expiry	Day	Month	Year
Place of issue			
Employer			
Position			
Please describe your current duties			
Contact address (please do not give a post office box number)	Street		
	Number	Postcode	
	City		
	Country		
Airport of departure			
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Endorsement by the National Authority	(Name and signature of representative and stamp of institution)		
Is sponsorship a condition of participation?	Yes	No	

\* Please give the first and family names exactly as they appear in the nominee's passport.

**Annex 3**

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**ENDORSEMENT BY THE NATIONAL AUTHORITY**

This form needs to be signed, duly sealed, and uploaded when the application is submitted  
<https://apps.opcw.org/eventus>

**Please type or use BLOCK LETTERS**

I, \_\_\_\_\_, Head/Chief Coordinator of the  
National Authority of the State Party of \_\_\_\_\_,  
on behalf of the Government of \_\_\_\_\_, hereby endorse the  
nomination of Mr/Ms \_\_\_\_\_,  
holding the position/designation of \_\_\_\_\_  
in the Office/Division/Branch of \_\_\_\_\_,  
as indicated in the attached nomination form, for participation in the regional table-top exercise  
in chemical emergency response for States Parties in Latin America and the Caribbean, to be  
held in Quito, Ecuador, from 21 to 25 February 2022.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official seal of the Organisation: