



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/656/2007

20 September 2007

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR A SUBREGIONAL WORKSHOP  
FOR STATES PARTIES IN SOUTHEAST ASIA  
ON ASSISTANCE AND PROTECTION AGAINST CHEMICAL WEAPONS  
KUALA LUMPUR, MALAYSIA  
3 – 5 DECEMBER 2007**

1. On behalf of the Government of Malaysia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties in Southeast Asia to submit nominations for a subregional workshop on assistance and protection against chemical weapons. It will be held from 3 to 5 December 2007 in Kuala Lumpur, Malaysia.
2. This workshop is designed as a forum for managers and planners who are involved in the protection of their civilian populations against chemical weapons, or who would be responsible for the provision of emergency assistance under Article X of the Chemical Weapons Convention (hereinafter “the Convention”). It will provide information on the following:
  - (a) the implementation of Article X;
  - (b) national and international projects being carried out by the Technical Secretariat (hereinafter “the Secretariat”);
  - (c) the OPCW’s data bank on assistance and protection; and
  - (d) regional approaches to assistance and protection, including the train-the-trainer approach.
3. Participants in the workshop will be able to discuss both the draft regional plan for assistance and protection against chemical weapons for States Parties in Southeast Asia (including as regards technical requirements for training), and the fostering of regional cooperation in this and related areas.
4. The workshop will include an exhibition on assistance and protection against chemical weapons, which will be held by various agencies to mark the tenth anniversary of the entry into force of the Convention.



5. Given the purpose of the workshop and its technical nature, candidates will be carefully selected. They should have a background in planning and executing emergency-response operations.
6. The Secretariat expects to be able to sponsor the attendance at the workshop of a limited number of participants from States Parties in Southeast Asia. Each nomination should specify whether sponsorship is a condition of the nominee's participation. For sponsored participants, the Secretariat will cover the costs of travel, medical insurance, accommodation, and meals, and will provide a limited subsistence allowance to cover sundry expenses. Further details regarding accommodation, the course venue, and transport will be issued to all confirmed participants at a later date.
7. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. Participants are expected to arrive no earlier than Sunday, 2 December 2007, and to depart no later than Thursday, 6 December 2007. The Secretariat's approval is required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover expenses unrelated to the course, or that result from unauthorised changes to travel arrangements. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their tickets. Participants who have not been sponsored are requested to make their own travel arrangements.
8. Each State Party represented at the workshop will be expected to give a national presentation lasting up to 20 minutes on their capabilities and needs in the field of assistance and protection.
9. The workshop will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good oral and written command of English.
10. Participants are requested to obtain all necessary visas, including transit visas, before travelling to Malaysia.
11. Interested applicants are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all the contact details it requests. Completed nomination forms should be sent, along with a brief curriculum vitae, to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. They may also be submitted by fax to +31 (0)70 416 3209, or by e-mail to [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org). All materials must be received by the Secretariat **no later than 22 October 2007**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
12. Those who have been selected to participate will be contacted no later than two weeks after the submission deadline. States Parties are requested to inform the International Cooperation and Assistance Division (ICA) of any administrative or other problems that may arise in connection with the attendance of any participant.

13. The provisional programme for the course is included as Annex 1 to this Note. Further details will be issued at a later date. Any questions may be addressed to the Assistance and Protection Branch. The contact person is Mr Muhammad Kazi, who can be reached by e-mail at [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org), by telephone at +31 (0)70 416 3775, or by fax at +31 (0)70 416 3209.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

**Annex 1**

**SUBREGIONAL WORKSHOP  
FOR STATES PARTIES IN SOUTHEAST ASIA  
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KUALA LUMPUR, MALAYSIA  
3 – 5 DECEMBER 2007**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Sunday, 2 December 2007</i></b>	
	Arrival of participants
<b><i>Monday, 3 December 2007</i></b>	
8:30 – 9:00	Registration
9:00 – 9:45	Opening ceremony, and group photograph
9:45 – 10:15	Opening of exhibition
10:15 – 11:00	Presentation: the Convention and the implementation of Article X
11:00 – 11:30	<i>Coffee break</i>
12:00 – 12:45	Presentation: data bank on assistance and protection
12:45 – 14:00	<i>Lunch</i>
14:00 – 15:00	Presentation: lessons learned from national and international projects carried out by the Secretariat
15:00 – 15:30	<i>Coffee break</i>
15:30 – 16:30	Discussion
<b><i>Tuesday, 4 December 2007</i></b>	
9:00 – 10:30	National presentations on capabilities and needs in the field of assistance and protection
10:30 – 11:00	<i>Coffee break</i>
11:00 – 12:15	Presentations, continued
12:15 – 13:30	<i>Lunch</i>
13:30 – 14:30	Presentation: bilateral agreements under Article X
14:30 – 15:30	Video presentation: Joint Assistance 2005, an exercise on the delivery of assistance Presentation: lessons learned from the exercise
15:30 – 16:00	<i>Coffee break</i>
16:00 – 17:00	Discussion
<b><i>Wednesday, 5 December 2007</i></b>	
9:00 – 9:45	Presentation: regional approaches to projects related to protection
9:45 – 10:00	Presentation: the train-the-trainers approach
10:00 – 10:30	<i>Coffee break</i>
10:30 – 12:00	Discussion and adaptation of a draft assistance-and-protection training plan for States Parties in Southeast Asia
12:00 – 13:30	<i>Lunch</i>
13:30 – 15:00	Discussion and closing remarks
<b><i>Thursday, 6 December 2007</i></b>	
	Departure of participants

## Annex 2

**SUBREGIONAL WORKSHOP  
FOR STATES PARTIES IN SOUTHEAST ASIA  
ON ASSISTANCE AND PROTECTION AGAINST CHEMICAL WEAPONS  
KUALA LUMPUR, MALAYSIA  
3 – 5 DECEMBER 2007**

**NOMINATION FORM**

Please submit the completed form **by 22 October 2007** to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: + 31 (0)70 416 3209; e-mail: [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org).

**Please TYPE or use BLOCK LETTERS.**

1.	Family name of nominee <sup>1</sup>	
2.	First name(s)	
3.	Date of birth	Day                      Month                      Year
4.	Citizenship	
5.	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
6.	Passport number	
7.	Date of issue	Day                      Month                      Year
8.	Expiry date	Day                      Month                      Year
9.	Place of issue	
10.	Areas of expertise	..... ..... .....
11.	Employer	..... .....
12.	Position	
13.	Contact address (Please do not give a post-office box number.)	..... ..... .....
14.	E-mail address	
15.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
16.	Fax numbers, including country and city codes	Home
		Work
17.	City of departure	

<sup>1</sup> The first and family names should be listed exactly as they appear in the nominee's passport.

18.	Has the nominee previously attended a meeting of this kind?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, when and where?	
19.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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