



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/809/2010

3 February 2010

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE SWISS EXERCISE COURSE I
SPIEZ, SWITZERLAND
22 – 26 MARCH 2010**

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 the first Swiss exercise course on protection against chemical weapons, which will be held at the NBC Training Centre in Spiez, Switzerland, from 22 to 26 March 2010.
2. This 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 25 specialists from Member States will be invited to take part.
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. The main objectives of the course are:
 - (a) to train the trainers;
 - (b) to provide the participants with the know-how they need as instructors in relation to operational procedures in the field; and
 - (c) to provide training on the proper use of individual protective equipment, monitoring-and-detection techniques, decontamination techniques, and sampling-and-detection methods by means of the use of a mobile field laboratory during field exercises.
4. Given the purpose of the course and its technical nature, candidates will be carefully selected. They should be physically fit and able to wear individual protective equipment for several hours at a time during the practical sessions of the course. Only participants who have attended at least one of the previous Swiss courses (the Swiss Basic, Advanced, and/or Laboratory Courses) will be selected.



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, 21 March 2010**, and to depart **on Saturday, 27 March 2010**. 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, Federal Department of Defence, Civil Protection and Sport, CH-3003 Berne, Switzerland, at +41 31 324 4992 or e-mailed to matthias.halter@vtg.admin.ch. All materials must be received no later than **15 February 2010**.
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 EXERCISE COURSE I
SPIEZ, SWITZERLAND
22 – 26 MARCH 2010**

PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 21 March 2010</i>	
—	Arrival of participants and registration
<i>Monday, 22 March 2010</i>	
08:00 – 08:30	Keynote address and group photo
08:30 – 09:30	Information on the administrative details of the course
10:00 – 10:30	<i>Coffee break</i>
10:30 – 12:00	Lecture: team leadership
12:00 – 13:15	<i>Lunch</i>
13:15 – 18:00	Refresher on individual protective equipment and to the Swiss-CAM detector
18:00	<i>Dinner</i>
<i>Tuesday, 23 March 2010</i>	
07:30 – 12:00	Refresher on individual protective equipment and to the Swiss-CAM detector (continued)
12:00 – 13:15	<i>Lunch</i>
13:15 – 18:00	Operational procedures in the field
18:00	<i>Dinner</i>
<i>Wednesday, 24 March 2010</i>	
07:30 – 12:00	Operational procedures in the field (continued)
12:00 – 13:15	<i>Lunch</i>
13:15	Excursion
<i>Thursday, 25 March 2010</i>	
07:30 – 12:00	Team preparation/laboratory preparation for field activities
12:00 – 13:15	<i>Lunch</i>
13:30 – 18:00	Exercise and analysis of samples (in two parallel groups)
18:00	<i>Dinner</i>
<i>Friday, 26 March 2010</i>	
07:30 – 12:00	Exercise and analysis of samples (in two parallel groups, continued)
12:00 – 13:15	<i>Lunch</i>
13:15 – 14:00	Debriefing
14:00 – 15:00	Maintenance of NBC ¹ mask 90; return of equipment
18:00 – 22:00	Closing session, and official dinner
<i>Saturday, 27 March 2010</i>	
—	Departure of participants

¹ NBC = nuclear, biological, chemical

Annex 2

**SWISS EXERCISE COURSE I
SPIEZ, SWITZERLAND
22 – 26 MARCH 2010**

NOMINATION FORM

Please submit the completed form, along with a brief curriculum vitae, **by 15 February 2010** 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*			
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.	Position			
10.	Contact address (Please do not give a post-office box number.)	Street		
		Number	Post code	
		City		
		Country		
11.	Airport of departure			
12.	E-mail address			
13.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		
14.	Fax numbers, including country and city codes	Home		
		Work		
15.	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?		
16.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
17.	Does the nominee have any special dietary requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		If so, please describe:		

* Family name and first name should be listed exactly as they appear in the nominee's passport.

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