



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/456/2004

21 December 2004

ARABIC, ENGLISH, AND FRENCH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**INVITATION TO PARTICIPATE IN A  
REGIONAL ASSISTANCE AND PROTECTION COURSE  
FOR AFRICAN STATES PARTIES  
PRETORIA, SOUTH AFRICA  
7 – 11 MARCH 2005**

1. On behalf of the Government of South Africa and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties in Africa to nominate representatives to participate in a regional assistance and protection course for African States Parties, which will take place from 7 to 11 March 2005 in Pretoria, South Africa.
2. The course will be jointly organised by the government of South Africa and the Technical Secretariat (hereinafter “the Secretariat”), and will provide training for up to 30 participants from the region on how to plan for and build a response team for civilian protection, civilian defence, and rescue operations in contaminated areas, as well as for measures against incidents involving chemical-warfare agents. The course will also give an overview of the kinds of assistance the OPCW, the host country, and other Member States in Africa can provide.
3. The course will offer a basic introduction to the use of individual and collective protective equipment, to monitoring, detection, and decontamination, and to sampling techniques. It will also facilitate the exchange of information and experiences regarding the implementation of Article X of the Chemical Weapons Convention and provide a forum for Member States to discuss how they can cooperate in the future and what further offers they might make to the OPCW under Article X. The course will conclude with a practical emergency-response exercise.
4. Given the purpose of the course and its technical nature, candidates will be carefully selected. They should have a background in the chemistry associated with assistance and protection against chemical-warfare agents. Preference will be given to officers from emergency-response units involved in civilian protection. In addition, participants should be physically fit and be able to wear individual protective gear for several hours during practical sessions of the course. Some practical experience with protective equipment is desirable.



5. The Secretariat expects to be able to sponsor a limited number of participants from Member States. The course materials, accommodation, and local transport during the course will be provided by the National Authority of South Africa, at no cost to the participants or the OPCW. 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. Sponsored participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than Sunday, 6 March 2005, and to depart no later than Saturday, 12 March 2005. 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 changes it has not authorised 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. All activities during the course will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the English language, both written and oral.
8. Participants are requested to obtain all necessary visas (including transit visas) before travelling to South Africa.
9. 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 may also be submitted by fax to +31 (0)70 416 3209, or by e-mail to [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org). All materials must be received by the Secretariat **no later than 17 January 2005**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course.
10. Additional information may be obtained from the Assistance and Protection Branch, International Cooperation and Assistance Division, at the contact address given above.

Annexes (English only):

Annex 1: Provisional Programme

Annex 2: Nomination Form

## Annex 1

**REGIONAL ASSISTANCE AND PROTECTION COURSE  
FOR AFRICAN STATES PARTIES  
PRETORIA, SOUTH AFRICA  
7 – 11 MARCH 2005**

**PROVISIONAL PROGRAMME**

<b><i>Monday, 7 March 2005</i></b>	
8:00 – 08:40	Opening
8:45 – 09:25	Introduction to the course
9:30 – 10:10	Introduction to the OPCW
10:10 – 10:30	<i>Tea</i>
10:30 – 11:10	Lecture: Article X of the Chemical Weapons Convention
11:15 – 11:55	
12:00 – 12:40	Lecture: chemical-warfare agents
12:40 – 13:30	<i>Lunch</i>
13:30 – 14:10	Lecture: toxic industrial chemicals
14:15 – 16:55	Lecture: assessing threats and recognising attacks
15:00 – 15:40	Lecture: individual protection
15:40 – 16:00	<i>Tea</i>
16:00 – 16:40	Lecture (continued)
16:45 – 17:25	
<b><i>Tuesday, 8 March 2005</i></b>	
8:00 – 08:40	Practical: individual protection
8:45 – 09:25	
9:30 – 10:10	
10:10 – 10:30	<i>Tea</i>
10:30 – 11:10	Practical (continued)
11:15 – 11:55	
12:00 – 12:40	Lecture: detection
12:40 – 13:30	<i>Lunch</i>
13:30 – 14:10	Lecture (continued)
14:15 – 16:55	Practical: detection
15:00 – 15:40	
15:40 – 16:00	<i>Tea</i>
16:00 – 16:40	Lecture: decontamination
16:45 – 17:25	Lecture: decontamination equipment
<b><i>Wednesday, 9 March 2005</i></b>	
8:00 – 08:40	Lecture: decontaminating personnel
8:45 – 09:25	Lecture: decontaminating casualties
9:30 – 10:10	Lecture: decontaminating equipment
10:10 – 10:30	<i>Tea</i>

<b><i>Wednesday, continued</i></b>	
10:30 – 11:10	Practical: decontamination
11:15 – 11:55	
12:00 – 12:40	
<i>12:40 – 13:30</i>	<i>Lunch</i>
13:30 – 14:10	Practical (continued)
14:15 – 16:55	
15:00 – 15:40	
<i>15:40 – 16:00</i>	<i>Tea</i>
16:00 – 16:40	Practical (continued)
16:45 – 17:25	
<b><i>Thursday, 10 March 2005</i></b>	
8:00 – 08:40	Lecture: incident scenarios and possible consequences
8:45 – 09:25	Lecture: response planning
9:30 – 10:10	Lecture: command and control
<i>10:10 – 10:30</i>	<i>Tea</i>
10:30 – 11:10	Practical: incident management
11:15 – 11:55	
12:00 – 12:40	
<i>12:40 – 13:30</i>	<i>Lunch</i>
13:30 – 14:10	Practical (continued)
14:15 – 16:55	
15:00 – 15:40	
<i>15:40 – 16:00</i>	<i>Tea</i>
16:00 – 16:40	Practical (continued)
16:45 – 17:25	
<b><i>Friday, 11 March 2005</i></b>	
8:00 – 08:40	Emergency-response exercise
8:45 – 09:25	
9:30 – 10:10	
<i>10:10 – 10:30</i>	<i>Tea</i>
10:30 – 11:10	Exercise (continued)
11:15 – 11:55	
12:00 – 12:40	
<i>12:40 – 13:30</i>	<i>Lunch</i>
13:30 – 14:10	Exercise: feedback
14:15 – 16:55	
15:00 – 15:40	Closure

**Annex 2**

**REGIONAL ASSISTANCE AND PROTECTION COURSE  
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**NOMINATION FORM**

Please submit the completed form, **along with a brief curriculum vitae, by 17 January 2005** to:  
The Director, International Cooperation and Assistance Division, OPCW  
Attn: Assistance and Protection Branch  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: + 31 (0)70 306 3535; e-mail: [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org).

**Please type or 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)	Street
		Number                      Post code
		City
		Country
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

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

17.	Has the nominee previously taken part in a course 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"/>