



NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR AN ASSISTANCE AND PROTECTION
TRAINING COURSE FOR INSTRUCTORS
LÁZNĚ BOHDANEČ, CZECH REPUBLIC
13 – 21 MAY 2020**

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 fifth assistance and protection course for instructors, which will take place from 13 to 21 May 2020 in Lázně Bohdaneč, the Czech Republic.
2. The course is being organised by the Technical Secretariat (hereinafter “the Secretariat”) and will provide training for instructors who are involved in training first responders to chemical emergency incidents. The course will cover the following topics:
 - (a) protection of personnel during a chemical emergency;
 - (b) sampling and detection procedures;
 - (c) rescue and decontamination operations in contaminated areas; and
 - (d) 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 on how to provide protection against chemical weapons and other toxic chemicals, as well as on how to manage chemical incidents.
4. The course will include individual and team procedures, tactics, and processes to deliver required operational readiness and to understand the complexity of hot/warm/cold zone management during a chemical incident.
5. The course will offer an introduction to the use of a chemical incident evaluation system using web-based databases. 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 will include table-top and field exercises on emergency response to chemical incidents.



6. 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, as 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 firefighters, chemical, biological, radiological, and nuclear (CBRN) units, emergency medical 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.
7. Applications will be carefully screened on the basis of the criteria specified in paragraph 6 above. Only the most suitable applicants will be selected.
8. 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.
9. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Tuesday, 12 May 2020** and to depart **no later than Friday, 22 May 2020**. The Secretariat's approval is required for any changes to the arrival and departure dates of sponsored participants.
10. The Secretariat will not cover expenses unrelated to the course or that result from unauthorised changes in travel arrangements. Participants who have not been sponsored are requested to make their own travel arrangements.
11. Participants are requested to obtain all necessary visas (including transit visas) before travelling to the Czech Republic.
12. Interested applicants are invited to register their nomination through Eventus—the OPCW event management system—**no later than 20 March 2020**. The Eventus registration link is accessible via the OPCW website (<https://apps.opcw.org/eventus>). Please note that all questions marked with an asterisk (*) must be answered and an endorsement letter from the relevant National Authority must be attached in order for the nomination to be received and for the candidate to be considered for this event.
13. Interested applicants who, for technical reasons, are unable to submit their application online are requested to first create an account within Eventus, then send an application request by email to EmergAssistBr@opcw.org with the name and location of the event in the subject line. This email should be sent from the email address in the applicant's Eventus account with the attached National Authority endorsement form

(see Annex 2). Selected participants will be contacted no later than two weeks after the submission deadline.

14. Additional information on the course may be obtained from the International Cooperation and Assistance Division. The contact person is Mr Guy Valente (tel: +31 (0)70 416 3423, email: gvalente@opcw.org).

Annexes:

- Annex 1: Provisional Programme
- Annex 2: National Authority Endorsement Form

Annex 1

**ASSISTANCE AND PROTECTION TRAINING COURSE FOR INSTRUCTORS
LÁZNĚ BOHDANEČ, CZECH REPUBLIC
13 – 21 MAY 2020**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 12 May 2020</i>	
	Arrival of participants in Prague; transfer to Lázně Bohdaneč
<i>Wednesday, 13 May 2020</i>	
09:00 – 09:30	Official opening, keynote speech, introduction of participants
09:30 – 09:45	Official photo
09:45 – 10:00	Administrative information
10:00 – 10:30	Lecture: Population Protection Institute as a part of the Integrated Rescue System
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Lecture: Article X of the Chemical Weapons Convention (OPCW expert)
11:30 – 12:15	Lecture: Chemical weapons disarmament
12:30 – 13:30	<i>Lunch</i>
13:30 – 16:00	Lecture and demonstration: Medical countermeasures against chemical warfare agents (Transfer to University of Defence, Hradec Králové)
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Equipment handover
18:30 – 21:00	<i>Welcome dinner hosted by the OPCW</i>
<i>Thursday, 14 May 2020</i>	
08:00 – 08:30	Lecture: Principles of protection against chemicals
08:30 – 10:00	Lecture, demonstration: 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	Breaking into two working groups; 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 participants' presentations
<i>Friday, 15 May 2020</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 – 14:45	Lecture: Sampling
15:00 – 16:30	On-site training: Detection, sampling, decontamination (three teams, exchanging workplaces)

Saturday, 16 May 2020	
08:00 – 10:00	Table-top exercise/methods of training
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:45	Case study: command and control
12:00 – 13:30	<i>Lunch</i>
13:30 – 16:00	Practical session: Protection during a chemical emergency, communication
Monday, 18 May 2020	
08:00 – 08:30	Lecture: Analysis of toxic chemicals
08:30 – 09:15	Lecture: Evaluation of a chemical situation: Emergency Response Guidebook (ERG) and Wireless Information System for Emergency Responders (WISER)
09:15 – 09:45	<i>Coffee/tea break</i>
09:45 – 10:30	Table-top exercise: Evaluation of a chemical situation: ERG, WISER (two teams, exchanging workplaces)
10:30 – 11:15	Demonstration: HazMat reconnaissance vehicles (two teams, exchanging workplaces)
11:15 – 11:45	Evaluation of a chemical situation/final debriefing
12:00 – 13:30	<i>Lunch</i>
13:30 – 16:00	On-site training (individual teams)
Tuesday, 19 May 2020	
08:00 – 08:30	Integrated Rescue System – Chemical countermeasures
08:30 – 09:30	Lecture: Hot zone management, incident command system
09:30 – 10:00	<i>Coffee/tea break</i>
10:00 – 11:00	Lecture: Command, control, communication
11:00 – 11:45	Scenarios for field exercises
12:00 – 13:30	<i>Lunch</i>
13:30 – 15:30	On-site training (joint exercise)
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:30	Debriefing on joint exercise
Wednesday, 20 May 2020	
08:30 – 10:30	Field exercise 1: Terrorist attack with chemical warfare agents
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:15	Evaluation and debriefing of field exercise 1
12:30 – 14:00	<i>Lunch</i>
14:00 – 16:00	Field exercise 2: Traffic accident with toxic industrial chemicals
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Evaluation and debriefing of field exercise 2
17:30 – 18:00	Evaluation of the course, completion of OPCW evaluation forms
Thursday, 21 May 2020	
08:00 – 08:30	Lecture, demonstration, practical training: a participant presents the assigned task (two classes running in parallel)
08:30 – 09:00	Equipment maintenance, return of 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>

Annex 2

**ASSISTANCE AND PROTECTION TRAINING COURSE FOR INSTRUCTORS
LÁZNĚ BOHDANEČ, CZECH REPUBLIC
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ENDORSEMENT BY THE NATIONAL AUTHORITY

This form must be signed, duly sealed, and uploaded while submitting your application online (<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, which will be held from 13 to 21 May 2020 in Lázně Bohdaneč, the Czech Republic.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: