



Office of Special Projects
S/878/2010
18 October 2010
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE TABLE-TOP EXERCISE
ON THE PREPAREDNESS OF STATES PARTIES
TO PREVENT TERRORIST ATTACKS INVOLVING CHEMICALS
WARSAW, POLAND
22 AND 23 NOVEMBER 2010**

1. The Technical Secretariat (hereinafter “the Secretariat”), in two Notes issued in 2010 (S/835/2010, dated 19 April 2010, and S/853/2010, dated 28 June 2010), provided the background to, and details of the preparations for, the upcoming table-top exercise on the preparedness of States Parties to prevent terrorist attacks involving chemicals.
2. On 20 and 21 September 2010, the Secretariat hosted a preparatory meeting for the table-top exercise in The Hague, the Netherlands. Approximately 50 representatives from governmental agencies from 24 States Parties, representatives from international organisations (including the International Atomic Energy Agency (IAEA) and the North Atlantic Treaty Organisation (NATO)), as well as representatives from the European Union (EU) participated in the meeting. The preparatory meeting for the table-top exercise defined the final scenario and what roles the participants and the representatives would play, as well as what activities would take place.
3. The table-top exercise, which has been organised by the Government of Poland and the Secretariat, will take place on 22 and 23 November 2010 in Warsaw, Poland. The venue on the first day of the exercise is the Holiday Inn in Warsaw/Józefów, and on the second day, the Central Training Facility (CTF) of the Internal Security Agency of Poland¹.
4. This Note both provides further details on the exercise, and enables the Secretariat to invite representatives of the National Authorities, the chemical industry, national institutions, laboratories, and the scientific and academic communities to attend.
5. Financial support for the table-top exercise is being provided under EU Council Decision 2009 on support for OPCW activities in the framework of the implementation of the EU Strategy against Proliferation of Weapons of Mass Destruction (2009/569/CFSP, dated 27 July 2009).

¹ Agencja Bezpieczeństwa Wewnętrznego = Polish Internal Security Agency



6. The relevant background documentation for the table-top exercise, including the application/registration form, is available on the OPCW website (click [here](#)).

The table-top exercise – the programme, the participants, and the outcomes

7. The programme for the table-top exercise, annexed hereto, will include the exercise (carried out over the course of one day, in two three-hour sessions) and relevant presentations on the experience and expertise available in the countries of the region, in the EU, and in the relevant international organisations and agencies. The programme will also include three parallel workshops on the following topics: the preparedness of the chemical industry to prevent terrorist attacks and the illegal diversion of chemicals; the use of sampling and analysis and inspection equipment during an investigation of an act of chemical terrorism; and a presentation on the potential use by terrorists of improvised chemical devices.
8. Practical training and presentations illustrating how terrorist acts involving the use of toxic chemicals can be prevented could form part of the exercise.
9. The exercise is neither a real-time, nor a free-play exercise. It is not designed to test response arrangements or to assess procedures adopted by the participating countries or international organisations. It will not be used to evaluate institutions, or to appraise individuals. The place of events is fictitious and is not associated with any of the individuals who are assuming the roles of local industries and local authorities.
10. The active participants (“players”) will come primarily from States Parties in Central and Eastern Europe, and will represent the relevant National Authorities, governments, and industry officials involved in decision-making processes, and in preventing and responding to malicious acts involving the use of toxic chemicals.
11. Other participants from States Parties, international organisations, industry, and other stakeholders will be able, in parallel, to follow the exercise as observers and will participate in the plenary session and in the workshops.
12. The exercise is intended to contribute to the efforts being made on a global basis to address the danger that non-State actors, including terrorists, may use chemical, biological, radiological, and nuclear (CBRN) weapons and/or materials. It will focus on enhancing the preparedness against the malicious use of toxic chemicals and against the growing risks associated with terrorism. These efforts are in line with the recommendations of the Second Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention, which invited States Parties to consult and cooperate both bilaterally and regionally on ways to prevent terrorists from acquiring and/or using chemical weapons (paragraph 9.137 of RC-2/4, dated 18 April 2008). In addition, the exercise will support the implementation of pertinent United Nations Security Council resolutions, including UNSC resolution 1540 (2004).
13. The exercise also aims at enhancing the chemical-security culture in participating States Parties and at assisting national stakeholders in preventing the risks associated with the accidental or deliberate release of toxic chemicals.

14. The results of the exercise, including lessons learned and conclusions for future work, will be reported by the Secretariat to the Member States of the OPCW. The exercise will develop a model environment for the planning and implementation of activities in the preparation for, the prevention of, and the response to, a toxic release of chemicals as the result of a malicious act. In addition, the exercise will form the basis for the development of a manual that can be used by relevant organisations and agencies during preparations for similar exercises that might be held in other regions of the world.

Registration, sponsorship, coordination, and contact information

15. Those wishing to participate in the exercise are invited to complete the application/registration form that is annexed hereto, which can also be downloaded from the OPCW website (click [here](#)). Every participant will receive a letter of confirmation from the Secretariat.
16. Completed forms should be addressed to Mr Krzysztof Paturej, Director of the Office of Special Projects (OSP), who is responsible for the overall coordination of the preparations by the Secretariat and for the conduct of the table-top exercise (address: Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands; and e-mail: paturej@opcw.org). Applications should be submitted by e-mail or fax to Ms Nadezda Malyutina, Senior Secretary (OSP), who can be reached at the following: telephone: +31 (0)70 416 3492; fax: +31 (0)70 416 3499; and e-mail: nmalyutina@opcw.org.
17. Enquiries about the table-top exercise can also be addressed to Mr Irakli Beridze, Special Projects Officer (OSP) (telephone: +31 (0)70 416 3073; and e-mail: irakli.beridze@opcw.org). All applications to attend must be received by the Secretariat **no later than 28 October 2010**.
18. The table-top exercise will be conducted in English. All participants are therefore expected to have a good working knowledge of this language, both written and oral.
19. Due to the limited funds available for sponsorship, the Secretariat expects to be able to sponsor only a limited number of participants from States Parties. The participation of qualified female applicants is strongly encouraged. Each applicant should specify whether sponsorship is a condition for his/her participation. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance, as well as hotel and meals, and will provide a daily subsistence allowance to cover sundry expenses.
20. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to participants. Sponsored participants shall bear all costs resulting from any changes they make, once the Secretariat has purchased tickets. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive in Warsaw, Poland, **no earlier than Sunday, 21 November 2010**, and to depart **no later than the evening of Tuesday, 23 November 2010**. The Secretariat's approval is required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover expenses unrelated to the course or that result from changes

in travel arrangements that it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their tickets.

21. Participants who have not been sponsored are advised to make their own travel arrangements. The Secretariat has arranged a special rate of EUR 110 per day, per person (meals included for 22 and 23 November) for hotel accommodation with the Holiday Inn Warsaw/Józefów (Telimeny Street 1, 05-420 Józefów/Warsaw, Poland (telephone: +48 22 77 83 000; and fax: +48 22 77 83 001)). To make reservations at a special rate, participants are encouraged to use the following link: <http://www.holidayinn.com/hotels/us/en/jozefow/wrsjo/hoteldetail?> (group code: R01). In view of the limited accommodation, applicants should ensure that reservations are made **before 2 November 2010**. There will be no guarantee of a place after this date.
22. Participants are requested to obtain all necessary visas (including transit visas) before travelling to Poland.

Contacts in Poland

23. The preparations for the table-top exercise, including planning and conduct, are being coordinated, on behalf of Poland, by the Ministry of Foreign Affairs (Polish National Authority) and by the Polish Internal Security Agency. Further information can be obtained from the following official authorities in Poland:

Mr Marek Szczygiel
Deputy Director
Security Policy Department
Ministry of Foreign Affairs
Telephone: +48 22 52 39 704
Fax: +48 22 62 85 841
E-mail: marek.szczygiel@msz.gov.pl

Mr Maciej Karasinski
First Secretary
Embassy of the Republic of Poland in The Hague
Telephone: +31 (0)70 799 0114
Fax: +31 (0)70 799 0137
E-mail: maciej.karasinski@msz.gov.pl

Mr Marcin Siuda
Deputy Director
Centre for Analysis
Polish Internal Security Agency
Telephone: +48 22 58 58 448
Fax: +48 22 58 58 314
E-mail: analityk2@abw.gov.pl

Mr Grzegorz Lechowicz
CTF
Polish Internal Security Agency
Telephone (office): +48 22 58 58 608
Telephone (mobile): +48 69 52 08 916
E-mail: g.lechowicz@abw.gov.pl

Additional relevant contact information in Poland

For individual queries about hotel reservations:

Malgorzata Bozek
Agent Rezerwacji/Reservation Agent
ul. Telimeny 1/1 Telimeny Street
05-420 Warsaw/Józefów
Telephone: +48 22 77 83 002
Fax: +48 22 77 83 001
E-mail: malgorzata.bozek@holiday.aquila.pl

Annex 1: Provisional Programme
Annex 2: Application/Registration Form

Annex 1

**TABLE-TOP EXERCISE ON THE PREPAREDNESS OF STATES PARTIES
TO PREVENT TERRORIST ATTACKS INVOLVING CHEMICALS**

**WARSAW, POLAND
22 AND 23 NOVEMBER 2010**

PROVISIONAL PROGRAMME

Time	Activity	Location
<i>Sunday, 21 November 2010</i>		
18:00 – 20:00	Registration of participants	Holiday Inn Warsaw/Józefów
<i>Monday, 22 November 2010</i>		
08:00 – 08:30	Registration of participants	Holiday Inn Warsaw/Józefów
08:30 – 10:15	Opening statements Ministerial session Statements by National Authorities Statements by international organisations	Holiday Inn Warsaw/Józefów
10:30 – 12:00	MORNING SESSIONS (IN PARALLEL)	Holiday Inn Warsaw/Józefów
10:30 – 12:00	Table top-exercise – Part I: <ul style="list-style-type: none"> • Presentation of the exercise manual • Pre-briefing • Defining the roles of the players 	
10:30 – 12:00	Workshop 1: <ul style="list-style-type: none"> • The preparedness of the chemical industry to prevent terrorist attacks • Preventing the diversion of chemicals (conducted by the Polish Internal Security Agency and the United States Federal Bureau of Investigation (FBI)) 	
12:00 – 13:00	<i>Lunch</i>	Holiday Inn Warsaw/Józefów

Time	Activity	Location
13:30 – 18:30	AFTERNOON SESSIONS (IN PARALLEL)	Holiday Inn Warsaw/Józefów
13:30 – 18:30	Table-top exercise – Part II: <ul style="list-style-type: none"> • Conduct of the exercise • National responses to the scenario • Post-exercise briefing • Initial conclusions 	
14:00 – 16:00	Workshop 2: <ul style="list-style-type: none"> • Techniques for sampling and analysis • The use of inspection equipment during a response to an act of chemical terrorism • Non-destructive evaluation (NDE) (Chaired by the Secretariat) 	
16:30 – 18:30	Workshop 3: <ul style="list-style-type: none"> • Discussion on improvised chemical devices (Chaired by Dr Robert Mathews of Australia) 	
19:00 – 20:30	Visit to Museum of Intelligence and Counterintelligence, followed by an official reception at the Central Training Facility (CTF) of the Polish Internal Security Agency	CTF
21:30	Return of participants to the Holiday Inn Warsaw/Józefów	Holiday Inn Warsaw/Józefów
<i>Tuesday, 23 November 2010</i>		
08:00 – 08:15	Transfer of participants to the CTF	CTF
08:30 – 10:15	Plenary session: <ul style="list-style-type: none"> • Discussion of the exercise • Summary and conclusions • Presentation of exercise certificates by the Head of the Polish Internal Security Agency 	CTF
10:30 – 13:00	Live presentations of the interdiction operations of the Anti-Terrorism Rapid Response Team of the Polish Internal Security Agency	CTF
13:30 – 14:30	<i>Lunch</i> Closure of the table-top exercise	CTF

