



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/668/2008

14 January 2008

ENGLISH and SPANISH only

NOTE BY THE DIRECTOR-GENERAL

**INVITATION TO PARTICIPATE IN THE SECOND REGIONAL
ASSISTANCE-AND-PROTECTION WORKSHOP FOR
LATIN AMERICAN AND CARIBBEAN STATES PARTIES
BUENOS AIRES, ARGENTINA
31 MARCH – 4 APRIL 2008**

1. On behalf of the Government of Argentina and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite Latin American and Caribbean States Parties to nominate representatives to participate in a regional workshop on assistance and protection against chemical weapons, which will take place from 31 March to 4 April 2008 in Buenos Aires, Argentina.
2. The workshop, which will be jointly organised by the Government of Argentina and the Technical Secretariat (hereinafter “the Secretariat”), will provide training to up to twenty participants in planning for and building a support team in civil protection, civil defence, and decontamination operations in contaminated areas, as well as in appropriate management of incidents involving chemical-warfare agents.
3. The workshop will offer a basic introduction to the use of protective equipment, and to monitoring, detection, and decontamination techniques. Participants completing the basic workshop will acquire a general knowledge of chemical-warfare agents, of individual protective equipment, of detection and decontamination, as well as an understanding of how all of the equipment is to be used. The workshop will also facilitate the exchange of information and experiences regarding the implementation of Article X of the Chemical Weapons Convention (hereinafter “the Convention”), and will provide a forum for the discussion of future cooperation among participating Member States and of what further offers they might make to the OPCW under Article X.
4. Given the purpose of the workshop and its technical nature, candidates will be carefully selected. They should have a background in planning and executing emergency-response operations. In addition, participants should be physically fit and able to wear individual protective gear during the practical sessions.
5. The Secretariat expects to be able to sponsor the participation of a limited number of participants. Each nomination should specify whether sponsorship is a condition of the nominee's participation. For sponsored participants, the Secretariat will cover the costs of travel, medical insurance, accommodation, and meals, and will provide a limited subsistence allowance to cover sundry expenses. Further details regarding



accommodation, the venue, and transport will be issued to all confirmed participants at a later date.

6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. Participants are expected to arrive **no earlier than Sunday, 30 March 2008**, and to depart **no later than Saturday, 5 April 2008**. The Secretariat's approval is required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover expenses unrelated to the workshop, or that result from unauthorised changes to travel arrangements. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their tickets. Participants who have not been sponsored are requested to make their own travel arrangements.
7. All activities during the meeting will be conducted in English or in Spanish and interpretation services will be provided. Participants are therefore expected to have a good command of the English or Spanish languages, both written and oral.
8. Participants are requested to obtain all necessary visas (including transit visas) before travelling to Argentina.
9. Interested applicants are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all contact details. Completed forms should be sent, along with brief curriculum vitae, to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations and curricula vitae may also be submitted by fax to +31 (0)70 416 3209, or by e-mail to EmergAssistBr@opcw.org. These communications should be received by the Secretariat **no later than 22 February 2008**. Please be advised that participants must present an OPCW acceptance letter in order to register for the workshop.
10. Additional information may be obtained from the Assistance and Protection Branch, International Cooperation and Assistance Division, at the contact addresses given below:

Mr Ervin Farkaš: +31 (0)70 416 3261

Ms Cristina Rodrigues +31 (0)70 416 3774

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form (English only)

Annex 1

**SECOND REGIONAL ASSISTANCE-AND-PROTECTION WORKSHOP
FOR LATIN AMERICAN AND CARIBBEAN STATES PARTIES
BUENOS AIRES, ARGENTINA
31 March – 4 April 2008**

PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 31 March 2008</i>	
08:00 – 08:40	Opening ceremony
08:45 – 09:30	Introduction to the workshop
09:30 – 10:10	Introduction to the OPCW, and to the Convention
10:10 – 10:30	<i>Coffee break</i>
10:30 – 11:10	Lecture: Article X issues
11:15 – 11:50	Lecture: the resources and equipment of the OPCW, and its assistance-response system
11:55 – 12:35	Video presentation: Schedule 1 chemicals
12:35 – 13:30	<i>Lunch</i>
13:30 – 14:10	Lecture: medical responses to heat stress
14:15 – 14:55	Lecture: nerve-agent poisoning; demonstration on delivering antidotes (including a video presentation)
15:00 – 15:40	Lecture: individual protective equipment (military); breathing apparatuses
15:40 – 16:00	<i>Coffee break</i>
16:00 – 16:40	Lecture: individual protective equipment: body/skin protection
16:45 – 17:30	Lecture: individual protective equipment: body/skin protection (continued); demonstration on the use of individual protective equipment
17:40 – 19:00	<i>Reception</i>
<i>Tuesday 1 April 2008</i>	
08:00 – 08:40	Lecture: the basic principles and methodology of detection and reconnaissance
08:45 – 09:30	Lecture: down-wind hazard prediction (calculations, Emergency Response Guidebook, 2004)
09:30 – 10:10	Lecture: industrial detection equipment used by the OPCW
10:10 – 10:30	<i>Coffee break</i>
10:30 – 11:10	Lecture: military detection equipment used by the OPCW
11:15 – 11:50	Lecture: sampling and analysis, and establishing a chain of custody
11:55 – 12:35	Lecture: research and development in detection; a demonstration of OPCW equipment
12:35 – 13:30	<i>Lunch</i>
13:30 – 14:10	Lecture: the principles and methodology of decontamination
14:15 – 14:55	Presentation: the OPCW contamination-control station (CCS)
15:00 – 15:40	Practical session: decontamination solutions, equipment, OPCW decontaminants
15:40 – 16:00	<i>Coffee break</i>

16:00 – 16:40	Video presentation and discussion: mass-casualty decontamination
16:45 – 17:30	Practical session: activities to be carried out in potentially contaminated areas; protecting the civilian population
Wednesday, 2 April 2008	
08:00 – 10:00	Practical training session: <ul style="list-style-type: none"> • individual protective equipment • the CCS • detection and reconnaissance (using detection equipment)
10:15 – 10:30	<i>Coffee break</i>
10:30 – 11:10	Lecture: OPCW scenarios for responses under Article X
11:15 – 11:50	Lecture: incident management
11:55 – 12:35	Lecture: command and control during a response
12:35 – 13:30	<i>Lunch</i>
13:30 – 14:10	Practical session: scene assessment/initial rapid situation assessment
14:15 – 14:55	National presentations on incident management
15:00 – 15:40	Practical session: incident management – table-top exercise: <ul style="list-style-type: none"> • team selection • equipment selection • the response plan • the communications plan (including logistics) • responses to an incident • post-response activities
15:45 – 17:30	Practical session: incident management – table-top exercise (continued)
Thursday, 3 April 2008	
08:00 – 10:15	Practical session – table-top exercise (continued): responding to complex scenarios Hazardous material (HAZMAT): transportation and regulations
10:15 – 10:30	<i>Coffee break</i>
10:30 – 12:30	Practical session – table-top exercise: responding to complex scenarios (continued); evaluation of the table-top exercise
12:35 – 13:30	<i>Lunch</i>
13:30 – 15:40	Practical training session: field exercise
15:40 – 16:00	<i>Coffee break</i>
16:00 – 17:30	Practical training session: field exercise (continued) Evaluation of the field exercise
Friday, 4 April 2008	
08:00 – 08:40	Lecture: equipment maintenance
08:45 – 10:15	Video presentation on risk assessment
10:15 – 10:30	<i>Coffee break</i>
10:30 – 12:00	Exercise feed back; evaluation and closure

Annex 2

**SECOND REGIONAL ASSISTANCE-AND-PROTECTION WORKSHOP
FOR LATIN AMERICAN AND CARIBBEAN STATES PARTIES
BUENOS AIRES, ARGENTINE REPUBLIC
31 March – 4 April 2008**

NOMINATION FORM

Please submit the completed form, along with a brief curriculum vitae, by **22 February 2008** to:
The Director, International Cooperation and Assistance Division, OPCW
Attn: Assistance and Protection Branch
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: + 31 (0)70 416 3209; e-mail: EmergAssistBr@opcw.org.

Please type or use BLOCK LETTERS.

1.	Government body making the nomination			
2.	Family name of nominee ¹			
3.	First name(s)			
4.	Date of birth	Day	Month	Year
5.	Citizenship			
6.	Gender ²	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
7.	Passport number			
8.	Date of issue	Day	Month	Year
9.	Expiry date	Day	Month	Year
10.	Place of issue			
11.	Areas of expertise			
12.	Employer			
13.	Position			
14.	Contact address (Please do not give a post-office box number.)	Street		
		Number	Post code	
		City		
		Country		

¹ Please give the first and family names exactly as they appear in the nominee's passport.

² For this and all like items, please tick the appropriate box.

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