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24 June 2019

ENGLISH and SPANISH only

**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR AN OPCW ASSISTANCE AND PROTECTION  
TRAINING COURSE FOR INSTRUCTORS  
FROM LATIN AMERICAN AND CARIBBEAN STATES PARTIES  
MEXICO CITY, MEXICO, 11 – 15 NOVEMBER 2019**

1. On behalf of the Government of Mexico and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties from the Latin American and Caribbean Group (GRULAC) to nominate representatives to participate in an assistance and protection course for instructors from the GRULAC region, which will take place from 11 to 15 November 2019 in Mexico City, Mexico.
2. This course will help participating States Parties enhance the knowledge and skills of their national instructors involved in training first responders to cases of chemical attacks or incidents involving toxic industrial chemicals, and will be jointly organised by the Government of Mexico and the Technical Secretariat (hereinafter “the Secretariat”).
3. The course will provide training for up to 20 instructors from institutions in the GRULAC region involved in the provision of regional assistance and protection and emergency response training under Article X of the Chemical Weapons Convention.
4. The course is expected to contribute to the enhancement of regional response capabilities as a whole, and is aimed at consolidating the Secretariat’s regional approach to assistance and protection capacity building within the GRULAC region by enhancing the training skills of regional instructors. Participants will also have the opportunity to engage in extensive information exchange and networking, specifically targeting the practices and procedures related to the conduct of assistance and protection training.



5. The course will cover the following topics, among others:
  - (a) chemical warfare agents and toxic industrial chemicals (theoretical segment);
  - (b) protection of personnel and equipment in a chemical emergency;
  - (c) rescue and decontamination operations in contaminated areas;
  - (d) appropriate responses and countermeasures during incidents involving chemical warfare agents or toxic industrial chemicals; and
  - (e) the didactics of emergency response training.
6. Given the purpose of the course and its technical nature, candidates will be carefully selected according to the following criteria:
  - (a) Applicants should be first responders, instructors or trainers, or be involved in the implementation of emergency response policies in their own countries. They should preferably belong to the staff of training institutions in the GRULAC region. Ideally, applicants should also have passed courses provided by the OPCW at the exercise level.
  - (b) Participants must be physically fit and capable of wearing individual protective equipment for several hours at a time.
  - (c) As the course will be conducted in Spanish, participants must have a good command of the Spanish language. No interpretation services of any kind will be provided.
7. The Secretariat expects to be able to sponsor a limited number of participants. For sponsored participants, it will cover the costs of accommodation, travel, medical insurance, and meals, and will provide a limited subsistence allowance to cover sundry expenses. Participants will arrive in Mexico City on Sunday, 10 November 2019 and depart on Saturday, 16 November 2019. The Secretariat will not cover expenses unrelated to the course or that result from unauthorised changes to travel arrangements. Participants are requested to obtain all necessary visas (including transit visas) before travelling to Mexico.
8. Interested applicants are invited to register their nomination online through the **Eventus** platform—the OPCW event management system—no later than **9 August 2019**. The Eventus registration link is accessible via the OPCW website at: <https://apps.opcw.org/eventus>. Please note that all questions marked with an asterisk (\*) must be answered in order for the nomination to be received and for the candidate to be considered for this event. The endorsement form attached as Annex 3 to this note must be uploaded during the registration process for the course.
9. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to complete and send the nomination and endorsement forms attached as Annexes 2 and 3 to this note to [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org) and [jquinteromendez@opcw.org](mailto:jquinteromendez@opcw.org) with reference to the name and location of the event in the subject line.

10. Candidates who have been selected to participate in the course will be contacted no later than two weeks after the submission deadline. States Parties are requested to inform the International Cooperation and Assistance Division of any administrative or other problems that may arise in connection with the attendance of any participant.
11. The provisional programme of the course is included as Annex 1 to this Note. Further details regarding accommodation, the course venue, transport, and an updated version of the programme will be provided to all selected participants 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 Mendez (Tel: +31(0)70 416 3775) and Ms María Elena Bruno-Pousadela, (Tel: +31(0) 40 416 3217).

#### Annexes

- Annex 1: Provisional Programme
- Annex 2: Nomination form
- Annex 3: Endorsement by the National Authority

## Annex 1

**OPCW ASSISTANCE AND PROTECTION TRAINING COURSE FOR  
INSTRUCTORS FROM LATIN AMERICAN AND CARIBBEAN STATES PARTIES  
MEXICO CITY, MEXICO  
11 – 15 NOVEMBER 2019**

**PROVISIONAL PROGRAMME**

Time	Activity
<b><i>Sunday, 10 November 2019</i></b>	
	Arrival of participants
<b><i>Monday, 11 November 2019</i></b>	
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>
10:15 – 10:30	Exercise objectives and introduction of participants
10:30 – 11:00	Presentation: Article X of the Chemical Weapons Convention: status and challenges
11:00 – 11:15	Individual evaluation
11:15 – 12:00	Presentation: The implementation of the Chemical Weapons Convention in Mexico
12:00 - 13:00	Presentation: The status of the implementation of Article X of the Chemical Weapons Convention in the GRULAC region.
13:00 – 14:00	<i>Lunch break</i>
14:00 – 15:30	Theoretical segment number 1
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Theoretical segment number 2
17:30 – 18:00	Discussion
19:00 –	Reception hosted by OPCW
<b><i>Tuesday, 12 November 2019</i></b>	
09:30 – 11:30	Theoretical segment number 3
11:30 – 12:00	<i>Coffee Break</i>
12:00 – 13:00	The effects of and treatments for chemical weapons poisoning
13:00 – 14:30	<i>Lunch break</i>
14:30 – 15:00	Detection of chemical warfare agents
15:00 – 16:00	Toxic industrial chemicals
16:00 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:00	The principles of individual protective equipment (IPE)
17:00 – 18:00	Collective Protection
<b><i>Wednesday, 13 November 2019</i></b>	
09:00 – 10:00	Practical aspects of the use of IPE
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:00	Nuclear, biological, and chemical (NBC) reconnaissance
11:00 – 13:00	Sampling and analysis, and its use in identifying chemical warfare agents
13:00 – 14:00	<i>Lunch break</i>
14:00 – 15:00	NBC decontamination

<b>Time</b>	<b>Activity</b>
15:00 – 16:00	Decontamination of casualties (I)
16:00 – 16:15	<i>Coffee break</i>
16:15 – 17:00	Decontamination of casualties (II)
17:00 – 17:30	Discussion and conclusions
<b><i>Thursday, 14 November 2019</i></b>	
09:00 – 10:30	Determining training needs
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 13:00	The didactics of emergency response training
13:00 – 14:00	<i>Lunch break</i>
14:00 – 15:30	Incident command system approach
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:15	Division into groups
17:00 – 17:30	Table-top exercise: scenario set-up and emergency planning
<b><i>Friday, 15 November 2019</i></b>	
<b>Segment 3: Conclusions</b>	
09:00 – 09:30	Table-top exercise: response activities
09:30 – 10:15	Table-top exercise: mitigation, recovery, and debriefing
10:15 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Course discussion and evaluation
11:45 – 12:30	Presentation of certificates and closing ceremony
Afternoon	Departure of participants

## Annex 2

**OPCW ASSISTANCE AND PROTECTION TRAINING COURSE FOR  
INSTRUCTORS FROM LATIN AMERICAN AND CARIBBEAN STATES PARTIES  
MEXICO CITY, MEXICO  
11 – 15 NOVEMBER 2019**

**NOMINATION FORM**

**Please type or use BLOCK LETTERS**

Family name of nominee <sup>1</sup>			
First name(s)			
Date of birth	Day	Month	Year
Citizenship			
Gender <sup>2</sup>	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		
Airport of departure			
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		

<sup>1</sup> Please give the first and family names exactly as they appear in the nominee's passport.

<sup>2</sup> For this and all like items, please tick the appropriate box.

Endorsement by National Authority	(Name, signature, and stamp of institution)
Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Annex 3**

**ASSISTANCE AND PROTECTION TRAINING COURSE FOR INSTRUCTORS  
FROM LATIN AMERICAN AND CARIBBEAN STATES PARTIES  
MEXICO CITY, MEXICO  
11 – 15 NOVEMBER**

**ENDORSEMENT BY THE NATIONAL AUTHORITY**

This form must be signed, duly sealed, and uploaded when an application is submitted  
<https://apps.opcw.org/eventus>

**Please type or use BLOCK LETTERS**

I, \_\_\_\_\_, Head/Chief Coordinator of the National Authority of the State Party of \_\_\_\_\_, on behalf of the Government of \_\_\_\_\_, hereby endorse the nomination of Mr/Ms \_\_\_\_\_, holding the position/designation of \_\_\_\_\_ in the Office/Division/Branch of \_\_\_\_\_, as indicated in the attached nomination form for participation in the Assistance and Protection Training Course for Instructors from Latin America and the Caribbean to be held in Mexico City from 11 to 15 November 2019.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official seal of the Organisation: