



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/808/2010

26 January 2010

ENGLISH and FRENCH only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO PARTICIPATE IN THE MAIN PLANNING MEETING FOR THE
THIRD OPCW EXERCISE ON THE DELIVERY OF ASSISTANCE (ASSISTEX 3)
THE HAGUE, THE NETHERLANDS
29 – 31 MARCH 2010**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) would like to invite States Parties to attend the main planning meeting for the third exercise on the delivery of assistance (ASSISTEX 3). The meeting will take place at OPCW Headquarters in The Hague, the Netherlands, from 29 to 31 March 2010.
2. In S/760/2009, dated 22 April 2009, the Secretariat announced that the exercise, ASSISTEX 3, will be held in Tunis, Tunisia, from 11 to 15 October 2010.
3. Previously, the Secretariat, in its Note S/794/2009 (dated 2 October 2009), invited interested States Parties that had already decided to participate in this exercise to nominate representatives for an initial planning meeting, which was held in Tunis, Tunisia, from 17 to 19 November 2009. The main objective of the initial meeting was a discussion of which States Parties would be involved in ASSISTEX 3, and the logistical aspects related to their participation. Representatives from the following Member States of the OPCW attended that meeting: Algeria, Burkina Faso, France, Germany, the Libyan Arab Jamahiriya, Morocco, Portugal, Senegal, South Africa, Spain, Switzerland, Tunisia, Turkey, Uganda, Ukraine, the United Kingdom of Great Britain and Northern Ireland, and the United Republic of Tanzania. One international organisation, the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA), also participated.
4. The meeting was opened by Mr Mokhtar Chaouachi, Director-General of International Organisations and Conferences, Ministry of Foreign Affairs, Tunisia, and Mr John Freeman, Deputy Director-General of the OPCW.
5. The following issues were addressed during the initial planning meeting:
 - (a) the aims and objectives of the exercise, as planned and presented by the OPCW and Tunisia, the host country;



- (b) the aims and objectives as presented by the other international participants (see paragraph 3);
 - (c) the overall logistics of the exercise: points of entry (POE) into the country and border-crossing procedures; visa issues; the safety and security of the participants; customs procedures; the import and export of equipment; and medical services and support;
 - (d) lessons learned from Joint Assistance 2005 (ASSISTEX 2), which was held in Lviv, Ukraine, from 10 to 15 October 2005; and
 - (e) the timetable for the exercise, and further discussions on the current status of the draft scenario.
6. A visit to the exercise site for ASSISTEX 3 was organised. The Secretariat stated that it would send two teams to ASSISTEX 3: one for carrying out an investigation of alleged use (IAU) of chemical weapons and one for conducting assistance coordination-and-assessment activities. In addition, the Secretariat confirmed that additional staff members would be represented in the exercise control-and-evaluation team (EXCON).
7. The participants discussed the programme for observers, the exhibition of protection equipment, and visits by VIPs to the exercise. In addition, participants in the meeting discussed the conduct of training for participating teams (including role plays), as well as legal matters pertaining to the conduct of the exercise. The issues pertaining to follow-up activities for the main and final meetings, together with relevant dates and venues, were elaborated upon before the meeting drew to a close. As indicated above, the main planning meeting will be held in the premises of the OPCW in The Hague from 29 to 31 March 2010.
8. The Secretariat would like to invite interested States Parties to nominate representatives for this main planning meeting in March. The main objective is to discuss the follow-up to the decisions taken at the initial meeting in Tunisia and to decide what actions remain to be taken in regard to future preparations for the exercise. The meeting is expected to focus, inter alia, on the refinement of the exercise scenario, the detailed involvement of States Parties, and the logistical aspects related to their participation. The detailed agenda for the main planning meeting will be circulated in due course. All activities associated with the meeting will be conducted in English and French, and no other interpretation services will be provided.
9. Participants are expected to cover the costs of their participation at the main planning meeting. In order to receive a favourable rate, the Secretariat has made block bookings in hotels adjacent to the OPCW (further details in regard to accommodation will be provided at a later date). To benefit from the special rates that have been organised and from the logistical benefits of the proximity of the various hotels to the Headquarters of the Organisation, and in order to ensure that entry visas are received on time, all interested individuals are requested to complete the attached nomination form and send it by fax (+31 (0)70 416 3209) or by e-mail (EmergAssistBr@opcw.org) to the Assistance and Protection Branch, International

Cooperation and Assistance Division, by **no later than 19 February 2010**. Participants are also requested to clearly indicate (by ticking the appropriate boxes on the nomination form) if they wish the Organisation to make their hotel reservations.

10. Further information may be obtained from the Secretariat. The contact persons are Mr Gennadi Lutay (at +31 (0)70 416 3555), Ms Cristina Rodrigues (at +31 (0)70 416 3774), and Ms Nune Aghayan (at +31 (0)70 416 3208); they can also be reached by e-mail at EmergAssistBr@opcw.org.

Annex (English only):

Nomination Form

Annex

**MAIN PLANNING MEETING FOR THE THIRD OPCW EXERCISE
ON THE DELIVERY OF ASSISTANCE (ASSISTEX 3)
THE HAGUE, THE NETHERLANDS
29 – 31 MARCH 2010**

NOMINATION FORM

Please submit the completed form **by 19 February 2010** to:
Assistance and Protection Branch, 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 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			
	Date of issue	Day	Month	Year
	Expiry date	Day	Month	Year
	Place of issue			
7.	Areas of expertise			
8.	Employer			
9.	Employer's address (Please do not give a post-office box number.)	Street		
		Number	Post code	
		City		
		Country		
10.	E-mail address			
11.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		
12.	Fax numbers, including country and city codes	Home		
		Work		
13.	Should the Secretariat reserve, on behalf of the participant, a room at the rate it has negotiated for the meeting? If yes, please indicate a preference.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Novotel Hotel	<input type="checkbox"/>	Single room (€118.81)***
			<input type="checkbox"/>	Double room (€133.81)
		Bel Air Hotel	<input type="checkbox"/>	Single room (€118.81)***
		<input type="checkbox"/>	Double room (€133.81)	
14.	Expected arrival date and time			
15.	Departure date and time			

* Please ensure that the first and last names are given exactly as they appear in the passport.

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

*** Please note that all rates include breakfast.