



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/934/2011

30 May 2011

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR AN INTERNATIONAL BASIC COURSE ON  
ASSISTANCE AND PROTECTION AGAINST CHEMICAL WEAPONS  
ISLAMABAD, PAKISTAN  
10 – 14 OCTOBER 2011**

1. On behalf of the Government of Pakistan and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties to nominate candidates to participate in an international assistance-and-protection training course, which will take place from 10 to 14 October 2011 in Islamabad, Pakistan.
2. The course, which will be jointly organised by the Government of Pakistan and the Technical Secretariat (hereinafter “the Secretariat”), will provide training to up to 20 participants in planning for and building a support team in civil protection, civil defence, and decontamination operations in contaminated areas, as well as in appropriate responses and countermeasures in the event of incidents involving chemical-warfare agents and toxic industrial chemicals. It will also give an overview of what kind of assistance the OPCW, the host country, and Member States can provide, and will assist participating States Parties in establishing a basic capability in protection from chemical weapons, which will directly benefit their civilian populations.
3. The course will offer a basic introduction to the use of individual and collective protective equipment, and to monitoring, detection, and decontamination techniques. Participants completing the basic course will acquire a general knowledge of chemical-warfare agents, of individual protective equipment, and of detection and decontamination equipment, as well as an understanding of how all of the equipment is to be used. The course will also facilitate the exchange of information and experiences regarding the implementation of Article X of the Chemical Weapons Convention, and will provide a forum for the discussion of future cooperation among participating Member States and of what further offers they might make to the OPCW under Article X. The course will conclude with a practical emergency-response exercise.
4. Given the purpose of the course and its technical nature, candidates will be carefully selected, and should have experience with assistance and protection against chemical weapons. Preference will be given to officers from emergency-response units



involved in civilian protection. In addition, participants should be physically fit and be able to wear individual protective gear for several hours at a time during practical sessions of the course. Some practical experience with protective equipment is desirable.

5. The Secretariat expects to be able to sponsor the participation of a limited number of participants. Each nomination should specify whether sponsorship is a condition of the nominee's participation. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. Accommodation for sponsored participants will be arranged by the National Authority of Pakistan and will be paid for by the Secretariat. Participants who are not sponsored are also expected to avail themselves of this accommodation, and to confirm the related arrangements with the Secretariat. The Secretariat will not cover the accommodation costs of non-sponsored participants. The course materials, training equipment, mid-day meals, and local transport during the course will be provided by the National Authority of Pakistan, at no cost to the participants or to 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, 9 October 2011**, and to depart **no later than Saturday, 15 October 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 and to inform the Secretariat accordingly.
7. All activities during the meeting 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 the English language.
8. Participants are requested to obtain all necessary visas (including transit visas) before travelling to Pakistan.
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 the contact details 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). All materials must be received by the Secretariat **no later than 15 July 2011**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course. Only selected participants will be contacted within three weeks of the submission deadline.

10. Additional information may be obtained from the Assistance and Protection Branch, International Cooperation and Assistance Division. The contact persons are Mr Muhammad Kazi, Senior Assistance and Protection Officer, who can be reached at +31 (0)70 416 3775, and Ms Maria Elena Bruno Pousadela, Secretary, who can be reached at +31 (0)70 416 3217.

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form (English only)

**Annex 1**

**ASSISTANCE-AND-PROTECTION COURSE  
ISLAMABAD, PAKISTAN  
10 – 14 OCTOBER 2011**

**PROVISIONAL PROGRAMME**

| <b>Time</b>                       | <b>Activity</b>   |
|-----------------------------------|---|
| <b><i>Sunday, 9 October</i></b>   |   |
|                                   | Arrival of participants, and registration   |
| <b><i>Monday, 10 October</i></b>  |   |
| 08:30 – 09:00                     | Keynote address   |
| 09:00 – 09:15                     | Group photo   |
| 09:15 – 10:00                     | Display of detection and protection equipment   |
| 10:00 – 10:30                     | <i>Break</i>  |
| 10:30 – 11:30                     | Overview of course  |
| 11:30 – 12:15                     | Lecture: Implementation of the Chemical Weapons Convention in Pakistan  |
| 12:15 – 13:30                     | <i>Lunch</i>  |
| 13:30 – 14:15                     | Lecture: The provisions of Article X on assistance and protection   |
| 14:15 – 15:00                     | Lecture: The history of chemical-warfare agents   |
| 15:00 – 15:30                     | <i>Break</i>  |
| 15:30 – 16:15                     | Lecture: Types and effects of chemical-warfare agents and toxic industrial chemicals                                      |
| 16:15 – 17:00                     | Lecture: Administering first aid; medical responses to, and the treatment of, victims in the event of a chemical incident |
| 17:00 – 18:30                     | Distribution of individual protective equipment to participants   |
| 18:30 – 20:30                     | Official dinner hosted by the Defence Science and Technology Organisation   |
| <b><i>Tuesday, 11 October</i></b> |   |
| 08:30 – 09:15                     | Lecture: Individual protective equipment  |
| 09:15 – 10:00                     | Practical: Use of individual protective equipment (donning and doffing: MOPP <sup>1</sup> levels 0-2)                     |
| 10:00 – 10:30                     | <i>Break</i>  |
| 10:30 – 11:15                     | Practical: Use of individual protective equipment (continued) (donning and doffing: MOPP levels 3-4)                      |
| 11:15 – 12:15                     | Lecture: Introduction and use of detection equipment  |
| 12:15 – 13:30                     | <i>Lunch</i>  |
| 13:30 – 14:15                     | Lecture: Introduction and use of detection equipment (continued)  |
| 14:15 – 15:00                     | Practical: Removal of contaminated protective equipment (doffing)   |
| 15:00 – 15:30                     | <i>Break</i>  |
| 15:30 – 16:15                     | Lecture: Preparation for a response to an incident involving chemical weapons   |
| 16:15 – 17:00                     | Display: Familiarisation with detection and protection equipment  |
| 17:00 – 22:30                     | OPCW official reception   |

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<sup>1</sup> MOPP = mission-oriented protective posture.

| <b>Time</b>                         | <b>Activity</b>   |
|-------------------------------------|---|
| <b><i>Wednesday, 12 October</i></b> |   |
| 08:30 – 09:15                       | Demonstration: Detection, marking of contaminated area, and sampling techniques / procedure               |
| 09:15 – 10:00                       | Demonstration: Detection, marking of contaminated area, and sampling techniques / procedure (continued)   |
| 10:00 – 10:30                       | <i>Break</i>  |
| 10:30 – 11:15                       | Practical: Detection, marking of contaminated area, and sampling techniques / procedure                   |
| 11:15 – 12:15                       | Practical: Detection, marking of contaminated area, and sampling techniques / procedure (continued)       |
| 12:15 – 13:30                       | <i>Lunch</i>  |
| 13:30 – 14:15                       | Lecture: Introduction and use of decontamination equipment  |
| 14:15 – 15:00                       | Lecture: Activities of protection operations during various stages of a chemical weapons-related incident |
| 15:00 – 15:30                       | <i>Break</i>  |
| 15:30 – 16:15                       | Discussion: National presentations on protection programmes against chemical weapons <sup>2</sup>         |
| 16:15 – 22:30                       | Excursion / dinner  |
| <b><i>Thursday, 13 October</i></b>  |   |
| 08:30 – 09:15                       | Practical: Decontamination concepts and use of decontamination equipment                                  |
| 09:15 – 10:00                       | Exercise: Detection, evacuation, and decontamination techniques / procedure                               |
| 10:00 – 10:30                       | <i>Break</i>  |
| 10:30 – 12:15                       | Exercise: Detection, evacuation, and decontamination techniques / procedure (continued)                   |
| 12:15 – 13:30                       | <i>Lunch</i>  |
| 13:30 – 15:00                       | Exercise: Detection, evacuation, and decontamination techniques / procedure (continued)                   |
| 15:00 – 15:30                       | <i>Break</i>  |
| 15:30 – 16:15                       | Evaluation of the course by participants; question-and-answer session                                     |
| 16:15 – 22:30                       | Excursion / dinner  |
| <b><i>Friday, 14 October</i></b>    |   |
| 08:30 – 10:00                       | Exercise: Detection, evacuation, and decontamination techniques / procedure (continued)                   |
| 10:00 – 10:30                       | <i>Break</i>  |
| 10:30 – 12:15                       | Official closing ceremony   |
| 12:15 – 13:30                       | <i>Lunch</i>  |
| 13:30 – 14:15                       | Maintenance and equipment handover  |
| 14:15 – 22:30                       | Excursion / dinner  |

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All participants are required to prepare a seven-minute talk (in the form of a PowerPoint presentation, together with the submission of the text in a Portable Document Format (PDF) file) on the subject of the national-protection programmes in their country. Each presentation should be sent to the point of contact for Pakistan, Mr Adnan Azim, Director, Chem-Bio Defence Cell (CBDC), via e-mail ([dircbdc@desto.gov.pk](mailto:dircbdc@desto.gov.pk)) with copies to Mr Azfar Bilal Qureshi, Director of the National Authority ([pakna\\_dsmt@yahoo.com](mailto:pakna_dsmt@yahoo.com)), and to the Secretariat ([EmergAssistBr@opcw.org](mailto:EmergAssistBr@opcw.org)) by 23 September 2011.

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Annex 1

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| <b>Time</b>                 | <b>Activity</b>           |
|-----------------------------|---------------------------|
| <i>Saturday, 15 October</i> |                           |
|                             | Departure of participants |

**Annex 2**

**ASSISTANCE-AND-PROTECTION COURSE  
ISLAMABAD, PAKISTAN  
10 – 14 OCTOBER 2011**

**NOMINATION FORM**

Please submit the completed form, along with a brief curriculum vitae, by **15 July 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.  | Government body making the nomination                            |                               |                                 |      |
| 2.  | Family name of nominee*  |                               |                                 |      |
| 3.  | First name(s)  |                               |                                 |      |
| 4.  | Date of birth  | Day                           | Month                           | Year |
| 5.  | Citizenship  |                               |                                 |      |
| 6.  | Gender**   | Male <input type="checkbox"/> | Female <input type="checkbox"/> |      |
| 7.  | Passport number  |                               |                                 |      |
| 8.  | Date of issue  | Day                           | Month                           | Year |
| 9.  | Expiry date  | Day                           | Month                           | Year |
| 10. | Place of issue   |                               |                                 |      |
| 11. | Areas of expertise   |                               |                                 |      |
|     |  |                               |                                 |      |
|     |  |                               |                                 |      |
| 12. | Employer   |                               |                                 |      |
|     |  |                               |                                 |      |
| 13. | Position   |                               |                                 |      |
| 14. | Contact address<br>(Please do not give a post-office box number) | Street                        |                                 |      |
|     |  | Number                        | Post code                       |      |
|     |  | City                          |                                 |      |
|     |  | Country                       |                                 |      |
| 15. | Airport of departure   |                               |                                 |      |

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

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

|     |   |   |
|-----|---|---|
| 16. | E-mail address  |   |
| 17. | Telephone numbers, including country and city codes         | Home  |
|     |   | Work  |
|     |   | Mobile  |
| 18. | Fax numbers, including country and city codes               | Home  |
|     |   | Work  |
| 19. | Has the nominee previously attended a meeting of this kind? | Yes <input type="checkbox"/> No <input type="checkbox"/><br>If so, when and where?      |
| 20. | Is sponsorship a condition of participation?                | Yes <input type="checkbox"/> No <input type="checkbox"/>                                |
| 21. | Meal preferences  | No <input type="checkbox"/> Yes <input type="checkbox"/> If so, please describe         |
| 22. | Size:   | Gloves S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> |
|     |   | Boots (number):   |
|     |   | Height (m):   |
|     |   | Weight (kg):  |