



S/1526/2017

23 August 2017

ENGLISH and SPANISH only

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
MEXICO CITY, MEXICO
6 – 10 NOVEMBER 2017**

1. On behalf of the Government of Mexico and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite Member States from the GRULAC¹ region to nominate representatives to participate in a regional table-top exercise in chemical emergency response, to take place from 6 to 10 November 2017 in Mexico City, Mexico.
2. The exercise will be jointly organised by the Government of Mexico and the Technical Secretariat (hereinafter “the Secretariat”) and is aimed at enhancing the response capacity 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 regional and subregional coordination in case of a major chemical incident and will provide information about existing regional and subregional disaster-management mechanisms relevant to the provisions of Article X. The exercise will concentrate on operational frameworks such as policy making, 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. The exercise will be open to 25 participants from the GRULAC region. 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.

¹ GRULAC = Group of Latin American and Caribbean States.



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 agents and toxic chemicals is desirable. Participants should be physically fit and able to wear individual protective gear during the exercise if necessary.
6. Candidates endorsed by the National Authority of their Member State 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. Further details regarding accommodation, the exercise venue, transport, and the final programme will be issued to participants in due course.
9. Participants are requested to obtain all necessary visas (including transit visas) before travelling to Mexico. To that end, selected participants will receive an acceptance letter and other supporting documents if required.
10. When making travel arrangements for selected participants, the Secretariat will seek the most economical options. Participants are expected to arrive in Mexico City **no earlier than Sunday, 5 November 2017** and depart **no later than Saturday, 11 November 2017**. The Secretariat will not cover expenses unrelated to the exercise or that result from unauthorised changes to travel arrangements. Sponsored participants must bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their tickets.
11. 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.
12. Interested applicants are invited to complete the nomination form that is included as Annex 2 to this Note, giving their full name, passport details, address, fax and telephone numbers, email address, areas of expertise, and present functions.
13. The completed nomination form should be sent, along with an endorsement letter of the National Authority or Permanent Representation, and a brief curriculum vitae to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, with copy to justo.quinteromendez@opcw.org indicating the reference "Mexico TTX" in the subject line of the message. Nominations should be submitted as soon as possible and **no later than 22 September 2017**, in order to allow sufficient time for the Secretariat and selected participants to make the necessary arrangements.

14. The provisional programme for the exercise 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, International Cooperation and Assistance Division.

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Annexes:

Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**REGIONAL TABLE-TOP EXERCISE IN CHEMICAL EMERGENCY
RESPONSE FOR STATES PARTIES IN LATIN AMERICA AND
THE CARIBBEAN
MEXICO CITY, MEXICO
6 – 10 NOVEMBER 2017**

PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 5 November 2017</i>	
	Arrival of participants
<i>Monday, 6 November 2017</i>	
08:30 – 09:00	Registration
09:00 – 09:45	Opening ceremony
09:45 – 10:00	Group picture
10:00 – 10:15	<i>Coffee/tea break</i>
Segment 1: Assistance and Protection under the Chemical Weapons Convention	
10:15 – 10:30	Exercise objectives; introduction of participants
10:30 – 11:00	Presentation: Article X of the Chemical Weapons Convention and Regional Coordination.
11:00 – 11:15	Individual evaluation
Segment 2: Regional Coordination in Cases of Emergency (devoted to emergency management agencies – EMA)	
11:15 – 13:00	Presentations by EMA
13:00 – 14:00	<i>Lunch break</i>
14:00 – 15:30	Presentations by EMA
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Presentations by EMA
17:30 – 18:00	Discussion
19:00	Welcome reception
<i>Tuesday, 7 November 2017</i>	
09:00 – 10:30	Presentations by EMA
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Presentations by EMA
12:30 – 13:00	Discussion / Conclusions
13:00 – 14:30	<i>Lunch break</i>
Segment 3: Table-Top Exercise (TTX)	
14:30 – 15:00	Introduction to the TTX
15:00 – 16:00	Introduction to chemical emergency management
16:00 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:00	Introduction to chemical emergency management (cont'd)
17:00 – 18:00	Chemical emergency planning

Time	Activity
<i>Wednesday, 8 November 2017</i>	
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	Module 1: Recognition of materials: guides, formats, and equipment to be used in the exercise
13:00 – 14:00	<i>Lunch break</i>
14:00 – 15:00	Module 2: TTX: Hazmat emergency – industrial level
15:00 – 16:00	Module 3: Emergency notification – first actions (ICS) – incident action plan
16:00 – 16:15	<i>Coffee break</i>
16:15 – 17:00	Module 4: Calculations for the intervention (isolation, protection, event prediction)
17:00 – 17:30	Discussion and conclusions
<i>Thursday, 9 November 2017</i>	
09:00 – 10:30	Module 5: Emergency notification at the local and regional levels
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 13:00	Module 6: Table-top 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	Evolution of the chemical emergency (response development)
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:00	Inject: Chemical attack
17:00 – 17:30	Module 7: Feedback and team discussion
<i>Friday, 10 November 2017</i>	
Segment 4: Conclusions	
09:00 – 09:30	General revision 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
	Departure

Annex 2

**REGIONAL TABLE-TOP EXERCISE IN CHEMICAL EMERGENCY
RESPONSE FOR STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN
MEXICO CITY, MEXICO
6 – 10 NOVEMBER 2017**

NOMINATION FORM

Please submit the completed form, along with a brief curriculum vitae, **by 22 September 2017**
to: International Cooperation and Assistance Division, OPCW
c/o Assistance and Protection Branch
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Email: justo.quinteromendez@opcw.org

Please indicate in the subject line of the email “**Mexico TTX**”

Please type or use BLOCK LETTERS

Family name of nominee ²			
First name(s)			
Date of birth	Day	Month	Year
Citizenship			
Gender ³	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	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		

² Please give the first and family names exactly as they appear in the nominee’s passport.

³ For this and all like items, please tick the appropriate box.

Airport of departure	
Email address	
Telephone numbers, including country and city codes	Home
	Work
	Mobile
Endorsement by National Authority	(Name, signature and stamp of institution)
Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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