



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1103/2013

12 June 2013

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR A TRAINING COURSE IN CONDUCTING
SAMPLING AND ANALYSIS IN A HIGHLY CONTAMINATED ENVIRONMENT
CZESTOCHOWA, POLAND
23 – 27 SEPTEMBER 2013**

1. On behalf of the Government of Poland and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite Member States to nominate participants for a training course in conducting sampling and analysis in a highly contaminated environment, to be held in Czestochowa, Poland, from 23 to 27 September 2013.
2. The course will be jointly organised by the Government of Poland and the Technical Secretariat (hereinafter “the Secretariat”). The main purpose of the course is to assist Member States in their efforts to establish a protection capability that will directly benefit their civilian populations. It will provide training to up to 20 specialists who are or who will be associated with the sampling and analysis of chemical agents in their home countries. The course will provide the participants with the opportunity to be trained in how to work in environments contaminated with toxic chemicals.
3. Member States that do not yet have sampling-and-analysis capabilities are especially encouraged to nominate participants. However, given the objectives of the course and its technical nature, the Secretariat will select candidates carefully, and therefore participants should have a solid technical background. Participants must be qualified and experienced in the use and wear of self-contained breathing apparatus (SCBAs). Previous practical experience with military or civil protection is desirable. Individual protective suits must be worn for several hours per day, and participants must, therefore, be physically fit and be able to wear such equipment for several hours at a time.
4. 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, meals, and local transport during the course will be provided by the National Authority of Poland, 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.



5. 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 September 2013**, and to depart **no later than Saturday, 28 September 2013**. 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.
6. 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.
7. Participants are requested to obtain all necessary visas, including transit visas, before travelling to Poland. Please be aware that Schengen visa applications can take up to three weeks to obtain, so the visa should be requested at least three weeks in advance.
8. 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 and other details requested. 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. All materials must be received by the Secretariat **no later than 19 July 2013**. 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.
9. Additional information may be obtained from the Assistance and Protection Branch, International Cooperation and Assistance Division. The contact person is Ms Megan Thomas, who may be reached by telephone at +31 (0)70 416 3208, or by e-mail at EmergAssistBr@opcw.org.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**TRAINING COURSE IN CONDUCTING SAMPLING AND ANALYSIS
IN A HIGHLY CONTAMINATED ENVIRONMENT
CZESTOCHOWA, POLAND
23 – 27 SEPTEMBER 2013**

PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 22 September 2013</i>	
	Participants arrive in Czestochowa, Poland
<i>Monday, 23 September 2013</i>	
08:00 – 08:45	Welcome and introduction/group photo
08:45 – 09:15	Lecture: Article X of the Chemical Weapons Convention
09:15 – 10:00	An overview of sampling and analysis
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:15	Sampling and analysis: Theory and principles
11:15 – 12:00	The sampling kit: Demonstration of items in the kit
12:00 – 13:00	<i>Lunch</i>
13:00 – 14:30	Practical session (individual): Collecting samples
14:30 – 15:00	<i>Coffee/tea break</i>
15:00 – 16:45	Practical session (in teams): Collecting samples
16:45 – 17:00	Summary of the day
<i>Tuesday, 24 September 2013</i>	
08:00 – 09:00	SCBAs: Health-and-safety requirements (medical evaluations and fitness tests)
09:00 – 10:45	The SCBA system refresher session (respiratory functions, capabilities, and limitations); equipment inspection, donning and doffing, seal checking, normal use, and emergency procedures)
11:00 – 12:00	Refresher session: Operating the SCBA
12:00 – 13:00	<i>Lunch</i>
13:00 – 14:00	Refresher session: Personal protective equipment (PPE)
14:00 – 15:00	Practical session (in teams): Donning and doffing PPE
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 16:30	Practical session (in teams): Donning and doffing PPE and SCBAs
16:30 – 17:00	Practical session: Emergency procedures
<i>Wednesday, 25 September 2013</i>	
08:00 – 10:00	Practical session (individuals wearing PPE): Sample collection
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 12:00	Practical session (individuals wearing PPE and SCBAs: Sample collection
12:00 – 13:00	<i>Lunch</i>
13:00 – 15:00	Practical session (teams wearing PPE): Sample collection
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 17:00	Practical session (teams wearing PPE and SCBAs): Sample collection
<i>Thursday, 26 September 2013</i>	
08:00 – 12:00	Practical session (individuals wearing PPE and SCBAs)
12:00 – 13:00	<i>Lunch</i>
13:00 – 17:00	Practical session (teams wearing PPE and SCBAs): Sample collection

Time	Activity
<i>Friday, 27 September 2013</i>	
08:00 – 12:00	Practical session: Responding (in teams) to a fire: Team coordination during the fire scenario (participants will be evaluated on how well they carry out tasks (approaches to safety, and sample collection) during a small real-fire exercise)
12:00 – 13:00	<i>Lunch</i>
13:00 – 15:00	Discussion and evaluation of the results
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 16:00	Summary of the training
16:00 – 16:30	Course evaluation
16:30 – 17:00	Official closing session
<i>Saturday, 28 September 2013</i>	
	Departure of participants