



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/901/2011

17 February 2011

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR AN ADVANCED TRAINING COURSE  
IN CIVIL DEFENCE AGAINST CHEMICAL WEAPONS  
LÁZNĚ BOHDANEČ, THE CZECH REPUBLIC  
23 – 27 MAY 2011**

1. On behalf of the Government of the Czech Republic and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite Member States to nominate participants for an advanced training course on civil defence against chemical weapons, to be held at the Population Protection Institute, Lázně Bohdaneč, the Czech Republic, from 23 to 27 May 2011.
2. The course will be jointly organised by the Government of the Czech Republic and the Technical Secretariat (hereinafter “the Secretariat”). It will provide training to up to 15 participants in planning for, and in the preparation, conduct, and evaluation of, response operations in contaminated areas, as well as in appropriate responses and countermeasures in the event of incidents involving chemical weapons or toxic industrial chemicals.
3. The course will include an advanced component on complex emergency responses to a crisis involving chemical weapons or toxic industrial chemicals. Participants will also receive advanced instruction on detection and reconnaissance, decontamination, the use of individual protective equipment, the medical aspects of a response, and managing a response. In addition, they will receive training in mounting a response in potentially contaminated areas.
4. Given the purpose of the course and its technical nature, candidates will be carefully selected. They should have a background in the chemistry associated with assistance and protection against chemical agents. Preference will also be given to individuals who have already taken one or more OPCW basic courses. In addition, participants should be physically fit and be able to wear individual protective equipment for several hours at a time during the practical sessions of the course.
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. The course materials, accommodation, and local transport during the course will be provided by the National Authority of the



Czech Republic, at no cost to the participants or the OPCW. Further details regarding accommodation, the course venue, and transport will be issued to all confirmed participants at a later date.

6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Sunday, 22 May 2011**, and to depart **no later than Saturday, 28 May 2011**. 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 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. All activities during the course will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good written and oral command of English.
8. Participants are requested to obtain all necessary visas, including transit visas, before travelling to the Czech Republic.
9. Interested applicants are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all contact details. Completed forms should be sent, **along with a brief curriculum vitae**, to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax to +31 (0)70 416 3209, or by e-mail to [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org). All materials must be received by the Secretariat **no later than 10 April 2011**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course. **Those who have been selected to participate will be contacted no later than two weeks after the submission deadline.**
10. Additional information may be obtained from the Assistance and Protection Branch, International Cooperation and Assistance Division, at telephone number +31 (0)70 416 3208 or e-mail [EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org).

Annexes:

- Annex 1: Programme  
Annex 2: Nomination Form

## Annex 1

**ADVANCED TRAINING COURSE  
IN CIVIL DEFENCE AGAINST CHEMICAL WEAPONS  
LÁZNĚ BOHDANEČ, THE CZECH REPUBLIC  
23 – 27 MAY 2011**

## PROGRAMME

Time	Activity
<b><i>Sunday, 22 May 2011</i></b>	
08:00 – 15:00	Arrival of participants at the Spiritka Hotel, Prague
15:30 – 17:30	Transfer to Lázně Bohdaneč
17:30 – 18:00	Administrative arrangements
18:30 – 20:00	<i>Welcome reception</i>
<b><i>Monday, 23 May 2011</i></b>	
07:30 – 08:30	<i>Breakfast</i>
08:40 – 09:00	Official opening
09:00 – 09:15	Official photograph
Morning Session	Administrative arrangements (continued)
	<i>Coffee/tea break</i>
	Lecture: Article X of the Chemical Weapons Convention
	Chemical weapons disarmament
	Lecture: Integrated rescue system
12:30 – 14:00	<i>Lunch</i>
Afternoon Session	Lecture: Detection
	Lecture: Decontamination
	Division into groups
	Building up a task force
	<i>Coffee/tea break</i>
	Preparing for practical training
	Equipment handover
Preparing for practical exercises	
18:00 – 19:00	<i>Dinner</i>
19:00 – 20:00	Individual preparation for practical exercises
<b><i>Tuesday, 24 May 2011</i></b>	
07:30 – 08:30	<i>Breakfast</i>
08:30 – 08:45	Programme administration
Morning Session	Practical training: Individual protective equipment (IPE)
	<i>Coffee/tea break</i>
	Practical training: IPE (continued)
	Practical training: Detection
12:30 – 13:45	<i>Lunch</i>
Afternoon Session	Opening lecture: Sampling
	Field practical training: Detection, sampling
	<i>Coffee/tea break</i>
	Field practical training: Evacuation, decontamination
18:00 – 19:00	<i>Dinner</i>
19:00 – 20:00	Discussion and evaluation

<b>Time</b>	<b>Activity</b>
<b>Wednesday, 25 May 2011</b>	
07:30 – 08:30	<i>Breakfast</i>
Morning Session	Lecture: Modern protective equipment
	<i>Coffee/tea break</i>
	Lecture: Modern protective equipment (continued)
	Lecture: Population Protection Institute
	Visit to mobile chemical laboratory
12:15 – 13:30	<i>Lunch</i>
13:30 – 14:00	Transfer to Hradec Králové
Afternoon Session	Lecture: Chemical warfare agents (CWA) – medical aspects, prophylaxis, practical demonstration
	Transfer to Lázně Bohdaneč
	<i>Coffee/tea break</i>
	Table-top exercise: Preparation for the exercise
	Practical training: Preparation for the exercise
18:00 – 19:00	<i>Dinner</i>
19:00 – 20:00	Individual preparation for the exercise
<b>Thursday, 26 May 2011</b>	
07:30 – 08:30	<i>Breakfast</i>
Morning Session	Exercise: 2 scenarios, 2 teams – Part 1
	<i>Coffee/tea break</i>
	Evaluation of part 1 of the exercise
12:15 – 13:45	<i>Lunch</i>
Afternoon Session	Exercise: 2 scenarios, 2 teams – Part 2
	<i>Coffee/tea break</i>
	Evaluation of part 2 of the exercise
17:30 – 18:30	<i>Dinner</i>
18:30 – 20:00	Discussion, evaluation of the overall exercise
<b>Friday, 27 May 2011</b>	
08:00 – 09:00	<i>Breakfast</i>
Morning Session	Equipment maintenance
	Equipment handover
	<i>Coffee/tea break</i>
	Evaluation of the course
	Closing session
	Preparation for leaving the Population Protection Institute
12:00 – 13:30	Transfer to Prague
Social Programme	Sightseeing in Prague
	Transfer to Spiritka Hotel
18:00 – 20:00	<i>Official dinner</i>

## Annex 2

**ADVANCED TRAINING COURSE  
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23 – 27 MAY 2011**

**NOMINATION FORM**

Please submit the completed form, **along with a brief curriculum vitae, by 10 April 2011** to:

The Director, International Cooperation and Assistance Division, OPCW

Attention: 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.	E-mail address			
15.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		
16.	Fax numbers, including country and city codes	Home		
		Work		
17.	Airport of departure			
18.	Has the nominee previously taken part in a basic course?	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"/>		

\* Please give the first and family names exactly as they appear in the nominee's passport.

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