



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

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**NOTE BY THE TECHNICAL SECRETARIAT**

**FINAL EXERCISE INSTRUCTIONS FOR EXERCISE ASSISTEX 3**

1. The Technical Secretariat (hereinafter “the Secretariat”), in cooperation with the Government of Tunisia, is conducting preparations for the third OPCW exercise on the delivery of assistance (ASSISTEX 3). The exercise will be conducted in Tunisia from 11 to 15 October 2010.
2. Attached to this Note is the revised final exercise instructions document, which reflects the results of the three planning meetings involving the exercise organisers.
3. Additionally, the revised final exercise instructions have been posted on the OPCW website and are accessible at [www.opcw.org/ASSISTEX 3](http://www.opcw.org/ASSISTEX 3).
4. The draft exercise instruction has been updated periodically and made available to participating State Parties after each planning meeting for planning purposes, as some of the deadlines were due to expire before the issuance of this Note with the final version of the exercise instruction.
5. Further information may be obtained from the Secretariat. The contact persons are Mr Gennadi Lutay, who can be reached at +31 (0)70 416 3555, and Mrs Sooling Ng-Zielemans (Jamie), who can be reached at +31 (0)70 416 3927. Both can also be reached by e-mail at [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org).



**Annex**

**FINAL EXERCISE INSTRUCTIONS**



**ASSISTEX 3**

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## **EXERCISE ASSISTEX 3**

### **1. General**

- 1.1 The Third OPCW Exercise on the Delivery of Assistance (ASSISTEX 3) will be jointly planned and conducted with Tunisia as the host nation of the exercise. It will also actively involve other international organisations such as the United Nations Office for the Co-ordination of Humanitarian Affairs (UNOCHA).
- 1.2 The scenario for the field exercise will focus on the response to a request for assistance under Article X of the Chemical Weapons Convention (hereinafter “the Convention”) after a threat and actual use of chemical weapons (see Attachment 1: Lead-in Scenario and Background Information).

### **2. Exercise format**

- 2.1 The exercise will consist of three phases:
  - (a) Phase one: Training phase;
  - (b) Phase two: Live exercise phase (major part of the exercise); and
  - (c) Phase three: Demonstration/VIP day/exhibition/seminar.
- 2.2 Concurrent with the operational work of the exercise, seminars will be conducted related to the scenario, with the aim of promoting an in-depth exchange of information on issues linked to assistance and protection in case of a chemical emergency, and associated regional challenges and aspects.

### **3. Exercise location and period**

The field exercise will be conducted in the 7 November sports complex at Radès, Tunisia, which is located in close proximity to the capital. The active exercise period will be from 13 to 14 October 2010, followed by a demonstration day on 15 October 2010. Teams participating in the field exercise are expected to have arrived by 18:00 on 11 October 2010, in order to be accommodated, to receive information, and to prepare for the actual exercise.

### **4. Exercise participation**

Participants in the field exercise (detailed participation can be found in Attachment 3):

- (a) Tunisian national team;
- (b) Technical Secretariat/OPCW;
- (c) UNOCHA; and
- (d) Teams from OPCW States Parties.

## 5. Exercise objectives

5.1 The main objectives of the exercise are as follows:

- (a) to assess preparedness to receive and transmit requests to the OPCW for assistance, and responses to those requests;
- (b) to assess the overall validity of standard operating procedures, working instructions and of other documents dealing with the delivery of assistance and the investigation of alleged use (IAU) of chemical weapons;
- (c) to assess notification and activation procedures;
- (d) to improve coordination and cooperation among the emergency-response units provided by States Parties under Article X;
- (e) to assess cooperation between the OPCW and other international organisations in the field; and
- (f) to test the following at a practical level:
  - (i) the OPCW's system for responding to requests for assistance from a State Party;
  - (ii) the dispatch of the assistance coordination and assessment team (ACAT) and of a team to investigate the alleged use of chemical weapons; and
  - (iii) how the ACAT facilitates field-emergency response operations.

5.2 Additional exercise objectives include, inter alia:

- (a) to practise the coordination of the delivery of international assistance by jointly setting up an on-site operations coordination centre (OSOCC);
- (b) to practise deployment procedures of OPCW and UNOCHA teams to the requesting country;
- (c) to test the coordination and communication of the local emergency management authority (LEMA) with national teams;
- (d) to practise cooperation between international and national teams;
- (e) to practise national LEMA procedures and coordination procedures with liaison officers from participating national teams;
- (f) to practise the provision of first aid and medical care and evacuation of the population;
- (g) to practise chemical detection, reconnaissance, search and rescue, sampling and analysis, and decontamination operations;

- (h) to practise reception and host nation support for international teams;
- (i) to practise public information aspects of dealing with a public emergency;
- (j) to practise logistic support of international teams during operations; and
- (k) to test regional teams in their common approach to aspects of response procedures.

5.3 The specific objectives of the Secretariat's team are:

5.3.1 General:

- (a) deployment of an OPCW team to the State Party requesting assistance (not performed in real time);
- (b) providing information relating to the mission in accordance with the OPCW Media and Public Affairs Policy and assessing the need to develop further documentation and procedures in this area; and
- (c) reporting procedures utilised by the OPCW team.

5.3.2 Conduct of an IAU of chemical weapons in the field, including:

- (a) command, communications, and control;
- (b) reconnaissance/chemical detection, non-destructive evaluation (NDE);
- (c) sample taking (also biomedical samples);
- (d) sample analysis on-site (not biomedical samples);
- (e) preparation of samples for off-site analysis;
- (f) decontamination operations;
- (g) medical investigations;
- (h) interviews; and
- (i) health and safety support.

5.3.3 Assess the need for assistance and protection, including:

- (a) conducting an initial rapid and combined assessment of on-site situation and needs of the requesting State Party (RSP) based on, inter alia:
  - (i) information from national and international agencies (e.g., LEMA, OSOCC); and
  - (ii) information on the on-site situation from the IAU team; and
- (b) chemical weapons down-wind hazard prediction (IAU Team).

5.3.4 Support the RSP in coordinating assistance, including:

- (a) cooperating with the UNOCHA team to set up a reception centre for incoming international teams:
  - (i) registration of teams; and
  - (ii) obtaining information on operational capabilities and support needs;
- (b) participating in OSOCC activities and performing the following functions:
  - (i) receiving and fulfilling requests from the LEMA;
  - (ii) on-site coordination of emergency response units provided by OPCW States Parties under Article X; and
  - (iii) on-site coordination of resources provided via international organisations, e.g., UNOCHA;
- (c) providing expert advice upon request; and
- (d) providing information on other available resources (for example, other assistance assets) as requested.

**6. Mission**

To conduct, in close cooperation with Tunisia as the host nation, exercise ASSISTEX 3 and achieve the exercise objectives as listed in paragraph 5 of these Exercise Instructions.

**7. Execution**

7.1 Background information, including the lead-in scenario and an aerial photograph, of the exercise area can be found in Attachment 1.

7.2 The planning responsibility for exercise ASSISTEX 3 is assigned to an exercise planning team (EPT) comprising planners from Tunisia and from the OPCW. The EPT will develop the exercise scenario and programme in order to meet participating nations' expectations and their training requirements.

7.3 The following planning milestones have been taken into account:

- (a) The results from the initial planning meeting (IPM) in Tunis, Tunisia (17 to 19 November 2009);
- (b) The results from the main planning meeting (MPM) in The Hague, the Netherlands (29 to 31 March 2010); and
- (c) The final planning meeting (FPM) held in Tunis, Tunisia (6 to 8 July 2010).

- 7.4 The detailed timetable of events/actions to be taken during the planning, conduct, and reporting of the exercise can be found in Attachment 13.

## **8. Coordinating instructions**

- 8.1 All participating nations and organisations are strongly advised to ensure that the participants are fully conversant with the content of relevant documents where applicable, and that they follow the guidance contained in these exercise instructions. A general ASSISTEX 3 instruction and introduction handbook will be provided to all participants.
- 8.2 It is emphasised that artificialities are necessary in the design of this exercise; therefore, the scenario is generic, describing an instance of use of chemical weapons in Tunisia.
- 8.3 The media plan for exercise ASSISTEX 3 is specified in Attachment 8.

## **9. Command**

- 9.1 An international exercise control/directing staff (EXCON/DISTAFF) will be established in the exercise area, consisting of EXCON/DISTAFF officers from participating nations, the OPCW, Tunisia, and relevant international organisations.
- 9.2 National personnel (simulation teams and role players) will assist the EXCON/DISTAFF in accomplishing the aims and objectives of this exercise.
- 9.3 The function of the EXCON/DISTAFF is to direct and control the exercise play in order to achieve the aims and objectives. Instructions issued by the EXCON/DISTAFF are binding for players. EXCON/DISTAFF will be fully independent and physically separated from the players and will have complete freedom of action and free access to all information in order to be able to direct the exercise.
- 9.4 The Head of EXCON/DISTAFF will, together with a number of EXCON/DISTAFF officers (national and international), be physically located in the same building as the LEMA at the 7 November sports complex, but separated from the players. The other EXCON/DISTAFF officers will be with the on-site commanders and at the public information centre (PIC), so that they can attend briefings regarding the current situation and at the same time monitor the exercise play.
- 9.5 The exercise will be conducted at the 7 November sports complex at Radès, Tunisia, which has four different sites, numbered as follows:

Number	Name
I	Open-air stadium
II	Main sports stadium
III	Multi-purpose sports hall
IV	Parking area

- 9.6 Upon arrival, teams participating in the exercise will be provided with a map of the exercise area, indicating the exercise sites above.
- 9.7 Special attention should be given to the scale of the maps (1:50.000) for reporting the results. This is of particular importance, so as to provide continuity and interoperability during the exercise.
- 9.8 Not all sites will necessarily be used simultaneously. In accordance with the actual available number, types, and skills of the teams, the EXCON/DISTAFF will adjust the type and intensity of the events at the above-mentioned exercise sites.
- 9.9 Members of the EXCON/DISTAFF are expected to arrive at the exercise venue not later than Thursday, 10 October 2010, in order to prepare for the actual exercise.
- 9.10 Emergency termination and emergency suspension: If, in the opinion of one of the organisers, an emergency arises that warrants the temporary suspension or termination of the exercise, he/she may suspend/terminate the exercise.

## **10. Communications and information systems (CIS)**

CIS instructions for the exercise can be found in Attachment 4. Participants are to make every effort to ensure that exercise personnel are thoroughly familiar with the communications procedures of this exercise.

## **11. Evaluation**

- 11.1 As the objectives of exercise ASSISTEX 3 are, inter alia, to practise OPCW procedures and OPCW capabilities in response to a request for assistance under Article X of the Convention, to practise cooperation with other international organisations, and to improve coordination and cooperation among the emergency response units provided by States Parties under Article X, an evaluation of the exercise and critical lessons learned report is envisaged. Details of this evaluation process can be found in Attachment 14.
- 11.2 In order to make a realistic evaluation of the participating units' capabilities to respond to a request for assistance, those who participated in the planning for the exercise should, as much as possible, not be involved in the conduct of it, other than as an EXCON/DISTAFF member or evaluator. This will avoid full details of the exercise being released to the participants.

## **Attachment 1**

### **LEAD-IN SCENARIO AND BACKGROUND INFORMATION**

#### **1. General situation**

- 1.1 Six years after the end of an 18-month long war with Barati, the Republic of Daniria is still living in tension with its neighbour. In the absence of a peace agreement, a new military conflict can occur at any time. Recent military build-up in Barati worries the Danirian authorities. Another country, Kutan, which has a common border with both Daniria and Barati, is intensifying its military cooperation with Barati and openly supports Barati's hostile policy towards Daniria. In addition, a separatist movement in the southern part of Daniria (Daniria Liberation Movement (DLM)) is threatening central Government with potentially devastating terrorist attacks.
- 1.2 Neither Barati nor Kutan are States Party to the Chemical Weapons Convention, and there are some unconfirmed reports about the development of chemical weapons in these countries. The Danirian government is concerned that Barati and even Kutan could use chemical weapons on Danirian territory, or provide crude chemical weapons or their components to the DLM separatist movement in the South of Daniria for the organisation of terrorist acts.

#### **2. Initial situation**

- 2.1 In order to reinforce its ties with friendly countries in the region, the Republic of Daniria plans to organise an international sporting event in October 2010, using the sports complex outside the capital. The Danirian Government considers this sporting event to be a matter of national pride. However, due to the regional and internal situation, such an event has a significant risk of exposure to terrorist acts. According to unconfirmed intelligence, the DLM separatist movement plans to carry out actions to disrupt the planned sports activities. Although this information has not yet been confirmed by Interpol, there are strong indications that the attacks are planned for some time in October. The same intelligence sources indicate that the separatists may be in possession of crudely manufactured chemical weapons or industrial toxic chemicals, which can be used for attacks against the public.
- 2.2 Consequently, the law enforcement authorities of Daniria have introduced measures to ensure safety and security during the event. All available resources have been placed on a state of alert. These resources include the gendarmerie, the civil protection force, the national armed forces and police forces, and medical institutions.

#### **3. Development of the situation**

- 3.1 After thorough analysis of the intelligence reports about the possible development and production of chemical weapons in Barati and Kutan, and about their possible use against Daniria, particularly during the sporting event period, the Danirian Government decides to exercise its right under Article X, and to request the OPCW to

provide assistance in case of a threat of use of chemical weapons (paragraph 8 of Article X).

- 3.2 After the consideration of the issue by Executive Council (hereinafter “the Council”), the decision is taken to send to Daniria emergency and humanitarian assistance. The Director-General immediately transmits the request to the Council and to all States Parties and contacts the State Party that has volunteered to provide assistance in accordance with subparagraphs 7(b) and 7(c) of Article X of the Convention.

#### **4. Chemical incidents**

- 4.1 The sporting event in Daniria will start soon. All preparations are ongoing. At 08:00 on 13 October 2010, the police receive information that several suspicious individuals were seen at or around the sport facility.
- 4.2 Later that day, information about findings of several improvised explosive devices was received.
- 4.3 The sporting event is at its height. Suddenly, explosions are heard outside the main stadium at the car parking lots. Two vans explode, releasing a cloud of gases.
- 4.4 In addition, two security posts are attacked with conventional explosives (hand grenades), creating panic among the visitors. At the same time, some structures are possibly damaged and unstable.
- 4.5 A large number of personnel inside the stadium and outside, in the parking area, are exposed to the chemicals. Immense cross-contamination is very a possible threat to the nearby village, other structures, and sports facilities.
- 4.6 Taking into consideration the weather conditions in the area at that time of year, the venue, and other factors influencing the passage of gas through the atmosphere, the downwind hazard from chemical clouds is deemed significant.
- 4.7 On 14 October 2010, reports are received about explosions in Santar, a small city located between the sports complex and the sea. According to the information provided, clouds of smoke have been seen in Santar and a large number of victims could be expected. The Danirian Government supposes that Santar was the target of ship-borne artillery, presumably using munitions filled with an unknown chemical weapons agent.

#### **5. Delivery of assistance**

- 5.1 Based on information received from the Danirian Government and from the OPCW ACAT team indicating that the use of chemical weapons has allegedly occurred, the Director-General of the Secretariat of the OPCW initiates an IAU of chemical weapons and continuation of delivery of assistance.

- 5.2 Daniria is asking for, amongst other things, chemical reconnaissance, monitoring, and detection units, urban search and rescue units (USAR), decontamination assets, medical specialists, and emergency-management experts.
- 5.3 Governments of friendly neighbouring countries agree to dispatch emergency response teams, skilled in decontamination and mitigation of results of chemical incidents. The OPCW starts a full-scale delivery of assistance operation in Daniria.

**AERIAL PHOTOGRAPH OF THE EXERCISE AREA**



© Ait, LES ÉDITIONS DE LA MÉDITERRANÉE  
Photo M. S. BETTAÏEB - Mention Obligatoire

## **EXERCISE FRAMEWORK**

### **11 October 2010 – Arrival and training day**

- 07:30 – 09:00 Site reconnaissance  
09:00 – 18:00 Pre-training  
(OPCW staff, UNOCHA and OSOCC staff, LEMA, EXCON/DISTAFF, assessors/evaluators, role players, and interpreters)  
Until 18:00 Arrival of all participating teams at the 7 November sports complex

### **12 October 2010 – Training day**

- 09:00 – 14:00 Pre-training  
(Team leaders, liaison officers, OPCW staff, representatives of the OSOCC and LEMA, EXCON/DISTAFF, assessors/evaluators, role players, and interpreters)  
15:30 – 17:00 Opening ceremony  
18:00 – 22:00 Exercise of arrival and reception procedures at the OSOCC (part of the main exercise). OSOCC establishment, briefing provided to LEMA on available assets.

### **13 October 2010 - Day 1 of the field exercise**

- 05:00 – 20:00 Evaluation of the situation by the LEMA and development of a course of action  
Briefing provided to the liaison officers and OSOCC; stand-by alerting of the teams  
OSOCC planning and teams deployment including briefings to the LEMA  
Deployment of teams to the exercise sites  
Investigation of alleged use of chemical weapons/delivery of assistance/consequence management activities by teams at the exercise sites  
21:00 Debriefing with all participants

### **14 October 2010 - Day 2 of the field exercise**

- 05:00 – 16:00 Evaluation of the situation by the LEMA and development of a course of action  
Briefing provided to the liaison officers and OSOCC; stand-by alerting of the teams  
Deployment of teams to the exercise sites  
Investigation of alleged use of chemical weapons/delivery of assistance/consequence management activities by teams at the exercise sites  
The LEMA declares that the situation is under control and the teams can return to the base of operations  
16:00 Return of teams to the base of operations  
17:00 – 18:00 Debriefing with all participants and “hot wash”  
18:00 – 20:00 Briefing on the demonstration day

**15 October 2010 – Demonstration day**

08:00 – 09:30	Preparation by teams in the base of operations
09:30	Visit to the demonstration
11:00	VIP programme
12:00	Closing ceremony
15:00	Press conference

**Attachment 2**

**EXERCISE SCRIPT**

The EXCON/DISTAFF working group has developed a detailed exercise script containing the list of events that can be enacted during the active exercise phase. The detailed exercise script will be circulated as a separate document to members of the EXCON/DISTAFF only.

### Attachment 3

#### EXERCISE PARTICIPATION

The following teams are participating in exercise ASSISTEX 3:

#### 1. OPCW

##### Technical Secretariat

Technical Secretariat (TS) team	No of personnel
TS Team for investigation and assistance-related activities	32
TS exercise support staff	No of personnel
Advisors to the exercise organisers/EXCON/DISTAFF	3
Public and media affairs	1
Other (Technical Secretariat project team)	6
<b>Total</b>	<b>42</b>

##### Teams of OPCW States Parties

Teams (including liaison officers)		No of personnel
Caribbean Team	To be coached by the United Kingdom	8
Denmark	Detection, sampling, identification of chemicals	5
East Africa Regional Team	To be coached by the Czech Republic and South Africa	12
France	2 sampling and identification teams, and 1 detection team	25
India	Operations in an NBC environment: detection and assessment; sampling; evacuation; search and rescue; decontamination; on-site pre-hospitalcare	46
Italy	Chemical remote analysis, decontamination, laboratory unit, air pack filling unit	22
Libyan Arab Jamahiriya	Detection, chemical decontamination	17
North Africa Regional Team		12
South Africa	Detection/decontamination	7
Spain	Reconnaissance, decontamination, detection, and sampling team	3
Switzerland	NBC instructors from the Swiss Armed Forces	4
Tunisia	Reconnaissance and evaluation, decontamination, first response, medical triage, and treatment	78
Turkey	Medical team (medical triage and pre-hospital emergency treatment)	6

Teams (including liaison officers)		No of personnel
United Kingdom of Great Britain and Northern Ireland	Preparatory table-top exercise prior to the actual exercise and participation in ACAT	5
West Africa Regional Team	To be coached by Switzerland	11
<b>Total</b>		<b>261</b>

#### Exercise support staff

Nation / Organisation	EXCON/ DISTAFF	OSOCC/LEMA	Evaluators	Total
India	1			1
Italy	2			2
OPCW	5		6	11
Switzerland	1			1
Tunisia	6	16		22
United Kingdom	3	2		5
UNOCHA	1	1		2
<b>Total</b>	<b>20</b>	<b>17</b>	<b>6</b>	<b>44</b>

#### Observers from OPCW States Parties

Nation	Total
Algeria	6
Australia	1
Austria	1
Botswana	2
Brazil	13
Burundi	1
Chile	2
China	4
Czech Republic	2
Finland	1
France	1
Germany	3
India	2
Italy	1
Japan	2
Lebanon	1
Libyan Arab Jamahiriya	2
Mexico	1
Morocco	2
Oman	1
Pakistan	3
Qatar	1
Russian Federation	3

Nation	Total
Saudi Arabia	1
Spain	7
Switzerland	1
Thailand	1
Turkey	1
United Arab Emirates	5
Ukraine	2
United Kingdom	2
United States of America	1
Yemen	1
<b>Total</b>	<b>77</b>

### Observers from international organisations

International Organisations	Total
Euro-Atlantic Disaster Coordination Centre (EADRCC)	1
International Committee of the Red Cross (ICRC)	1
International Support Unit for the Biological Weapons Convention (ISU/BWC)	1
Preparatory Commission for the Comprehensive Nuclear-test-ban Treaty Organisation (CTBTO)	1
United Nations Office for Disarmament Affairs (UNODA)	1
<b>Total</b>	<b>5</b>

## 2. UNOCHA

### 2.1 UNOCHA Staff

Staff from the UNOCHA HQ in Geneva will participate in the exercise, as well as in the field (limited UNDAC<sup>1</sup> team).

Members of the UNDAC will deploy to the requesting country, to participate in the actual field exercise.

### 2.2 Exercise support staff

In addition, UNOCHA will participate in the EXCON/DISTAFF, and will provide staff officers in the LEMA and the assessors team.

<sup>1</sup> UNDAC = United Nations Disaster Assessment and Coordination

### 3. Total number of participants

The total participation in ASSISTEX 3 will be around 630 persons (including 100 personnel from Tunisia, 261 members of the international teams, 100 role players, 82 observers, 42 members of the ACAT/IAU team and Secretariat exercise support staff, 44 evaluators and EXCON/DISTAFF personnel). EXCON/DISTAFF, staff officers, evaluators of international teams, and other exercise support staff not travelling together with their teams should complete the registration form provided in this Attachment, and send the form to the OPCW not later than 29 July 2010.

#### EXERCISE SUPPORT STAFF, ASSISTEX 3 REGISTRATION FORM

Family name	:	_____	First name	:	_____
Mr / Mrs / Ms	:	_____	Date of birth	:	_____
Nationality	:	_____	Place of birth	:	_____
Organisation	:	_____	Passport no.	:	_____
Function	:	_____	Valid until	:	_____
Mailing address	Street:	_____			
	City and postal code:	_____			
	Country:	_____			
Telephone	:	_____	Fax	:	_____
E-mail	:	_____			

Will participate as

- EXCON/DISTAFF
- Assessor
- Staff officer
- Other:

Arrival and departure

Mode of travel (road, rail, air) \_\_\_\_\_

Date, time, airport, or station of arrival \_\_\_\_\_

Date, time, airport, or station of departure \_\_\_\_\_

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Deadline: 29 July 2010

## **Attachment 4**

### **COORDINATION AND COMMUNICATIONS**

#### **1. Coordination**

- 1.1 The designated emergency operations centre of the civil government of the affected state is known internationally as the local emergency management authority (LEMA). National teams remain under national command while deployed to the stricken nation, but under the operational direction and control of the LEMA. Furthermore, in case of a major disaster, UNOCHA may deploy an on-site operations coordination centre (OSOCC) to assist the local government authorities in coordinating international assistance. The Head of the OSOCC will be referred to as the OSOCC Manager.
- 1.2 As all consequence management actions will remain the responsibility of the receiving state, the Tunisian LEMA will be the tasking authority. The Head of the LEMA will be referred to as the LEMA Commander. Normally, the LEMA operates as the strategic and operational control centre for all resources, while the OSOCC acts as the coordinator for all international assistance. Cooperation between these two entities is therefore of the utmost importance. For the purpose of this exercise, an OSOCC will be deployed and physically located very close to the LEMA.
- 1.3 In order to be able to accomplish the above, international staff officers, as well as liaison officers from all assisting international teams will receive direction from and coordinate with the OSOCC.
- 1.4 The main tasks of the liaison officers will be:
  - (a) to inform the OSOCC of the composition and capabilities of the international teams;
  - (b) to assist in the planning for the optimal use of all international resources (tasks, rotation, etc.);
  - (c) to serve as the point of contact between international teams and the OSOCC;
  - (d) to inform the OSOCC of all activities undertaken during the operations conducted by an international team (progress in the relief, CBRN, and rescue operations, problems encountered, solutions to the problems, assistance needed, etc.); and
  - (e) to transmit to the international teams all authorised information and/or instructions available in the OSOCC.

- 1.5 The main task of the international staff officers is to coordinate the response efforts of the international teams. This task includes assisting with situation follow-up, situation maps, situation reports, rotation plans, and regular staff briefings.
- 1.6 The LEMA Commander will make general decisions regarding the use of available resources in accordance with the operational plans submitted by the operational staff (staff officers and liaison officers). These tasks (locations, expected results, and resources) are then provided to the on-site commanders, who will communicate a separate tasking to the team leaders of each individual team that has been put at his disposal.
- 1.7 Since each individual team leader is responsible for his own team, he will have to agree, on the basis of the skills of the team and the equipment available, to the tasks that are assigned to his team.
- 1.8 Each team leader has to report the results of his operations to his on-site commander, who will then provide an overall situation report from his operational site to the OSOCC.

## **2. Communications**

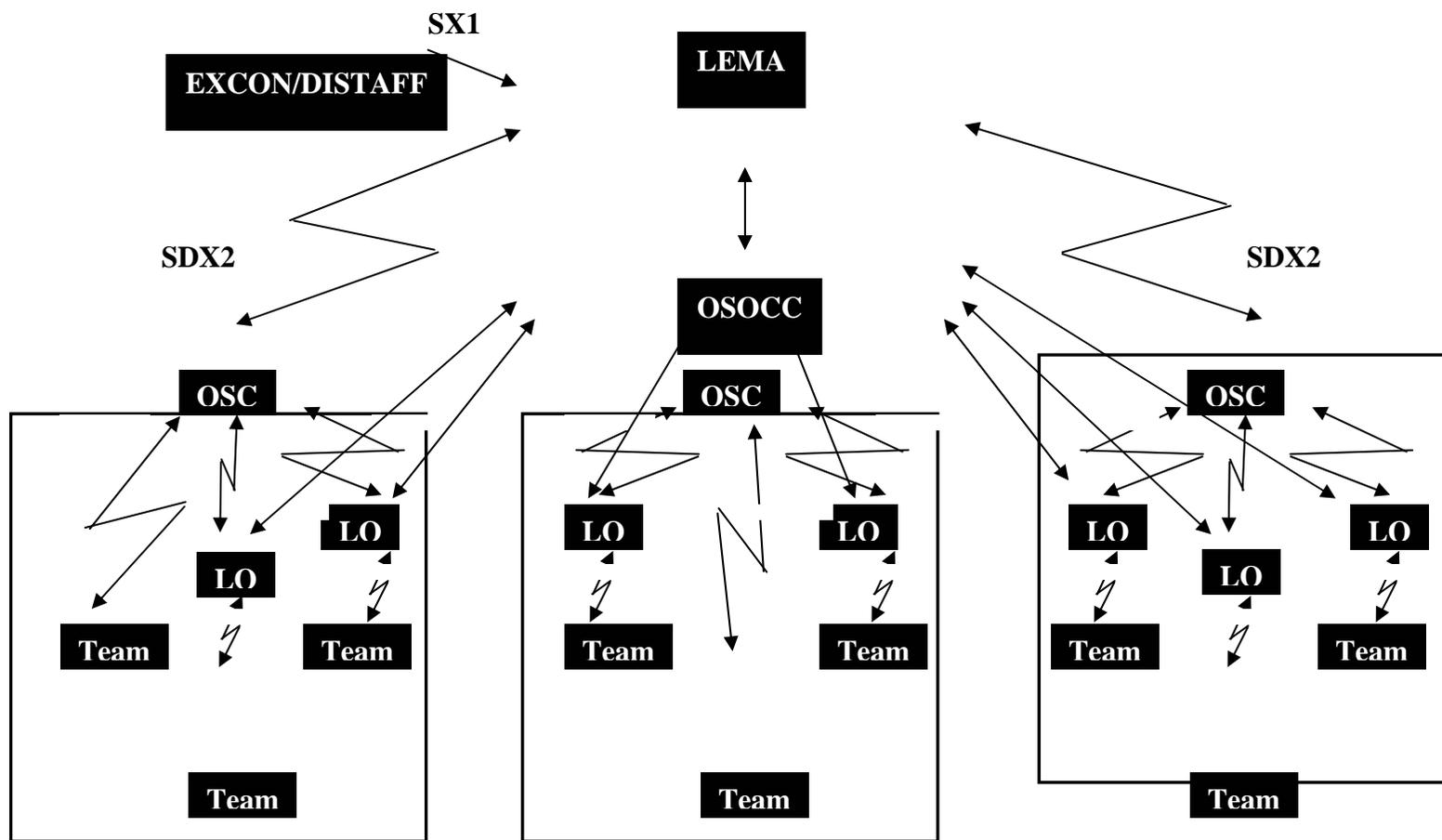
- 2.1 Communications are a prerequisite for coordination; therefore, the EXCON/DISTAFF, LEMA, and OSOCC will be equipped with sufficient radio communications equipment, telephone sets, fax machines, and computer equipment, which may also be utilised by the liaison officers of international teams. However, international teams would normally be expected to bring their own communications equipment.
- 2.2 For communications between the EXCON/DISTAFF, LEMA, OSOCC, and participating national and international teams, radio and telephone sets will be utilised.
- 2.3 National teams should be able to provide the communications equipment to meet the internal (tactical) communications requirements. Therefore, for communications between the team commander and his team members, each team has to use its own radio equipment.
- 2.4 Working and backup channel frequencies, code word groups or codes will be determined once the final exercise plan is in place, and will be communicated to participating teams one month before the exercise.
- 2.5 While communications between the teams and the OSOCC will be conducted in English, the internal tactical communications can be conducted in the national languages.
- 2.6 Coordination of the frequencies will be required for the teams' internal use of communications equipment. Participating nations should provide the Tunisian side

with all information concerning the means of communications (frequencies, technical details, etc.) to be used. This will allow for the early coordination of efforts between the parties involved. The accuracy of such information is vital to the success of any mission. This information should be received by the host nation not later than 15 August 2010, using the form in Attachment 5. This requirement for coordination of frequencies is also emphasised in the Oslo Guidelines on the Use of Military and Civil Defence Assets in Disaster Relief and the Tampere Convention on the Provision of Telecommunication Resources for Disaster Mitigation and Relief Operations.

- 2.7 Call signs will be assigned to international teams, EXCON/DISTAFF, LEMA, role players and evaluators for radio communication purposes, as specified below.

No.	Participants	Call Sign
1.	ACAT & Caribbean regional team	ACAT
2.	Denmark	BRAVO
3.	Director of sports complex	DIRECTOR
4.	DISTAFF	DISTAFF
5.	East African regional team	ECHO ALPHA
6.	EXCON	EXCON
7.	France	FOXTROT
8.	Germany	GOLF
9.	IAU	INDIA ALFA
10.	India	JULIET
11.	Interpreters	INTERPRETERS
12.	Italy	GOLF
13.	LEMA	LEMA
14.	North African regional team	NOVEMBER ALPHA
15.	OSOCC	ZERO
17.	Role players/actors	ROLE PLAYERS
18.	South Africa	SIERRA ALPHA
19.	Spain	ZULU
20.	Switzerland & West African regional team	SIERRA WHISKY
21.	Tunisian national team	TANGO NOVEMBER
22.	Tunisian organisers	ORGANISERS
23.	Turkey	TANGO
24.	United Kingdom	UNIFORM KILO

### COMMUNICATION CHART



## **Attachment 5**

### **HOST NATION SUPPORT**

#### **1. Visa support**

- 1.1 All participants and observers will need valid passports to enter the territory of Tunisia. Some participants may need visas to enter Tunisia.
- 1.2 Individuals requiring an entry visa must send completed registration forms to the Tunisian Embassy in their countries. For those countries in which Tunisia has no embassy, individuals requiring a visa must contact the OPCW for assistance.
- 1.3 In all cases, the issuing of visas will be facilitated by the Ministry of Foreign Affairs of Tunisia. For this purpose, individuals requiring an entry visa must send the following details to the Tunisian Ministry of Foreign Affairs through the OPCW by 1 September 2010: passport number, date of issue, date of expiry, date of birth of passport holder.

#### **OPCW**

Johan de Wittlaan 32  
2517 JR The Hague  
The Netherlands  
Tel: +31-70-416.3555 or .3531  
Fax: +31-70-416.3209  
e-mail: [emergassistbr@opcw.org](mailto:emergassistbr@opcw.org)  
POC: Mr. Gennadi Lutay

- 1.4 Participating nations are requested to inform the Tunisian Ministry of Foreign Affairs through the OPCW about any amendments and changes in the participation lists by 15 September 2010.
- 1.5 On receipt of the necessary information from persons requiring an entry visa, the Tunisian Ministry of Foreign Affairs will draw up a list and inform the Tunisian Embassy/Consulate in those countries from which participants are expected that a free entry visa to Tunisia is to be issued.

#### **2. Crossing Tunisian state borders**

- 2.1 Participating teams, liaison officers, and observers taking part in the exercise who are arriving over land are advised to use the following border crossing points, which will be operational on a 24-hour basis:
  - (a) for participants entering via Algeria:
    - (i) by road: “border crossing point of Malloula”; and
    - (ii) by sea: “port of Radès or La Goulette”;

- (b) for participants entering via Libya:
  - (iii) by road: “border crossing point of Ras al-Jedir”; and
  - (iv) by sea: “port of Radès”;
- 2.2 Participants arriving by air: checkpoint Tunis – Carthage International Airport.
- 2.3 State border agencies will be given appropriate instructions on the organisation and conduct, jointly with the State customs agencies, of border and customs checks and admittance across the state border of persons who will be participating in preparatory activities, participants in the exercise itself, and observers.
- 2.4 Border checks and admittance of exercise participants will take place at state border checkpoints open for international travel and on separate priority traffic lanes designated for this purpose.
- 2.5 Senior Tunisian officials from the state border agencies will be appointed to coordinate the work of the control services and to deal quickly with any problems that may arise at the state border when the persons are being admitted.
- 2.6 In order that the admittance across state borders of international exercise participants, official delegations, and observers can be organised and carried out efficiently, the Tunisian side requests the following information by 15 August 2010:
  - (a) date and time of arrival in Tunisia;
  - (b) departure from Tunisia;
  - (c) state border-crossing points; and
  - (d) lists of persons containing the following information: nationality, surname, first name, date of birth, national passport series and number, Tunisian entry visa series and number, date and time of arrival in Tunisia (departure from Tunisia), state BCP, and type of transport with vehicle model and registration number (flight number) (see form on page 38).
- 3. Customs control**
- 3.1 Tunisian representatives will meet the delegations arriving for the exercise at the checkpoints on the Tunisian state border listed in paragraph 2.1 above. To this end, the Tunisian side needs to receive information on the expected date and time of arrival at the Tunisian state BCP, the number of persons in the team (unit), lists giving surnames, first names, and passport numbers, type of vehicle(s) and their number(s), and information on the nature and composition of freight (goods).
- 3.2 Participants using commercial airlines will cross the Tunisian border at Tunis – Carthage International Airport, where they must go through passport and customs

- checks. The immigration and customs services operate 24 hours a day at Carthage airport.
- 3.3 Teams bringing equipment on a leased aircraft can use Tunis –Carthage International Airport. A payment will be due for parking the aircraft, airfield services, navigational services, and air traffic control services. To this end, the Tunisian side must be provided with the information on the aircraft type, time of arrival (departure) and refuelling requirements by 1 September 2010. Customs checks will be organised at Carthage airport.
- 3.4 Simplified customs procedures for temporarily imported goods will apply for teams from participating countries taking part in the exercise. Participating nations must provide the Tunisian side with detailed information on the composition of their team and the equipment and goods brought into the country by 15 August 2010 at the latest, using the forms on pages 40 and 41 for the following:
- (a) vehicles and equipment (goods) to be used, including weapons and munitions, indicating the model and giving a brief description and identification numbers;
  - (b) pharmaceuticals, giving their generic name;
  - (c) dangerous substances and goods to be used during the exercise indicating the United Nations substance identification number and the name; and
  - (d) consumables, such as food and basic necessities, petrol (diesel), oil, and lubricants.
- 3.5 Simplified customs procedures will also be in place for the temporary import of radio equipment. Teams bringing their own radio equipment must complete the relevant forms on pages 33 – 35 (English) and pages 36 – 37 (French) and submit them to the Tunisian side no later than 15 August 2010 in order to obtain authorisation from the Tunisian frequency-control authorities.
- 3.6 In addition, participating teams must indicate which of the imported goods will be re-exported and have copies of these forms with them when crossing the border. Forms should be kept, as they will be stamped again when leaving the country.
- 3.7 Import of foreign currency is free. If the amount of currency is equal or superior to the equivalent of TND 25,000, it has to be declared to the customs authorities at the point of entry. A non-resident who intends to re-export foreign currency in an amount equal or superior to the equivalent of TND 5,000 must declare it to the customs authorities.
- 3.8 Observers and VIPs arriving by air, rail, or road will be met by Tunisian representatives. In order for these arrangements to be carried out, the registration form for the observers' programme in Attachment 9 must be completed, indicating surname, first name, date, time, and arrival flight number and submit them to the Secretariat not later than 1 September 2010.

#### **4. Transport**

- 4.1 Participating teams are responsible for their own transport to (or from) the location in Tunisia where the exercise is to take place.
- 4.2 Participating nations are advised to arrange their transport requirements directly with the SOTUTOUR company and indicate their support requirements not later than 1 September 2010. Related payment modalities must be arranged directly with the SOTUTOUR company. The following will apply:

Large bus (54 seats)	TND 600/day
Minibus (27 seats)	TND 400/day
Microbus (14 seats)	TND 300/day
Private car (Mercedes, BMW, Audi A6)	TND 400/day
Private car (VW Passat, Peugeot 407, Renault Megane)	TND 300/day
Private car (Renault Clio, Fiat, VW Polo)	TND 150/day

#### **5. Medical services**

- 5.1 At the sports complex, immediate first aid will be the responsibility of the participating teams themselves.
- 5.2 A stationary medical centre will be set up at the exercise location during the exercise. It will have a medical team on 24-hour standby to provide necessary medical attention at a high professional level (medical personnel will have the appropriate level of certification, and will include qualified doctors). Transport by ambulance to local medical referral centres will also be available.
- 5.3 All exercise participants should have a valid medical insurance certificate for Tunisia.

#### **6. Provision of communications facilities**

- 6.1 For communications between exercise control HQs and participating international and national teams, radio and fixed telephone communications will be used.
- 6.2 Telephone communications will be set up in the coordination centre and the exercise control HQs, with the required number of telephones and fax machines.
- 6.3 The Tunisian side can also provide (on a lease basis) the required number of radio sets for teams of participating countries, experts from international organisations, and observers. These will provide reliable communications in the area where the exercise is being conducted.

- 6.4 For this, the exercise planning team must draw up a communications plan for the period of the exercise and provide the host nation with specific figures on the number of radio sets needed, and their specific frequency range, by 1 September 2010.
- 6.5 The cost of leasing a VHF radio set with an allocated frequency is TND 60 per day. The cost of a SIM card for a mobile phone is TND 5 per piece, including TND 2 for recharge.
- 6.6 In order to provide each exercise participant with access to international communications channels, card phones will be available in the central compound from which international calls can be made on the basis of individual payment (by purchasing a card). TBC, since sometimes participants require a local mobile phone account in order to buy a SIM card.

## **7. Accommodation for exercise participants**

- 7.1 It is proposed that observers stay at the Hotel El Mouradi in Gammarth (5 star). The following room rates will apply:

<b>Room Type</b>	<b>Room and Breakfast</b>	<b>Room, Breakfast and Dinner</b>
Double	TND 80 per person	TND 115 per person
Single	TND 110 per person	TND 145 per person
Junior Suite	TND 160 per person	TND 195 per person

Note: The above rates include taxes. Hotel rates for internet use will be announced later.

- 7.2 Observers are requested to make the respective accommodation arrangements through the OPCW (see also Attachment 9: Observers' Programme).
- 7.3 Lunch and dinner for guests and observers is at their own expense, depending on the exercise plan.
- 7.4 Participating nations are requested to arrange their accommodation requirements directly with the SOTUTOUR company and indicate their respective requirements. Related payment modalities must be arranged directly with the SOTUTOUR company.
- 7.5 It is planned to set up the OSOCC in one large room with the required number of workplaces.
- 7.6 The EXCON/DISTAFF HQ will be set up on the premises of the command HQ, next to the OSOCC. It will be also equipped with the required number of workplaces.

## **8. Food for exercise participants**

- 8.1 Meals (three per day) for exercise participants will be provided. Prices for meals are as follows: breakfast: TND 5, lunch: TND 10, lunch box: TND 12, and dinner:

TND 10. Bottled drinking water (0.5 litre) can be purchased at a price of TND 0.7 per bottle.

- 8.2 Participating nations are requested to arrange their food-related requirements (including any specific dietary requirements) directly with the SOTUTOUR company and indicate their respective requirements not later than 1 September 2010. Related payment modalities must be arranged directly with the SOTUTOUR company.

## **9. Language requirements and interpretation**

- 9.1 During the exercise, the working languages will be English and French. Teams are advised to have their own interpreters with them for the exercise. The costs for any interpretation requirements must be covered by the teams themselves.
- 9.2 The costs for interpretation requirements for EXCON/DISTAFF, evaluators, and observers will be covered by the exercise organisers.

## **10. Fuel for participating teams**

Throughout the exercise, participating teams will have the opportunity to obtain fuel at a petrol station set up near the sports complex. Participating nations are requested to arrange their fuel-related requirements (approximate amount and type of fuel) directly with the SOTUTOUR company and indicate their respective requirements before 1 September 2010. Related payment modalities must be arranged directly by the participating teams.

## **11. Other logistic support requirements**

Participating nations are requested to arrange any other related logistic support requirements (electricity, water, lifting equipment, etc.) directly with the SOTUTOUR company and indicate their respective requirements before 1 September 2010. Related payment modalities must be arranged directly with the SOTUTOUR company.

**REQUEST FOR DIPLOMATIC CLEARANCE AND FOR  
PERMISSION TO FLY IN TRANSIT ACROSS TUNISIAN AIRSPACE**

Below is a model of a request for diplomatic clearance

Country	:	_____
Nationality of aircraft	:	_____
Air operator	:	_____
Number and type of the aircraft	:	_____
Registration number	:	_____
Call sign	:	_____
Crew: (captain, number, and ranks)	:	_____
Date of flight	:	_____
Airport, date, and time of departure	:	_____
Date and time and point of entry in Tunisian airspace	:	_____
Flight route in Tunisian airspace	:	_____
Airport, date, and time of arrival	:	_____
Date and time and point of exit from Tunisian airspace	:	_____
Date and time of arrival at airport of destination	:	_____
Purpose of the flight	:	_____
VIP pax. : official levels	:	_____
Pax: number, type (troops, civilians)	:	_____
Cargo (type - dangerous, ammunition, quantity)	:	_____
Beneficiary	:	_____
Fixed armaments, ammunition, hazardous materials, and air photo / video equipment on board	:	_____
Facilities requested	:	_____
Refuelling	:	_____
Aircraft guards	:	_____
Free charges	:	_____
Parking on military air base	:	_____

**REGISTRATION/INFORMATION FORM FOR RADIO COMMUNICATION  
EQUIPMENT AND USERS DURING ASSISTEX 3**

**ENGLISH VERSION**

REPUBLIC OF TUNISIA  
MINISTRY OF COMMUNICATION TECHNOLOGIES  
NATIONAL AGENCY FOR FREQUENCIES

**REQUEST FOR APPROVAL  
OF INSTALLATION AND OPERATION OF RADIO EQUIPMENT**

1. NAME and ADDRESS of the person (physical \_\_ corporate \_\_)  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Post code \_\_\_\_\_  
Amendment to licence no. \_\_\_\_\_
2. NAME and ADDRESS of the person operating the network:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_
3. ACTIVITIES and REASONS justifying the use of radio communications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. GENERAL CONDITIONS OF AUTHORISATION:
  - 4.1 Authorisation does not entail any special privileges, and authorisations of the same nature may be granted to others.
  - 4.2 Except in the event of revocation or termination, the authorisation is renewable from year to year by tacit agreement following payment of the relevant licence fees.
  - 4.3 The radio equipment shall be installed, operated, and maintained by the permit holder and at the permit holder's own risk.
  - 4.4 The permit holder shall pay the fees due in terms of the regulations in force.
  - 4.5 Use of the radio equipment shall not in any way disturb the function of other radio communication services or equipment.
  - 4.6 The permit holder shall, on receipt of a simple notification from the National Agency of Frequencies, at the permit holder's own expense, modify the technical characteristics of its network, the frequencies assigned thereto, or the minimum legal standards for the equipment.

5. AGREEMENT of the legally responsible party:

I, the undersigned, \_\_\_\_\_  
Identification document \_\_\_\_\_, position \_\_\_\_\_  
declare that I have familiarised myself with the regulatory provisions of Law No. 2001-1,  
dated 15 January 2001, its regulations, and the general conditions set out in paragraph 4,  
above, and agree to respect them in the event that I am granted authorisation for the  
installation and operation of radio equipment, in accordance with the permit for use of  
frequencies No. \_\_\_\_\_, dated \_\_\_\_\_ (copy attached).

[Place] \_\_\_\_\_, [date] \_\_\_\_\_  
Authenticated signature

6. DIAGRAM of CONNECTIONS ENVISAGED (draw in the box below)

<p><b>Symbols to be used in the diagram</b></p> <p>Base stations (permanent) to be labelled “Bi”</p> <p>Relay stations (permanent) to be labelled “Ri”</p> <p>Mobile stations to be labelled “Mi”</p> <p>Movable base stations (semi-permanent) to be labelled “Bdi”</p> <p>Portable stations to be labelled “Pi” (varies from 1 to n)</p> <p>If there is a modification, draw the existing connection in blue and the extension in red</p> <p><b>Example of basic connection</b></p> <ul style="list-style-type: none"> <li>- The line indicates the link between the stations.</li> <li>- The arrows indicate the direction of communications.</li> <li>- 8: maximum distance, in km, between the stations.</li> <li>- F and F<sup>1</sup>: the frequencies.</li> </ul>	
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S/866/2010  
Annex  
Attachment 5  
page 34

**REGISTRATION/INFORMATION FORM ON RADIO COMMUNICATION**

**FRENCH VERSION**

طلب موافقة  
في تركيز واستغلال أجهزة راديوية  
DEMANDE D'APPROBATION  
POUR L'INSTALLATION ET L'EXPLOITATION  
D'EQUIPEMENTS RADIOELECTRIQUES

1- اسم وعنوان الشخص (مادي □ معنوي □) طالب الرخصة: 1 - NOM et ADRESSE de la personne (□ physique □ morale):

الإسم : .....  
العنوان : .....  
الترقيم البريدي : ..... Code postal.....

تغيير رخصة عدد ..... Modification de licence

2 - اسم وعنوان مستغل الشبكة: 2 - NOM et ADRESSE de la personne exploitant le réseau:

الإسم : .....  
العنوان : .....  
البريد الإلكتروني : ..... e-mail الفاكس : ..... الهاتف : ..... Fax  
Tél.....

3 - الأنشطة والأسباب التي تطل الاستعمالات الراديوية: 3 - ACTIVITES et MOTIFS justifiant l'emploi des radiocommunications :

4 - CONDITIONS GENERALES D'AUTORISATION :

- 4.1 - L'autorisation ne comporte aucun privilège, des autorisations de même nature peuvent être accordées à d'autres.  
4.2 - Sauf dans le cas de révocation ou de résiliation, l'autorisation est renouvelable d'année en année par tacite reconduction après paiement des redevances y afférentes.  
4.3 - Les équipements radioélectriques sont installés, exploités et entretenus par le titulaire de l'autorisation et à ses risques.  
4.4 - Le titulaire de l'autorisation doit s'acquitter des redevances dues applicables en vertu des textes réglementaires en vigueur.  
4.5 - L'exploitation des équipements radioélectriques ne doit apporter aucune gêne au fonctionnement d'autres services ou équipements de radiocommunication.  
4.6 - Le titulaire de l'autorisation doit, sur simple notification de l'Agence Nationale des Fréquences, modifier à ses frais, les caractéristiques techniques de son réseau, les fréquences assignées à son réseau ou les normes minimales réglementaires imposées aux équipements.

4 - الشروط العامة للترخيص

- 1.4 - لا يخول الترخيص الممنوح أي امتياز ولا يحول دون منح تراخيص مماثلة.  
2.4 - يقع تجديد الترخيص بصفة آلية بعد استخلاص المعاليم المستوجبة باستثناء حالتها الإلغاء والسحب.  
3.4 - يقع تركيز واستغلال وصيانة الأجهزة الراديوية من قبل صاحب الترخيص وعلى مسؤوليته.  
4.4 - يتعين على صاحب الترخيص تسديد المعاليم المستوجبة طبقا للنصوص الترتيبية الجاري بها العمل.  
5.4 - يجب أن لا يضايق استغلال الأجهزة الراديوية سير خدمات أو أجهزة راديوية أخرى.  
6.4 - يتعين على صاحب الترخيص أن يتولى على نفقته، بناء على مكتوب من الوكالة الوطنية للترددات، تعديل الخصائص الفنية لشبكته، أو تغيير الترددات، أو المعايير الدنيا المشترطة على الأجهزة .

5 - ENGAGEMENT du responsable légal:

Je soussigné(e)..... إني الممضي أسفله.....

الصفة ..... بطاقة التعريف الوطنية عدد .....  
Déclare avoir pris connaissance des dispositions réglementaires de la loi n°2001-1 du 15 janvier 2001, de ses textes d'application, ainsi que des conditions générales figurant au paragraphe 4 ci-dessus et m'engage à les respecter dans le cas où une approbation pour l'installation et l'exploitation d'équipements radioélectriques me serait délivrée conformément à l'autorisation d'utilisation de fréquences n° .....  
أصرح أنني اطلعت على أحكام القانون عدد 1 لسنة 2001 المؤرخ في 15 جانفي 2001 والنصوص التطبيقية والشروط العامة الواردة بالفقرة 4 أعلاه، وألتزم باحترامها في حالة حصولي على الموافقة في تركيز واستغلال أجهزة راديوية طبقا للترخيص في استعمال الترددات عدد ..... بتاريخ ..... (نسخة مصاحبة)

حرر ب ..... في ..... le ..... في .....  
Signature légalisée

ANF-02

**6 - SCHEMA des LIAISONS ENVISAGEES** (à dessiner dans la case ci-dessous):

<p><b>Symboles à utiliser pour le schéma</b></p> <p><input type="checkbox"/> Stations de base (fixes) désignées par Bi.</p> <p><input checked="" type="checkbox"/> Stations relais (fixes) désignées par Ri.</p> <p><input type="checkbox"/> Stations mobiles désignées par Mi.</p> <p><input type="checkbox"/> Stations de base déplaçables (semi-fixes) désignées par Bdi.</p> <p><input checked="" type="checkbox"/> Stations portatives désignées par Pi.</p> <p>( i varie de 1 à n)</p> <p>- En cas de modification dessiner en bleu l'existant et en rouge l'extension.</p> <p><b>Exemple de liaison élémentaire</b></p> <p style="text-align: center;"> <math>B_{i1} \square \xrightarrow{F} \xrightarrow{8} \xleftarrow{F'} O_{M1}</math> </p> <p>- Le trait indique la liaison entre les stations.</p> <p>- Les flèches indiquent le sens des communications.</p> <p>- 8, distance maximale, en km, séparant les stations.</p> <p>- F et F' les fréquences.</p>	
--	--

**7 - NOMBRE, FONCTION, DESIGNATION et LIEUX d'UTILISATION des STATIONS** (en cas de modification ne mentionner que les équipements additionnels):

Nombre, Fonction(1) Désign.(2)	- Adresse et Coordonnées Géog. des STATIONS Ri, Bi et Bdi. - départements où circuleront les STATIONS Mi et Pi	Marque	type	PAR en Watts	Antennes Hauteur/ sol
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

(1) Le symbole « E/R » représente une station émettrice et réceptrice, le symbole « E » représente une station **uniquement émettrice** et le symbole « R » représente une station **uniquement réceptrice**.

(2) Désigner les stations par le symbole utilisé dans le schéma du paragraphe « 6 ».

**8 - NOMBRE DES APPAREILS APRES MODIFICATIONS.** Dans chaque catégorie indiquer une :

**Augmentation par la somme :** (Nombre initial) + (nombre d' appareils nouveaux) ;  
**Réduction par la différence :** (Nombre initial) - (nombre d' appareils retirés) ;

APPAREILS	FIXES		SEMI-FIXES		SUR VEHICULES		PORTATIFS		Nombre Total
	En service	En réserve	En service	En réserve	En service	En réserve	En service	En réserve	
Emetteurs-récepteurs	.....	.....	.....	.....	.....	.....	.....	.....	.....
Emetteurs seuls	.....	.....	.....	.....	.....	.....	.....	.....	.....
Récepteurs seuls	.....	.....	.....	.....	.....	.....	.....	.....	.....

**9 - Le réseau sera t-il raccordé à une installation téléphonique privée? OUI – NON** (Rayer la mention inutile).

<p><b>Pièces à fournir (en 3 exemplaires) :</b> Pièce d'identité, - Statut du demandeur (copie du registre de commerce de l'année en cours), - Spécifications techniques des équipements, - Attestation d'homologation ou de conformité, - Visa de l'installateur agréé... (Arrêté du Ministre des Technologies de la communication du 11 février 2002 portant approbation du Plan National des Fréquences Radioélectriques)</p>	<p><b>الوثائق المطلوبة (في 3 نظائر):</b> - نسخة من بطاقة التعريف الوطنية - الوثائق المدعمة للذات المادية أو المعنوية (نسخة من السجل التجاري للسنة الجارية بالنسبة للشركات) - المواصفات التقنية للأجهزة الراديوية، - شهادة المطابقة أو المصادقة للأجهزة - تأشيرة البائع المجهز المرخص له... (قرار وزير تكنولوجيات الإتصال المؤرخ في 11 فيفري 2002 المتعلق بالمصادقة على المخطط الوطني للترددات الراديوية)</p>
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## FORMS

### 1. Personnel

Surname	First Name	Birth Date	Male (M) or Female (F)	National ID Card or Passport Number	Rank / Qualification	Remarks

### 2. Vehicles and Machines

Type of vehicle	Short Description	Identification Number	Dimensions			Weight	Remarks
			Length	Width	Height		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

### 3. Other Operating Equipment

Type of Equipment	Short Description	Identification Serial Number	Remarks
(a)	(b)	(c)	(d)
1. Communication			
...			
...			
...			

**4. List of Dangerous Goods**

UN Substance Identification Number	Name of Substance	Class-item Number – Letter (if any)	Agreement	Quantity	Remarks
(a)	(b)	(c)	(d)	(e)	(f)

**5. List of Other Accompanying Goods**

**(a) Food**

	(a)	(b)	(c)	(d)	(e)
Type					
Quantity					
Remarks					

Attach guarantee certificate for durable food, as appropriate

**(b) Medicine**

	(a)	(b)	(c)	(d)	(e)
Type					
Quantity					
Remarks					

**(c) Spare parts**

	(a)	(b)	(c)	(d)	(e)
Type					
Quantity					
Remarks					

Etc.

## **Attachment 6**

### **SAFETY AND SECURITY**

#### **1. Security for exercise participants**

- 1.1 The Tunisian authorities will provide the necessary services in order to ensure that exercise participants travel safely from Tunisian border crossing points to the exercise location at the 7 November sports complex and back again, using the road patrol service of the Tunisian Ministry of Internal Affairs to escort motor convoys. All participants, regardless of the mode of travel, will therefore be met at the state border by a representative of the Tunisian authorities.
- 1.2 To that end, the Tunisian side must be informed of the time and location where the motor convoy will be formed at the border by **1 September 2010** at the latest.
- 1.3 The Directorate of State Protection of Tunisia will be responsible for the security and protection of VIPs. The Tunisian side must be informed of the persons who need these services, the time and place of their arrival in Tunisia, and their departure, the location of their accommodation (hotel), and their timetable for attendance at the exercise.
- 1.4 Equipment brought into Tunisia by units of participating countries will be kept secure by appropriate personnel, in fixed depots and specially prepared sites in the area of the sports complex, near to where the exercise participants are accommodated.
- 1.5 The safety and security of exercise participants during their stay at the sports complex will be ensured by the Tunisian authorities.
- 1.6 Representatives of the Tunisian authority will give essential detailed instructions when exercise participants arrive at the sports complex.
- 1.7 Representatives of the OPCW will provide participants with badges with different colours in order to identify different groups of people (observers, interpreters, participating international teams, etc.).
- 1.8 Representatives of the OPCW will prepare stickers to be provided to participating teams in order to identify their vehicles.

#### **2. Safety**

The Tunisian side has overall responsibility safety during the exercise, and will ensure that all activities proceed without undue risk to participants. A risk assessment will be carried out and provided, identifying potential hazards and assessing the risk they might pose, detailing risk mitigation procedures and response to any accidents. The detailed instructions mentioned in paragraph 1.6 above will include information on any identified hazards, and the safety requirements for all participants.

## **Attachment 7**

### **PUBLIC INFORMATION AND MEDIA PLAY**

1. Media presence and public information play a crucial role in ensuring that accurate, useful, and easily understood safety information is disseminated as widely and as quickly as possible during an emergency situation.
2. Several ASSISTEX 3 participating nations have expressed an interest in developing and incorporating a training element into the scenario, aimed at enhancing participants' ability to interact with the media. Depending on the resources available, the following activities will be carried out during ASSISTEX 3:
  - (a) At a minimum, a basic media simulation will be conducted, which will allow team leaders the opportunity to practise delivering key messages.
  - (b) These simulated interviews and/or press conferences will be designed to build confidence, rather than test crisis response/security capabilities.
3. The basic media simulation will be conducted in parallel with other training/exercise modules.

## **Attachment 8**

### **MEDIA ACTIVITIES**

#### **1. ASSISTEX 3 media programme**

- 1.1 The ASSISTEX 3 media programme will start on 14 October 2010 at the 7 November sports complex in Radès, beginning with a pre-briefing on ground rules at 8:30 and concluding at 16:00, with lunch and beverages provided on site. The two main programme elements are:
- (a) morning press conference featuring OPCW and Tunisian Government officials; and
  - (b) tour of the exercise grounds with access to all activities for audiovisual filming, led by technical experts who will explain the content and purpose of each activity.
- 1.2 There will also be a concluding press conference on Friday, 15 October at 15:00 following the VIP programme, the demonstration of equipment, and the closing ceremony of ASSISTEX 3.
- 1.3 All media briefings and information materials will be provided in English, French, and Arabic.

#### **2. Media facilities**

The 7 November sports complex is fully equipped with modern amenities for media coverage of events, including an outdoor viewing tribune for journalists with individual electric and internet hook-ups for laptop computers. For ASSISTEX 3, the following provisions will also be made:

- (a) transport for journalists from Tunis hotels to the complex in Radès and around the complex grounds to observe all exercise activities; and
- (b) indoor press room with computers and internet connections.

#### **3. Registration**

- 3.1 As the host for ASSISTEX 3, the Government of Tunisia will handle all media registrations and visa requests. Registration forms may be downloaded from the website of the Agence Tunisienne de Communication Extérieure (ACTE) at <http://www.tunisiemedias.com/publiques/atce.html>
- 3.2 For questions regarding registration and media arrangements, please contact: Mr Ezzedine Besbes, ACTE, tel: (216) 71.345.866 or (216) 71.335.023, e-mail: [cpi@intercom.tn](mailto:cpi@intercom.tn). For other matters, please contact:

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Mr Nehrou Elarbi, Direction de l'Information, Ministère des Affaires étrangères, tel: (+216) 92.444.341, e-mail: [elarbinehrou2000@yahoo.com](mailto:elarbinehrou2000@yahoo.com), or Mr Michael Luhan, Spokesman and Head/Media and Public Affairs, OPCW, tel: (+31) 70.416.3710 or (+31) 6.5356.8512; e-mail: [michael.luhan@opcw.org](mailto:michael.luhan@opcw.org).

## **Attachment 9**

### **OBSERVERS' PROGRAMME**

1. For exercise ASSISTEX 3, the exercise organisers have jointly developed an observers' programme, to be held from Wednesday 13 to Friday 15 October 2010. The programme can be found in this Attachment.
2. Participants in the programme will have the opportunity to see teams from participating nations operating together in the field or take part in the one-day seminars, which will be conducted concurrent with the operational work. The seminars will all be held in the conference room of the football stadium. The observers' programme has been designed in such a way that, at the beginning of the day and during the lunch break, participants can change from the field exercise observation programme to the seminar programme and vice versa.
3. Observers from OPCW Member States are expected to cover the costs of their participation.
4. Observers will be responsible for arranging their own transportation from the airport to the hotel.
5. Lunch and dinner for observers is at their own expense and will depend on the programme. Prices for the meals are as follows: Lunch 10 TND, Lunch box 12 TND.
6. Interpretation for observers will be ensured by the exercise organisers. Interpretation costs for the observers' programme will be covered by the exercise organisers.
7. Medical services in case of urgent need will be ensured by the host nation.
8. Participants in the observers' programme are requested to provide information to the Secretariat on their preferred participation in the field observer programme by 1 September 2010, using the form in this Attachment.

**OBSERVERS' PROGRAMME**

**13 - 15 OCTOBER 2010 – SPORTS COMPLEX, TUNIS**

	<b>FIELD EXERCISE OBSERVATION PROGRAMME</b>	<b>SEMINAR PROGRAMME</b>
	<b>Wednesday, 13 October 2010</b>	
	Arrival day	
	<b>Thursday 14 October 2010 - (Field Exercise )</b>	
08:00	Departure from the Hotel in Gammarth	
08:45	Arrival at the 7 November sports complex at Radès (Tunis)	
09:00 – 09:45	Briefing on the functioning of LEMA, OSOCC and the international disaster response coordination.	Seminar (optional for observers)
09:45 – 10:30	Briefing on the scenario of the exercise, including capability of participating teams. Visit to the OSOCC	
10:30 – 12:30		Seminar (optional for observers)
12:30 – 14:00	Lunch break in the cafeteria of the sports complex	
14:00 – 17:30	Visit to exercise site – observation of the exercise activities	
17:30	Transportation back to the hotel	Seminar (optional for observers)
	<b>Friday, 15 October 2010 - (Demonstration Day)</b>	
08:00	Departure from the Hotel in Gammarth	
09:00 – 09:30	Briefing on the demonstration programme	
09:30 – 11:00	Observing the demonstration activities	
11:00	Official closing ceremony	
12:30 – 14:00	Lunch break in the cafeteria of the sports complex	
15:00	Press conference	



**HOTEL BOOKING FORM  
ASSISTEX 3**

Family name:  
Mr / Mrs / Ms:

First name:  
Nationality:

Telephone:  
E-mail:

Fax:

**Hotel requirements:**

Check-in date:

Check-out date:

Hotel El-Mouradi  
Gammarth (5-star)

- |   |   |
|---|---|
| <input type="checkbox"/> Single (room & breakfast) -<br>TND 110 nett per person | <input type="checkbox"/> Single (room, breakfast & dinner) -<br>TND 145 nett per person |
| <input type="checkbox"/> Double (room & breakfast) -<br>TND 80 nett per person  | <input type="checkbox"/> Double (room, breakfast & dinner) -<br>TND 115 nett per person |

***Note: All hotel bookings should be booked through SOTUTOUR with the enclosed credit card authorisation form fully completed.***

SOTUTOUR  
2 Rue de Sparte – Tunis 1000  
Tunisia  
Tel.: +216 71 348 286 / 98 422 265  
Fax: +216 71 48 284  
E-mail: wajdimsaed@yahoo.fr

Assistance and Protection Branch/ICA  
Johan de Wittlaan 32  
2517 JR Den Haag, The Netherlands  
Tel.: +31-70-416-3555  
Fax: +31-70-416-3209  
E-mail: EmergAssistBr@opcw.org

**Attachment 10**

**FINANCIAL ARRANGEMENTS**

Participating teams, observers, and personnel in the EXCON/DISTAFF are expected to cover the costs of their participation unless agreed otherwise with the Technical Secretariat.

## **Attachment 11**

### **DEMONSTRATION/VIP DAY**

1. The demonstration/VIP day will take place on Friday, 15 October 2010 and will consist both of a static display of equipment and a dynamic presentation carried out by the participating teams.
2. All participating nations are expected to inform the exercise organisers of their planned level of participation in the demonstration/VIP day by 1 September 2010.
3. The demonstration/VIP day will be concluded with the official exercise closing ceremony of ASSISTEX 3 from 12:00 to 13:30, and a joint press conference will be given by the exercise organisers from 15:00 to 15:30.
4. Tunisia will host an exhibition of equipment for protection against chemicals during the exercise. The exhibition will take place from 13 to 15 October. The exhibition registration form is attached below.
5. Concurrent with the operational work of the exercise and as an option within the observers' programme, a one-day seminar related to the scenario will be conducted, with the aim of promoting an in-depth exchange of information on issues related to assistance and protection.
6. Observers wishing to participate in one or more of the topics of the seminar are invited to indicate their preference on the registration form for the observers' programme in this Attachment.
7. The detailed programme for the seminar is described below.
8. Simultaneous interpretation from French to English will be provided.

**ASSISTEX 3  
SEMINAR PROGRAMME**

**Assistance and Protection  
in accordance with Article X of the Convention  
14 October 2010**

<b>Time</b>	<b>Activity</b>	<b>Responsibility</b>
08:00 – 09:00	Departure from hotel El Mouradi to the 7 November sports complex at Radès	
09:00 – 09:30	Opening of the seminar	
<b>OPCW strategy to improve protection capabilities against chemical weapons Chairperson: (Tunisia)</b>		
09:30 – 10:20	Implementation of article X of the Convention. Provision of expert advice. Delivery of assistance in case of use or threat of use of chemical weapons. OPCW preparedness for response in case of a request for assistance.	Gennadi Lutay
10:20 – 10:35	<i>Coffee break</i>	
<b>Assistance and protection: prevention and response to a chemical/ biological weapons threat Chairperson: K. Mworia (OPCW)</b>		
10.35 – 10: 55	OPCW contribution to global anti-terrorism efforts.	Mike Byers (Permanent Representative of Australia to the OPCW)
11.55 – 11.15:	Other international organisations involved in the delivery of assistance.	Sally Griffiths UNOCHA
11.15 – 11.35	How BWC addresses investigations of alleged use and delivery of assistance requests.	BWC/ISU representative (to be confirmed)
11.35 – 11.40	<i>Break</i>	
<b>National and regional capacity-building projects. International assistance and protection training courses Chairperson: (Tunisia)</b>		
11.40 – 12.00	National/regional emergency response capacity-building programmes against chemical weapons: achievements and lessons learned.	Nune Aghayan (OPCW)

12.00 – 12.20	OPCW activities in the North Africa region. The impact of the OPCW projects in the region.	North African project participant
12:20 – 12:40	Donor countries approach to national /regional capacity building projects	Representative from Member States
12:40 – 13:00	International assistance and protection training courses against chemical weapons. Impact and future perspectives	OPCW or representatives from Member States
13:00 – 14:30	<i>Lunch</i>	
<b>Aspects of prevention against chemical weapons in Tunisia</b> <b>Chairperson: K. Mworia (OPCW)</b>		
14.30 – 15.00	Legal issues (Tunisian legislation)	Selim Kammoun
15.00 – 15.30	Medical and operational aspects	Colonel Soussi
15.30 – 16.00	The human and technical capacities of Tunisia and African countries in monitoring and analysis of dangerous chemicals	(Mr Zarrouk)
16:00 – 16:20	<i>Coffee break</i>	
16:20 – 16:30	Discussion,	
16:40 – 17:00	Report and recommendations	
17:00	Closing ceremony	

## Attachment 12

### TECHNICAL ARRANGEMENT

1. The Technical Secretariat (hereinafter “the Secretariat”) and the Tunisian authorities agreed to negotiate a Technical Arrangement on an exercise on delivery of assistance under Article X of the Chemical Weapons Convention (hereinafter “the Convention”), ASSISTEX 3.
2. The Technical Arrangement provides the necessary framework for the conduct of exercise ASSISTEX 3 in Tunis, Tunisia, from 11 to 15 October 2010 and defines the mutual obligations between the Parties to the Arrangement.
3. The Technical Arrangement defines the meaning of: the Convention, OPCW, Secretariat, States Parties, and the Participants.
4. Articles III and IV of the Technical Arrangement both clearly define the respective responsibilities of the Tunisian authorities and the Technical Secretariat.
5. Article V provides for the privileges and immunities to be enjoyed by the participants during ASSISTEX 3 as follows:
  - (a) Participants in the exercise “ASSISTEX 3” shall enjoy during their official functions the privileges and immunities referred to in the Vienna Convention on Diplomatic Relations of 1961, among others. Participants selected by the Secretariat, including Secretariat Staff, Representatives of States Parties, observers and experts, during “ASSISTEX 3”, shall, without prejudice to any other privileges and immunities which they may enjoy, while exercising their functions and during their journeys to and from the place of the exercise, enjoy the following privileges and immunities:
    - (i) immunity from personal arrest or detention and from seizure of their personal baggage;
    - (ii) immunity from legal process of any kind in respect of words spoken or written and all acts done by them, in their official capacity; and
    - (iii) inviolability for all papers, documents and official material; and
  - (b) enjoy the same exemptions from taxation in respect of salaries and emoluments paid to them and on the same conditions as are enjoyed by officials of the United Nations
6. In connection with ASSISTEX 3, all OPCW equipment as well as equipment belonging to all participants in ASSISTEX 3 shall be exempt from customs duties. The relevant Tunisian legislation on temporary basis import and export will apply.

7. Article VI provides for the non-liability of both the Tunisian authorities and the Secretariat for breach of confidentiality committed by non-Tunisian and non-Secretariat participants.
8. In addition, the Technical Arrangement provides for the settlement of disputes, the entry into force, and the official languages of the Arrangement.
9. Finally, Annex 1 of the Technical Arrangement provides for the financial arrangements, the costs of the ASSISTEX 3, as well as the conditions of payment agreed upon between the Secretariat and Tunisia.

**Attachment 13**

**TIMETABLE OF EVENTS**

<b>Date</b>	<b>Activity</b>	<b>Responsible for Action</b>
22/04/09	Circulation of the first information on exercise (Note S/760/2009)	OPCW
02/10/09	Invitation for the initial planning meeting in Tunisia (Note S/794/2009)	OPCW
26/10/09	Deadline for registration for the initial planning meeting in Tunisia	OPCW States Parties
16/11/09	Bilateral meeting in Tunisia in preparation for the initial planning meeting	Tunisia/OPCW
17 – 19/11/09	Initial planning meeting in Tunisia	Tunisia/OPCW
03 – 05/03/10	Bilateral meeting in Tunisia in preparation for the main planning meeting	Tunisia/OPCW
26/01/10	Invitation for the main planning meeting in The Hague	OPCW
19/02/10	Deadline for registration for the main planning meeting	OPCW States Parties
03/03/2010	Circulation of the first Draft Exercise Instructions (Tunisia and OPCW only)	OPCW
29 – 31/03/10	Main planning meeting	Tunisia/OPCW
19/04/10	Invitation for the final planning meeting in Tunisia (Note S/836/2010)	OPCW
17/05/10	Deadline for registration for the final planning meeting	OPCW States Parties
14/06/10	Deadline for observers' registration	OPCW States Parties
05 – 08/07/10	Final planning meeting	Tunis/OPCW
29/07/10	Deadline for registration for EXCON/DISTAFF/evaluators	OPCW States Parties
30/07/10	Circulation of the final detailed script to EXCON/DISTAFF only	OPCW
15/08/10	Information on frequencies to be used	OPCW States Parties
15/08/10	Information on team composition to Tunisia	OPCW States Parties
15/08/10	Information on vehicles, equipment, and special items to be temporarily imported to Tunisia	OPCW States Parties
30/08/10	Final version of the exercise instruction	OPCW
01/09/10	Information on visa issues to Tunisia	OPCW States Parties
01/09/10	Request for accommodation, communication, transport, fuel, and any other logistic support requirements to Tunisia	OPCW States Parties
01/09/10	Information on specific participation in the observers' programme (seminars and /or field observers' programme) to the OPCW	OPCW States Parties

15/09/10	Information on amendments/changes in the team composition to Tunisia – visa purposes	OPCW States Parties
11/10/10	Training for OSOCC, LEMA, EXCON/DISTAFF and evaluators	Tunisia/OPCW/ Participating Nations
12/10/10	Training for team leaders, liaison officers	Tunisia/OPCW
13 – 14/10/10	Field exercise ASSISTEX 3	Participating Nations
13 – 15/10/10	Exhibition of protective equipment	Tunisia
14 – 15/10/10	Observers' programme for ASSISTEX 3	OPCW
15/10/10	Demonstration/VIP day	Participating Nations
01/11/10	First impression report	Participating Nations
30/11/10	First impression report	Tunisia

## **Attachment 14**

### **EVALUATION**

1. The Tunisian LEMA will prepare first impression reports (FIRs) following the completion of the exercise. These reports should be forwarded to the Secretariat. To facilitate the drafting of the final exercise report by the Secretariat and in order to achieve a common report structure, it is requested that for comments from participating teams on the various aspects of the exercise, the format provided in this Attachment (see paragraph 7 below “Report format – first impression report”) is utilised.
2. Representatives of participating teams will be invited to submit their comments on exercise ASSISTEX 3 to the Secretariat, not later than 1 November 2010. The Secretariat will then forward them to Tunisia.
3. The first impression reports on the field exercise will be forwarded to the OPCW by the Tunisian representatives not later than 30 November 2010.
4. The Secretariat will also carry out an evaluation of the Secretariat team participating in the exercise. This evaluation will focus on the team’s performance in meeting the objectives stated in paragraph 5.3 of this exercise instruction document..
5. Based on the teams’ first impression reports and the findings of the Secretariat’s evaluation team, the Secretariat will prepare a post-exercise report.
6. At a meeting of the Secretariat (date to be determined), lessons learned from the exercise and how these lessons can be implemented in order to improve the delivery of assistance and protection within OPCW States Parties will be discussed.
7. **Report format – first impression report**
  - (a) Exercise planning
  - (b) Achievement of the exercise objectives (see paragraph of the main document)
  - (c) Exercise concept / scenario
  - (d) Deployment procedures
  - (e) Interoperability of participating teams
  - (f) Duration of the exercise
  - (g) Exercise participation
  - (h) Problem areas experienced during the conduct of the exercise
  - (i) Communications

- (j) Experience, practical knowledge gained, and lessons learned
- (k) Seminars conducted
- (l) Other aspects (as appropriate)

## Attachment 15

### LIST OF ABBREVIATIONS

ACAT	Assistance coordination and assessment team (of the OPCW)
ASS OSC	Assistant on-site commander
BCP	Border crossing point
BoO	Base of operations
CBRN	Chemical biological, radiological, and nuclear (agents)
CEP	Civil emergency planning
CIS	Communication and information system
EI	Exercise instructions
EXCON/DISTAFF	Exercise control/directing staff
EPT	Exercise planning team
FieldEx	Field exercise
FIR	First impression report
FPM	Final planning meeting
HDS	Head of EXCON/DISTAFF
HQ	Headquarters
IAU	Investigation of alleged use of chemical weapons
IPM	Initial planning meeting
IPE	Individual protective equipment
IPOC	Initial point of contact
LEMA	Local emergency management authority
MPM	Main planning meeting
NA	National Authority
NDE	Non-destruction evaluation
OPCW	Organisation for the Prohibition of Chemical Weapons
OSC	On-site commander
OSDS	On-site EXCON/DISTAFF
OSOCC	On-site operations coordination centre
PC	Press centre
PIC	Public information centre
POC	Point of contact
POE	Point of entry
t.b.c.	To be confirmed
t.b.d.	To be determined
TC	Team commander
TS	Technical Secretariat
TL	Team leader
UN-OCHA	United Nations Office for the Co-ordination of Humanitarian Affairs
UNDAC	United Nations Disaster Assessment and Co-ordination Team