



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/643/2007

11 June 2007

ENGLISH only

**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS  
FOR A SWISS EMERGENCY-FIELD-LABORATORY TRAINING COURSE  
(SEF-LAB XI), SPIEZ, SWITZERLAND  
12 – 16 NOVEMBER 2007**

1. On behalf of the Government of Switzerland and the OPCW, the Director-General wishes to invite Member States to nominate participants for the tenth emergency-field-laboratory training course, SEF-LAB XI, which will be held at the NBC Training Centre in Spiez, Switzerland, from 12 to 16 November 2007.
2. The course is related to the offer made by Switzerland under Article X of the Chemical Weapons Convention (hereinafter “the Convention”) to provide assistance and protection against chemical weapons, and will be jointly organised by the Government of Switzerland and the Technical Secretariat (hereinafter “the Secretariat”). The course will provide training to up to eight chief instructors from Member States in the detection and analysis of Schedule 1 chemicals.
3. The main purpose of the course is to assist other Member States in their efforts to establish a basic protection capability that will directly benefit their civilian populations. Drawing on the extensive experience of laboratory specialists in the Swiss armed forces in providing technical and personnel support to civilian authorities, it will provide basic training to specialists and experts who are or will be associated with detection and decontamination in their home countries. Participants will be trained in the use of the detection equipment included in the aforementioned offer of assistance. These specialists will be equipped with detection equipment that can be used in the event of an emergency to provide a simple but reliable qualitative and semi-quantitative analysis of chemical agents in air, soil, water, and food.
4. Applicants from Member States that do not yet have detection-and-analysis capabilities will be particularly welcome. Nevertheless, the objective of the course and its technical nature require that the Secretariat select candidates carefully. Participants should have a solid technical background, as well as a reasonable command of spoken and written English. Previous practical experience with military or civil protection is desirable.



5. Individual protective suits must be worn for up to four hours per day, and participants must therefore be physically fit and be able to wear such equipment for several hours at a time.
6. The course materials, as well as accommodation and all meals during the course, will be provided by the Swiss Government at no cost to the participants or the OPCW.
7. Participants will arrive on Sunday, 11 November 2007, and depart on Saturday, 17 November 2007. The Secretariat expects to be able to cover the travel costs of a limited number of participants. Each nomination should specify whether sponsorship is a condition of the nominee's participation. When making travel arrangements for sponsored participants, the Secretariat will seek the most-economical options. It will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Switzerland.
9. All activities during the meeting will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good written and oral command of English.
10. Interested Member States 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 for each nominee. The completed nomination form, together with a brief curriculum vitae for each nominee, should be sent to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nomination forms can also be faxed to +31 (0)70 416 3209 or e-mailed to [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org). They should be submitted as soon as possible, but **no later than 15 September 2007**, to allow sufficient time for the Secretariat and the Swiss authorities to make the necessary arrangements. Those who have been selected to participate will be contacted no later than two weeks after the submission deadline.
11. The provisional programme for the course is included as Annex 1. Further details will be issued as soon as the Secretariat receives confirmation from the participants that have been selected that they will be attending the course.
12. Should any problems arise in connection with the attendance of a nominee, or should Member States have any questions regarding this course, they are requested to get in touch with the International Cooperation and Assistance Division. The contact person

is Ms Silvana Braccini, who can be reached by e-mail at [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org), by telephone at +31 (0)70 416 3217, or by fax at +31 (0)70 416 3209.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

**Annex 1**

**SWISS EMERGENCY-FIELD-LABORATORY TRAINING COURSE  
(SEF-LAB XI), SPIEZ, SWITZERLAND  
12 – 16 NOVEMBER 2007**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Sunday, 11 November</i></b>	
	Arrival of participants
<b><i>Monday, 12 November</i></b>	
07:00 – 08:00	<i>Breakfast</i>
08:00 – 08:30	Keynote address and group photograph
08:30 – 09:30	Provision of administrative information
09:30 – 10:00	<i>Coffee break</i>
10:00 – 11:00	Article X of the Convention
11:00 – 12:00	The threat of chemical weapons
12:00 – 13:15	<i>Lunch</i>
13:15 – 15:00	Protection of forces: aims, outline of lesson, receiving and adjusting individual protective equipment (the IPE 90), preparing to use the NBC mask 90
15:00 – 15:30	<i>Coffee break</i>
15:30 – 18:00	Protection of forces, continued: air-tightness test and handling a personal chemical-protection kit
18:00 – 19:15	<i>Dinner</i>
19:15 – 22:00	Protection of forces, continued: handling a chemical alarm (CS tear gas), removing contaminated IPE, maintenance methods, quick maintenance, and trouble shooting
<b><i>Tuesday, 13 November</i></b>	
06:30 – 07:30	<i>Breakfast</i>
07:30 – 08:45	Monitoring and detection, Swiss CAM: aims, outline of lesson, the measuring principle, function check, measuring modes, and trouble-shooting
08:45 – 09:15	The AChE <sup>1</sup> test
09:15 – 09:45	<i>Coffee break</i>
09:45 – 10:00	Introduction to laboratory work
10:00 – 12:00	Lab 1: Putting the laboratory into operation
12:00 – 13:15	<i>Lunch</i>
13:15 – 23:00	Excursion and dinner
<b><i>Wednesday, 14 November</i></b>	
06:30 – 07:30	<i>Breakfast</i>
07:30 – 09:30	Lab 2: detection of nerve agents by TLC <sup>2</sup> in water
09:30 – 10:00	<i>Coffee break</i>

<sup>1</sup> AChE = acetylcholinesterase

<sup>2</sup> TLC = thin-layer chromatography

<b>Time</b>	<b>Activity</b>
10:00 – 12:00	Lab 3: detection of nerve agents by TLC in different samples
12:00 – 13:15	<i>Lunch</i>
13:15 – 15:30	Lab 4: detection, by TLC, of the chemical-warfare agents mustard, nitrogen mustard, lewisite, CS, CA, and arsenic
15:30 – 16:00	<i>Coffee break</i>
16:00 – 18:00	Lab 4, continued
18:00 – 19:15	<i>Dinner</i>
19:15 – 22:00	Lab 5: detection of cyanide in water, analysis with a chemical-agent detection kit
<b><i>Thursday, 15 November</i></b>	
06:30 – 07:30	<i>Breakfast</i>
07:30 – 10:00	Lab 6: (test) repetition of labs 1 to 5 with different samples
10:00 – 10:30	<i>Coffee break</i>
10:30 – 12:00	Lab 6, continued
12:00 – 13:15	<i>Lunch</i>
13:15 – 16:30	Lab 6, continued
16:30 – 17:00	<i>Coffee break</i>
17:00 – 22:30	Excursion and dinner
<b><i>Friday, 16 November</i></b>	
06:30 – 07:30	<i>Breakfast</i>
07:30 – 09:00	Lab 6: discussion of results
09:00 – 10:00	Laboratory clean-up
10:00 – 10:30	<i>Coffee break</i>
10:30 – 11:30	How to take samples
11:30 – 12:00	The AChe test
12:00 – 13:15	<i>Lunch</i>
13:15 – 14:00	Maintaining NBC mask 90
14:00 – 14:30	Return of equipment
14:30 – 15:30	Introduction by the Spiez Laboratory to analytical technologies and methods
15:30 – 16:30	Time set aside for participants to prepare for the closing session and the official dinner
16:30 – 18:00	Closing session
18:00	<i>Official dinner</i>
<b><i>Saturday, 17 November</i></b>	
	Departure of participants

**Annex 2**

**SWISS EMERGENCY-FIELD-LABORATORY TRAINING COURSE  
(SEF-LAB XI), SPIEZ, SWITZERLAND  
12 – 16 NOVEMBER 2007**

**NOMINATION FORM**

Please submit the completed form so that it is received **by 15 September 2007** to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: + 31 (0)70 416 3209; e-mail: [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org).

**Please type or use BLOCK LETTERS.**

1.	Family name of nominee		
2.	First name(s)		
3.	Date of birth	Day	Month Year
4.	Citizenship		
5.	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
6.	Passport number		
7.	Date of issue	Day	Month Year
8.	Expiry date	Day	Month Year
9.	Place of issue		
10.	Areas of expertise		
11.	Employer		
12.	Position		
13.	Contact address (Please do not give a post-office box number)	Street	
		Number	Post code
		City	
		Country	
14.	E-mail address		
15.	Telephone numbers, including country and city codes	Home	
		Work	
		Mobile	
16.	Fax numbers, including country and city codes	Home	
		Work	
17.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>