



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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NOTE BY THE TECHNICAL SECRETARIAT

DRAFT EXERCISE INSTRUCTIONS “JOINT ASSISTANCE 2005”

1. The Technical Secretariat (hereinafter “the Secretariat”), in co-operation with the North Atlantic Treaty Organisation Euro-Atlantic Disaster Response Co-ordination Centre (NATO/EADRCC) and the government of Ukraine, has started the preparation for the second OPCW exercise on the delivery of assistance (“Joint Assistance 2005”). The exercise will be conducted in Ukraine, from 9 to 13 October 2005.
2. Attached to this Note are the draft exercise instructions. Some of the Attachments will be further developed in the course of the remaining exercise planning process. The Secretariat will provide the final version of the exercise instructions to Member States after the Final Planning Conference for “Joint Assistance 2005” (18 -19 July 2005).
3. Additionally, the exercise instructions will be posted on the OPCW website. A separate web-page “Joint Assistance 2005” will be created and on line by 1 September 2005.
4. The attention of Member States is drawn to the various deadlines for submission of information related to the participation in the exercise which are highlighted in the text and summarised in Attachment 12. It is vital that the necessary information be provided by these dates if planning for the exercise, and its subsequent conduct, is to proceed smoothly. Member States are requested therefore, to respond by the dates given.
5. Further information may be obtained from the Secretariat. The contact persons are Mr Hassan Mashhadi, who can be reached at +31 (0)70 416 3555, and Mr Renato Carvalho, who can be reached at +31 (0)70 416 3531. Both can also be reached by e-mail at assistex@opcw.org.

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DRAFT EXERCISE INSTRUCTIONS



JOINT ASSISTANCE 2005

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“JOINT ASSISTANCE 2005”

1. General

- 1.1 The Second OPCW Exercise on the Delivery of Assistance (“Joint Assistance 2005”) will be jointly planned and conducted with NATO/EADRCC and Ukraine as the host nation of the exercise. It will also actively involve other international organisations such as the United Nations Office for the Co-ordination of Humanitarian Affairs (UN-OCHA).
- 1.2 The scenario for the field exercise will focus on the response to a request for assistance under Article X of the Chemical Weapons Convention (CWC) after a terrorist use of chemical weapons (see Attachment 1: Lead-in Scenario and Background Information).

2. Exercise Format

- 2.1 The exercise will consist of three phases:
- Phase one: Training phase;
 - Phase two: Live Exercise Phase (major part of the exercise); and
 - Phase three: Demonstration/VIP day.
- 2.2 Concurrent with the operational work of the exercise, seminars will be conducted related to the scenario, with the aim to promoting an in-depth exchange of information on issues linked to the Information to the Public and Psychological aspects of terrorist attacks with chemical agents.

3. Exercise Location and Period

- 3.1 The field exercise will be conducted in the Yavoriv NATO PfP Training Centre (YTC), which is located in the district of L’viv, 60 km north-west of the city of L’viv. The active exercise period will be from 9 to 12 October 2005, followed by a demonstration day on 13 October 2005. Teams participating in the field exercise are expected to have arrived by 18.00 hrs. on 8 October 2005, to be accommodated, to receive information and to prepare for the actual exercise. Teams and observers will depart on 13 - 14 October 2005. Unless otherwise stated, times mentioned in these exercise instructions are in local time (Zulu + 3 hours).

4. Exercise Participation

- 4.1 Participants in the field exercise (detailed participation can be found in Attachment 3):
- Ukrainian anti-terrorist-, relief /rescue CBRN and simulation teams;
 - Technical Secretariat/OPCW;
 - NATO/EADRCC;
 - UN-OCHA;
 - Teams from OPCW States Parties;
 - Various national civil or military relief CBRN and rescue teams of EAPC Countries to be deployed as an EADRU.

5. Exercise Objectives

5.1 The main objectives of the exercise are as follows:

- To practice OPCW procedures and OPCW capabilities in response to a request for assistance under Article X of the CWC;
- To exercise an investigation of alleged use of chemical weapons and assistance coordination and assessment activities;
- To test coordination and cooperation among the emergency response units provided by States Parties under Article X;
- To practice cooperation with relevant international organisations like NATO and UN-OCHA;
- To practice NATO/EADRCC procedures and EADRUC capabilities in order to improve consequence management capabilities for responding to a terrorist scenario involving chemical agents in EAPC nations;
- To exercise Ukraine's capability to co-ordinate consequence management operations including international assistance in a demanding emergency situation.

5.2 Additional exercise objectives include inter alia:

- To exercise the co-ordination of the delivery of international assistance by jointly setting up an UN-Model OSOCC (On-Site-Operations Co-ordination Centre);
- To practice deployment procedures of OPCW and NATO/EAPC teams to the stricken nation;
- To test co-ordination and communication of the Local Emergency Management Authority (LEMA) with national teams;
- To exercise cooperation between international and national teams;
- To practice national LEMA procedures and coordination procedures with liaison officers from participating National teams;
- To exercise the provision of first aid and medical care and evacuation of population;
- To practice chemical detection, reconnaissance, search and rescue, sampling and analysis, water purification and decontamination operations;
- To exercise reception and host nation support for international teams;
- To exercise public information aspects of dealing with terrorist attacks;
- To practice logistic support of international teams during operations; and
- To test regional cooperation among neighbouring countries.

6. Mission

6.1 To conduct, in close cooperation with NATO/EADRCC and Ukraine as the host nation, Exercise "Joint Assistance 2005" and achieve the exercise objectives as listed in paragraph 5 of these Exercise Instructions.

7. Execution

7.1 The background information containing the Lead-in Scenario and a map of the exercise area can be found in Attachment 1.

- 7.2 The planning responsibility for exercise "Joint Assistance 2005" is assigned to an Exercise Planning Team (EPT) comprising of planners from Ukraine, NATO/EADRCC and the OPCW. The EPT will develop the exercise scenario and programme in order to meet participating nations' expectations and their need for training.
- 7.3 The following planning milestones are taken into account:
- a. The results from the Initial Planning Conference (IPC) in Kiev, Ukraine (21 - 23 March 2005);
 - b. The results from the Main Planning Conference (MPC) in The Hague, The Netherlands (23 - 25 May 2005);
 - c. The Final Planning Conference (FPC) to be held in L'viv, Ukraine (18 - 19 July 2005).
- 7.4 The detailed timetable of events/actions to be taken during the planning, conduct and reporting of the exercise can be found in Attachment 12.

8. Co-ordinating Instructions

- 8.1 All participating nations and organisations are strongly advised to ensure that the participants are fully conversant with the content of relevant documents where applicable and following the guidance contained in these exercise instructions.
- 8.2 It is emphasised that artificialities are necessary in the design of this exercise; therefore, the scenario is generic, describing a terrorist attack involving the use of chemical agents in Ukraine.
- 8.3 The Media Policy for Exercise "Joint Assistance 2005" is specified in Attachment 8.

9. Command

- 9.1 The three co-organizers of the exercise are represented by the following persons:
- Security Service of Ukraine: General Vasyl V. Krutov, Deputy Chairman of the Security Service of Ukraine;
 - Organisation for the Prohibition of Chemical Weapons: Mr. Brian Hawtin, Deputy Director-General; and
 - International Staff, NATO Headquarters: Mr. Carsten Faustboll, Head of Civil Emergency Planning, NATO.
- 9.2 An International Exercise Control/Directing Staff (EXCON/DISTAFF) will be established in the exercise area, consisting of EXCON/DISTAFF Officers from participating nations, the OPCW, NATO/EADRCC and relevant international organisations;
- 9.3 National personnel (simulation teams and role players) will assist the EXCON/DISTAFF to accomplish the aims and objectives of this exercise;

- 9.4 The function of the EXCON/DISTAFF is to direct and control the exercise play in order to achieve the aims and objectives. Instructions issued by the EXCON/DISTAFF are binding on players. EXCON/DISTAFF will be fully independent and physically separated from the players and it will have complete freedom of action and free access to all information in order to be able to direct the exercise.
- 9.5 The Head of EXCON/DISTAFF will, together with a number of EXCON/DISTAFF officers (national and international) be physically located in the same building as the Local Emergency Management Authority (LEMA) at the Yavoriv NATO Pfp Training Centre (YTC), but separated from the players. The other EXCON/DISTAFF officers will be with the On-Site Commanders, and the Public Information Centre (PIC), so that they can avail themselves on the presentation of the situation and at the same time monitor the exercise play.

- 9.6 The exercise will be conducted at three different sites, which will be numbered as follows:

Number	Name
I	SIRKA facility
II	Railway station STARYCHI
III	YAVORIV NATO PFP TRAINING CENTRE (YTC)

- 9.7 Upon arrival, teams participating in the exercise will be provided with a map of the exercise area, indicating the exercise sites above.
- 9.8 Not all sites will necessarily be used simultaneously. In accordance with the actual available number, types and skills of the teams, the EXCON/DISTAFF will adjust the type and intensity of the events using the above mentioned exercise sites.
- 9.9 It is expected that the members of the EXCON/DISTAFF will have arrived at Yavoriv NATO Pfp Training Centre not later than Friday 7 October 2005, in order to prepare for the actual exercise.
- 9.10 In order to be able to communicate with each other, Ukraine will provide members of the EXCON/DISTAFF and the Assessors Team with the appropriate communication equipment (see also Attachment 4, paragraph 2).
- 9.11 Emergency Termination and Emergency Suspension: If an emergency, which warrants the temporary suspension or termination of the exercise, exists in the opinion of the organizers, they may suspend/terminate the exercise.
- 9.12 Special attention should be given to the scale of the maps (1:50.000) for reporting the results. This is of particular importance to provide continuity and interoperability during the exercise.

10. Communications and Information Systems (CIS)

CIS Instructions for the exercise can be found in Attachment 4. Participants are to make every effort to ensure that exercise personnel are thoroughly familiar with the communications procedures of this exercise.

11. Evaluation

- 11.1 As the objectives of Exercise “Joint Assistance 2005” are, inter alia, to practice OPCW procedures and OPCW capabilities in response to a request for assistance under Article X of the CWC, co-operation with other international organisations as well as to improve coordination and cooperation among the emergency response units provided by States Parties under Article X, an evaluation of the exercise and critical lessons learned report is envisaged. Details of this evaluation process can be found in Attachment 13.
- 11.2 In order to make a realistic evaluation of the participating units' capabilities to respond to a request for assistance, those participating in the planning for the exercise should, as much as possible, not be involved in the conduct of it, other than as an EXCON/DISTAFF member or evaluator. This will avoid that full details of the exercise will be available to participants before the exercise begins.

Attachment 1

LEAD-IN SCENARIO AND BACKGROUND INFORMATION

1. General Situation

- 1.1 According to national and international intelligence, an international terrorist group is planning to conduct actions against certain industrial facilities in Ukraine. This information has been confirmed by Interpol. There are strong indications that the attacks are planned for some time in October. The same intelligence sources indicate that the terrorist group may be in possession of chemical weapons and may intend to use them.
- 1.2 Consequently, the law enforcement authorities of Ukraine have introduced coordinated measures to ensure safety and security. In addition, monitoring and early warning systems have been placed on a higher state of alert.
- 1.3 While keeping the situation at chemical industrial facilities under control, the Ukrainian Security Services and Ministry of the Interior are also trying to find the terrorist group and its supporters.
- 1.4 Additional preventive border-control measures have been introduced to control the entry of foreign citizens to the territory of Ukraine, and their subsequent movements thereon. Special attention is being paid to citizens of those countries where extremism and support of terrorist activities have been observed.

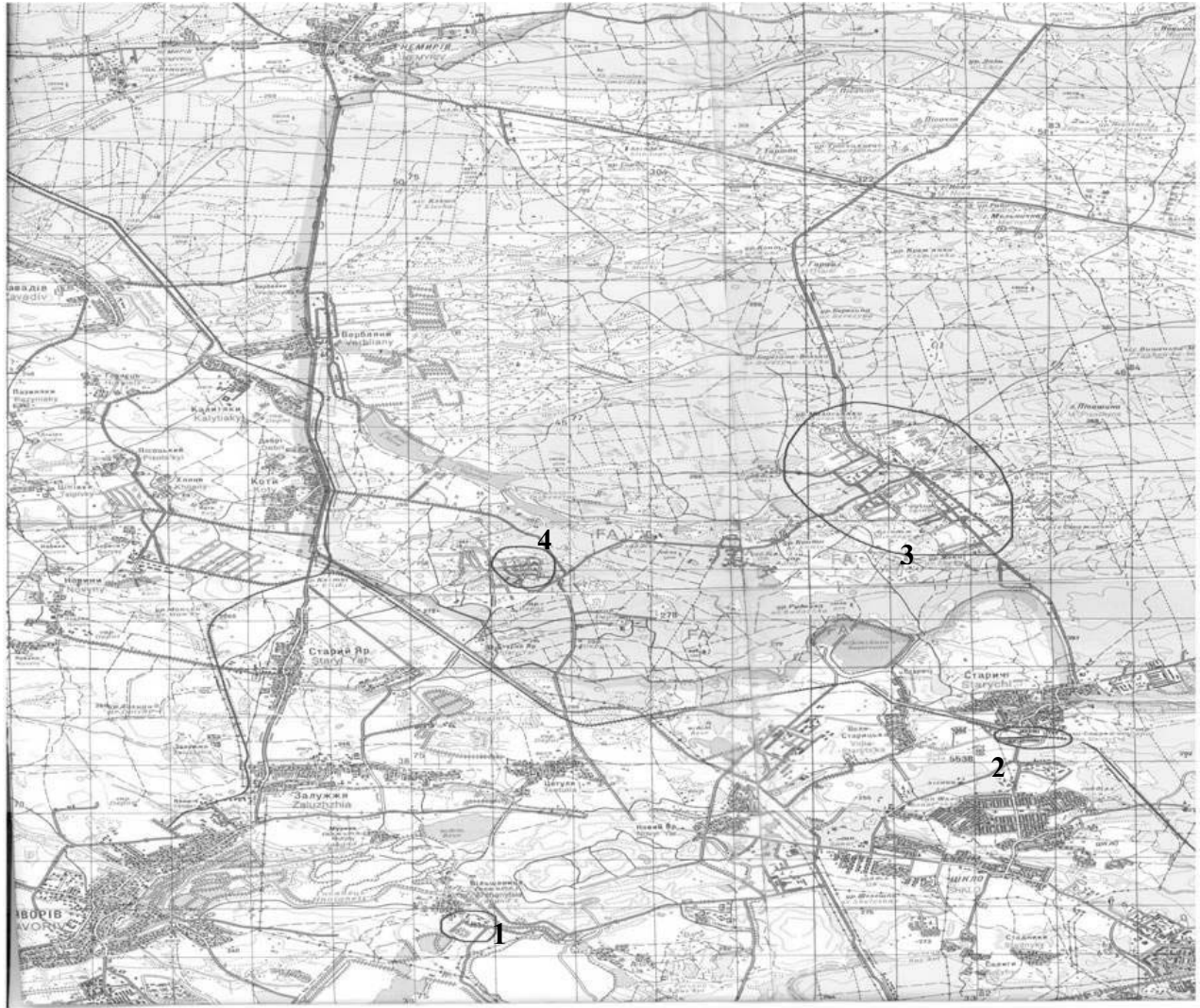
2. Initial Situation

- 2.1 On xxx October 2005, at xxxx hours the Security Services of Ukraine receive information that five armed terrorists have hijacked a cargo train at railway station ZZZZ in the eastern part of the country. The train is hauling, inter alia, two railway tanks of a toxic industrial chemical substance.
- 2.2 According to the information received, two terrorists have entrenched themselves in the engine and have taken the crew as hostage. The remaining three terrorists, holding three railway workers hostage, have taken cover in the wagon next to the railway tank.
- 2.3 The terrorists have released one hostage; through him, they will communicate their further demands, these of a political nature.
- 2.4 The Ukrainian Security Services and the Ministry of Interior have analysed the condition of the current situation taking into consideration the possible consequences of chemical contamination which could occur during the assault on the hijacked train. Therefore specialised Ukrainian forces have been alerted and are on their way to the eastern part of the country.

- 2.5 Because the terrorists intend to reach a densely populated area, the Head of the Anti-Terrorist Centre of the Security Services of Ukraine has decided to plan a counter-terrorist operation at xxx.
- 2.6 On the same day, at xxxx hours, a group of seven terrorists arrives in Ukraine. They cross the border using false papers which identify them as businessmen coming to give a presentation on, and demonstration of, the technology relating to the production of new chemical substances intended for production at the "SIRKA" chemical factory, which is located in the L'viv district (Yavoriv special economic area), in a densely populated area. They are carrying, concealed in a special bulk container, explosive materials and devices, some chemical weapons, and Individual Protective Equipment.
- 2.7 During the site tour and initial negotiations with the factory management, one member of the group manages to enter the production area, and installs Improvised Explosive Devices filled with chemical warfare agents at several places on the process line and on a bulk storage container in which 300 tonnes of chlorine are being stored for use in the production process. He also manages to take hostages from among the personnel of the process line.
- 2.8 They release one hostage to inform the authorities that they have fused Improvised Explosive Devices, filled with CW, and that these will be detonated if their demand is not met.
- 2.9 To deal effectively with the situation in the SIRKA factory, the Head of the Anti-Terrorist Centre of the Security Services of Ukraine (SSU) decides to set up an "Operations and Crisis Management Group" led by the Head of the L'viv Regional HQ of the SSU.
- 2.10 During preparations for the operation, a cell phone communication between the train hijackers and the group at the SIRKA factory is intercepted. This reveals that the two terrorist actions, although at two different places, were in fact coordinated attacks.
- 2.11 Consequently, the Head of the Anti-Terrorist Centre of SSU decides to launch simultaneous assaults in both locations.
- 2.12 When the hijacked train arrives at xxx, it stops at a red signal approximately one kilometre from the ZERNOVAJA railway station. At that moment, Task Forces from Ukraine assault the train.
- 2.13 During the operation, the terrorists set off an explosive device, damaging one of the tanks containing a toxic industrial chemical substance.
- 2.14 The commander of the operation immediately decides to withdraw the members of the Task Forces to a safe distance, and hands the operation over to the local authorities responsible for managing emergency situations.

- 2.15 At this point, the terrorists holding hostages at the SIRKA factory realise that the agreed security signal from the other group has not come, and consequently an assault must have been made on the train. Thus, the group at the factory being now isolated and surrounded issues a final ultimatum for immediate fulfilment of all its demands.
- 2.16 The deteriorating situation and increasing tension compel the law-enforcement authorities to use force to free the hostages and capture the terrorists.
- 2.17 During the counter-terrorist operation, the authorities are able to disarm the terrorists and free the hostages. However, one of the terrorists hiding in the production area is able to detonate several explosive devices. As a result of a chain of explosions, the storage tank is seriously damaged and substantial amounts of chemical substances and CW agent are released.
- 2.18 A large number of facility personnel and first responders are exposed to the chemicals released during the operation. Immense cross-contamination is very possible.
- 2.19 Taking into consideration the weather conditions in the area at that time of year, the terrain, and other factors influencing the passage of gas through the atmosphere, the downwind hazard from chemical clouds is deemed significant. Several communities in the district of L'viv could be affected by this chemical cloud. Under worst conditions, an estimated number of up to 150.000 inhabitants could be threatened to be exposed to the chemical substances.
- 2.20 As a result of this significant chemical hazard from two major sources of chemical contamination and the risk of further releases occurring, the Government of Ukraine, as a State Party to the OPCW and a member of the Euro-Atlantic Partnership Council, decides to request assistance from the OPCW under Article X of the CWC, and from the Euro-Atlantic Disaster Response Coordination Centre.
- 2.21 Based on information obtained, it is believed that the terrorists at the SIRKA facility have used chemical warfare agent(s). Following the request of Ukraine, the Director-General of the TS of the OPCW initiates an Investigation of Alleged Use of CW to provide the basis for further action.
- 2.22 Ukraine is asking for, amongst other things, chemical reconnaissance, monitoring and detection units, search and rescue units, specialised to operate in contaminated environment, decontamination assets, and medical specialists with specialisation in toxicology and individual protective equipment.

MAP OF THE EXERCISE AREA



1. SIRKA facility
2. STARYCHI railway station
3. Central Compound Yavoriviv NATO/PfP Training Centre (YTC)
4. Barracks, YTC

Attachment 2

EXERCISE SCRIPT

During the remaining planning phase for Joint Assistance 2005, the EXCON/DISTAFF Working Group will elaborate the events that can be played during the active exercise phase. The resulting list of events will be circulated as an independent document to members of the EXCON/DISTAFF only.

Attachment 3

EXERCISE PARTICIPATION

The following teams are participating in Exercise “Joint Assistance 2005”:

1. OPCW

1.1 Technical Secretariat

Technical Secretariat (TS) Team	No of personnel
TS Team for investigation and assistance related activities	29
TS Exercise Support Staff	No of personnel
Advisors Exercise Organizers/EXCON/DISTAFF	2
Evaluators for TS Team	5
Interpreter	1
Public and Media Affairs	1
Legal Office	1
Other (Technical Secretariat Project Team)	4
Total	43

1.2 Teams OPCW Member States

Teams (including liaison officers)		No of personnel
Austria	Austrian Armed Forces (Decon, mobile Lab, EOD)	21
Bulgaria	Team from State Agency for Civil Protection (Search and rescue, detection, decon, medical)	tbd
Czech Republic	National Authority: mobile lab	max. 7
Estonia	Estonian Disaster Relief Team (chem. recce, S&R, decon)	25
France	Chem. recce platoon from NBC Defence Regiment	32
Iran	IMCTT-CW: Medical doctor team	8
Pakistan	Pakistan National Authority: Medical doctor team	5
Poland	Mobile lab	10
Sweden	SRSA Chemical Support Team (rescue, recce, decon)	40
Switzerland	Instructor team (4 Swiss Instructors and 2 teams a 8 chief instructors from Central Asia)	20
United Kingdom	Specialised Sampling Team CBDE Porton Down	2
Total		168

1.3 Exercise Support Staff

Nation	EXCON/ DISTAFF	Staff Officers	Assessors	Total
Austria	1			1
Bulgaria				0
Czech Republic	tbd			tbd
Estonia				0
France	1			1

Nation	EXCON/ DISTAFF	Staff Officers	Assessors	Total
Poland				0
Sweden	1			1
Switzerland				0
United Kingdom				0
United States	1		1	2
Total				5

Participating States Parties were requested to complete Annex 2 of the Technical Secretariat Note S/454/2004, 16 December 2004 until 18 March 2005 in order to specify the capacity of the units they will send, including the number of people and the volume of equipment they will bring with them.

1.4 Observers OPCW States Parties

Nation	Total
Albania	1
Algeria	1
Azerbaijan	1
Botswana	1
Estonia	1 (tbc)
Georgia	2
Germany	1
Iran	2
Libya	1
Pakistan	4 (tbc)
Zimbabwe	1
Total	20

2. Ukrainian National Participation (tbd)

For Staff Activities	No of personnel
OCE and EXCON/DISTAFF	
Local Emergency Management Authority	
For Field Activities	
Ministry of Emergencies with	
Team No. 1	
Team No. 2	
Team No. 3	
Team No. 4	
Team No. 5	
Team No. 6	
On-Site Commanders	
Ministry of National Defence with:	
Team No. 1	
Team No. 2	

For Exercise Support	
Logistic support:	
Medical Assistance	
IT Operators	
Secretariat	
Visitors and Observers Bureau	
VIPs	
Public Information Centre	
Seminar Support	
Transport and supplies	
Communication	
Accommodation and food	
Interpreters	
Role Players and Simulation	
Ministry of Emergencies	
Military personnel	
Students	
Civilians	
Total Ukrainian National participation	

3. NATO

3.1 NATO/EADRCC Staff

Staff of the NATO/EADRCC will participate in the exercise from NATO Headquarters Brussels as appropriate.

During the actual exercise period, augmentation of the EADRCC might be necessary. Augmentation will be implemented in accordance with agreed procedures.

Members of the EADRCC will deploy to the stricken area, to participate in the actual field exercise.

3.2 EAPC Nations will participate with the following units:

Neighbouring EAPC Nations:

Teams (including liaison officers)		No of personnel
Hungary		
Moldova		
Poland	Polish State Fire Service: Rescue Team: fire fighting, mass chemical decon, detection, water supply)	18
Romania	Detection and Decon Team	7
Russian Federation		
Total (neighbouring EAPC Nations)		

Other EAPC Nations will participate with the following units:

Teams (Including liaison officers)		No of personnel
Armenia		
Austria	Ministry of Interior (Med., PersDecon, WPU, NBC Def. Ptn, mobile kitchen)	max.105
Croatia		
Georgia	Specialised Search and Rescue Team	10
Italy	Italian National Fire Brigade Corps: Intervention Team	tbd
Latvia	State Fire & Rescue Service (Recce, Rescue, medical support, decon)	23
Portugal	Medical team with field hospital	30
Total EAPC Countries		

In order to facilitate the development of the detailed scenario for Exercise “Joint Assistance 2005”, participating NATO EAPC nations were invited to complete the “Questionnaire on Team and Personnel Participation”, which is attached as Appendix 1 to Annex 3 of EAPC(SCEPC)N(2005)0014, EAPC(CPC)N(2005)N(2005)0009, dated 11 May 2005 and return it to the EADRCC not later than 27 May 2005.

3.3 Exercise Support Staff

In addition, EAPC Nations will participate with the following personnel in the EXCON/DISTAFF, Staff Officers in the Local Emergency Management Authority and the Assessors team.

Nation	EXCON/D ISTAFF	Staff Officers	Assessors	Total
Armenia				
Austria				
Bulgaria				
Croatia				
Georgia				
Hungary				
Italy	2		1	3
Latvia				
Moldova				
Norway				
Poland				
Portugal	1		1	2
Russian Federation				
Romania	1			
Ukraine				
Total				

EXCON/DISTAFF, Staff Officers, Assessors and other exercise support staff, not travelling together with their teams, should complete the registration form attached to this Attachment, and send this to both the EADRCC and the OPCW not later than 29 July 2005.

3.4 Observers from EAPC Nations

Nation	Total
Georgia	1
Poland	3
Portugal	5
Total	8

4. Total number of participants:

The total participation in “Joint Assistance 2005” will be [t.b.d.] from OPCW Member States and the Technical Secretariat/OPCW, [t.b.d.] personnel from the Ukraine, and [t.b.d.] personnel from EAPC nations, all in various roles and functions.

REGISTRATION FORM
EXERCISE SUPPORT STAFF "JOINT ASSISTANCE 2005"

Family name	:	_____	First name	:	_____
Mr. / Mrs. / Ms.	:	_____	Date of Birth	:	_____
Nationality	:	_____	Place of Birth	:	_____
Organization	:	_____	Passport No.	:	_____
Function	:	_____	Valid until	:	_____
Mailing address	Street:	_____			
	City and Postal code:	_____			
	Country:	_____			
Telephone	:	_____	Fax	:	_____
E-mail	:	_____			

Will Participate as

- EXCON/DISTAFF
- Assessor
- Staff Officer
- Other:

Arrival and Departure

Mode of travel (car, train, plane)	_____
Date, time airport or station of arrival	_____
Date, time airport or station of departure	_____

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Fax.: +32-2-707.2677
e-mail: eadrcc@hq.nato.int
POC: Mr. Istvan Erdos

Deadline: 29 July 2005

Attachment 4

CO-ORDINATION AND COMMUNICATIONS

1. Co-ordination

- 1.1 The designated emergency operation centre of the civil government of the affected state is internationally known as the Local Emergency Management Authority (LEMA). National teams remain under national command while deployed to the stricken nation, but under operational direction and control of the LEMA. Also, in case of a major disaster, the United Nations Office for the Co-ordination of Humanitarian Affairs (UN-OCHA) may deploy an On-Site Operations Co-ordination Centre (OSOCC) to assist the local government authorities in co-ordinating international assistance. The Head of the OSOCC will be called OSOCC-Manager.
- 1.2 As all consequence management actions will remain the responsibility of the receiving state, the Ukrainian LEMA will be the tasking authority. The Head of the LEMA will be called the LEMA Commander. Normally, the LEMA would operate as the strategic and operational control centre for all resources, while the OSOCC, would act as the co-ordinator for all international assistance. Cooperation between these two entities is therefore of the utmost importance. For the purpose of this exercise, an OSOCC will be deployed and physically located very close to the LEMA.
- 1.3 In order to be able to accomplish this, International Staff Officers, as well as Liaison Officers (LO) from all assisting international teams will receive direction from and co-ordinate with the OSOCC.
- 1.4 The main tasks of the International Liaison officers (LO) will be:
 - To inform the OSOCC of the composition and capabilities of the international teams;
 - To assist in the planning for the optimal use of all international resources (tasks, rotation, etc.);
 - To serve as the point of contact between international teams and the OSOCC;
 - To inform the OSOCC of all activities undertaken during the operations conducted by an international team (progress in the relief, CBRN and rescue operations, problems encountered, solutions for the problems, assistance needed, etc.); and
 - To transmit to the international team all authorised information and/or instructions available in the OSOCC.
- 1.5 The main task of the International Staff Officers is to co-ordinate the response efforts of the international teams. This task includes assisting with situation follow-up, situation maps, situation reports, rotation plans and regular staff briefings.

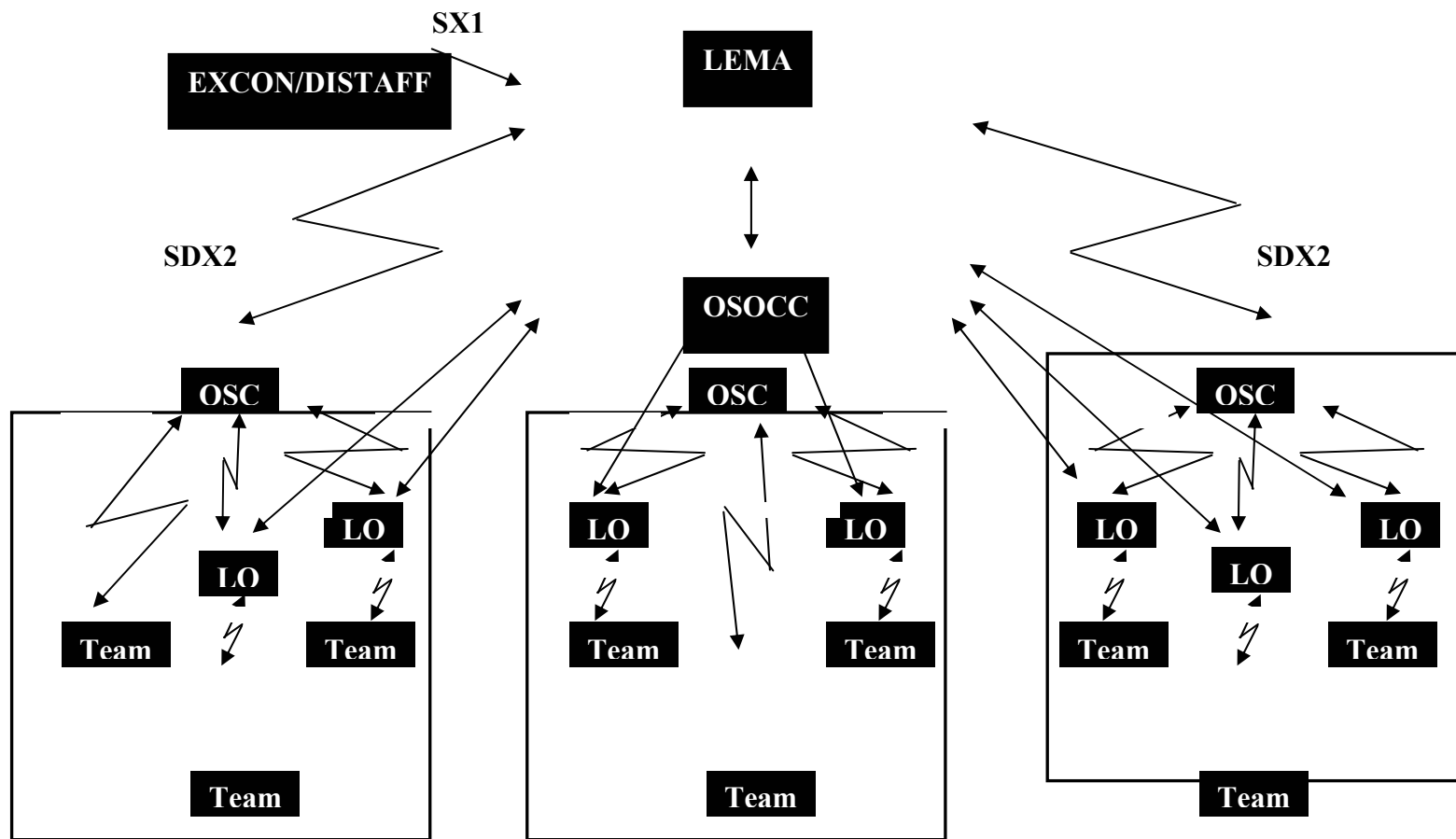
- 1.6 The Commander in the LEMA will make general decisions by deciding on the use of available resources in accordance with the operational plans submitted by the operational staff (Staff Officers and Liaison Officers). These orders (locations, tasks and resources) are then provided to the On-Site Commanders, who will communicate a separate tasking to the Team leaders of each individual team, which has been put at his disposal.
- 1.7. Since each individual Team leader is responsible for his own team, he will have to agree, on the basis of the skills of the team and the equipment available, the tasks that are assigned to his team.
- 1.8 Each Team leader has to report the results of his operations to his On-Site Commander, who will then provide an overall situation report from his operational site, to the OSOCC.

2. Communications

- 2.1 Communications are a prerequisite for co-ordination; therefore, the EXCON/DISTAFF, LEMA and OSOCC will be equipped with sufficient radio communications equipment, telephone sets, fax machines and computer equipment, which may also be utilised by Liaison Officers of international teams. However, international teams would normally be expected to bring their own communications means.
- 2.1 For communications between the EXCON/DISTAFF, LEMA, OSOCC and participating national and international teams, radio and telephone sets will be utilised. Ukraine will provide the required number of radios, telephones and other communications means as determined by the Exercise Organizers.
- 2.2 National teams should be able to provide the communications equipment to meet the internal (tactical) communications requirements. Therefore, for communications between the Team Commander and his team members, each team has to use its own radio equipment.
- 2.3 Working and backup channel frequencies, code word groups or codes will be determined once the final exercise plan is in place, and will be communicated to participating teams one month before the exercise.
- 2.4 While communications between the teams and the OSOCC will be conducted in English, the internal tactical communications can be conducted in the national languages.
- 2.5 Co-ordination of the frequencies will be required for the teams' internal use of communications equipment. **Participating nations should provide the Ukraine with all information concerning the means of communications** (frequencies, technical details, etc.) to be used. This will allow for an early co-ordination of efforts between the parties involved. Accuracy of such information is vital to the success of any mission. This information should be received by the host nation not later than

15 August 2005, using the form in **Attachment 5**. This requirement for co-ordination of frequencies is also emphasised in the "Oslo Guidelines" on the Use of Military and Civil Defence Assets in Disaster Relief and the Tampere Convention on the "Provision of Telecommunication Resources for Disaster Mitigation and Relief Operations".

COMMUNICATION CHART



Attachment 5

HOST NATION SUPPORT

1. Visa support

- 1.1 All participants and observers will need valid passports to enter the territory of Ukraine. Some participants may need visas to enter Ukraine. The issuance of visas will be facilitated by the Ministry of Foreign Affairs of Ukraine.
- 1.2 Individuals requiring an **entry visa** must send completed registration forms (agreed by the parties) to the Ukrainian Ministry of Foreign Affairs through OPCW or NATO/EADRCC **by 1 September 2005** with the following passport details: passport number, date of issue, date of expiry, date of birth.
- 1.3 On receipt of the necessary information from persons requiring an entry visa, the Ukrainian Ministry of Foreign Affairs will draw up a list and inform the Ukrainian embassy/consulate in those countries from which participants are expected that a free entry visa to Ukraine is to be issued.
- 1.4 It is expected that this visa will be a C-2 visa, which is issued to representatives of military formations and institutions entering the country for official purposes at the invitation of relevant Ukrainian ministries and other state agencies.

2. Crossing Ukrainian state borders

- 2.1 Participating teams, liaison officers and observers taking part in the exercise arriving over land, are advised to use the following Border Crossings Points (BCP) which will be operational on a 24 hour basis:
 - for participants entering via Hungary:
 - by road: “Chop-(Tisa)” (Ukraine) – “Zahon”(Hungary);
 - by rail: “Chop-(Druzhba)”(Ukraine) – “Zahon” (Hungary);
 - for participants entering via Slovak Republic:
 - by road: “Uzhgorod”(Ukraine) – “Vysne Nemecke” (Slovakia);
 - by rail: “Chop-(Strazh)” (Ukraine) – “Cierna nad Tisou”(Slovakia);
 - for participants entering via Poland:
 - by road: “Yagodin-avto” (Ukraine) – “Dorogusk” (Poland); “Rava-Ruskaya-avto”(Ukraine) – “Hrebenne”(Poland); “Krakovets” (Ukraine) – “Korchova” (Poland); “Shegini” (Ukraine) – “Medyka” (Poland);
 - by rail: “Yagodin-railway station” (Ukraine) – “Dorogusk” (Poland); “Mostiska-railway station” (Ukraine) – “Pszemysl” (Poland);
 - for participants entering via Belarus:
 - by road: “Domanovo”(Ukraine) – “Mokranski”(Belarus); “Novye Yarilovichi”(Ukraine) – “Novaya Guta” (Belarus);
 - by rail: “Gornostayevka”(Ukraine) – “Teryukha”Belarus); “Vistupoovichi” (Ukraine) – “Slovechno”(Belarus);

- for participants entering via Romania:
 - by road: “Porubne”(Ukraine) – “Siret”(Romania);
 - by rail: “Vikshany”(Ukraine) – “Vadul-Siret” (Romania);
- for participants entering via Moldova:
 - by road: “Mogilev-Podolsky-avto” (Ukraine) – “Otach” (Moldova); “Kuchurgan-avto” (Ukraine) – “Pervomaisk” (Moldova); “Mamalyga-avto” (Ukraine) – “Kryva” (Moldova);
 - by rail: “Mogilev-Podolsky-railway station” (Ukraine) – “Volchinets” (Moldova); “Kuchurgan-railway station” (Ukraine) – “Novosavitskoye” (Moldova);
- for participants entering via Russian Federation:
 - by road: “Gremyach” (Ukraine) – “Pogar” (Russian Federation); “Bachevsk” (Ukraine) – “Troyebortnoye” (Russian Federation); “Goptovka” (Ukraine) – “Nekhoteyevka” (Russian Federation); “Izvarine” (Ukraine) – “Donetsk” (Russian Federation); “Dolzhansky” (Ukraine) – Novoshakhtinsk” (Russian Federation);
 - by rail: “Zernovoye” (Ukraine) – “Suzemka” (Russian Federation); Kozacha Lopan” (Ukraine) – “Dolbino” (Russian Federation).

2.2 Participants arriving by air: checkpoint L’viv international airport “Sknilov”.

2.3 State border agencies will be given appropriate instructions on the organisation and conduct, jointly with the State Customs agencies, of border and customs checks and admittance across the state border of persons who will be participating in preparatory activities, participants in the exercise itself, and observers.

2.4 Border checks and admittance of exercise participants will take place at state border checkpoints open for international travel and on separate priority traffic lanes designated for this purpose.

2.5 Senior Ukrainian officials from the state border agencies will be appointed to coordinate the work of the control services and to deal quickly with any problems that may arise at the state border when the persons are being admitted.

2.6 In order that the **admittance across the state borders of international exercise participants, official delegations and observers** can be organised and carried out efficiently, the **Ukraine requests** the following information **by 1 September**:

- date and time of arrival in the Ukraine,
- departure from Ukraine,
- state border crossing points,
- lists of persons in the following form: nationality, surname, first name, date of birth, national passport series and number, Ukrainian entry visa series and number, date and time of arrival in the Ukraine (departure from Ukraine), state border crossing point, and type of transport with vehicle model and registration number (flight number).

- 2.7 Participating teams are responsible for their own transport to (or from) the area of Ukraine where the exercise is to take place. In Ukraine, the teams will be escorted from the border entry point to the place of accommodation.

3. Customs Control

- 3.1 Ukrainian representatives will meet the delegations arriving for the exercise at checkpoints on the Ukrainian state border. For this, the Ukrainian side needs to receive information on the expected date and time of arrival at the Ukrainian state border checkpoints, the number of persons in the team (unit), lists giving surnames, first names and passport numbers, type of vehicle(s) and their number(s), and information on the nature and composition of freight (goods).
- a. Teams from participating nations, liaison officers and observers who will participate in the exercise and who will arrive by rail are recommended to use the L'viv railway station.
 - b. Exercise participants must provide the Ukrainian side with precise information on the date and time of their arrival in L'viv, the train number and passport number of each team (unit) member. Ukrainian representatives will meet and escort teams to the place of accommodation.
 - c. Participants using commercial airlines will cross the Ukrainian border at L'viv International Airport "Sknilov", where they must go through passport and customs checks. The immigration and customs services operate 24 hours a day at L'viv airport. Ukrainian representatives will meet and escort teams to the place of accommodation.
 - d. Teams bringing equipment on a leased aircraft can use the military section of the L'viv airport "Sknilov". A payment (mode of payment to be announced during the FPC) will be due for parking the aircraft, airfield services, navigational services, and traffic air control services. **For this, the Ukraine side must be provided with the information on the aircraft type, time of arrival (departure) and refuelling requirements by 1 September 2005.** In this event, customs checks will be organised at the military section of "Sknilov" airport.
 - e. Simplified customs procedures for temporarily imported goods will apply for teams from participating countries taking part in the exercise. **Participating nations must provide the Ukrainian side with detailed information on the composition of their team and the equipment and goods brought into the country by 1 September at the latest.** For this they should use the **forms on pages 35 and 36** of this Attachment for the following:
 - Vehicles and equipment (goods) to be used, including weapons and munitions, indicating the model, and with a brief description and identification numbers;
 - Pharmaceuticals with their generic name;

- Dangerous substances and goods to be used during the exercise (indicating the UN substance identification number and the name); and
 - Consumables such as food and basic necessities, petrol (diesel), oil and lubricants.
- f. Simplified customs procedures will also be in place for the temporary import of radio equipment. **Teams bringing their own radio equipment** must complete the relevant forms on page 33-34 and **submit them to the Ukrainian side** no later than **15 August 2005** in order to obtain authorisation from the Ukrainian Frequency Control.
- g. In addition, participating teams must indicate which of the imported goods will be re-exported and have copies of these forms with them when crossing the border. Forms should be kept, as they will be stamped again when leaving the country.
- h. Certain restrictions apply on the importation into the Ukraine of foreign currency: one person may bring up to US\$ 10,000 into Ukraine (without making a declaration). In order to avoid problems when leaving the country, it is recommended to declare all cash in customs documents on entry (even if it is significantly less than the amount stated above).
- i. **Observers and VIPs** arriving by air, rail or road will be met by Ukrainian representatives and escorted to the place where they are staying. In order for these arrangements to be carried out, the **registration form for the “Observers’ Programme” in Attachment 9** must be completed, indicating surname, first name, date, time and arrival flight number and submit them to the Technical Secretariat not later than **1 September 2005**.

4. Transport

- 4.1 The Ukrainian side will provide transport for participants throughout the exercise, if so required. The following rates will apply:
- Minibuses for 8-10 people: \$ [tbd]/day;
 - Diplomatic status cars: \$ [tbd]/day;
 - Mercedes 50 seater buses at \$ [tbd]/day.
- 4.2 If necessary, the Ukrainian side can provide freight transport to take equipment from the military section of Sknilov airport to the Central Military Compound of the Yavoriv NATO PfP Training Centre (YTC) and back (this must be included in the transport plan). The following rates will apply:
- Lorry: \$ [tbd];
 - Lifting crane: \$ [tbd];

5. Medical Services

- 5.1 At the Yavoriv PfP Training Centre (YTC) and the exercise site(s), immediate first aid will be the responsibility of the participating teams themselves.
- 5.2 For all other levels of medical care, the host nation will provide support to the participating teams. If urgent medical help is needed, a helicopter can be used to take injured or seriously ill exercise participants to the hospital in L'viv (City Emergency Clinic, Bogdan Medical Centre, L'viv Railway Clinic).
- 5.3 In addition, a stationary medical room will be set up at the exercise location (Central Compound of the YTC during the exercise. It will have a medical team on 24 hours standby to provide necessary medical attention at a high professional level (medical personnel will have the appropriate level of certification, and will include qualified doctors). Transport by ambulance to local medical referral centres will also be available.

6. Provision of communications facilities

- 6.1 For communications between exercise control HQs and participating international and national teams, radio and fixed telephone communications will be used.
- 6.2 Telephone communications will be set up in the coordination centre and the exercise control HQs, with the required number of telephones and fax machines.
- 6.3 The Ukrainian side can also provide under leasing conditions the required number of radio sets for teams of participating countries, experts from international organisations and observers. These will provide reliable communications in the area where the exercise is being conducted.
- 6.4 For this, the exercise planning team must draw up a communications plan for the period of the exercise and provide the host nation with specific figures on the number of radio sets needed, and their specific frequency range, by **1 September 2005**.
- 6.5 The cost of leasing a small Motorola mobile radio set with an allocated frequency is \$[tbd]/day. The cost of leasing a mobile phone is \$ [tbd]/day. Inter-city and international communications: 1 line: \$ [tbd]/day. Activation of 2048 Kb communications channel (one-off payment): \$[tbd]. Installation of one telephone with number (on-off payment): \$[tbd].
- 6.6 In order to provide each exercise participant with access to international communications channels, the Ukraine will place two (one) card phones in the Central Compound from which international calls can be made on the basis of individual payment (by purchasing a card). The installation of one card phone is \$ [tbd].

7. Accommodation for exercise participants

7.1 It is proposed that guests of honour and observers should stay at the Hotel Dniestr in L'viv. Rooms vary in prices as follows (including breakfast):

- Business class: \$[tbd]/day;
- Standard plus class: \$[tbd]/day;

7.2 Guests of honours and observers are requested to make the respective accommodation arrangements through OPCW or NATO/EADRCC to the Ukraine (see also Attachment 9: Observers registration form).

7.3 Lunch and dinner for guests and observers is at their own expense, depending on the exercise plan.

7.4 Given the weather conditions in the region in October, it is proposed that exercise participants should stay at the Central Compound of the YTC in six compound hotels. Rates are as follows:

- Hotel No. 1: three luxury rooms (three persons) for participants at the level of general. One room costs \$[tbd]/day;
- Hotel No. 2 (under reconstruction): up to 70 people in standard plus single or double rooms for participants at the level of colonel/lieutenant colonel. Price \$[tbd];
- Hotel No. 4: 24 double and triple rooms for participants at the level of captain/major. Cost: \$[tbd]/day;
- Hotel No. 5: up to 50 people in four or six bed rooms. Cost: \$[tbd]/day;
- Hotel No. 6 and 7: up to 300 people in barrack type accommodation. Cost: \$ [tbd]/day.

7.5 It is planned to set up the OSOCC in one large room with the required number of workplaces.

7.6 The EXCON/DITAFF HQ will be set up in the premises of the command HQ, next to the OSOCC. It will be also equipped with the required number of workplaces.

8. Food for exercise participants

8.1 Meals (three per day) for exercise participants will be provided in two canteens in the Central Compound on a self-service basis. Both canteens can take up to 400 people at the same time (in the course of an hour). Meals cost \$ [tbd]/day.

8.2 If necessary, a buffet will be set up in the Central Compound, where exercise participants can buy individual food items and drinks for cash from 18:00 - 24:00 hrs.

9. Language requirements and Interpretation

- 9.1 During the Exercise, the working languages will be English and Russian. Teams are advised to have their own interpreters with them for the exercise. The costs for any interpretation requirements will have to be covered by the teams' themselves.
- 9.2 The costs for interpretation requirements for EXCON/DISTAFF, evaluators and observers will be covered by the Exercise organizers.
- 9.3 The host nation will provide for interpretation between English and Russian. The cost for interpretation services per interpreter ranges from \$[tbd]/day to \$[tbd]/day.

10. Fuel for participating teams

- 10.1 During the whole exercise, participating teams will have to take care of their own fuel. Information on where to obtain fuel will be provided at the border crossing points. Participants are advised to exchange at the border crossing point a sufficient sum in Ukrainian currency (Grivnya), in order to be able to buy fuel from any gas stations.

**REQUEST FOR DIPLOMATIC CLEARANCE AND FOR
PERMISSION TO FLY IN TRANSIT ACROSS THE UKRAINIAN AIRSPACE**

Below is a model of a "Request for Diplomatic Clearance"

Country	:	_____
Nationality of Aircraft	:	_____
Air Operator	:	_____
Number and type of the aircraft	:	_____
Registration number	:	_____
Call sign	:	_____
Crew: (captain, number and ranks)	:	_____
Date of flight	:	_____
Airport, date and time (in UTC) of departure	:	_____
Date and time (in UTC) and Point of Entry in Ukrainian Airspace	:	_____
Flight route in Ukrainian Airspace	:	_____
Airport, date and time (in UTC) of arrival	:	_____
Date and time (in UTC) and Point of Exit from Ukrainian Airspace	:	_____
Date and time (in UTC) of arrival at airport of destination	:	_____
Purpose of the flight	:	_____
VIP pax. : official levels	:	_____
Pax: number, type (troops, civilians)	:	_____
Cargo (type - dangerous, ammunition, quantity)	:	_____
Beneficiary	:	_____
Fixed armaments, ammunition, hazardous materials, and air photo / video equipment on board	:	_____
Facilities requested	:	_____
Refuelling	:	_____
Aircraft guards	:	_____
Free charges	:	_____
Parking on Military Air Base	:	_____

REGISTRATION/INFORMATION FORM ON RADIO COMMUNICATION EQUIPMENT AND USERS DURING "JOINT ASSISTANCE 2005"

Person responsible for radio communication within the national team

Family name : _____ First name : _____
Nationality : _____
Organisation : _____
Function : _____
Mailing address Street: _____
City and Postal code: _____
Country: _____
Telephone : _____ Fax : _____
E-mail : _____

Please provide the following information, and complete the form information on communication equipment, as appropriate (see page 34.)

- Planned number of VHF-band radio communication users in the _____ national team
- Ukraine shall provide two radio stations for each country participating in the exercise.
- Specify on the form on page 34, information on radio communication equipment, the national team would like to use for the purposes of the exercise.

Please return the completed forms to the following address (please provide copy also to OPCW)

Ministry of Foreign Affairs	OPCW
Mr Oleksandr Mykhalchuk	Johan de Wittlaan 32
1 Mikhailivska Square	2517 JR The Hague
01018 Kiev	The Netherlands
Ukraine	Tel: +31-70-416.3555 or .3531
Phone: +380-44238 1653 ; =380-44238 1881	Fax: +31-70-416.3209
Fax.: +380-44 238 1881 ; =380 44 238 1653	e-mail: assistex@opcw.org
e-mail :nau@mfa.gov.ua	POC: Mr. Hassan Mashhadi, Renato Carvalho

FORMS

1. Personnel

Surname	First Name	Birth date	Male (M) or Female (F)	National ID Card or passport number	Rank / Qualification	Remarks

2. Vehicles and Machines

Type of vehicle	Short Description	Identification Number	Dimensions			Weight	Remarks
			Length	Width	Height		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

3. Other Operating Equipment

Type of Equipment	Short Description	Identification Serial Number	Remarks
(a)	(b)	(c)	(d)
1. Communication			
...			
...			
...			

4. List of Dangerous Goods

UN substance identification number	Name of Substance	Class-item number – letter if any	Agreement	Quantity	Remarks
(a)	(b)	(c)	(d)	(e)	(f)

5. List of Other Accompanying Goods

(a) Food

	(a)	(b)	(c)	(d)	(e)
Type					
Quantity					
Remarks					

Attach guarantee certificate for durable food, as appropriate

(b) Medicine

	(a)	(b)	(c)	(d)	(e)
Type					
Quantity					
Remarks					

(c) Spare parts

	(a)	(b)	(c)	(d)	(e)
Type					
Quantity					
Remarks					

Etc.

Attachment 6

SAFETY AND SECURITY

1. Security for exercise participants

- 1.1 The Ukrainian side will provide the necessary services in order to ensure that exercise participants travel safely from Ukrainian border crossing points to the exercise location (YTC) and back again using the road patrol service of the Ukrainian Ministry of Internal Affairs to escort motor convoys.
- 1.2 For this, the Ukrainian side must be informed of the time and place where the motor convoy will be formed at the border by latest at **1 September 2005**.
- 1.3 The Directorate of State Protection of Ukraine will be responsible for the security and protection of VIPs. The Ukrainian side must be informed of the persons who need these services, the time and place of their arrival in Ukraine and of their departure, the place where they are staying (Hotel) and their timetable for attendance at the exercise.
- 1.4 Equipment brought into the Ukraine by units of participating countries will be kept secure by military personnel of the YTC, in fixed depots and specially prepared sites in the area of the Central Military Compound of the YTC, near the place where exercise participants are accommodated.
- 1.5 The security of exercise participants during their stay at the Central Military Compound of the YTC will be ensured as follows:
 - at night – by double patrols;
 - during the day – by one patrol;
 - an officer will be on 24 hrs duty in the coordination centre;
 - in each hotel – an orderly will be on 24 hrs. duty.
- 1.6 Security arrangements at the Central Compound cost \$[tbd] per security guard per 24 hours (including accommodation and food costs; approximately 28 persons for security arrangements). The respective costs will be covered by the Exercise Organizers.
- 1.7 Request for help may be made to the above mentioned people 24 hours a day, either by telephone or in person.
- 1.8 Representatives of the Ukraine side will give essential detailed instructions when exercise participants arrive at the Central Compound of the YTC.

2. Safety

- 2.1 The Ukrainian side is overall in charge for safety of the exercise, and shall ensure that all activities proceed without undue risk to participants. A risk assessment will be provided, identifying potential hazards, assessing the risk they might pose, detailing risk mitigation procedures, and response to any accidents. The detailed instructions mentioned in 1.8 above will include information on any identified hazards, and the safety requirements for all participants.

Attachment 7

PUBLIC INFORMATION AND MEDIA PLAY

1. Media presence and public information play a crucial role in ensuring that accurate, useful and easily understood safety information is disseminated as widely and as quickly as possible, during an emergency situation.
2. Several Joint Assistance participating nations have expressed an interest in developing and incorporating a training element into the scenario which would foresee enhancing participants' ability to interact with the media.
 - a. A fully-resourced media simulation would require an additional personnel complement as well as supervisory capacity.
 - b. At a minimum, a basic media simulation would allow team leaders the opportunity to practice delivering key messages.
 - c. These simulated interviews and/or press conferences would be designed to build confidence, rather than test crisis response/security capabilities.
3. The basic media simulation could be conducted during a two-four hour period, in parallel with other training/exercise modules.
 - a. The basic simulation would require talking points for team leader use, a mock reporter/camera crew.
 - b. Potentially a simulated press conference can be held, requiring several mock reporters.
4. The talking points will be produced as a matter of routine, while the personnel complement, serving as mock journalists, would require additional staffing resources.
 - a. These resources may be available via the interested nations.
5. The final status of the media simulation is to be jointly agreed during the Final Planning Meeting.

Attachment 8

MEDIA ACTIVITIES

1. Media activities and arrangements before the exercise

1.1 Before the exercise, fact sheets/questions & answers will be developed to provide advanced material and information to the media. This will be done in close collaboration and agreement with the Ukraine and NATO/EADRCC to ensure that all parties will provide the same message.

1.2 The following tools will be available before the start of the exercise:

1.2.1 Website

Information on the exercise will be posted on the OPCW website, easily accessible via the home page. A separate web-page “Joint Assistance 2005” will be created, which will be on line by 1 September 2005.

For journalists planning to attend the exercise, this web page will also include a media advisory, accreditation forms and visa procedures, as established by the Ukrainian authorities.

The OPCW web contact point is:
Mr. Peter Kaiser, + 31 70 416 3710
media@opcw.org, attention Peter

NATO/EADRCC will create a web-page “Joint Assistance 2005”, which will be easy to access from the NATO Home Page. In addition to a general introduction to the exercise, video and radio interviews will be posted on this web-page for downloading. This web page will be on-line as of 1 September 2005.

For journalists planning to attend the exercise, this web page will also include a media advisory, accreditation forms and visa procedures, as established by the Ukrainian authorities.

The NATO web contact point is:
Mr. Chris Scheurwhegs: tel. + 32 2 707 4599
Address: natodoc@hq.nato.int, attention Christian

1.2.2 Press releases

Press releases will be released simultaneously by OPCW, NATO and the Ukrainian authorities in four languages: English, French, Russian and Ukrainian.

An initial media advisory, providing basic information to the media and the general public, will be issued a few weeks before the exercise. This advisory will include an accreditation form as established by the Ukrainian authorities, as well as information on the visa procedures requested to enter the country.

The media advisory will be distributed by

- OPCW to the States Parties and the media contact list.
- NATO will distribute the press release through its usual channels (Brussels, the NATO Information office in Moscow, and the Information and Documentation Centre in Kiev) and to the NATO contact points embassies in the region;
- the Ukrainian authorities.

This initial press release will be issued on 1 September 2005.

A final media advisory will be released on 7 October 2005 to the same list of journalists as mentioned earlier.

This advisory will be a reminder of the previous release.

1.2.3 In addition, the Ukrainian press release will announce an informative press conference to be held by the Ukrainian authorities.

1.2.4 Public announcements

The Security Service of Ukraine will hold a press conference a few days before the exercise starts. The press conference will be announced in the media advisory (date to be confirmed by the Anti-terrorist Centre)

Brussels: On [TBD] September, the NATO spokesperson will give a detailed presentation of the exercise during his/her regular weekly press background briefing.

The Hague: On [TBD] the OPCW spokesman will give Hague-based journalists a detailed presentation of the exercise.

2. Media activities and arrangements during the exercise

2.1 Web-site

The web page will be updated on a daily basis, providing information on the conduct of the exercise, digital pictures and radio interviews with various participants.

2.2 Press Centre

A Press Centre (PC) will be established in Yavoriv PfP Training Centre (YTC) close to the LEMA to facilitate access to information.

The PC will be equipped with the necessary office equipment (computers, phones, and fax) and staff (including translator) and an area will be reserved for press conferences (stage, microphones, recording facilities and translation).

Provision for on-site catering access for the media will be made.

Mini-bus transportation will commute between the PC, the media hotel and the sites of operations. This service will be scheduled so as to provide the media swift access and exit, ensuring comprehensive and timely reporting.

OPCW, NATO/EADRCC and the Security Service of Ukraine will appoint a spokesperson who will run the hour-to-hour information.

The Security Service of Ukraine will appoint a different individual as the Director of the Press Centre, who will concentrate on the technical, administrative and logistical aspects of the press centre.

2.3 Press briefings

Press briefings will be held in the morning, to present exercise activities of the coming day also in order to streamline the journalists' movements. At the end of every exercise day, another press briefing will be held, to highlight important activities of that day. The briefings will be done jointly by OPCW, NATO and the Security Service of Ukraine.

2.4 Written material and Press Kits

During the exercise and on an ad hoc basis, a synthesis of the day with picture and statistics will be provided to the press. Ukraine, NATO-EADRCC and OPCW will compile and share photographic/video material to be provided to the press to supplement the on-site image collection. National units are encouraged to provide photographs and video footage for press distribution.

2.5 Interviews

OPCW, NATO/EADRCC and the Ukraine will ensure that journalists will have interview opportunities with officials.

2.6 Video Feed point

TV journalists will have access to a video feed-point in [t.b.d.], through the state TV network (to be confirmed).

2.7 Pooling

The setting of the exercise does not require pooling arrangements.

2.8 Media

Media are expected from:

- Ukraine;
- Neighbouring countries. This exercise will be an occasion to promote regional cooperation in civil emergency preparedness and delivery of assistance;
- Other participating nations' media with or without the teams. During the Final Planning Conference, national delegations will be encouraged to come with their national media; and
- International Media;
- NATO will send a photo and video team. All material will be at the disposal of the journalists covering the exercise, provided copy facilities are available. The video team will produce a ten-minute documentary for NATO/EADRCC's use.

2.9 General remarks

This exercise will highlight several pertinent developments of interest to the press:

- it is an example of broad regional and international cooperation;
- it is the first joint exercise organised jointly by NATO, OPCW and the Ukraine, acting as the Host Nation;
- The exercise brings together civilian and military teams from OPCW States Parties and EAPC countries; and
- The exercise will emphasise the need for increasing operational inter-operability to ensure the effective delivery of assistance.

In addition, the exercise will offer compelling visual material. TV journalists will be present, which is crucial in ensuring the widest possible dissemination of the core message, given that TV is the most powerful of the mass media.

Attachment 9

OBSERVERS PROGRAMME

1. For Exercise “Joint Assistance 2005”, the Exercise Organizers will jointly develop an Observers Programme, from Tuesday 11 to Thursday 13 October 2005. A draft programme for this Observers Programme can be found at this Attachment. This programme will be finalised during the Final Planning Conference.
2. Participants in the programme will have the opportunity to see teams from participating nations operating together in the field or take part in the half-day seminars, which will be conducted, concurrent with the operational work. The seminars will all be held in Yavoriv NATO PfP Training Centre. The observers programme has been designed in such a way that at the beginning of the day and during the lunch-break participants can change from the field exercise observation programme to the seminar programme and vice-versa.
3. Observers from OPCW Member States are expected to cover the costs of their participation unless otherwise agreed with the Technical Secretariat
4. It is proposed that observers should stay at the Hotel Dniestr in L’viv. Room rates are listed below and include breakfast.

Hotel Dniestr

Room type	Capacity	Rate in US\$
Business class		tbd
Standard-plus class		tbd

5. Transportation from the airport to the hotel and during the exercise will be provided by the host nation. Transport costs for the observers will be covered by the Exercise organizers. For an accurate transportation and participation planning, participants are invited to indicate their preference for participation on the registration form, which is attached to this Attachment.
6. Lunch and dinner for observers is at the own expense of the observers and will be depending on the exercise plan. Meals can be provided for observers in two canteens in the central Compound on a self-service basis. The meals cost \$ [tbd].
7. Interpretation requirements for the observers will be ensured by the Exercise Organizers. Interpretation costs for the observers programme will be covered by the Exercise Organizers.
8. Medical services in case of urgent need will be ensured by the Host Nation.

9. **Observers should register not later than 1 July 2005 using the registration form in this Attachment. Persons who have already registered with the nomination form annexed to the Technical Secretariat Note S454/2004, dated 16 December 2004, are requested to provide information to the Technical Secretariat on their preferred participation in the field observer programme, using the registration form in this Attachment.**

**OBSERVERS PROGRAMME
"JOINT ASSISTANCE 2005"
11 - 13 OCTOBER 2005 – YAVORIV, UKRAINE**

	FIELD EXERCISE OBSERVATION PROGRAMME	SEMINAR PROGRAMME 1
Tuesday , 11 October 2005 - (Field Exercise Day 2)		
08:30	Departure from L'viv	
09:45	Arrival at the Yavoriv PfP Training Centre (YTC)	
09:45	Briefings on the functioning of the LEMA and the international disaster response co-ordination. In addition, a briefing on the Evaluation process will be provided.	
10:30	Operational Briefing in the LEMA	
11:00	Visit to the exercise sites – Observation of exercise activities	
12:30 – 14:00	Lunch	
14:00 – 17:15	Visit to the exercise site 2 – Observation of exercise activities	Seminar 1 (Organised by NATO/EADRCC)
17:30	Transportation back to the Hotel	
Wednesday , 12 October 2005 - (Field Exercise Day 3)		
08:30	Departure from L'viv	
09:45	Arrival at the LEMA	
09:45	Operational Briefing in the LEMA	Seminar 2 (Organised by NATO/EADRCC)
10:15 - 12:15	Visit to the exercise sites – Observation of exercise activities	
12:30 - 14:00	Lunch	
14:00 - 17:15	Visit to exercise sites Observation of exercise activities	Seminar 3 (Organised by Ukraine)
17:30	Transportation back to the Hotel	
Thursday , 13 October 2005 - (Demonstration/VIP Day)		
08:30	Departure from L'viv	

	FIELD EXERCISE OBSERVATION PROGRAMME	SEMINAR PROGRAMME 1
09:30	Briefing on the Demonstration Programme	
10:00 - 11:30	Observing the Demonstration Activities	
12:00 - 13:00	Press Conference	
13:00 - 13:30	Official Closing Ceremony	
14:00	Lunch	

SEMINARS DURING EXERCISE "JOINT ASSISTANCE 2005"

1. Concurrent with the operational work of the exercise and as an option within the observer programme, three half-day seminars related to the scenario will be conducted, with the aim to promote an in-depth exchange of information on issues related to terrorist attacks. These seminars will cover the following topics:
 - Psychological aspects of terrorist attacks with CBRN agents;
 - Information to the Public; and
 - to be determined by Ukraine.
2. Those observers, who want to participate in one or more of these seminars, are invited to indicate their preference on the registration form for the observers programme in this Attachment.
3. Detailed programmes for the three half-day seminars are in this Attachment.

**REGISTRATION FORM
OBSERVERS PROGRAMME "Joint Assistance 2005"**

Family name	:	_____	First name	:	_____
Mr. / Mrs. / Ms.	:	_____	Date of Birth	:	_____
Nationality	:	_____	Place of Birth	:	_____
Organisation	:	_____	Passport No.	:	_____
Function	:	_____	Valid until	:	_____
Mailing address	Street:	_____			
	City and Postal code:	_____			
	Country:	_____			
Telephone	:	_____	Fax	:	_____
E-mail	:	_____			

Will Participate in

Field Observers Programme on

- 11 October 2005 (Morning)
- 11 October 2003 (Afternoon)
- 12 October 2005 (Morning)
- 12 October 2005 (Afternoon)
- 13 October 2005

Seminar on

- Psychological Aspect of Terrorist Attacks
- Information to the public
- TBD

Remarks:

Arrival and Departure

Mode of travel (car, train, plane) _____

Date, time airport or station of arrival _____

Date, time airport or station of departure _____

Needs transportation from Point of Arrival to hotel Yes/No

Hotel Requirements	<input type="checkbox"/>	Single Business class	<input type="checkbox"/>	Double Business Class
Hotel Dniestr	<input type="checkbox"/>	Single Standard-Plus Class	<input type="checkbox"/>	Double Standard-Plus Class

Assistance and Protection Branch/ICA

Johan de Wittlaan 32

2517 JR Den Haag

The Netherlands

Tel.: +31-70-416-3555

Fax: +31-70-416-3209

E-mail: assistex@opcw.org

Deadline: 1 July 2005

Attachment 10

FINANCIAL ARRANGEMENTS

Participating teams, observers as well as personnel in EXCON/DISTAFF or evaluator function are expected to cover the costs of their participation unless agreed otherwise with the Technical Secretariat.

Attachment 11

TECHNICAL ARRANGEMENT

1. The Technical Secretariat has negotiated with the Ukraine a Technical Arrangement consisting of 9 Articles, which provides the necessary framework for the conduct of Joint Assistance 2005 and defines the mutual obligations between the both Parties.
2. The Technical Secretariat and the Security Service of Ukraine agreed to negotiate a Technical Arrangement on an exercise on delivery of assistance under Article X of the CWC; Joint Assistance 2005.
3. The Technical Arrangement provides the necessary framework for the conduct of the Joint Assistance 2005 in Lviv, Ukraine from 9 – 13 October 2005 and defines the mutual obligations between the Parties to the Arrangement.
4. The Technical Arrangement defines the meaning of: Convention, OPCW, Technical Secretariat, States Parties and the Participants.
5. Both Articles III and IV clearly define the respective responsibilities of the Ukrainian authorities and the Technical Secretariat.
6. Article V provides for the privileges and immunities to be enjoyed by the participants during the Joint Assistance 2005.

Participants in the exercise “Joint Assistance 2005” shall enjoy during their official functions the privileges and immunities referred to in the Vienna Convention on Diplomatic Relations of 1961, among others. Participants selected by the Secretariat, including Secretariat Staff, Representatives of States Parties, observers and experts, during “Joint Assistance 2005”, shall, without prejudice to any other privileges and immunities which they may enjoy, while exercising their functions and during their journeys to and from the place of the exercise, enjoy the following privileges and immunities:

- (a) immunity from personal arrest or detention and from seizure of their personal baggage;
- (b) immunity from legal process of any kind in respect of words spoken or written and all acts done by them, in their official capacity;
- (c) inviolability for all papers, documents and official material;
- (d) enjoy the same exemptions from taxation in respect of salaries and emoluments paid to them and on the same conditions as are enjoyed by officials of the United Nations.

All OPCW equipment as well as all equipment belonging to all participants in The Joint Assistance 2005 shall be exempt from customs duties and prohibitions and restrictions on imports and exports in respect of articles imported or exported by the Secretariat in Ukraine for its official use in the exercise.

7. Article VI provides for the non liability of Both Ukrainian authorities and Technical Secretariat for breach of confidentiality committed by non Ukrainian and non Secretariat participants.
8. Finally, the Technical Arrangement provides for the settlement of disputes, the entry into force and the official languages of the Arrangement.

Attachment 12

TIME TABLE OF EVENTS

Date	Activity	Responsible for Action
11-11-2004 to 11-01-2005	Preparatory Meetings with NATO at the Technical Secretariat	OPCW/EADRCC
16-12-2004	Circulation of first information on exercise (Technical Secretariat Note S/454/2004)	OPCW
07-02-2005 08-02-2005	Trilateral Meetings with Ukraine and NATO/EADRCC	OPCW/EADRCC/ UKRAINE
04-02-2005	Invitation for the Initial Planning Conference (Technical Secretariat Note S/467/2005)	OPCW
01-03-2005	Deadline for registration for the Initial Planning Conference	OPCW States Parties
18-03-2005	Deadline for team registration	OPCW States Parties
21-03-2005 to 23-03-2005	Initial Planning Conference	UKRAINE/EADRCC/ OPCW
08-04-2005	Invitation for the Main Planning Conference (Technical Secretariat Note S/489/2005)	OPCW
20-04-2005	Deadline for registration for the Main Planning Conference	OPCW States Parties
23-05-2005 to 25-05-2005	Main Planning Conference	OPCW/EADRCC/ UKRAINE
10-06-2003	Invitation for the Final Planning Conference (Technical Secretariat Note S/500/2005)	OPCW
24-06-2005	Deadline for registration for the Final Planning Conference	OPCW States Parties
01-07-2005	Circulation of Draft Exercise Instructions	OPCW
01-07-2005	Deadline for observer registration	OPCW States Parties
18-07-2005 to 19-07-2005	Final Planning Conference	UKRAINE/EADRCC/ OPCW
22-07-05	Circulation of Final Detailed Scenario to EXCON/DISTAFF only	EADRCC/OPCW
29-07-2005	Deadline for registration for EXCON/DISTAFF/Evaluators	OPCW States Parties
05-08-2005	Final Version Exercise Instructions	OPCW
15-08-2005	Information on Frequencies to be used to the Ukraine	OPCW States Parties
01-09-2005	Information on Team Composition to Ukraine	OPCW States Parties
01-09-2005	Information on Visa issues to the Ukraine	OPCW States Parties
01-09-2005	Information on Vehicles, Equipment and special items to be temporally imported to the Ukraine	OPCW States Parties
01-09-2005	Information on leased aircrafts by Participating Nations to Ukraine	OPCW States Parties
01-09-2005	Requests for Transportation Support to Ukraine	OPCW States Parties
01-09-2005	Requests for Communication Support to Ukraine	OPCW States Parties

Date	Activity	Responsible for Action
08-09-2005 to 09-09-2005	Training for OSOCC, LEMA, EXCON/DISTAFF and Evaluators	Ukraine/OPCW/EADRCC/ Participating Nations
09-09-2005	Training for Team Leaders, Liaison Officers	UKRAINE/OPCW/ EADRCC
09-10-2005 to 12-10-2005	Field Exercise "Joint Assistance 2005"	Participating Nations
10-10-2005 to 12-10-2005	Observers Programme for Exercise Joint Assistance 2005"	UKRAINE
13-10-2005	Demonstration Day	Participating Nations
17-10-2005	First Impression Reports to OPCW	Participating Nations

Attachment 13

EVALUATION

1. As stated in paragraph 5 of the main document, the objectives of Exercise “Joint Assistance 2005” are:
 - To practice OPCW procedures and OPCW capabilities in response to a request for assistance under Article X of the CWC;
 - To exercise an investigation of alleged use of chemical weapons and assistance coordination and assessment activities;
 - To test coordination and cooperation among the emergency response units provided by States Parties under Article X;
 - To practice cooperation with relevant international organisations like NATO and UN-OCHA;
 - To practice NATO/EADRCC procedures and EADRU capabilities in order to improve consequence management capabilities for responding to a terrorist scenario involving chemical agents in EAPC nations;
 - To exercise Ukraine’s capability to co-ordinate consequence management operations including international assistance in a demanding emergency situation.

Additional exercise objectives include inter alia:

- To exercise the co-ordination of the delivery of international assistance by jointly setting up an UN-Model OSOCC (On-Site-Operations Co-ordination Centre); and
 - To practice deployment procedures of OPCW and NATO/EAPC teams to the stricken nation;
 - To test co-ordination and communication of the Local Emergency Management Authority (LEMA) with national teams;
 - To exercise cooperation between international and national teams;
 - To practice national LEMA procedures and coordination procedures with liaison officers from participating National teams;
 - To exercise the provision of first aid and medical care and evacuation of population;
 - To practice chemical detection, reconnaissance, search and rescue, sampling and analysis, water purification and decontamination operations;
 - To exercise reception and host nation support for international teams;
 - To exercise public information aspects of dealing with terrorist attacks;
 - To practice logistic support of international teams during operations; and
 - To test regional cooperation among neighbouring countries.
2. The Evaluation process will comprise the following:
 - A Hot wash-up immediately after the Field Exercise; and
 - Evaluation of the Field Exercise; and
 - Discussion of the Exercise Report in a meeting of the Technical Secretariat.

3. Hot wash-up

On 11 October 2003, at the end of the last exercise day, a hot wash-up will be conducted. During this meeting exercise planners, EXCON/DISTAFF, team commanders and team members will have an opportunity to exchange views on the conduct of the exercise.

The outcome of the exchange of views during this hot wash-up will be incorporated in the report the Technical Secretariat will prepare.

4. Evaluation of the Field Exercise

Participating National Civil and Military teams, the EXCON/DISTAFF, On-Site Commanders and the Ukrainian Local Emergency Management Authority will prepare First Impression Reports (FIRs) following the completion of the exercise. These reports should be submitted to the Technical Secretariat. To facilitate the drafting of the Final Exercise Report by the Technical Secretariat and in order to achieve a common report structure, it is requested that for comments on the various aspects of the exercise the format provided in Attachment 12 are utilised.

The written First Impression Reports on the Field Exercise should be submitted not later than 17 October 2005.

In addition to reports to be prepared by the participants in the exercise, an Assessors Team with independent exercise assessors, who are not participating in the exercise, will evaluate the exercise. Terms of Reference for the Assessors Team are in this Attachment. The Assessors Team consists of a Head of the Assessors Team and Assessors.

The Assessors Team will be invited to submit their findings on Exercise "Joint Assistance 2005", to the Technical Secretariat, not later than 17 October 2005.

Based on the National First Impression Reports and the findings of the assessors, the Technical Secretariat will prepare a Post Exercise Report. This report will be circulated to all participating States Parties.

At a meeting of the Technical Secretariat (date to be determined), lessons learned from the exercise and how these lessons can be implemented in order to improve the delivery of assistance and protection within OPCW States Parties will be discussed.

REPORT FORMAT FIRST IMPRESSION REPORT

1. Exercise Planning
2. Achievement of the Exercise Objectives (see paragraph of the main document)
3. Exercise Concept / Scenario
4. Achievement of the Exercise Objectives
 - To practice OPCW procedures and OPCW capabilities in order to improve response activities related to a request for assistance under Article X of the CWC;
 - To exercise investigation of alleged use and assistance coordination and assessment activities;
 - To improve coordination and cooperation among the emergency response units provided by States Parties under Article X;
 - To practice cooperation with International Organisations like NATO and UN-OCHA;
 - To practice NATO/EADRCC procedures and EADRU capabilities in order to improve consequence management capabilities for responding to a terrorist scenario involving chemical agents in EAPC nations;
 - To strengthen Ukraine's capability to co-ordinate consequence management operations effectively including international assistance in a demanding emergency situation.
 - To exercise the co-ordination of the delivery of international assistance by jointly setting up an UN-Model OSOCC (On-Site-Operations and Co-ordination Centre);
 - Deployment of OPCW and NATO/EAPC teams to the stricken nation;
 - Co-ordination and communication of the Local Emergency Management Authority (LEMA) with national teams;
 - Cooperation between international and national teams;
 - Training of the national LEMA and liaison officers from participating National teams;
 - Provision of first aid and medical care and evacuation of population;
 - Training in chemical detection, reconnaissance, search and rescue, sampling and analysis, water purification and decontamination operations;
 - Reception and host nation support for international teams;
 - Public information aspects of dealing with terrorist attacks;
 - Logistic support of international teams during operations; and
 - Regional cooperation among neighbouring countries.
5. Deployment Procedures
6. Interoperability of participating teams.
7. Duration of the Exercise
8. Exercise Participation

9. Problem areas experienced during the conduct of the Exercise
10. Communications
11. Experience, practical knowledge gained and lessons learned
12. Seminars conducted
13. Other aspects (as appropriate)

TERMS OF REFERENCE FOR THE ASSESSORS TEAM

1. Introduction

- 1.1 Exercise "Joint Assistance 2005" will be a good opportunity to test and exercise specific aspects on the delivery of assistance by the Technical Secretariat and OPCW States Parties under Article X.
- 1.2 Assessors should be familiar with the following basic documents:
 - The "Oslo Guidelines on the Use of Military and Civil Defence Assets in Disaster Relief"; and
 - Exercise Instructions for the Exercise "Joint Assistance 2005" and following updates.
- 1.3 Evaluators from the Technical Secretariat assessing the investigation and assistance related activities of the deployed Secretariat Team shall be familiar with the respective Standard Operating Procedures and Work Instructions of the Technical Secretariat.

2. Objective

The objective of the Assessors Team is to provide an independent evaluation of the readiness of the Technical Secretariat and Member States to deliver assistance, and make recommendations for their improvement.

3. Composition of the Assessors Team

The Team will be composed of a Team Leader and [tbd] team members.

4. Tasks of the Assessors Team

- 4.1 During the Field Exercise (9 - 12 October 2005), the assessors will assess the activities in the Ukrainian Local Emergency Management Authority. They will also monitor and assess the activities of the various national teams of the OPCW Member States, cooperation and co-ordination between the LEMA, OSOCC and participating teams.
- 4.2 After the Field Exercise, the assessors will prepare a First Impression Report in accordance with the format in this Attachment. This report shall be forwarded to the Technical Secretariat not later than 17 October 2003.
- 4.3 In order to provide an independent assessment, assessors will have access to all information and activities.
- 4.4 Findings of the assessor team are not limited to the actual exercise phase, but can also include the preparatory phase. It is therefore recommended that (members of) the assessor team participate in the planning meetings for Exercise "Joint Assistance 2005".

Attachment 14

LIST OF ABBREVIATIONS

ASS OSC	Assistant On-Site Commander
BCP	Border Crossing Point
BoO	Base of Operations
CBRN	Chemical Biological, Radiological and Nuclear (agents)
CEP	Civil Emergency Planning
CIS	Communication and Information System
EXCON/DISTAFF	EXCON/DISTAFF
EADRCC	Euro-Atlantic Disaster Response Co-ordination Centre
EADRU	Euro-Atlantic Disaster Response Unit
EAPC	Euro-Atlantic Partnership Council
EPT	Exercise Planning Team
FieldEx	Field Exercise
FIR	First Impression Report
FPC	Final Planning Conference
HDS	Head of EXCON/DISTAFF
HQ	Headquarters
IPC	Initial Planning Conference
IPOC	Initial Point of Contact
LEMA	Local Emergency Management Authority
MPC	Main Planning Conference
OPCW	Organisation for the Prohibition of Chemical Weapons
OSC	On-Site Commander
OSDS	On-Site EXCON/DISTAFF (EXCON/DISTAFF)
OSOCC	On-Site Operations Co-ordination Centre
PfP	Partnership for Peace
PIC	Public Information Centre
POC	Point of Contact
SCEPC	Senior Civil Emergency Planning Committee
t.b.c.	To be confirmed
t.b.d.	To be determined
TC	Team Commander
TS	Technical Secretariat
UN-OCHA	United Nations Office for the Co-ordination of Humanitarian Affairs
UNDAC	United Nations Disaster Assessment and Co-ordination Team
YTC	Yavoriv NATO PfP Training Centre