



OPCW

Secretariat

International Cooperation and Assistance Division

S/310/2002

4 July 2002

ENGLISH only

NOTE BY THE SECRETARIAT

**SIXTH ANNUAL ASSISTANCE COORDINATION WORKSHOP
GENEVA, SWITZERLAND
4 - 7 NOVEMBER 2002**

1. On behalf of the Government of Switzerland and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Secretariat wishes to invite Member States of the OPCW to nominate participants for the Sixth Annual Assistance Coordination Workshop, which will be held in Geneva, Switzerland, from 4 - 7 November 2002.
2. This workshop follows the Fifth International Assistance Coordination Workshop which was held in Vienna, Austria, from 15 - 19 October 2001. The workshop in Geneva will provide a forum for States Parties to share their experiences in relation to the practical implementation of Article X of the Chemical Weapons Convention on the provision of assistance, and will also be able to review in detail the concept of assistance which has been developed by the Secretariat under Article X. In addition, the host country will be organising a programme in which some activities in assistance and cooperation will be presented.
3. The workshop will provide participants with the opportunity to review proposed mechanisms for coordinating the delivery of assistance and finding 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, and as the workshop will be conducted in English, participants should have 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, 3 November 2002, and will depart on Friday, 8 November 2002. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Switzerland. 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, should be submitted to the Assistance and Protection Branch of the International Cooperation and Assistance Division. Nominations should be submitted as soon as possible, but **no later than 31 August 2002**, to allow sufficient time for the OPCW Secretariat and the Swiss 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:

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Fax: +31 (0)70 416 3209

E-mail: EmergAssistBr@opcw.org

Annexes

Annex 1: Nomination form

Annex 2: Programme

Annex 1

NOMINATION FORM

**Annual Assistance Coordination Workshop
Geneva, Switzerland
4 - 7 November 2002**

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
-
16. Nominated by:
 17. Signed: Date:

Annex 2

PROGRAMME
Annual Assistance Coordination Workshop
Geneva, Switzerland
4 – 7 November 2002

Time	Monday, 4 November	Tuesday, 5 November	Wednesday, 6 November	Thursday, 7 November
09:00	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)	The programme will be announced later by a representative of the host country	Presentations by international organisations mandated with delivery of emergency assistance
10:30	Coffee break	Coffee break		Coffee break
	Mobilisation of the international mechanism (OPCW) - Provisions of Article X	Annexes to the concept (an OPCW presentation)		Areas of cooperation between the OPCW and other international organisations
12:30	Lunch	Lunch		Lunch
14:00	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
15:30	Coffee break	Coffee break		Coffee break
	Review of OPCW's year 2001 activities related to Article X	Coordination of international response: - Logistical coordination (discussion continues)		Preparation of the "final document" (Workshop review)
18:00	Dinner	Dinner		Dinner