



**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR A BASIC COURSE  
ON ASSISTANCE AND PROTECTION AGAINST CHEMICAL WEAPONS  
SPIEZ, SWITZERLAND  
25 – 29 MAY 2020**

1. On behalf of the Government of Switzerland and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties to nominate participants for a training course on protection against chemical weapons, which will be held in Spiez, Switzerland, from 25 to 29 May 2020.
2. The course is related to the offer made by Switzerland under Article X of the Chemical Weapons Convention (hereinafter “the Convention”) to provide assistance and protection against chemical weapons, and will be jointly organised by the Government of Switzerland and the Technical Secretariat (hereinafter “the Secretariat”). Up to 30 participants will receive basic training in protection against chemical weapons and detection. The course will also provide a basic introduction to chemical warfare agents, and explain the fundamentals of individual protective measures, and detection and decontamination equipment.
3. The course, which draws on Switzerland’s extensive experience in this area, is intended for specialists who are, or will be, associated with training civilians in their home countries in protection against chemical weapons. Its main purpose is to help States Parties establish basic capabilities in this area that will directly benefit their civilian populations. Applicants from States Parties that do not yet have such capabilities are particularly welcome. Participation in this course will be mandatory when applying for other courses organised in Switzerland (for example, the Swiss laboratory course or the Swiss advanced course).
4. Given the purpose of the course and its technical nature, candidates will be carefully selected and should have a solid technical background in the chemistry associated with assistance and protection against chemical agents. They should also be physically fit and be able to wear individual protective equipment for several hours at a time during the practical sessions of the course. Some practical experience in military or civil protection against chemical weapons is desirable, although not necessary.
5. 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. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance and will provide a limited subsistence allowance



to cover sundry expenses. The course materials, accommodation, and all meals during the course will be provided to all participants by the Government of Switzerland, at no cost to them or to the OPCW. Further details regarding accommodation, the course venue, and transport will be provided at a later date. All nominations from States Parties must be formally endorsed by the National Authority.

6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. Sponsored participants will be allowed to purchase tickets locally only if doing so leads to further savings for the Secretariat and if the Secretariat authorises it. Participants are expected to arrive no earlier than **Sunday, 24 May 2020**, and to depart no later than **Saturday, 30 May 2020**. The approval of the Secretariat is required for any changes to the dates on which sponsored participants arrive and depart. 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. Participants who have not been sponsored are requested to make their own travel arrangements.
7. 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 the English language, both written and oral.
8. Participants are requested to obtain any necessary visas, including transit visas, before travelling to Switzerland.
9. Interested applicants are invited to register their nomination online through Eventus—the OPCW event management system—no later than 27 March 2020. The Eventus registration link is accessible via the OPCW website at: <http://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 2 to this note must be uploaded during the registration process. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to contact [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org) with reference to the name and location of the event in the subject line, as well as a description of the technical problem.
10. Only selected participants with an OPCW acceptance letter will be permitted to attend this course. Those who have been selected to participate 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. Additional information may be obtained from Mr Babatunde Olowookere in the Assistance and Protection Branch of the International Cooperation and Assistance Division (email: [APB@opcw.org](mailto:APB@opcw.org); tel: +31 70 416 3467).

Annexes:

- Annex 1: Provisional Programme  
Annex 2: Endorsement Form

## Annex 1

**BASIC COURSE ON ASSISTANCE AND PROTECTION  
AGAINST CHEMICAL WEAPONS  
SPIEZ, SWITZERLAND  
25 – 29 MAY 2020**

**PROVISIONAL PROGRAMME**

Time	Activity
<b><i>Sunday, 24 May 2020</i></b>	
	Arrival of participants and registration
<b><i>Monday, 25 May 2020</i></b>	
08:00 – 08:30	Keynote address
08:30 – 09:30	Administrative information
09:30 – 10:00	<i>Coffee/tea break</i>
10:00 – 10:45	Lecture: Article X of the Convention
10:45 – 11:45	Lecture: The chemical threat
11:45 – 12:15	Lecture: International assistance
12:15 – 13:15	<i>Lunch</i>
13:15 – 15:15	Lecture: Types and effects of chemical weapons
15:15 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:30	Lecture: Medication used to treat cases of exposure to chemical agents
16:30 – 18:00	Lecture: Roles and responsibilities in the team
18:00	<i>Dinner</i>
<b><i>Tuesday, 26 May 2020</i></b>	
07:30 – 09:30	Lecture: Individual protection (introduction)
09:30 – 10:00	<i>Coffee/tea break</i>
10:00 – 12:00	Lecture: Chemical weapons – protection for the civilian population
12:00 – 13:15	<i>Lunch</i>
13:15 – 18:00	Lecture: Chemical weapons – protection for task forces
18:00	<i>Dinner</i>
<b><i>Wednesday, 27 May 2020</i></b>	
07:30 – 11:30	Lecture: Chemical weapons – protection for task forces (continued)
11:30 – 12:00	Lecture: Evacuation procedures in case of a chemical attack (introduction)
12:00 – 13:15	<i>Lunch</i>
13:15	Excursion
<b><i>Thursday, 28 May 2020</i></b>	
07:30 – 09:15	Lecture: Detection, sampling, decontamination methods and procedures (introduction)
09:15 – 09:45	<i>Coffee/tea break</i>
09:45 – 12:15	Lecture: Detection and sampling
12:15 – 13:30	<i>Lunch</i>
13:30 – 15:30	Lecture: Chemical agent detection kits
15:30 – 16:00	<i>Coffee/tea break</i>

<b>Time</b>	<b>Activity</b>
16:00 – 18:00	Lecture: Introduction to decontamination device 85, and its use in relation to chemical warfare agents (two classes running in parallel)
18:00	<i>Dinner</i>
<b><i>Friday, 29 May 2020</i></b>	
07:30 – 10:00	Lecture: The Swiss chemical agent monitor
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:15	Lecture: The Swiss laboratory course (introduction)
11:15 – 12:00	Lecture: The Swiss advanced course (introduction)
12:00 – 13:15	<i>Lunch</i>
13:15 – 14:00	Lecture: Domestic preparedness for a chemical attack
14:00 – 15:00	Maintenance of the NBC mask 90
15:00 – 15:30	Return of equipment
15:30 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Closing session
18:00 – 22:00	<i>Official dinner</i>
<b><i>Saturday, 30 May 2020</i></b>	
	Departure of participants

**Annex 2****BASIC COURSE ON ASSISTANCE AND PROTECTION  
AGAINST CHEMICAL WEAPONS  
SPIEZ, SWITZERLAND  
25 – 29 MAY 2020****ENDORSEMENT BY THE NATIONAL AUTHORITY**

This form needs to 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 basic training course on  
assistance and protection to be held in Spiez, Switzerland from 25 to 29 May 2020

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

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

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

Official seal of the Organisation:

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