



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/442/2004

6 September 2004

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO PARTICIPATE IN A REGIONAL WORKSHOP ON ASSISTANCE
AND PROTECTION AGAINST CHEMICAL WEAPONS
LIMA, PERU
8 – 12 NOVEMBER 2004**

1. On behalf of the Government of Peru and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General invites Member States in Latin America and the Caribbean to participate in a regional workshop on assistance and protection against chemical weapons, which will take place from 8 to 12 November 2004 in Lima, Peru.
2. This workshop, which is designed as a forum for personnel who are involved with protection of the civilian population or the provision of emergency assistance under Article X of the Chemical Weapons Convention (hereinafter “the Convention”), will provide information on the following:
 - (a) the planning, establishment, and training of response teams to protect civilian populations against chemical weapons;
 - (b) rescue operations in contaminated areas;
 - (c) responses to incidents involving chemical-warfare agents and other toxic chemicals; and
 - (d) regional approaches to assistance and protection against chemical-warfare agents.
3. A regional assistance-and-protection network will be established at the workshop, which will also provide a forum for discussions among Member States on fostering regional cooperation.
4. Given the purpose of the workshop and its technical nature, candidates will be carefully selected and should have a solid background in planning and executing emergency-response operations. Practical experience with protective equipment is also desirable.



5. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor the participation of a limited number of participants. Each nomination should specify whether sponsorship is a condition of the nominee's participation. For sponsored participants, the Secretariat will cover the costs of travel, medical insurance, accommodation, and meals, and will provide a limited subsistence allowance to cover sundry expenses. Further details regarding accommodation, the course venue, and transport will be issued to all confirmed participants at a later date.
6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. Participants are expected to arrive no earlier than Sunday, 7 November 2004 and to depart no later than Saturday, 13 November 2004. The Secretariat's approval is required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover expenses unrelated to the course or that result from unauthorised changes to travel arrangements. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their tickets. Participants who have not been sponsored are requested to make their own travel arrangements.
7. Each State Party represented at the workshop will be expected to give a presentation lasting between 30 and 40 minutes on matters related to Article X.
8. All activities during the course will be conducted in English and Spanish. Interpretation will be available throughout the course.
9. Participants are requested to obtain all necessary visas (including transit visas) before travelling to Peru.
10. Interested applicants are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all contact details. Completed forms should be sent, **along with a brief curriculum vitae**, to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations and curricula vitae may also be submitted by fax to +31 (0)70 416 3209, or by e-mail to emergassistbr@opcw.org. All materials must be received by the Secretariat **no later than 17 September 2004**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
11. Additional information may be obtained from the Assistance and Protection Branch, International Cooperation and Assistance Division, at the contact address given above.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**REGIONAL WORKSHOP ON ASSISTANCE AND PROTECTION AGAINST CHEMICAL WEAPONS
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PROVISIONAL PROGRAMME

Time	Monday, 8 November	Tuesday, 9 November	Wednesday, 10 November	Thursday, 11 November	Friday, 12 November
09:00-09:15	Opening of the workshop	Decontamination Establishing a response team Sampling	OPCW experience in developing national and regional protective programmes: <ul style="list-style-type: none"> • fundamental elements • programme structure • examples 	Tabletop exercise	Practical demonstration organised by the host country
09:15-09:30	Introduction to the workshop: administrative matters and agenda				
09:30-11:00	Conclusions from the regional workshop on assistance and protection against chemical weapons, Viña Del Mar, Chile, November 2003 Chemical-warfare agents and other toxic chemicals: threat assessment				
11:00-11:15	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>		
11:15-12:15	Chemical-warfare agents and other toxic chemicals: the medical perspective	National presentations Identification of potential to offer assistance and protection in the region	Protection Network Qualified experts (OPCW experience)	Tabletop exercise Evaluation	

Time	Monday, 8 November	Tuesday, 9 November	Wednesday, 10 November	Thursday, 11 November	Friday, 12 November
12:15-13:00	The OPCW response system			Tabletop exercise: outcomes, discussion, and recommendations	
13:00-14:00	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
14:00-15:00	Monitoring and detection	National presentations	Discussion on regional networking (led by the host country)	Social programme organised by the host country	Final round-up of the workshop <ul style="list-style-type: none"> • the challenges ahead • closure
15:00-15:15	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>		
15:15-16:00	ASSISTEX 1 (video presentation)	National presentations, continued	Formal establishment of the Regional Centre and the Assistance and Protection Network		
16:00-17:00	Round-up of the day's proceedings	Round-up of the day's proceedings	Round-up of the day's proceedings		
19:00				Official dinner	

Annex 2

**REGIONAL WORKSHOP ON ASSISTANCE AND PROTECTION
LIMA, PERU
8 – 12 NOVEMBER 2004**

NOMINATION FORM

Please submit the completed form **and a brief curriculum vitae by 17 September 2004** to:
The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: + 31 (0)70 416 3209; e-mail: emergassistbr@opcw.org.

Please use BLOCK LETTERS.

1.	Family name of nominee	
2.	First name(s)	
3.	Date of birth	Day Month Year
4.	Citizenship	
5.	Gender *	Male <input type="checkbox"/> Female <input type="checkbox"/>
6.	Passport number	
7.	Date of issue	Day Month Year
8.	Expiry date	Day Month Year
9.	Place of issue	
10.	Areas of expertise
11.	Employer
12.	Position	
13.	Contact address (Please do not give a post-office box number) Closest airport:

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

14.	E-mail address	
15.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
16.	Fax numbers, including country and city codes	Home
		Work
17.	Has the nominee previously attended a meeting of this kind?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, when and where?
18.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>