



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/895/2011

4 February 2011

ENGLISH only

**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR THE SWISS BASIC COURSE IV  
SPIEZ, SWITZERLAND  
27 JUNE – 1 JULY 2011**

1. On behalf of the Government of Switzerland and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties to nominate participants for a training course on protection against chemical weapons, which will be held at the NBC<sup>1</sup> Training Centre in Spiez, Switzerland, from 27 June to 1 July 2011.
2. The course is related to the offer made by Switzerland, under Article X of the Chemical Weapons Convention (hereinafter “the Convention”), to provide assistance and protection against chemical weapons, and will be jointly organised by the Government of Switzerland and the Technical Secretariat (hereinafter “the Secretariat”). Up to 30 instructors will receive basic training in protection against chemical weapons and in detection. The course will also provide a basic introduction to chemical-warfare agents, and explain the basics of individual protective measures, and of detection and decontamination equipment.
3. The course, which draws on Switzerland’s extensive experience in this area, is intended for specialists who are, or will be, associated with the training of civilians in their home countries in protection against chemical weapons. Its main purpose is to help States Parties establish a basic capability in this area that will directly benefit their civilian populations. Applicants from States Parties that do not yet have such a capability will be particularly welcome. Participation in this course will be mandatory when applying for other courses organised in Switzerland (for example, the Swiss Laboratory Course or the Swiss Advanced Course).
4. Given the purpose of the course and its technical nature, candidates will be carefully selected and should have a solid technical background in the chemistry associated with assistance and protection against chemical agents. They should also be physically fit and be able to wear individual protective equipment for several hours at a time during the practical sessions of the course. Some practical experience in military or civil protection against chemical weapons is desirable, although not necessary.
5. The Secretariat expects to be able to sponsor a limited number of participants from States Parties. Each nomination should specify whether sponsorship is a condition of the nominee’s participation. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance, and will provide a limited subsistence

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<sup>1</sup> NBC = Nuclear, biological, chemical



- allowance to cover sundry expenses. The course materials, accommodation, and all meals during the course will be provided by the Government of Switzerland to all participants at no cost to them or to the OPCW. Further details regarding accommodation, the course venue, and transport will be provided at a later date.
6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. Sponsored participants will be allowed to purchase tickets locally only if doing so leads to further savings for the Secretariat and if the Secretariat authorises it. Participants are expected to arrive **no earlier than Sunday, 26 June 2011**, and to depart **no later than Saturday, 2 July 2011**. The approval of the Secretariat is required for any changes to the dates on which sponsored participants arrive and depart. The Secretariat will not cover expenses unrelated to the course or that result from unauthorised changes to travel arrangements. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their tickets. Participants who have not been sponsored are requested to make their own travel arrangements.
  7. The course will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the English language, both written and oral.
  8. Participants are requested to obtain any necessary visas, including transit visas, before travelling to Switzerland.
  9. Interested applicants are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all contact details that it requests. Completed forms should be sent, along with a brief curriculum vitae, to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax to +31 (0)70 416 3209, or by e-mail to [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org). In addition, a copy should be faxed to Mr Matthias Halter, Acting Head of Arms Control and Disarmament Policy, Armed Forces Staff, Federal Department of Defence, Civil Protection and Sports, CH-3003 Berne, Switzerland, at +41 31 325 3040 or e-mailed to [matthias.halter@vtg.admin.ch](mailto:matthias.halter@vtg.admin.ch). All materials must be received **no later than 13 April 2011**.
  10. Those who have been selected to participate will be contacted no later than two weeks after the submission deadline. States Parties are requested to inform the International Cooperation and Assistance Division of any administrative or other problems that may arise in connection with the attendance of any participant.
  11. Additional information may be obtained from the Assistance and Protection Branch (APB), International Cooperation and Assistance Division. The contact persons are Mr Muhammad Kazi, Senior Assistance and Protection Officer (APB), or Ms Elena Gravilova, Project Clerk (APB), who can be reached by e-mail at [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org), by telephone at +31 (0)70 416 3220, or by fax at +31 (0)70 416 3209.

Annexes:

- Annex 1: Provisional Programme  
Annex 2: Nomination Form

**Annex 1**

**SWISS BASIC COURSE IV  
SPIEZ, SWITZERLAND  
27 JUNE – 1 JULY 2011**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Sunday, 26 June 2011</i></b>	
	Arrival of participants and registration
<b><i>Monday, 27 June 2011</i></b>	
08:00 – 08:30	Keynote address
08:30 – 09:30	Administrative information
09:30 – 10:00	<i>Coffee/tea break</i>
10:00 – 10:45	Lecture: The chemical threat
10:45 – 11:45	Lecture: Article X of the Convention
11:45 – 12:15	Lecture: International assistance
12:15 – 13:15	<i>Lunch</i>
13:15 – 15:15	Lecture: Types and effects of chemical weapons
15:15 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:30	Lecture: Setting up the working groups
16:30 – 18:00	Lecture: Medication used to treat cases of exposure to chemical agents
18:00	<i>Dinner</i>
<b><i>Tuesday, 28 June 2011</i></b>	
07:30 – 09:30	Lecture: Individual protection (introduction)
09:30 – 10:00	<i>Coffee/tea break</i>
10:00 – 12:00	Lecture: Chemical weapons (CW) protection for the civilian population
12:00 – 13:15	<i>Lunch</i>
13:15 – 18:00	Lecture: CW – protection for task forces
18:00	<i>Dinner</i>
<b><i>Wednesday, 29 June 2011</i></b>	
07:30 – 11:30	Lecture: CW – protection for task forces (continued)
11:30 – 12:00	Lecture: Evacuation procedures in case of a chemical attack (introduction)
12:00 – 13:15	<i>Lunch</i>
13:15	Excursion
<b><i>Thursday, 30 June 2011</i></b>	
07:30 – 09:15	Lecture: Detection (introduction)
09:15 – 09:45	<i>Coffee/tea break</i>
09:45 – 12:15	Lecture: Chemical-agent detection kits
12:15 – 13:30	<i>Lunch</i>
13:30 – 14:00	Lecture: Sampling (introduction)
14:00 – 15:30	Lecture: Decontamination methods and procedures (introduction)
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 18:00	Lecture: Introduction to decontamination device 85, and its use in relation to chemical-warfare agents (two classes running in parallel)
18:00	<i>Dinner</i>

<b>Time</b>	<b>Activity</b>
<b><i>Friday, 1 July 2011</i></b>	
07:30 – 10:00	Lecture: The Swiss chemical agent monitor (CAM)
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:15	Lecture: The Swiss laboratory course (introduction)
11:15 – 12:00	Lecture: The Swiss advanced course (introduction)
12:00 – 13:15	<i>Lunch</i>
13:15 – 14:00	Lecture: Domestic preparedness for a chemical attack
14:00 – 15:00	Maintenance of the NBC mask 90
15:00 – 15:30	Return of equipment
15:30 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Closing session
18:00 – 22:00	<i>Official dinner</i>
<b><i>Saturday, 2 July 2011</i></b>	
	Departure of participants

## Annex 2

**SWISS BASIC COURSE IV  
SPIEZ, SWITZERLAND  
27 JUNE – 1 JULY 2011**

**NOMINATION FORM**

Please submit the completed form, along with a brief curriculum vitae, **by 13 April 2011** to:  
The Director, International Cooperation and Assistance Division, OPCW

Attn: Assistance and Protection Branch

Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands

Fax: + 31 (0)70 416 3209; e-mail: [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org)

**Please type or use BLOCK LETTERS.**

1.	Family name of nominee*			
2.	First name(s)*			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Areas of expertise			
11.	Employer			
12.	Position			
13.	Contact address (Please do not give a post-office box number)	Street		
		Number	Post code	
		City		
		Country		
14.	Airport of departure			
15.	E-mail address			
16.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		
17.	Fax numbers, including country and city codes	Home		
		Work		
18.	Has the nominee previously taken part in a course of this kind?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		If so, when and where?		
19.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
20.	Does the nominee have any special dietary requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		If so, please describe:		

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

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