



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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20 February 2015

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE THIRD TRAINING COURSE IN CONDUCTING SAMPLING AND ANALYSIS IN A HIGHLY CONTAMINATED ENVIRONMENT
CZESTOCHOWA, POLAND, 4 – 8 MAY 2015**

1. On behalf of the Government of Poland and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite Member States to nominate participants for a training course in conducting sampling and analysis in a highly contaminated environment, to be held in Czestochowa, Poland, from 4 to 8 May 2015.
2. The course will be jointly organised by the Government of Poland and the Technical Secretariat (hereinafter “the Secretariat”). The main purpose of the course is to assist Member States in their efforts to establish a protection capability that will directly benefit their civilian populations. It will provide training for up to 20 specialists who may be involved in the sampling and analysis of chemical agents in their home countries. The course will offer the participants training in how to work in environments contaminated with toxic chemicals.
3. Member States that do not yet have sampling and analysis capabilities are especially encouraged to nominate participants. Given the objectives of the course, and its technical nature, applicants should have a solid technical background in chemistry and the management of hazardous chemical substances. Participants must also be qualified and experienced in using and wearing self-contained breathing apparatus (SCBA). Previous practical experience in military or civil protection is desirable. Individual protective suits will be worn for several hours each day, and participants must, therefore, be physically fit and able to wear such equipment for extended periods.
4. The Secretariat expects to be able to sponsor a limited number of participants from States Parties. Each nomination should specify whether sponsorship is a condition of the nominee’s participation. The course materials, accommodation, meals, and local transport during the course will be provided by the National Authority of Poland, at no cost to the participants or to the OPCW. Further details regarding accommodation, the course venue, and transport will be issued to all confirmed participants at a later date.



5. 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. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than Sunday, 3 May 2015, and to depart no later than Saturday, 9 May 2015. 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
6. The course will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of both written and spoken English.
7. Participants are requested to obtain all necessary visas, including transit visas, before travelling to Poland. Please be aware that Schengen Area visas can take up to three weeks to obtain, so the visa request should be submitted well in advance.
8. Interested applicants are invited to complete the nomination form that is included as Annex 2 to this Note, giving the nominee's full name, passport details, address, fax and telephone numbers, e-mail address, and area(s) of expertise. The completed nomination form, together with brief curriculum vitae for each nominee, should be submitted to the Assistance and Protection Branch, by e-mail attachment to EmergAssistBr@opcw.org and Justo.QuinteroMendez@opcw.org. The subject line of the e-mail should indicate "APB Czestochowa 2015". Nominations should be sent as soon as possible, **but no later than 6 March 2015**, to allow sufficient time for the Secretariat and the Polish authorities to make the necessary arrangements. Endorsement by the National Authority will be a condition for acceptance.
9. 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 should be addressed to the Assistance and Protection Branch of the International Cooperation and Assistance Division. The contact persons are Mr Justo Quintero Méndez, who can be reached at +31 (0)70 416 3775, and María Elena Bruno Pousadela, who can be reached at +31 (0)70 416 3217.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**THIRD TRAINING COURSE IN CONDUCTING
SAMPLING AND ANALYSIS IN A HIGHLY
CONTAMINATED ENVIRONMENT
CZESTOCHOWA, POLAND, 4 – 8 MAY 2015**

PROVISIONAL PROGRAMME

Time	Activity
Sunday, 3 May 2015	
	Participants arrive in Czestochowa, Poland (pick up at Katowice International Airport)
Monday, 4 May 2015	
08:15	Participants meet in front of the Hotel Reception
08:30 – 09:00	Opening ceremony
09:00 – 09:15	Official photograph
09:15 – 09:45	Presentation: Article X of the Chemicals Weapons Convention
09:45 – 10:00	Presentation: General aspects of sampling (Getting familiar with the quality-management system document (QDOC), requirements and procedures)
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:15	Presentation: Sampling and analysis of hazardous substances. General rules and hazards
11:15 – 12:00	Presentation: Equipment related to sampling of hazardous substances
12:00 – 12:30	Presentation: Occupational health
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:00	Presentation: Collection of liquid, air, and soil samples. Individual practice
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:45	Presentation: Taking samples in emergency situations
16:45 – 17:00	Summary of the day
Tuesday, 5 May 2015	
08:30 – 09:30	Presentation: Self-contained breathing apparatus (SCBA) health and safety requirements (medical evaluation, fitness test)
09:30 – 10:30	Refresher session on IPE Types and uses, donning and doffing
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Practical session: SCBA operation (respiratory capabilities and limitations, inspection, donning and doffing, seal checking, normal use, emergency procedures)
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:30	Practical session on IPE. Practice in the smoke chamber. Analysis of substances (methods and handling of devices)
15:30	Summary of the day
16:30	Social activity

Time	Activity
Wednesday, 6 May 2015	
08:30 – 10:30	Sample collection practice (wearing IPE)
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Sample collection practice (IPE and SCBA, face piece off)
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:00	Sample collection practice (team in IPE)
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 17:00	Sample collection practice (team in IPE and SCBA, face piece off)
17:00 – 17:30	Summary of the day
Thursday, 7 May 2015	
08:00 – 12:30	Presentation and practice: Identification of hazards and sampling of chemicals with use of chemical protective clothing and respiratory protection equipment (individual work)
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:00	Presentation and practice: Identification of hazards and sampling of chemicals with use of chemical protective clothing and respiratory protection equipment (team work)
Friday, 8 May 2015	
08:00 – 13:00	Practice and evaluation: Team coordination in a fire scenario (evaluation of participants during a small, real fire exercise, team coordination, safety approaches, and sample collection)
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Discussion and evaluation of results
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 16:00	Summary of the training
16:00 – 16:30	Course evaluation
16:30 – 17:00	Closing remarks
Saturday, 9 May 2015	
	Departure of participants

Annex 2

**THIRD TRAINING COURSE IN CONDUCTING
SAMPLING AND ANALYSIS IN A HIGHLY
CONTAMINATED ENVIRONMENT
CZESTOCHOWA, POLAND, 4 – 8 MAY 2015**

NOMINATION FORM

Please submit the completed form, along with a brief curriculum vitae, by **6 March 2015** to the International Cooperation and Assistance Division, OPCW by e-mail attachment to:

EmergAssistBr@opcw.org and Justo.QuinteroMendez@opcw.org

The subject line of the e-mail should read **“APB Czestochowa 2015”**.

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.	Area(s) of expertise			
11.	Employer			
12.	Position			
13.	Contact address (please do not give a post-office box number)	Street		
		Number	Postcode	
		City		
		Country		
14.	Airport of departure			
15.	E-mail address			
16.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		
17.	Fax numbers, including country and city codes	Home		
		Work		
18.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

* The family name and first name should be listed exactly as they appear in the nominee's passport.

** For this and all similar items, please tick the appropriate box.

19.	Does the nominee have any special dietary requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, please describe:
20.	Endorsement by the National Authority	
Signature:		Date:
		Stamp: