



International Cooperation and Assistance Division

S/1117/2013

19 July 2013

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

CALL FOR NOMINATIONS FOR SWISS LABORATORY COURSE V SPIEZ, SWITZERLAND 18 – 22 NOVEMBER 2013

1. On behalf of the Government of Switzerland and the OPCW, the Director-General wishes to invite Member States to nominate participants for Swiss Laboratory Course V, which will be held at the NBC¹ Centre of Competence in Spiez, Switzerland, from 18 to 22 November 2013.
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”).
3. Only applicants who have already attended the Chemical Weapons Chief-Instructor Training Programme (CITPRO) or the Swiss Basic Course can be considered for Swiss Laboratory Course V. The course can accommodate a maximum of 12 participants.
4. The main purpose of the course is to assist other Member States in their efforts to establish a basic protection capability that will directly benefit their civilian populations. Drawing on the extensive experience of laboratory specialists in the Swiss armed forces in providing technical and personnel support to civilian authorities, it will provide basic training to specialists and experts who are or who will be associated with detection and decontamination in their home countries. Participants will be trained on detection equipment that can be used in the event of an emergency to provide a simple but reliable qualitative and semi-quantitative analysis of chemical agents in air, soil, water, and food.
5. Member States that do not yet have detection-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. Previous practical experience with military or civil protection is desirable.
6. Individual protective suits must be worn for up to four hours per day, and participants must therefore be physically fit and be able to wear such equipment for several hours at a time.

¹ NBC = Nuclear, biological, chemical



7. The course materials, as well as accommodation and all meals during the course, will be provided by the Swiss Government, at no cost to the participants or to the OPCW. Participants are expected to arrive **no earlier than Sunday, 17 November 2013**, and to depart **no later than Saturday, 23 November 2013**.
8. The Secretariat expects to be able to cover the travel costs of a limited number of participants. Each nomination should specify whether sponsorship is a condition of the nominee's participation. The Secretariat's approval 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 the 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.
9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Switzerland.
10. 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 English.
11. Interested Member States 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. The completed nomination form, together with a brief curriculum vitae for each nominee, should be sent to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nomination forms can also be faxed to +31 (0)70 416 3209 or e-mailed to EmergAssistBr@opcw.org. They should be submitted as soon as possible, but **no later than 20 September 2013**, to allow sufficient time for the Secretariat and the Swiss authorities to make the necessary arrangements. In addition, a copy of each form should be sent to Mr Matthias Halter, Head of Arms Control and Disarmament Policy, Armed Forces Staff, Federal Department of Defence, Civil Protection and Sports, CH 3003 Bern, Switzerland, at +41 31 325 3040, or e-mailed to matthias.halter@vtg.admin.ch.
12. 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.
13. A provisional programme for the course is included as Annex 1 to this Note. Further details will be issued at a later date. Any questions may be addressed to Ms Cristina Rodrigues, Senior Assistance and Protection Officer, Assistance and Protection Branch, International Cooperation and Assistance Division, who can be contacted by telephone at +31 (0)70 416 3774; fax at +31 (0)70 416 3209; or e-mail at EmergAssistBr@opcw.org.

Annexes: Annex 1: Provisional Programme
 Annex 2: Nomination Form

Annex 1

**SWISS LABORATORY COURSE V
SPIEZ, SWITZERLAND
18 – 22 NOVEMBER 2013**

PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 17 November 2013</i>	
	Arrival of participants
<i>Monday, 18 November 2013</i>	
07:00 – 08:00	<i>Breakfast</i>
08:00 – 08:30	Keynote address and group photograph
08:30 – 09:30	Provision of administrative information
09:30 – 10:00	<i>Coffee/tea break</i>
10:00 – 11:00	Article X of the Convention
11:00 – 12:00	Receipt of equipment and conduct of the blood test for AChE*
12:00 – 13:15	<i>Lunch</i>
13:15 – 13:45	Air-tightness testing of individual protective equipment (IPE)
13:45 – 15:30	Monitoring and detecting chemical and biological agents (using the chemical agent detection kit (CADK) and the Swiss chemical agent monitor (CAM))
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 18:00	Monitoring and detecting chemical and biological agents (continued)
18:00 – 19:15	<i>Dinner</i>
19:15 – 21:00	No scheduled activities (time at participants' disposal)
<i>Tuesday, 19 November 2013</i>	
06:30 – 07:30	<i>Breakfast</i>
07:30 – 09:30	Sampling
09:30 – 10:00	<i>Coffee/tea break</i>
10:00 – 12:00	Lab 1: Putting a laboratory into operation
12:00 – 13:15	<i>Lunch</i>
13:15 – 15:00	Lab 1: Putting a laboratory into operation (continued)
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 18:00	Lab 2: Using thin-layer chromatography (TLC) to detect nerve agents in water
18:00 – 19:15	<i>Dinner</i>
19:15 – 21:00	No scheduled activities (time at participants' disposal)
<i>Wednesday, 20 November 2013</i>	
06:30 – 07:30	<i>Breakfast</i>
07:30 – 09:30	Lab 3: Using TLC to detect nerve agents in different samples
09:30 – 10:00	<i>Coffee/tea break</i>
10:00 – 12:00	Lab 4: Using TLC to detect blistering agents
12:00 – 13:15	<i>Lunch</i>
14:00 – 23:00	Excursion

* AChE = acetylcholinesterase

Time	Activity
<i>Thursday, 21 November 2013</i>	
06:30 – 07:30	<i>Breakfast</i>
07:30 – 10:00	Lab 4: Using TLC to detect blistering agents (continued)
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:00	Lab 5: Analysis of cyanide contained in water
12:00 – 13:15	<i>Lunch</i>
13:15 – 15:30	Lab 6: Analysis of arsenical agents
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 18:30	Repetition of lab sessions 1 to 5, and a test of the participants' knowledge
18:30 – 19:30	<i>Dinner</i>
19:30 – 21:00	No scheduled activities (time at participants' disposal)
<i>Friday, 22 November 2013</i>	
06:30 – 07:30	<i>Breakfast</i>
07:30 – 08:00	Lab 7: Introduction to the methodology of gas chromatography and mass spectrometry (GC-MS)
08:00 – 09:00	Demonstration of the use of GC-MS
09:00 – 09:45	Introduction by the Spiez Laboratory
09:45 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:30	Laboratory clean-up
11:30 – 12:00	Conduct of a blood test for AChE
12:00 – 13:15	<i>Lunch</i>
13:15 – 14:30	Instructions on the maintenance of NBC mask 90
14:30 – 15:00	Introduction to Swiss advanced courses and Swiss exercise courses that are jointly organised by the Spiez Centre and the OPCW
15:00 – 15:30	Return of equipment
15:30 – 16:15	Introduction mobile detection and NBC reconnaissance
16:15 – 17:00	Time set aside for participants to prepare for the closing session and the official dinner
17:00 – 17:30	Closing session
18:00	<i>Official dinner</i>
<i>Saturday, 23 November 2013</i>	
	Departure of participants

Annex 2

**SWISS LABORATORY COURSE V
SPIEZ, SWITZERLAND
18 – 22 NOVEMBER 2013**

NOMINATION FORM

Please submit the completed form so that it is received by **20 September 2013** to:

The Director, International Cooperation and Assistance Division, OPCW

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

Fax: + 31 (0)70 416 3209; e-mail: 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.	Knowledge of English (spoken and written)	Fluent <input type="checkbox"/>	Good /working <input type="checkbox"/>	

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

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