



International Cooperation and Assistance Division

S/1246/2015

27 February 2015

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR AN ASSISTANCE AND PROTECTION COURSE FOR INSTRUCTORS
LÁZNĚ BOHDANEČ, THE CZECH REPUBLIC
20 – 27 MAY 2015**

1. On behalf of the Government of the Czech Republic and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties to nominate participants for the assistance and protection course for instructors, which will take place from 20 to 27 May 2015 in Lázně Bohdaneč, the Czech Republic.
2. The course will be organised by the Technical Secretariat (hereinafter “the Secretariat”), and will provide training for up to 20 instructors who are involved in emergency response to a chemical incident. The course will cover the following topics:
 - (a) protection of personnel during a chemical emergency;
 - (b) rescue and decontamination operations in contaminated areas; and
 - (c) appropriate responses and countermeasures in the event of incidents involving chemical-warfare agents or toxic chemicals.
3. The course will also provide an overview of the kinds of assistance the OPCW can provide, and will help participating States Parties to enhance the ability and skills of instructors in their countries to offer training in how to provide protection against chemical weapons and other toxic chemicals, as well as in how to manage chemical incidents.
4. The course will offer an introduction to the use of individual and collective protective equipment; to monitoring, detection, and decontamination; and to sampling techniques. It will also facilitate the exchange of information and experiences regarding the implementation of Article X of the Chemical Weapons Convention (hereinafter “the Convention”), and provide a forum for States Parties to discuss how they can cooperate in the future and what further offers they might make to the OPCW under Article X. The course will include table-top and field emergency-response exercises.



5. Given the purpose of the course and its technical nature, candidates will be carefully selected according to the following criteria:
 - (a) All participants should be first responders and/or instructors/trainers, or be involved in developing an emergency-response system in their own countries.
 - (b) All participants must have a good oral and written command of English, because all activities during the course will be conducted in English and no interpretation services of any kind will be available.
 - (c) Preference will be given to instructors from emergency-response units, such as fire-fighters, ambulance personnel, and police officers.
 - (d) Participants must be physically fit and capable of wearing individual protective gear for several hours at a time. Some practical experience with protective equipment is desirable.
6. Applications will be carefully screened on the basis of the criteria specified in paragraph 5 above. Only the most suitable applicants will be selected.
7. The Secretariat expects to be able to sponsor a limited number of participants from States Parties. For sponsored participants, it will cover the costs of accommodation and meals. Further details regarding accommodation, the course venue, and transport will be issued to all confirmed participants at a later date.
8. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than Tuesday, 19 May 2015, and to depart no later than Thursday, 28 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 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. Participants who have not been sponsored are requested to make their own travel arrangements.
9. Participants are requested to obtain all necessary visas (including transit visas) before travelling to the Czech Republic.
10. Interested applicants are invited to complete the nomination form included as Annex 2 to this Note. Please be sure to provide all contact details. Completed 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. Nominations may also be submitted by fax to +31 (0)70 416 3209 or by e-mail to EmergAssistBr@opcw.org (please indicate the name and location of the course in the subject line). All materials must be received by the Secretariat no later than **18 March 2015**. Only selected participants who receive an OPCW acceptance letter will be accepted to attend the course. Only selected participants will be contacted; contact will be made within two weeks from the submission deadline.

11. Additional information about the course may be obtained from the International Cooperation and Assistance Division. The point of contact is Ms Ditta Ciganikova, who can be reached at +31 (0)70 416 3261.

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form

Annex 1

**ASSISTANCE AND PROTECTION COURSE FOR INSTRUCTORS
LÁZNĚ BOHDANEČ, THE CZECH REPUBLIC
20 – 27 MAY 2015**

PROVISIONAL PROGRAMME

Time	Activity
Tuesday, 19 May 2015	
	Arrival of participants in Prague, transfer to Lázně Bohdaneč
Wednesday, 20 May 2015	
08:00 – 09:00	<i>Breakfast</i>
09:00 – 09:30	Official opening, keynote speech, official photo
09:30 – 10:00	Administrative information, introduction of participants
10:00 – 10:30	Lecture: Population Protection Institute (introduction to facility)
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Lecture: Article X of the Chemical Weapons Convention
11:30 – 12:15	Lecture: Chemical Weapons Disarmament
12:30 – 13:30	<i>Lunch</i>
13:30 – 16:00	Lecture and demonstration: CWA: medical aspects, prophylaxis (Transfer to University of Defence, Hradec Kralove)
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Equipment handover
18:30 – 21:00	<i>Welcome dinner</i>
Thursday, 21 May 2015	
07:15 – 08:00	<i>Breakfast</i>
08:00 – 08:30	Lecture: Integrated Rescue System of the Czech Republic
08:30 – 09:15	Lecture: Principles of protection against chemicals
09:15 – 10:00	Lecture: Personal protective equipment
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:00	Lecture: Detection – principles, training detection kit
11:00 – 11:45	Lecture: Decontamination
12:00 – 13:30	<i>Lunch</i>
13:30 – 14:00	Division into working groups (WG1, WG2), setting up a task force
14:00 – 14:30	Assignment of a special task for each participant
14:30 – 15:00	<i>Coffee/tea break</i>
15:00 – 16:00	Self-study session with the assistance of instructors, use of course manuals
16:00 – 18:00	Individual preparation for participant presentations
18:00 – 19:00	<i>Dinner</i>
Friday, 22 May 2015	
07:15 – 08:00	<i>Breakfast</i>
08:00 – 10:00	Lectures, demonstrations, practical training: each participant presents assigned task (two classes running in parallel)
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:15	Lectures, demonstrations, practical training: each participant presents assigned task (two classes running in parallel – continued)
12:30 – 14:00	<i>Lunch</i>

14:00 – 14:30	Lecture: Sampling
14:45 – 16:30	On-site training: Detection, sampling, decontamination (3 teams, exchanging workplaces)
18:00 – 19:00	<i>Dinner</i>
Saturday, 23 May 2015	
07:15 – 08:00	<i>Breakfast</i>
08:00 – 08:30	Lecture: Analysis of toxic chemicals
08:30 – 09:00	Demonstration: HazMat reconnaissance vehicles
09:00 – 10:00	Lecture: Evaluation of chemical situation – ERG, WISER
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:45	Table-top exercise: Evaluation of chemical situation – ERG, WISER
12:00 – 13:30	<i>Lunch</i>
13:30 – 16:00	Practical session: Scene management using ERG, WISER
18:00 – 19:00	<i>Dinner</i>
Monday, 25 May 2015	
07:15 – 08:00	<i>Breakfast</i>
08:00 – 10:30	Lecture and demonstration: Modern protective equipment
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Lecture and demonstration: Modern detection equipment
12:00 – 13:30	<i>Lunch</i>
13:30 – 14:00	Practical training: Protective mask air-tightness testing
14:00 – 14:30	Excursion: Chemical laboratories
14:30 – 15:00	<i>Coffee/tea break</i>
15:00 – 15:30	Table top exercise: Hot-zone management, two field exercise scenarios
15:30 – 16:30	Table top exercise: Detection, sampling, and decontamination (3 teams, exchanging workplaces)
18:00 – 19:00	<i>Dinner</i>
Tuesday, 26 May 2015	
07:15 – 08:00	<i>Breakfast</i>
08:30 – 10:30	Field exercise 1: Terrorist attack – CWA incident (Part 1)
10:30 – 11:30	<i>Refreshment break</i>
11:30 – 12:15	Evaluation of Exercise 1, discussion
12:30 – 14:00	<i>Lunch</i>
14:00 – 16:00	Field exercise 2: Terrorist attack – CWA incident (Part 2)
16:00 – 17:00	<i>Refreshment break</i>
17:00 – 17:30	Evaluation and debriefing of overall field exercises
17:30 – 18:00	Course evaluation – filling out OPCW evaluation forms
18:00 – 19:00	<i>Dinner</i>
19:00 – 21:00	Collective programme

Wednesday, 27 May 2015	
07:00 – 08:00	<i>Breakfast</i>
08:00 – 08:20	Lecture, demonstration, and practical training: participants present an assigned task (two classes running in parallel)
08:20 – 09:00	Equipment maintenance, returning equipment
09:00 – 09:30	<i>Coffee/tea break</i>
09:30 – 12:00	Transfer to hotel in Prague, check-in
12:00 – 13:00	Official closing ceremony
13:00 – 14:00	<i>Official lunch</i>
14:00 – 19:00	Sightseeing in Prague
19:00 – 20:00	<i>Dinner</i>

Annex 2

**ASSISTANCE AND PROTECTION COURSE FOR INSTRUCTORS
LÁZNĚ BOHDANEČ, THE CZECH REPUBLIC
20 – 27 MAY 2015**

NOMINATION FORM

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.	Position	
13.	Contact address (Please do not give a post-office box number)	Street
		Number Post code
		City
		Country
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	
18.	Has the nominee previously taken part in a course 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"/>
20.	Dietary preferences	None <input type="checkbox"/> Halal <input type="checkbox"/>
		Vegetarian <input type="checkbox"/> Other (please specify) <input type="checkbox"/> :

* 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.

21.	Sizes	Gloves:	S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/>
		Boots (number):	
		Height (m):	
		Weight (kg):	