



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1151/2014

31 January 2014

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE SECOND TRAINING IN CONDUCTING
SAMPLING AND ANALYSIS IN A HIGHLY CONTAMINATED ENVIRONMENT
CZESTOCHOWA, POLAND 12-16 MAY 2014**

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 12 to 16 May 2014.
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 15 specialists who are, or who will be, involved in the sampling and analysis of chemical agents in their home countries. The course will offer the participants training 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. Given the objectives of the course, and its technical nature, applicants should have a solid technical background. Participants must be qualified and experienced in using and wearing self-contained breathing apparatus (SCBA). Previous practical experience of military or civil protection is desirable. Individual protective suits must be worn for several hours each day, and participants must, therefore, be physically fit and able to wear such equipment for extended periods.
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, 11 May 2014, and to depart no later than Saturday, 17 May 2014**. 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
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 command of both written and spoken English.
7. Participants are requested to obtain all necessary visas, including transit visas, before travelling to Poland. Please be aware that Schengen Area visas 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 register their nomination form, together with a brief curriculum vitae, via the OPCW website at <http://www.opcw.org/events>, no later than **28 March 2014**. Please note that all the required questions (indicated by *) must be answered, otherwise the application cannot be considered for this event. Interested applicants who for technical reasons are unable to submit an application online at <http://www.opcw.org/events>, are requested to send an email to EmergAssistBr@opcw.org. In this case, the subject line of the email should contain the words "Czestochowa 2014".
9. 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:

Telephone	Mr Justo A. Quintero Méndez	+31 (0)70 416 3775
	Ms Olesea Becu	+31 (0)70 416 3593
Email	Justo.QuinteroMendez@opcw.org	

Annex: Provisional Programme

Annex

**SECOND TRAINING COURSE IN CONDUCTING SAMPLING AND ANALYSIS
IN A HIGHLY CONTAMINATED ENVIRONMENT
CZESTOCHOWA, POLAND 12-16 MAY 2014**

PROVISIONAL PROGRAMME

Time	Activity
Sunday, 11 May 2014	
	Participants arrive in Czestochowa, Poland
Monday, 12 May 2014	
08:30 – 09:00	Opening ceremony
09:00 - 09:15	Official photograph
09:15 – 09:45	Presentation on Article X of the Chemicals Weapons Convention (OPCW)
09:45 – 10:00	<i>Coffee / Tea Break</i>
10:00 – 10:15	Sampling overview (information about the school's quality management system, requirements, and procedures)
10:15 - 11:15	Sampling: theory and principles
11:15 - 12:30	The sampling kit
12:30 - 13:30	<i>Lunch</i>
13:30 - 14:30	Sample collection practice (individual)
14:30 - 15:00	<i>Coffee / Tea Break</i>
15:00 - 16:45	Sample collection practice (team)
16:45 - 17:00	Summary of the day
Tuesday, 13 May 2014	
08:00 - 09:00	Self-contained breathing apparatus (SCBA) Health and Safety Requirements (medical assessment, fit test)
09:00 - 10:45	The SCBA system (respirator, capabilities and limitations, inspection, putting on, removal, seal check, normal use, emergency procedures)
11:00 - 12:30	Operating the SCBA system
12:30 - 13:30	<i>Lunch</i>
13:30 – 14:00	Personal protective equipment (PPE)
14:00 - 15:00	Donning and doffing (team)
15:00 - 15:15	<i>Coffee / Tea</i>
15:15 - 16:30	Donning and doffing PPE and SCBA (team)
16:30 - 17:00	Emergency procedures
Wednesday, 14 May 2014	
08:00 - 10:00	Sample collection practice (individual in PPE)
10:00 - 10:15	<i>Coffee / tea break</i>
10:15 - 12:30	Sample collection practice (individual, in PPE and SCBA, face piece off)
12:30 - 13:30	<i>Lunch</i>
13:30 - 15:00	Sample collection practice (team in PPE)

Time	Activity
15:00 - 15:15	<i>Coffee / tea break</i>
15:15 - 17:00	Sample collection practice (team in PPE and SCBA, face piece off)
Thursday, 15 May 2014	
08:00 - 12:30	Sample collection practice (individual wearing PPE and SCBA)
12:30 - 13:30	<i>Lunch</i>
13:30 - 17:00	Sample collection practice (team wearing PPE and SCBA)
Friday, 16 May 2014	
08:00 - 12:30	Team coordination on fire scenario (summarising exercise, team coordination, safety approach, and sample collection)
12:30 - 13:30	<i>Lunch</i>
13:30 - 15:00	Discussion of 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
Saturday, 17 May 2014	
	Departure of participants

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