



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/461/2005

27 January 2005

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO PARTICIPATE IN A REGIONAL WORKSHOP
ON ASSISTANCE AND PROTECTION AGAINST CHEMICAL WEAPONS
KUALA LUMPUR, MALAYSIA
16 – 19 MAY 2005**

1. On behalf of the Government of Malaysia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties in the Asian region to nominate representatives to participate in a regional workshop on assistance and protection against chemical weapons, which will take place from 16 to 19 May 2005 in Kuala Lumpur, Malaysia.
2. This workshop, which is designed as a forum for managers and planners involved with the protection of their civilian populations 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 and establishment of a response system for the protection of civilian populations against chemical weapons;
 - (b) the development of an integrated response system at the national level and its interaction with local emergency management authorities and the National Authority;
 - (c) regional approaches to assistance and protection against chemical-warfare agents;
 - (d) regional cooperation to coordinate responses to the deliberate release of chemicals and for delivery of assistance; and
 - (e) requirements for the training of first responders.
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. They should have a background in planning and executing emergency-response operations.



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, 15 May 2005, and to depart no later than Friday, 20 May 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 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 of the Convention.
8. All activities during the meeting will be conducted in English, and no interpretation services will be provided. Participants are therefore expected to have a good command of the English language, both written and oral.
9. Participants are requested to obtain all necessary visas (including transit visas) before travelling to Malaysia.
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. These communications should be received by the Secretariat **no later than 25 March 2005**. 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 ASSISTANCE AND PROTECTION WORKSHOP
KUALA LUMPUR, MALAYSIA
16 - 19 MAY 2005**

PROVISIONAL PROGRAMME

Sunday, 15 May 2005	
Arrival of participants Accommodation in the hotel	
Monday, 16 May 2005	
09:00 – 09:15	Workshop opening
09:15 – 11:00	Introduction to course framework (administrative issues and agenda) Establishment of a response system: national examples
11:00 – 11:15	<i>Coffee break</i>
11:15 – 13:00	Review of the implementation of Article X of the CWC ¹
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Establishment of a response system (continued)
15:00 – 15:15	<i>Coffee break</i>
15:15 – 16:30	The OPCW response system
16:30	Daily debriefing
19:00	Official dinner
Tuesday, 17 May 2005	
09:00 – 11:00	National presentations on response systems Threat assessment from a national perspective
11:00 – 11:15	<i>Coffee break</i>
11:15 – 13:00	Responding to a chemical incident Chemical weapons rescue responses
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Training requirements
15:00 – 15:15	<i>Coffee break</i>
15:15 – 16:30	Training requirements (continued)
16:30	Daily debriefing

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CWC = Chemical Weapons Convention

Wednesday, 18 May 2005	
09:00 – 11:00	The OPCW's experience in developing national and regional protective programmes: <ul style="list-style-type: none"> • fundamental elements • structure • current examples and projects
11:00 – 11:15	<i>Coffee break</i>
11:15 – 13:00	The Protection Network Qualified experts (the OPCW experience)
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Host-country-led discussion on regional networking
15:00 – 15:15	<i>Coffee break</i>
15:15 – 16:30	Concept of assistance International exercises: <ul style="list-style-type: none"> • BALTEX • TRIPLEX
16:30	Daily debriefing
Thursday, 19 May 2005	
09:00 – 11:00	Table-top exercise
11:00 – 11:15	<i>Coffee break</i>
11:15 – 13:00	Table-top exercise: evaluation (outcomes, discussion, and recommendations) ASSISTEX 1 (video presentation)
13:00 – 14:00	<i>Lunch</i>
14:00 – 16:30	Final debriefing Closure of the workshop
Friday, 20 May 2005	
	Departure of participants

Annex 2

**REGIONAL ASSISTANCE AND PROTECTION COURSE FOR
ASIAN STATES PARTIES
KUALA LUMPUR, MALAYSIA
16 - 19 MAY 2005**

NOMINATION FORM

Please submit the completed form, along with a brief curriculum vitae, **by 25 March 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)70 416 3209; e-mail: EmergAssistBr@opcw.org.

Please type or use BLOCK LETTERS

1.	Government body making the nomination:			
2.	Family name of nominee:			
3.	First name(s):			
4.	Date of birth:	Day	Month	Year
5.	Citizenship:			
6.	Gender:*	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
7.	Passport number:			
8.	Date of issue:	Day	Month	Year
9.	Expiry date:	Day	Month	Year
10.	Place of issue:			
11.	Areas of expertise:			
12.	Employer:			
13.	Position:			

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

14.	Contact address (Please do not give a post-office box number.):	Street	
		Number	Post code
		City	
		Country	
15.	E-mail address:		
16.	Telephone numbers, including country and city codes:	Home	
		Work	
		Mobile	
17.	Fax numbers, including country and city codes:	Home	
		Work	
18.	Has the nominee previously attended a meeting of this kind?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?	
19.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	