



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/778/2009

28 July 2009

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS
FOR SWISS LABORATORY COURSE I¹
SPIEZ, SWITZERLAND
9 – 13 NOVEMBER 2009**

1. On behalf of the Government of Switzerland and the OPCW, the Director-General wishes to invite Member States to nominate participants for Swiss Laboratory Course I, which will be held at the NBC Training Centre in Spiez, Switzerland, from 9 to 13 November 2009.
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”).
3. Only applicants who have already attended the Chemical Weapons Chief-Instructor Training Programme (CITPRO) or the Swiss Basic Course can be considered for Swiss Laboratory Course I. The course can accommodate a maximum of 12 participants.
4. 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 trained on 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.

¹ This course replaces the Swiss emergency-field-laboratory training course (SEF-LAB), previously held in Spiez, Switzerland.



5. 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. Previous practical experience with military or civil protection is desirable.
6. 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.
7. 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.
8. Participants will arrive on Sunday, 8 November 2009, and depart on Saturday, 14 November 2009. 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. 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.
9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Switzerland.
10. 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.
11. 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. They should be submitted as soon as possible, but **no later than 18 September 2009**, to allow sufficient time for the Secretariat and the Swiss authorities to make the necessary arrangements. In addition, a copy should be sent to Mr Matthias Halter, Deputy Head of Arms Control and Disarmament Policy, International Relations Defence, Federal Department of Defence, Civil Protection and Sports, CH-3003 Berne, Switzerland, fax to +41 [31 325 30 40](tel:313253040) or e-mail matthias.halter@vtg.admin.ch.
12. 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.

13. 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 number +31 (0)70 416 3217, fax: +31 (0)70 416 3209, or e-mail: EmergAssistBr@opcw.org.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**SWISS LABORATORY COURSE I
SPIEZ, SWITZERLAND
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PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 8 November</i>	
	Arrival of participants
<i>Monday, 9 November</i>	
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	Distribution of equipment
12:00 – 13:15	<i>Lunch</i>
13:15 – 13:45	Airtightness test (IPA)
13:45 – 15:30	Monitoring & detection (CADK, Swiss CAM)
15:30 – 16:00	<i>Coffee break</i>
16:00 – 18:00	Monitoring & detection (CADK, Swiss CAM)
18:00 – 19:15	<i>Dinner</i>
19:15 – 21:00	At participant's disposal
<i>Tuesday, 10 November</i>	
06:30 – 07:30	<i>Breakfast</i>
07:30 – 09:30	Sampling
09:30 – 10:00	<i>Coffee break</i>
10:00 – 10:30	The acetylcholinesterase (AChE) test
10:30 – 12:00	Lab 1: Putting the laboratory into operation
12:00 – 13:15	<i>Lunch</i>
13:15 – 13:45	Monitoring Swiss CAM
13:45 – 15:00	Lab 1: Putting the laboratory into operation
15:00 – 15:30	<i>Coffee break</i>
15:30 – 18:00	Lab 2: Detection of nerve agents by thin-layer chromatography (TLC) in water
18:00 – 19:15	<i>Dinner</i>
19:15 – 21:00	At participant's disposal
<i>Wednesday, 11 November</i>	
06:30 – 07:30	<i>Breakfast</i>
07:30 – 09:30	Lab 3: Detection of nerve agents by TLC in different samples
09:30 – 10:00	<i>Coffee break</i>
10:00 – 12:00	Lab 4: Detection of biological agents (BA) by TLC
12:00 – 13:15	<i>Lunch</i>
14:00 – 23:00	<i>Excursion</i>

Time	Activity
<i>Thursday, 12 November</i>	
06:30 – 07:30	<i>Breakfast</i>
07:30 – 10:00	Lab 4: Detection of BA by TLC
09:30 – 10:00	<i>Coffee break</i>
10:30 – 12:00	Lab 5: Analysis of cyanide in water
12:00 – 13:15	<i>Lunch</i>
13:15 – 15:30	Lab 6: Repetition of labs 1 through 5 and test
15:30 – 16:00	<i>Coffee break</i>
16:00 – 18:30	Repetition of labs 1 through 5 and test (cont.)
18:30 – 19:30	<i>Dinner</i>
19:30 – 21:00	At participant's disposal
<i>Friday, 13 November</i>	
06:30 – 07:30	<i>Breakfast</i>
07:30 – 08:00	Lab 7: After action review and discussion
08:00 – 09:00	Gas chromatograph-mass spectrometer (GC-MS) demo
09:00 – 09:45	<i>Introduction Spiez Laboratory</i>
09:45 – 10:15	<i>Coffee break</i>
10:15 – 11:30	Laboratory clean-up
11:30 – 12:00	AChE test
12:00 – 13:15	<i>Lunch</i>
13:15 – 14:30	Maintaining NBC mask 90
14:30 – 15:00	Introduction to SWISS ADVANCED / SWISS EXERCISE courses
15:00 – 15:30	Return of equipment
15:30 – 16:30	Time set aside for participants to prepare for the closing session and the official dinner
16:30 – 17:30	Closing session
18:00	<i>Official dinner</i>
<i>Saturday, 14 November</i>	
	Departure of participants

Annex 2

**SWISS LABORATORY COURSE I
SPIEZ, SWITZERLAND
9 – 13 NOVEMBER 2009**

NOMINATION FORM

Please submit the completed form so that it is received **by 18 September 2009** 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.

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.	Airport from which the nominee would depart		
15.	E-mail address		
16.	Telephone numbers, including country and city codes	Home	
		Work	
		Mobile	
17.	Fax numbers, including country and city codes	Home	
		Work	

18.	Has the nominee previously taken part in a course of this kind?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20.	Knowledge of English (spoken and written)	Fluent <input type="checkbox"/>	Good /working <input type="checkbox"/>

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