



OPCW

Secretariat

International Cooperation and Assistance Division

S/261/2001

5 June 2001

ENGLISH only

NOTE BY THE SECRETARIAT

**FIFTH ANNUAL ASSISTANCE COORDINATION WORKSHOP
VIENNA, AUSTRIA
15-19 OCTOBER 2001**

1. On behalf of the Government of Austria and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite Member States of the OPCW to nominate participants for the Fifth Annual Assistance Coordination Workshop, which will be held in Vienna, Austria, from 15 to 19 October 2001.
2. This workshop follows the Fourth International Assistance Coordination Workshop held in the Russian Federation, from 9 to 12 October 2000. The workshop will provide a forum for States Parties to share their experiences of the practical implementation of Article X on the provision of assistance, and will enable them to review in detail the concept of assistance developed by the Secretariat under Article X of the Convention. There will also be a demonstration of the offer made by Austria, under Article X of the Chemical Weapons Convention (CWC). The workshop will be jointly organised by the Government of Austria and the Secretariat.
3. The workshop will provide participants with the opportunity to review proposed mechanisms for the coordination of the delivery of assistance, and to find practical solutions to such issues as logistics, training in the use of protection equipment, and procedures to ensure the timely delivery of such assistance. Given the objective of the workshop, and its technical nature, candidates should be carefully selected. Participants should have background experience in the provision of assistance, together with a good command of spoken English. The workshop is intended to draw together officials and experts from National Authorities, from other governmental ministries, and/or from the chemical industry, who are, or who will be, associated with offers to deliver assistance to Member States.
4. It is anticipated that participants will arrive on Sunday, 14 October 2001, and will depart on Friday, 19 October 2001. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Austria. The Secretariat expects to be able to sponsor a limited number of candidates nominated by the Member States of the OPCW, and to cover their travel costs. When proposing candidates for the workshop, Member States should specify whether such sponsorship is a precondition

for their participation. Further details about 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 an e-mail address, if available) of each nominee, together with his/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 Assistance and Protection Branch, International Cooperation and Assistance Division. Nominations should be submitted as soon as possible, but **no later than 31 July 2001**, to allow sufficient time for the OPCW Secretariat and the Austrian 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 participants that they will be attending the workshop. Any questions may be addressed to the Assistance and Protection 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

Annexes (English only)

Annex 1: Nomination form

Annex 2: Programme

Annex 1

**ANNUAL ASSISTANCE COORDINATION WORKSHOP
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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
VIENNA, AUSTRIA
15-19 OCTOBER 2001
PROGRAMME

Time	Monday, 15 October	Tuesday, 16 October	Wednesday, 17 October	Thursday, 18 October
08:30	Opening by the representative of the host country Introduction to Article X of the CWC (OPCW)	The Concept of Assistance (OPCW) Discussion of the new OPCW Concept of Assistance (OPCW)	“Request for Assistance” – Group exercise and evaluation	Demonstration of the Austrian offer of assistance (AFDRU) - static demonstration - scenario-based demonstration (unit mobilisation, preparation, dispatch, activity on site)
10:30	Coffee break	Coffee break	Coffee break	Coffee break
	Mobilisation of the international mechanism (OPCW) - Provisions of Article X	Annexes to the Concept (an OPCW presentation)	“Request for Information” (information gathering) Presentations by international agencies	Demonstration of the Austrian offer of assistance (AFDRU) continues
12:00	Lunch	Lunch	Lunch	Lunch
	An overview of assistance offers (OPCW) National presentations (updated information about offers)	Coordination of international response: - General coordination, interoperability matters (discussion on modules)	Needs and requirements for the upcoming year: Forum Discussion - from OPCW → NA from the NA → OPCW	Demonstration of the Austrian offer of assistance Practical demonstration - detection - medical assistance - victims and equipment decon - search + rescue activities
15:30	Coffee break	Coffee break	Coffee break	Coffee break
	Review of OPCW’s year 2000 activities related to Article X	Coordination of international response: - Logistical coordination (discussion continues)	Preparation of the “final document” (Workshop review)	Closing ceremony
18:00	Dinner	Dinner	Dinner	Dinner