



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/392/2003

22 December 2003

ENGLISH only

**NOTE BY THE DIRECTOR-GENERAL**

**SWISS EMERGENCY FIELD TRAINING, ADVANCED COURSE (SEF-TRAD 2)  
SPIEZ, SWITZERLAND, 19 – 23 APRIL 2004**

1. On behalf of the Government of Switzerland and the Organisation for the Prohibition of Chemical Weapons, the Technical Secretariat (hereinafter “the Secretariat”) wishes to invite Member States to nominate participants to an advanced field-training course on protection against chemical weapons, which will be held at the NBC Training Centre in Spiez, Switzerland, from 19 to 23 April 2004.
2. The course, the second of its kind, is related to the offer made by the Government of Switzerland under Article X of the Chemical Weapons Convention (hereinafter “the Convention”) in relation to assistance and protection against chemical weapons, and will be jointly organised by the Government of Switzerland and the Secretariat. The course will provide further training on the proper use of individual protective equipment, monitoring and detection techniques, decontamination techniques, and sampling and detection methods by the mobile field laboratory during field exercises.
3. Previous participation in either the SEF-Lab (Swiss Emergency Field Laboratory) courses or the CITPRO (Chief Instructor Training Programme) course is a requirement to attend SEF-TRAD 2. While SEF-TRAD 2 draws on the experience of the previous courses conducted by the Government of Switzerland during the past four years, it will also provide advanced training, combining the skills acquired from former participants in either of the Swiss courses. Because of the objective of this course, its technical nature, and its strong training component, candidates will be carefully selected by the Secretariat. Only applicants from Member States who have attended either a CITPRO or a SEF-Lab course at the NBC Training Centre in Spiez can be considered for participation. A maximum of 20 from each group specified above will be accepted into the course. Furthermore, all participants must have a good command of the English language, and those who have participated in a SEF-Lab course must have a basic technical (laboratory) and chemical background. All participants are expected to be physically fit and able to wear individual protective equipment for several hours.
4. It is anticipated that participants will arrive by Sunday 18 April 2004 and depart on Saturday 24 April 2004. Participants are requested to obtain all necessary visas (including transit visas) before travelling to Switzerland. The Secretariat will be able



to sponsor a limited number of participants from Member States. The course material and the cost of accommodation and all meals during the course will be provided by the Government of Switzerland free of charge. Further details regarding accommodation, the course venue, and transportation will be issued to all confirmed participants at a later date.

5. Interested Member States are requested to complete the nomination form (Annex 1) attached to this Note, giving, for each nominee, the full name and address, fax and phone numbers, and an e-mail address if available, together with affiliation, area(s) of expertise and date(s) of previous participation at CITPRO and/or SEF-Lab courses in Switzerland. 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, OPCW (fax: +31 (0)70 416 3209), with a copy to Mr Bernard Jeanty, Head, Global Arms Control and Disarmament Section, Federal Department of Defence General Staff, CH-3303 Berne, Switzerland (fax +41 (0)31 323 7399). Nominations should be submitted as soon as possible, but **no later than 1 February 2004**, to allow sufficient time for the Secretariat and the Government of Switzerland 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 arise in relation to the attendance of any nominee.
6. A provisional programme for the training course can be found in 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 those selected that they will be attending the course. Any questions may be addressed to the Assistance and Protection Branch, International Cooperation and Assistance Division:

Tel.: +31 (0)70 416 3555  
Fax: +31 (0)70 416 3209; 306 3535  
E-mail: [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org).

Annexes:

- Annex 1: Nomination Form  
Annex 2: Provisional Programme

**Annex 1**  
**SWISS EMERGENCY FIELD TRAINING, ADVANCED COURSE (SEF-TRAD 2)**  
**SPIEZ, SWITZERLAND, 19 – 23 APRIL 2004**

**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. Expiry date .....
13. Place of issue .....
14. Affiliation .....
15. Area(s) of expertise .....
16. Dates of previous participation at CITPRO/ SEF-Lab .....
17. Nominated by: .....
18. Is sponsorship by the OPCW a condition of participation? Yes..... No.....
19. Signature: ..... Date: .....

**Annex 2**  
**SWISS EMERGENCY FIELD TRAINING, ADVANCED COURSE (SEF-TRAD 2)**  
**NBC TRAINING CENTRE, SPIEZ**  
**19 – 23 APRIL 2004**  
**PROVISIONAL PROGRAMME**

	<b>Monday, 19 April</b>	<b>Tuesday, 20 April</b>	<b>Wednesday, 21 April</b>		<b>Thursday, 22 April</b>	<b>Friday, 23 April</b>		
06:30	Breakfast	Breakfast	Breakfast		Breakfast	Breakfast		
07:00								
07:30	Reserved for administrative issues	Familiarisation with protective equipment for forces	Introduction		Excursion	Preparation for deployment	Laboratory management	
08:00			Detection, evacuation, sampling and decontamination	Organisation of the laboratory				
08:30	Briefing by commander, incident site							
09:00								
09:30								
10:00								
10:30								
11:00	Keynote address					Lunch		
11:30								
12:00	Lunch	Lunch	Lunch					CW accident from NBC-centre
12:30								
13:00	Appointment of group leaders	Familiarisation with protective equipment for forces						
13:30			Continue with programme	Continue with programme				
14:00	Build task force and prepare emergency training							
14:30								
15:00								
15:30								
16:00								
16:30	Issuance of protective equipment		Demonstrations by participants		Debriefing			
17:00		Debriefing			Maintenance / return of protective equipment			
17:30	Familiarisation with protective equipment for civilian population				Closing session			
18:00		Dinner	Dinner		Personal preparation			
18:30	Dinner							
19:00				Debriefing				
19:30								
20:00	Individual preparation				Official dinner			
20:30								