



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/670/2008

15 January 2008

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR
THE SWISS BASIC COURSE I¹
SPIEZ, SWITZERLAND
31 MARCH – 4 APRIL 2008**

1. On behalf of the Government of Switzerland and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties to nominate participants for a training course on protection against chemical weapons, which will be held at the NBC Training Centre in Spiez, Switzerland, from 31 March to 4 April 2008.
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”). Up to 30 instructors will receive basic training in protection against chemical weapons and in detection. The course will also provide a basic introduction to chemical-warfare agents and explain the basics of individual protection, and detection and decontamination equipment.
3. The course, which draws on Switzerland’s extensive experience in this area, is intended for specialists who are, or who will be, associated with the training of civilians in their home countries in protection against chemical weapons. Its main purpose is to help States Parties establish a basic capability in this area that will directly benefit their civilian populations. Applicants from States Parties that do not yet have such a capability will be particularly welcome. Participation at this course will be mandatory for any individual who wishes to apply for future courses in Switzerland (for example, for the Swiss Laboratory Course or the Swiss Advanced Course on Protection Against Chemical Weapons.)
4. Given the purpose of the course and its technical nature, candidates will be carefully selected and should have a solid technical background in the chemistry associated with assistance and protection against chemical agents. They should also be physically fit and be able to wear individual protective equipment for several hours at a time during the practical sessions of the course. Some practical experience in

¹ This course replaces the Chemical Weapons Chief Instructor Training Programme (CITPRO) previously held in Spiez, Switzerland.



military or civil protection against chemical weapons is desirable, though not necessary.

5. The Secretariat expects to be able to sponsor a limited number of participants from States Parties. 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 and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The course materials, accommodation, and all meals during the course will be provided by the Government of Switzerland to all participants at no cost to them or the OPCW. Further details regarding accommodation, the course venue, and transport will be provided at a later date.
6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. Sponsored participants will be allowed to purchase tickets locally only if doing so leads to further savings for the Secretariat and if it authorises it. Participants are expected to arrive **on Sunday, 30 March 2008**, and to depart **on Saturday, 5 April 2008**. The Secretariat's approval is required for any changes to the dates on which sponsored participants arrive and depart. The Secretariat will not cover expenses unrelated to the course or that result from unauthorised changes to travel arrangements. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their tickets. Participants who have not been sponsored are requested to make their own travel arrangements.
7. The course will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good written and oral command of English.
8. Participants are requested to obtain any necessary visas, including transit visas, before travelling to Switzerland.
9. Interested applicants are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all contact details. Completed forms should be sent, along with a brief curriculum vitae, to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax to +31 (0)70 416 3209, or by e-mail to EmergAssistBr@opcw.org. In addition, a copy should be faxed to Mr Matthias Halter, Deputy Head of Arms Control and Disarmament Policy, Directorate for Security Policy, Federal Department of Defence, Civil Protection and Sports, CH-3003 Berne, Switzerland, at +41 31 324 4016. All materials must be received **no later than 15 February 2008**.
10. Those who have been selected to participate will be contacted no later than two weeks after the submission deadline. States Parties are requested to inform the International Cooperation and Assistance Division of any administrative or other problems that may arise in connection with the attendance of any participant.

11. A provisional programme for the course is included as Annex 1 to this Note. Further details will be issued at a later date. Any questions may be addressed to the Assistance and Protection Branch, International Cooperation and Assistance Division:

Telephone: +31 (0)70 416 3217
Fax: +31 (0)70 416 3209
E-mail: EmergAssistBr@opcw.org

Annexes:

Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**SWISS BASIC COURSE I
SPIEZ, SWITZERLAND
31 MARCH – 4 APRIL 2008**

PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 30 March 2008</i>	
—	Arrival of participants
—	Registration
<i>Monday, 31 March 2008</i>	
08:30 – 8:30	Keynote address
08:30 – 9:30	Administrative information
10:00 – 10:45	Lecture: the chemical threat
10:45 – 11:45	Lecture: Article X of the Convention
11:45 – 12:15	Lecture: international assistance
12:15 – 13:15	<i>Lunch</i>
13:15 – 15:15	Lecture: types and effects of chemical weapons
15:45 – 16:30	Lecture: setting up of the working groups
16:30 – 18:00	Lecture: medication/antidotes
18:00	<i>Dinner</i>
<i>Tuesday, 1 April 2008</i>	
07:30 – 09:30	Lecture: introduction to individual protection
10:00 – 12:00	Lecture: protection of the civilian population against chemical weapons
12:00 – 13:15	<i>Lunch</i>
13:15 – 18:00	Lecture: protection of task forces against chemical weapons
18:00	<i>Dinner</i>
<i>Wednesday, 2 April 2008</i>	
07:30 – 11:30	Lecture: protection of task forces against chemical weapons (continued)
11:30 – 12:00	Lecture: introduction to evacuation procedures
12:00 – 13:15	<i>Lunch</i>
13:15	Excursion, including a visit to the Spiez Laboratory
<i>Thursday, 3 April 2008</i>	
07:30 – 09:15	Lecture: introduction to detection
09:45 – 12:15	Lecture: the chemical agent detection kit
12:15 – 13:30	<i>Lunch</i>
13:30 – 14:00	Lecture: introduction to sampling
14:00 – 15:30	Lecture: introduction to decontamination
16:00 – 18:00	Lecture: decontamination device 85 (including a demonstration of its use)
18:00	<i>Dinner</i>

Time	Activity
<i>Friday, 4 April 2008</i>	
07:30 – 10:00	Lecture: detection device Swiss-CAM
10:30 – 11:15	Lecture: introduction to the Swiss Laboratory Course
11:15 – 12:00	Lecture: introduction to the Swiss Advanced Course Against Chemical Weapons
12:00 – 13:15	<i>Lunch</i>
13:15 – 14:00	Lecture: domestic preparedness
14:00 – 15:00	Lecture: the maintenance of NBC ² mask 90
15:00 – 15:30	Return of equipment
16:30 – 17:30	Closing session
18:00 – 22:00	<i>Official dinner</i>
<i>Saturday, 5 April 2008</i>	
—	Departure of participants

²

NBC = nuclear, biological, chemical

Annex 2

**SWISS BASIC COURSE I
SPIEZ, SWITZERLAND
31 MARCH – 4 APRIL 2008**

NOMINATION FORM

Please submit the completed form, along with a brief curriculum vitae, **by 15 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.	Family name of nominee ³		
2.	First name(s)		
3.	Date of birth	Day	Month Year
4.	Citizenship		
5.	Gender ⁴	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.	Airport from which the nominee would depart		
15.	E-mail address		
16.	Telephone numbers, including country and city codes	Home	
		Work	
		Mobile	

³ Please give the first and family names exactly as they appear in the nominee's passport.
⁴ For this and all like items, please tick the appropriate box.

17.	Fax numbers, including country and city codes	Home
		Work
18.	Has the nominee previously taken part in a course of this kind?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?
19.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
20.	Does the nominee have any special dietary requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, please describe:

- - - 0 - - -