



NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE PREPARATORY MEETING FOR THE TABLE-TOP EXERCISE
ON THE PREPAREDNESS OF STATES PARTIES
TO PREVENT TERRORIST ATTACKS INVOLVING CHEMICALS
THE HAGUE, THE NETHERLANDS
20 AND 21 SEPTEMBER 2010**

1. In April 2010, the Technical Secretariat (hereinafter “the Secretariat”) informed States Parties about preparations for the upcoming table-top exercise on the preparedness of States Parties to prevent terrorist attacks involving chemicals (hereinafter “the table-top exercise”), which was initially scheduled to take place on 13 and 14 September 2010 in Warsaw, Poland (S/835/2010, dated 19 April 2010). The Secretariat also informed States Parties about a preparatory meeting for the table-top exercise, which was initially scheduled to take place at OPCW Headquarters on 24 and 25 June 2010 (S/835/2010).
2. The table-top exercise has been postponed to 22 and 23 November 2010.
3. The Secretariat would like to invite interested States Parties to nominate representatives for the preparatory meeting for the table-top exercise, to be held on 20 and 21 September 2010 at OPCW Headquarters in The Hague, the Netherlands.

Table-top exercise: basic assumptions

4. The table-top exercise is an element of Project VII of the EU Council Decision 2009 of 27 July 2009 on the preparedness of States Parties to prevent and respond to attacks involving chemicals. It aims to contribute to the development of the capacities of national industry to reduce the risks of a terrorist attack with the use of toxic industrial chemicals. This includes preventing terrorist access to materials, equipment, and knowledge that could be used in the development and production of chemical weapons.
5. The table-top exercise, which will be jointly organised by the Government of Poland and the Secretariat, will examine cross-government decision making, information exchange, and conditions to be met to receive assistance from relevant national and international organisations in preventing terrorist attacks against chemical plants.
6. A terrorist attack at a chemical plant with the release of toxic chemicals will be the basic scenario of the table-top exercise. This scenario provides for the destruction of



a chlorine container at the chemical plant as a result of the terrorist attack, with 20 tonnes of chlorine evaporating instantaneously as a result of the explosion.

7. The table-top exercise will be conducted under the following conditions:
 - (a) Political, social, and economic conditions in the exercise are the same as those found in the real world; and
 - (b) Participants should use real-world data and/or their professional judgement in the absence of information provided by the scenario.
8. The following assumptions underpin the planning for the table-top exercise:
 - (a) The scenario is plausible;
 - (b) The location is fictitious;
 - (c) Participants are well-versed in their own organisation's response and recovery plans and procedures; and
 - (d) Implementation of specific organisational response plans and procedures indicate actions that are expected to occur under actual response conditions and, therefore, provide a sound basis for analysis.
9. The programme of the table-top exercise will include relevant presentations on the available experience and expertise in the countries of the region and in the relevant international organisations that can be offered to the States Parties. The aim is to improve safety and security standards in the States Parties that will be attending the exercise. Practical training and live presentations related to the prevention of terrorist acts with the use of toxic chemicals could also be conducted.

Preparatory meeting for the table-top exercise

10. The preparatory meeting for the table-top exercise aims to define the final scenario and roles of the participants (from governments and related international organisations), and the proposed activities. The meeting will also define legal, organisational, and logistic issues linked to the participation of an international component in the table-top exercise, and will decide on the scope of activities and rules of engagement between targeted national and international groups and stakeholders.
11. The preparatory meeting will also offer a platform for discussion of the practical issues relating to the contributions that relevant national institutions and industries can make towards the achievement of the non-proliferation of weapons of mass destruction (WMD) and the prevention of terrorism.
12. During the preparatory meeting, the following questions will be discussed:
 - (a) Which national agencies would respond to the incident? What measures do they need to take and what would be their respective role? (Consider the roles required to control the site, protect people, make the area safe, and carry out the recovery/clean up.)

- (b) What could (and should) have been done in advance of the terrorist attack in the industrial facility to prevent this situation arising?
 - (c) What are the national regulations for engaging border/regional cooperation or international agencies in mitigating the results of the release?
 - (i) What are the national regulations (legal and administrative) and procedures for requesting and utilising international assistance (border/regional and international organisations)?
 - (ii) Are there national mechanisms for cooperation with the relevant international agencies?
 - (iii) What are the national capacities offered to international organisations in mitigating chemical disasters?
13. The preparatory meeting and the table-top exercise are primarily aimed at the countries of Eastern Europe, Central Asia, and the Caucasus, as well as the relevant international organisations. Participation in the preparatory meeting and the table-top exercise is open to representatives of all interested governments and relevant international organisations.
14. The preparatory meeting aims to bring together representatives from the industry, governments, international organisations, national agencies, academia, and other institutions that work in different fields, to build a platform for cooperation and exchange, and to present modern solutions and proposals to counter terrorism with WMD.
15. It is envisaged that the participants and speakers will be familiar with matters of industrial safety and security; chemical, biological, radiological, and nuclear (CBRN) counter-terrorism; and national emergency responses.
16. Participants from the countries of the region will be encouraged to make presentations on their national legal, administrative, and law-enforcement measures for preventing the misuse of toxic chemicals.
17. The preparatory meeting and the main component of the table-top exercise will be conducted in English. All participants are therefore expected to have a good working knowledge of this language, both written and oral.

Sponsorship and invitations

18. Due to the limited funds available for sponsorship, the Secretariat expects to be able to sponsor only a limited number of participants from States Parties. The nomination of qualified female participants is strongly encouraged.
19. It is envisaged that the participants in the preparatory meeting will take an active part in the table-top exercise.
20. Each nomination should specify whether sponsorship is a condition for the nominee's participation. For sponsored participants, the Secretariat will cover the costs of travel

and medical insurance, and will provide a daily subsistence allowance to cover meals and sundry expenses.

21. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to participants. Sponsored participants shall bear all costs resulting from any changes they make, once the Secretariat has purchased tickets. Further details regarding suggested accommodation, and information on transport will be issued to all confirmed participants at a later date.
22. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Sunday, 19 September 2010**, and to depart **no later than the afternoon of Tuesday, 21 September 2010**. 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 changes in travel arrangements that it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their tickets.
23. Participants who have not been sponsored by the Secretariat are requested to make their own travel and accommodation arrangements.
24. Participants are requested to obtain all necessary visas (including transit visas) before travelling to the Netherlands.
25. Interested participants are invited to complete the nomination form that is included as an annex to this Note, making sure, in particular, to provide all the contact details requested. Completed forms should be addressed to the Director of Special Projects, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax to +31 (0)70 416 3499 or by e-mail to nmalyutina@opcw.org. All nominations must be received by the Secretariat **no later than 6 August 2010**.

Coordination and contact information

26. The Office of Special Projects (OSP) is responsible for coordinating with all relevant units of the Secretariat to enhance the contribution of the OPCW to global anti-terrorism efforts and global efforts towards disarmament and non-proliferation of WMD. The OSP also maintains contacts and exchanges with relevant international, regional, and subregional organisations in the field of counter-terrorism.
27. Mr Krzysztof Paturej, Director of Special Projects at the OPCW, will be responsible for the overall coordination of the Secretariat's preparations and conduct of the table-top exercise (telephone: +31 (0)70 416 3077; e-mail: paturej@opcw.org). Additional information may be obtained from the OSP. The contact persons are Mr Irakli Beridze, Special Projects Officer, who can be reached at +31 (0)70 416 3073, e-mail: iberidze@opcw.org, and Ms Nadezda Malyutina, Senior Secretary, who can be reached at +31 (0)70 416 3492, e-mail: nmalyutina@opcw.org.

Annex

**PREPARATORY MEETING FOR THE TABLE-TOP EXERCISE
ON THE PREPAREDNESS OF STATES PARTIES
TO PREVENT TERRORIST ATTACKS INVOLVING CHEMICALS
THE HAGUE, THE NETHERLANDS
20 AND 21 SEPTEMBER 2010**

NOMINATION FORM

Please submit the completed form **by 6 August 2010** to:
The Director of Special Projects, OPCW,
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: +31 (0)70 416 3499; e-mail: nmalyutina@opcw.org

Please type or use BLOCK LETTERS.

1.	Family name of nominee*	
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.	Employer's address (Please do not give a post-office box number)	Street
		Number Post code
		City
		Country
13.	E-mail address	
14.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
15.	Fax numbers, including country and city codes	Home
		Work
16.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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* Please give the first and family names exactly as they appear in the nominee's passport.
** For this and all like items, please tick the appropriate box.