



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**FOURTEENTH ANNUAL WORKSHOP TO COORDINATE ASSISTANCE AND
PROTECTION UNDER ARTICLE X OF THE CHEMICAL WEAPONS CONVENTION
MADRID, SPAIN
1 – 3 JULY 2014**

1. On behalf of the Government of Spain and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Technical Secretariat (hereinafter “the Secretariat”) wishes to invite Member States to nominate participants for the “Fourteenth Annual Workshop to Coordinate Assistance and Protection under Article X of the Chemical Weapons Convention”, which will be held in Madrid, Spain, from 1 to 3 July 2014.
2. The workshop will provide a forum in which States Parties will share their experiences in relation to the implementation of Article X of the Chemical Weapons Convention (hereinafter “the Convention”), and exchange views on new approaches and trends in this regard.
3. The workshop is intended to draw together officials and experts from National Authorities, government ministries involved in responding to chemical emergencies, the chemical industry, and relevant organisations associated with the implementation of Article X. Participants will review relevant OPCW activities during the last year, exchange ideas regarding challenges relating to the implementation of Article X, and discuss issues related to the preparedness of the OPCW to respond to a chemical weapons incident.
4. Given the purpose of the workshop and its technical nature, candidates will be carefully selected and should be involved in implementing Article X in their respective countries or work in areas directly related to the implementation of this Article of the Convention. Taking into account the fact that the workshop and associated discussions will be take place in English, it is a strong requirement that participants have a good command of the English language, both written and oral.
5. The Secretariat expects to be able to cover the travel costs of a limited number of participants nominated by Member States. When proposing candidates for the workshop, Member States should specify whether such sponsorship is a condition of their participation. For sponsored participants, the Secretariat will cover the costs of travel, medical insurance, accommodation, and meals, and will provide a limited subsistence allowance to cover sundry expenses. Within two weeks after the application deadline, selected participants will receive an acceptance letter from the



Secretariat, confirming that they will be able to attend the workshop. Further details about accommodation, the workshop venue, and transport will be issued to participants at a later date.

6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. Participants are expected to arrive **on Monday, 30 June 2014**, and will depart **no later than Friday, 4 July 2014**. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Spain. The Secretariat will not cover expenses unrelated to the workshop, 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. Selected participants who are non-sponsored are requested to make their own travel arrangements.
7. Interested Member States and stakeholders are invited to complete the nomination form that is included as Annex 2 to this Note, giving each nominee's full name, passport details and address, fax and telephone numbers, e-mail address and area(s) of expertise. The completed nomination form, together with a brief curriculum vitae for each nominee, should be sent to the Assistance and Protection Branch, 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. Nominations should be submitted as soon as possible, but **no later than 23 May 2014**, to allow sufficient time for the Secretariat and the Spanish authorities to make the necessary arrangements.
8. The provisional programme for the workshop is included as Annex 1 to this Note; further details will be issued at a later date. Any questions may be addressed to the Assistance and Protection Branch of the International Cooperation and Assistance Division. The contact persons are Mr Justo Quintero Méndez, who can be reached at +31 (0)70 416 3775 and Ms María Elena Bruno-Pousadela, who can be reached at +31 (0)70 416 3217.

Annex 1

**FOURTEENTH ANNUAL WORKSHOP
TO COORDINATE ASSISTANCE AND PROTECTION
UNDER ARTICLE X OF THE CHEMICAL WEAPONS CONVENTION
MADRID, SPAIN
1 – 3 JULY 2014**

PRELIMINARY PROGRAMME

Time	Activity
<i>Tuesday, 1 July 2014</i>	
08:30 – 09:00	Registration of participants
09:00 – 09:20	Opening remarks (Shawn DeCaluwe, Head APB ¹)
09:20 – 09:40	Workshop objectives and administrative issues (Justo Quintero, APB)
09:40 – 10:00	Group photo
10:00 – 10:15	<i>Coffee/tea break</i>
Session 1: General Aspects of Article X of the Convention	
10:15 – 10:45	Presentation: Assistance and Protection: main outcomes in 2013 and overview of activities during 2014 (Shawn DeCaluwe, Head APB)
10:45 – 11:00	Questions and answers
11:00 – 11:15	Presentation: Results of the Third Review Conference ² Relevant to Assistance and Protection (Justo Quintero, APB)
11:15 – 11:30	Questions and answers
11:30 – 12:00	Presentation: Information on the 11th Meeting of the Protection Network (Bratislava, Slovakia, March 2014) (Susanna Ekstromer Lovgren, Sweden)
12:00 – 12:15	Questions and answers
12:15 – 14:00	<i>Lunch</i>
Session 2: Provision of Expert Advice under Paragraph 5 of Article X	
14:00 – 14:30	Presentation: Information on the 2013 Meeting of Training Centres in Assistance and Protection (Spiez, Switzerland, July 2013) (Ms Ladislava Navratilova, Civil Protection Training Centre, Czech Republic)
14:30 – 14:45	Questions and answers
14:45 – 15:30	Group discussion
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:30	Outcome of group discussion
18:00	Reception hosted by the OPCW
<i>Wednesday, 2 July 2014</i>	
Session 3: Regional Concept in Assistance-and-Protection Training Activities	
09:00 – 09:15	Presentation: Updates on the implementation of the regional concept in assistance-and-protection training activities (Ditta Ciganikova, APB)
09:15 - 09:30	Activities in the GRULAC region (Justo Quintero)
09:30 - 09:45	Activities in the English-speaking Caribbean subregion (TBD)
09:45 - 10:00	Activities in the African and Asian regions (Ditta Ciganikova, APB)

¹ APB = Assistance and Protection Branch

² Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention

Time	Activity
10:00 – 10:15	General remarks (Ditta Ciganikova, APB)
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:30	Group discussion (subject: capacity building)
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:30	Outcome of group discussion
Session 4: Emergency Preparedness and Coordination Issues	
14:30 – 15:00	Presentation: Outcome of the Workshop on Regional Coordination Issues in Assistance and Protection in GRULAC ³ region (Justo Quintero)
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:15	Presentation: Implementation of Lessons Learned from the Asian Regional Table-Top Exercise (TTX) at the National Level in Indonesia (TBD) ⁴
16:15 – 17:30	Group discussion
17:30 – 18:00	Outcome of group discussion
Thursday, 3 July 2014	
Session 5: Cooperation with International Organisations	
09:00 – 09:30	Presentation: The European Union Initiative on CBRN ⁵ Centres of Excellence (UNICRI) ⁶
09:30 – 09:45	Questions and answers
09:45 – 10:15	Presentation: CBRN National Action Plans: National Case Study (TBD)
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:00	Group discussion
12:00 – 12:30	Outcome of group discussion
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:45	Summary of the workshop
15:45 – 16:00	Closing remarks
17:00	<i>Departure of participants</i>

³ GRULAC = Group of Latin American and Caribbean States

⁴ TBD = to be determined

⁵ CBRN = chemical, biological, radiological, and nuclear

⁶ UNICRI = United Nations Interregional Crime and Justice Research Institute

Annex 2

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1 – 3 JULY 2014**

NOMINATION FORM

Please submit the completed form by **23 May 2014** to:
The 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

Please type or use BLOCK LETTERS

Family name of nominee *		
First name(s) *		
Gender **	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of birth		
Contact address (please do not give a post-office box number)	Street	Number
	Post code	City
	Country	
E-mail address		
Telephone numbers, including country and city codes	Home	
	Work	
	Mobile	
Fax numbers, including country and city codes	Home	
	Work	
Passport number		
Date of issue		
Place of issue		
Expiry date		
Affiliation		
Area(s) of expertise	-----	

* 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.

	Nominated by:		
	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Brief recommendation from the National Authority	<hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>	
	Dietary preferences	None <input type="checkbox"/>	Halal <input type="checkbox"/>
		Vegetarian <input type="checkbox"/> Other (please specify) <input type="checkbox"/> :	
	Signature, with seal or stamp, of an authorised representative of the National Authority	 <div style="text-align: right;">Date: _____</div>	