

**NOTE BY THE DIRECTOR-GENERAL****CALL FOR NOMINATIONS FOR THE EIGHTH TRAINING COURSE
ON CONDUCTING SAMPLING IN A HIGHLY CONTAMINATED ENVIRONMENT
CZĘSTOCHOWA, POLAND
4 – 8 MAY 2020**

1. On behalf of the Government of Poland and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite Member States to nominate participants for a training course in conducting sampling and analysis in a highly contaminated environment, to be held in Częstochowa, Poland, from 4 to 8 May 2020.
2. The course will be jointly organised by the Government of Poland and the Technical Secretariat (hereinafter “the Secretariat”). The main purpose of the training is to provide expert knowledge and skills to 20 specialists from Member States, who would be responsible for conducting sampling and analysis tasks in a highly contaminated environment as a result of a chemical attack or a chemical incident.
3. Member States that do not yet have sampling capabilities are especially encouraged to nominate participants. Given the objectives of the course, and its technical nature, applicants should have a solid technical background in chemistry and the management of hazardous chemical substances. Participants must also be qualified and experienced in using and wearing self-contained breathing apparatus (SCBA). Previous practical experience in military or civil protection is desirable. Individual protective suits will be worn for several hours each day, and participants must, therefore, be physically fit and able to wear such equipment for extended periods.
4. 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. The course materials, accommodation, meals, and local transport during the course will be provided by the National Authority of Poland. Further details regarding accommodation, the course venue, and transport will be issued to all selected participants at a later date.
5. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. Sponsored participants are expected to arrive no earlier than Sunday, 3 May 2020, and to depart no later than Saturday, 9 May 2020.
6. Applicants are expected to be familiar with the principles of first response, including sampling, and chemical emergency management and will be carefully selected in line with the objective of the course and their stated area of expertise.



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 both written and spoken English.
8. Interested applicants are invited to register their nomination online through Eventus—the OPCW event management system—**no later than 15 March 2020**. 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. 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 the email addresses indicated in Annex 2, with reference to the name and location of the event in the subject line.
10. Participants are requested to obtain all necessary visas, including transit visas, before travelling to Poland. Please be aware that Schengen Area visas can take up to three weeks to obtain, so the visa request should be submitted well in advance.
11. The provisional programme for the course is included as Annex 1 to this Note; further details will be issued at a later date. Any questions should be addressed to the Assistance and Protection Branch of the International Cooperation and Assistance Division. The contact person will be Mr Justo Quintero Méndez, who can be reached at +31 (0)70 416 3775.

Annexes:

Annex 1	Provisional Programme
Annex 2	Nomination Form
Annex 3	Endorsement Form

Annex 1

**EIGHTH TRAINING COURSE ON CONDUCTING SAMPLING
IN A HIGHLY CONTAMINATED ENVIRONMENT
CZĘSTOCHOWA, POLAND
4 – 8 MAY 2020**

PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 3 May 2020</i>	
	Participants arrive in Częstochowa, Poland (Pick-up at Katowice International Airport)
<i>Monday, 4 May 2020</i>	
08:15	Participants meet in front of the hotel reception
08:30 – 09:00	Opening ceremony
09:00 – 09:15	Official photograph
09:15 – 09:45	Presentation: Article X of the Chemicals Weapons Convention
09:45 – 10:00	Presentation: General aspects of sampling (Familiarisation with the quality-management system document (QDOC), requirements and procedures)
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:15	Presentation: Sampling and analysis of hazardous substances. General rules and hazards
11:15 – 12:00	Presentation: Equipment related to sampling of hazardous substances
12:00 – 12:30	Presentation: Occupational health
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:00	Presentation: Collection of liquid, air, and soil samples. Individual practice
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:45	Presentation: Taking samples in emergency situations
16:45 – 17:00	Summary of the day
<i>Tuesday, 5 May 2020</i>	
08:30 – 09:30	Presentation: Self-contained breathing apparatus (SCBA) health and safety requirements (medical evaluation, fitness test)
09:30 – 10:30	Refresher session on individual protective equipment (IPE) Types and uses, donning and doffing
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Practical session: SCBA operation (respiratory capabilities and limitations, inspection, donning and doffing, seal checking, normal use, emergency procedures)
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:30	Practical session on IPE. Practice in the smoke chamber. Analysis of substances (methods and handling of devices)
15:30	Summary of the day
16:30	Social activity

Wednesday, 6 May 2020	
08:30 – 10:30	Sample collection practice (wearing IPE)
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Sample collection practice (IPE and SCBA, face piece off)
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:00	Sample collection practice (team in IPE)
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 17:00	Sample collection practice (team in IPE and SCBA, face piece off)
17:00 – 17:30	Summary of the day
Thursday, 7 May 2020	
08:00 – 12:30	Presentation and practice: Identification of hazards and sampling of chemicals with use of chemical protective clothing and respiratory protection equipment (individual work) (scenario 1)
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:00	Presentation and practice: Identification of hazards and sampling of chemicals with use of chemical protective clothing and respiratory protection equipment (teamwork)
Friday, 8 May 2020	
08:00 – 13:00	Practice and evaluation: Team coordination in a fire scenario (evaluation of participants during a small, real fire exercise, team coordination, safety approaches, and sample collection)
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Discussion and evaluation of results
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 16:00	Summary of the training
16:00 – 16:30	Course evaluation
16:30 – 17:00	Closing remarks
Saturday, 9 May 2020	
	Departure of participants

Annex 2

**EIGHTH TRAINING COURSE ON CONDUCTING SAMPLING
IN A HIGHLY CONTAMINATED ENVIRONMENT
CZĘSTOCHOWA, POLAND
4 – 8 MAY 2020**

NOMINATION FORM

Please submit the completed form, along with a brief curriculum vitae, by **15 March 2020**, to the Director of the International Cooperation and Assistance Division, OPCW, by email, attachment to: Justo.QuinteroMendez@opcw.org. The subject line of the email should read **“APB Częstochowa 2020”**.

Please type or use BLOCK LETTERS

Family name of nominee *			
First name(s) *			
Date of birth	Day	Month	Year
Citizenship			
Gender **	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
Area(s) of expertise			
Employer			
Position			
Contact address (please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Airport of departure			
E-mail address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

* The family name and first name should be listed exactly as they appear in the nominee's passport.

** For this and all similar items, please tick the appropriate box.

Does the nominee have any special dietary requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, please describe:	
Endorsement by the National Authority		
Signature:	Date:	Stamp:

Annex 3**EIGHTH TRAINING COURSE ON CONDUCTING SAMPLING
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CZĘSTOCHOWA, POLAND
4 – 8 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 seventh training course on
conducting sampling and analysis in a highly contaminated environment, Częstochowa,
Poland, 4 – 8 May 2020.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: