

**NOTE BY THE DIRECTOR-GENERAL****CALL FOR NOMINATIONS FOR THE FIFTH OPCW
ASSISTANCE-AND-PROTECTION TRAINING COURSE FOR INSTRUCTORS
THE HAGUE, THE NETHERLANDS
31 AUGUST – 7 SEPTEMBER 2016**

1. The Director-General of the Organisation for the Prohibition of Chemical Weapons (OPCW) wishes to invite States Parties to nominate representatives to participate in the fifth OPCW training course for instructors in assistance and protection, which will take place at OPCW Headquarters from 31 August to 7 September 2016 in The Hague, the Netherlands.
2. The course will be organised by the Technical Secretariat (hereinafter “the Secretariat”), and will provide training for up to 20 instructors who are involved in emergency response to chemical incidents. The course will cover the following topics:
 - (a) protection of personnel during a chemical emergency;
 - (b) rescue-and-decontamination operations in contaminated areas; and
 - (c) appropriate responses and countermeasures in the event of incidents involving chemical-warfare agents or toxic chemicals.
3. The course will also provide an overview of the kinds of assistance the OPCW can provide, and will help participating States Parties to enhance the ability and skills of instructors in their countries to offer training in how to provide protection against chemical weapons and other toxic chemicals, as well as in how to manage chemical incidents.
4. The course will offer an introduction to the use of individual and collective protective equipment, to monitoring, detection, and decontamination, and to sampling techniques. It will also facilitate the exchange of information and experiences regarding the implementation of Article X of the Chemical Weapons Convention (hereinafter “the Convention”), and provide a forum for States Parties to discuss how they can cooperate in the future and what further offers they might make to the OPCW under Article X. The course will include table-top and field emergency-response exercises.
5. Given the purpose of the course and its technical nature, candidates will be carefully selected according to the following criteria:



- (a) All participants should be first responders and/or instructors/trainers, or be involved in developing an emergency-response system in their own countries, and preferably will have passed advanced and exercise courses provided by the OPCW at a previous stage.
 - (b) All participants must have a good oral and written command of English, because all activities during the course will be conducted in English and no interpretation services of any kind will be available.
 - (c) Preference will be given to instructors from emergency-response units, such as fire-fighters, ambulance personnel, and police officers.
 - (d) Participants must be physically fit and capable of wearing individual protective gear for several hours at a time. Some practical experience with protective equipment is desirable.
6. Applications will be carefully screened on the basis of the criteria specified in paragraph 5 above. Only the most suitable applicants will be selected.
7. The Secretariat expects to be able to sponsor a limited number of participants from States Parties. For sponsored participants, it will cover the costs of accommodation and meals. Further details regarding accommodation, the course venue, and transport will be issued to all confirmed participants at a later date.
8. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than **Tuesday, 30 August 2016**, and to depart no later than **Thursday, 8 September 2016**. 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 changes in travel arrangements that it has not authorised. 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 all necessary visas (including transit visas) before travelling to the Netherlands. Interested applicants are invited to complete the nomination form that is included as Annex 2 to this Note, giving the nominee's full name, passport details, address, fax and telephone numbers, email address, and area(s) of expertise. The completed nomination form, together with a brief curriculum vitae for each nominee, should be submitted to the Assistance and Protection Branch by email attachment to EmergAssistBr@opcw.org. The subject line of the email should indicate "ToT The Hague 2016". Nominations should be sent as soon as possible, but **no later than 10 June 2016**, to allow sufficient time for the Secretariat to make the necessary arrangements. Endorsement by the National Authority will be a condition for acceptance.
10. The provisional programme for the course is included as Annex 1 to this Note; further details will be issued at a later date. Any questions should be addressed to the Assistance and Protection Branch of the International Cooperation and Assistance Division. The contact persons are Ms Ditta Ciganikova, who can be reached at

+31 (0)70 416 3261, and Ms Maria Elena Bruno Pousadela, who can be reached at +31 (0)70 416 3217.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**FIFTH OPCW ASSISTANCE-AND-PROTECTION
TRAINING COURSE FOR INSTRUCTORS
THE HAGUE, THE NETHERLANDS
31 AUGUST – 7 SEPTEMBER 2016**

PROVISIONAL PROGRAMME

Time	Activity
<i>Wednesday, 31 August 2016</i>	
09:00 – 09:40	Opening
09:40 – 09:50	Group photo
09:50 – 10:00	<i>Coffee/tea break</i>
10:00 – 10:45	Lecture: The history of chemical weapons and of chemical non-proliferation; introduction to the Convention
10:45 – 11:45	Lecture: Implementation of Article X of the Convention
11:45 – 12:15	Discussion
12:15 – 13:15	<i>Lunch</i>
13:15 – 14:00	Lecture: Chemical-warfare agents (CWAs) and toxic industrial chemicals (TICs): Their types, their effects, and their chemical properties
14:00 – 14:45	Training of trainers: Concept and didactics
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 16:15	Training needs analysis case study
16:15 – 17:00	Training needs analysis
18:00	Reception hosted by the OPCW
<i>Thursday, 1 September 2016</i>	
09:00 – 10:00	Introduction to the OPCW equipment – detection
10:00 – 10:45	Introduction to the OPCW equipment – protection
10:45 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:15	Introduction to the OPCW equipment – decontamination
12:15 – 14:00	<i>Lunch</i>
14:00 – 17:00	Team work assignment – design of the training
<i>Friday, 2 September 2016</i>	
09:00 – 11:00	Team work assignment preparation of presentations
11:00 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:15	Team work assignment preparation of presentations
12:15 – 14:00	<i>Lunch</i>
14:00 – 17:00	Team work – presentations
<i>Saturday, 3 September 2016</i>	
09:00 – 10:00	Lecture: Samples – chain of custody
10:00 – 11:00	Lecture: Evidence collection
11:00 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:15	Table-top exercise – conduct, facilitation
12:15 – 14:00	<i>Lunch</i>
14:00 – 17:00	Table-top exercise
<i>Sunday, 4 September 2016</i>	
Free day – transfer to Vught	

Time	Activity
<i>Monday, 5 September 2016</i>	
09:00 – 10:00	Scenario 1 presentation
10:00 – 11:00	Field exercise
11:00 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:15	Field exercise
12:15 – 14:00	<i>Lunch</i>
14:30 – 17:00	Exercise debriefing
<i>Tuesday, 6 September 2016</i>	
09:00 – 10:00	Scenario 2 presentation
10:00 – 11:00	Field exercise
11:00 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:15	Field exercise
12:15 – 14:00	<i>Lunch</i>
14:30 – 17:00	Exercise debriefing
<i>Wednesday, 7 September 2016</i>	
09:00 – 11:00	Debriefing session
11:00 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:15	Evaluation
12:15 – 14:00	<i>Lunch</i>
14:00 – 15:45	Presentation of certificates and closing ceremony
15:45 – 17:00	Departure of participants

Annex 2

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NOMINATION FORM

Please type or use BLOCK LETTERS

Family name of nominee*			
First name(s)*			
Date of birth	Day	Month	Year
Citizenship			
Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
Areas of expertise			
Employer			
Position			
Contact address (Please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
City of departure			
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?		

* 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.

Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dietary preferences	None <input type="checkbox"/> Vegetarian <input type="checkbox"/> Halal <input type="checkbox"/> Other (please specify) <input type="checkbox"/> :	
Size	Gloves:	S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/>
	Boots (number):	
	Height (m):	
	Weight (kg):	