



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division  
S/206/2000  
10 August 2000  
ENGLISH only

**NOTE BY THE DIRECTOR-GENERAL**

**ANNUAL ASSISTANCE WORKSHOP  
MOSCOW, RUSSIAN FEDERATION, 9-12 OCTOBER 2000**

1. On behalf of the Governments of the Russian Federation and the United Kingdom of Great Britain and Northern Ireland and the Organisation for the Prohibition of Chemical Weapons, the Director-General wishes to invite Member States of the OPCW to nominate participants for the Annual Assistance Coordination Workshop which will be held in Moscow, Russian Federation, from 9 to 12 October 2000.
2. The workshop, which follows the international workshop to promote and coordinate assistance held in the Slovak Republic from 16 to 19 November 1999, is related to the offers made by the Russian Federation, under Article X of the Chemical Weapons Convention. It will provide a forum for States Parties to share their experiences of the practical implementation of Article X on the provision of assistance. The workshop will be jointly organised by the Governments of the Russian Federation and the United Kingdom of Great Britain and Northern Ireland and the Secretariat.
3. The workshop will provide an opportunity for the participants to coordinate the delivery of assistance and to find practical solutions to common issues such as the compatibility of protection equipment, logistics, training in the use of protection equipment, and the quick and timely delivery of such assistance. Due to the objective of the workshop and its technical nature, the candidates will be carefully selected. Participants should have a background of experience in the provision of such assistance, as well as a good command of spoken English or Russian. The workshop is intended to draw together officials and experts from National Authorities, other governmental ministries, and/or the chemical industry, including from Eastern Europe and the CIS, who are, or will be, associated with offers to deliver assistance to Member States.
4. It is anticipated that participants will arrive on Sunday 8 October 2000, and will depart on Friday 13 October 2000. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Russian Federation. The Secretariat expects to be able to sponsor a limited number of candidates nominated by the Member States of the OPCW, to cover their travel costs. When proposing candidates

for the workshop, Member States should specify whether such sponsorship is a precondition for their participation. The workshop materials, as well as accommodation and all meals during the workshop, will be provided free of charge. Further details regarding accommodation, the course venue, and transportation will be issued to participants at a later date.

5. Interested Member States are invited to complete the nomination form contained in Annex 1 to this Note, giving the full name and address (including fax and telephone numbers, and e-mail address, if available) of each nominee, together with his or her affiliation and area(s) of expertise. The completed nomination form, together with a brief curriculum vitae for each nominee, should be submitted to the Emergency Assistance Branch, International Cooperation and Assistance Division. Nominations should be submitted as soon as possible, but **no later than 8 September 2000**, to allow sufficient time for the OPCW Secretariat and the Russian authorities to make the necessary arrangements. In the meantime Member States are requested to inform the International Cooperation and Assistance Division of any administrative or other problems that may arise in relation to the attendance of any nominee.
6. A tentative schedule for the workshop is attached as Annex 2 to this Note. Further details of the arrangements will be issued as soon as the International Cooperation and Assistance Division receives confirmation from the participants that they will be attending the workshop. Any questions in this regard may be addressed to the Emergency Assistance Branch, International Cooperation and Assistance Division:

Tel.: +31 (0)70 416 3555; 416 3376

Fax: +31 (0)70 306 3535

E-mail: EmergAssistBr@opcw.org

Annex : Nomination form  
Tentative program

**Annex 1****ANNUAL ASSISTANCE COORDINATION WORKSHOP  
MOSCOW, RUSSIAN FEDERATION, 9-12 OCTOBER 2000****NOMINATION FORM**

To be completed by Member States to propose participants. Please use BLOCK LETTERS.

Details of nominee

1. Family name .....
  2. First name(s) .....
  3. Gender .....
  4. Date of birth .....
  5. Present address .....
  - .....
  6. Telephone .....
  7. Fax .....
  8. E-mail .....
  9. Nationality .....
  10. Passport no. ....
  11. Date of issue .....
  12. Date of expiry .....
  13. Place of issue .....
  14. Affiliation .....
  15. Area(s) of expertise .....
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16. Nominated by: .....
  17. Signed: ..... Date: .....

## Annex 2

**ANNUAL ASSISTANCE COORDINATION WORKSHOP  
MOSCOW, RUSSIAN FEDERATION, 9 -12 OCTOBER 2000**

**TENTATIVE PROGRAMME SCHEDULE**

Arrival: Sunday 8 October 2000. Departure: Friday, 13 October 2000.

	<b>Monday, 9 Oct</b>	<b>Tuesday, 10 Oct</b>	<b>Wednesday, 11 Oct</b>	<b>Thursday, 12 Oct</b>
08:30	Opening by the Representative of the host country  Introduction to the CWC (OPCW)	Continuation of national presentations Coordination of international response : - General coordination, interoperability matters	Group exercise	Demonstration of the Russian offer of assistance
10:30	Coffee break		Coffee break	Coffee break
	Mobilisation of international mechanism: - Provisions of Article X (OPCW)	- Logistics coordination	Group exercise	Demonstration of the Russian offer of assistance
12:15	Lunch	Lunch	Lunch	Lunch
13:15	Overview of assistance offers (OPCW) National presentations	- On-site coordination	Group exercise	14:00 Demonstration of the Russian offer of assistance
15:30	Coffee break	Coffee break	Coffee break	Coffee break
16:00	Continuation of national presentations	Investigation of alleged use of CW (OPCW)		Closing
19:30	Dinner	Dinner	Dinner	Dinner