



NOTE BY THE TECHNICAL SECRETARIAT

GUIDELINES FOR STATES PARTIES REQUESTING A RAPID RESPONSE AND ASSISTANCE MISSION

BACKGROUND

1. The Technical Secretariat (hereinafter “the Secretariat”) issued a Note entitled “Establishment of a Rapid Response Assistance Team” (S/1381/2016, dated 10 May 2016), informing States Parties of its intention to enhance its capacity and readiness to respond to a request from a State Party for emergency measures of assistance against the use chemical weapons.
2. Paragraphs 6 and 7 of that Note (S/1381/2016) outline the responsibilities of States Parties receiving the Rapid Response and Assistance Mission (RRAM); in response to requests from States Parties for more detailed guidelines for receiving the RRAM, the Secretariat has refined the operational details to be shared with States Parties and hereby presents this Note (paragraph 9 of EC-82/WP.1, dated 7 July 2016).

DESIGNATION OF NATIONAL FOCAL POINTS

3. While the main interlocutors between States Parties and the Secretariat will remain the Permanent Representations and National Authorities, States Parties are invited to designate National Focal Points to coordinate operational issues in a State Party during the deployment of the RRAM. This designation will help the Secretariat and the concerned State Party ensure a smooth deployment of the team and facilitate the communication of relevant operational information.
4. States Parties are requested to complete the National Focal Point designation form (Annex 1) and to return it to the OPCW Operations Centre **no later than 25 November 2016**. The OPCW Operations Centre can be contacted by email (opb@opcw.org), telephone (+31 70 416 3400), or fax (+31 70 416 3408).

METHOD FOR REQUESTING THE DEPLOYMENT OF A RAPID RESPONSE AND ASSISTANCE MISSION

5. States Parties wishing to request the RRAM should contact the OPCW Operations Centre and provide it with a brief overview of the situation of alleged use of toxic chemicals, with a specific request for the deployment of the RRAM to assist.



6. The initial request should be followed, **as soon as possible but not later than six hours after the initial contact**, by a formal request to the Director-General from the Permanent Representation to the OPCW or National Authority, using a completed RRAM request form (Annex 2).
7. The deployment of the RRAM will require that the receiving State Party accord specific privileges and immunities, unless that State Party has already concluded such an agreement with the Organisation. Appendix 1 to the RRAM request form (Annex 2) concerns the privileges and immunities of the RRAM; it should be signed and submitted with the request, where required. Because privileges and immunities agreements often require significant political coordination, States Parties without an agreement already in place may wish to pre-screen the document in Appendix 1, and be prepared to sign it within a very short time frame when requesting the deployment of the RRAM.
8. Appendix 2 to the RRAM request form (Annex 2) contains a checklist that describes the other responsibilities of a State Party receiving the RRAM. The checklist will serve as an aide-memoire for States Parties to ensure that all necessary preparations for receiving the RRAM are in place. If circumstances dictate that additional arrangements are required for the deployment of the RRAM, these arrangements will be negotiated directly between the Secretariat and the requesting State Party.

Annexes:

Annex 1: National Focal Point Designation Form

Annex 2: Rapid Response and Assistance Mission Request Form

Annex 1**RAPID RESPONSE AND ASSISTANCE MISSION****NATIONAL FOCAL POINT DESIGNATION FORM**

Please submit the completed form **by 25 November 2016** to the OPCW Operations Centre via email (opb@opcw.org) or fax (+31 70 416 3408)

- 1. State Party:** _____
- 2. Contact persons in the Permanent Representation to the OPCW and/or the National Authority of the State Party in charge of RRAM-related issues:**
- (a) Full name : _____
Position (if applicable): _____
Telephone number¹: _____
Mobile number: _____
Email address: _____
- (b) Full name: _____
Position (if applicable): _____
Telephone number: _____
Mobile number: _____
Email address: _____
- 3. National Focal Point for coordination of operational issues in the State Party during RRAM deployment:**
- Organisation: _____
Contact address: _____
Telephone number(s): _____
Fax number(s): _____
Email address: _____
Preferred means of communication: telephone fax email

¹

Please include country and city codes for all telephone and fax numbers.

4. List of contact person(s) in the National Focal Point organisation for coordination of operational issues in the State Party during RRAM deployment (attach separate sheet with additional names in the same format, as required):

(a) Full name: _____
Position (if applicable): _____
Telephone number: _____
Mobile number: _____
Email address: _____
Fax Number: _____

(b) Full name: _____
Position (if applicable): _____
Telephone number: _____
Mobile number: _____
Email address: _____
Fax Number: _____

5. Additional information:

(a) Standing diplomatic clearance number (SDCN) for non-scheduled aircraft transporting the RRAM team and equipment necessary for the mission:

SDCN: _____ VALID UNTIL: _____

(b) Official language(s) of notifications and correspondence:

- | | | | | | |
|--------------------------|--------|--------------------------|---------|--------------------------|---------|
| <input type="checkbox"/> | Arabic | <input type="checkbox"/> | Chinese | <input type="checkbox"/> | English |
| <input type="checkbox"/> | French | <input type="checkbox"/> | Russian | <input type="checkbox"/> | Spanish |

6. National Focal Point emergency telephone number that can be reached any time:

Annex 2

**RAPID RESPONSE AND ASSISTANCE MISSION
REQUEST FORM**

**ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS
NOTIFICATION (FORM F-RRAM-01)**

TITLE: NOTIFICATION OF A REQUEST FOR A RAPID RESPONSE AND ASSISTANCE MISSION

PRIORITY: IMMEDIATE

FROM: _____
(STATE PARTY)

TO: ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS

PRIORITY: IMMEDIATE

SUBJECT: NOTIFICATION OF A REQUEST FOR A RAPID RESPONSE AND ASSISTANCE MISSION

1. RRAM/TTTT/DDMM/YYYY (insert time/date/year of the request): RRAM/ / /.

2. REFERENCES:

3. CONTENT:

A. OVERVIEW OF THE SITUATION OF ALLEGED USE OF TOXIC CHEMICALS

B. CONTACT DETAILS OF NATIONAL FOCAL POINT FOR COORDINATION OF OPERATIONAL ISSUES
IN THE STATE PARTY DURING MISSION DEPLOYMENT:

NO CHANGE FROM REGISTERED CONTACT DETAILS

NEW CONTACT DETAILS OF THE NATIONAL FOCAL POINT:

NAME: _____

CONTACT ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

PREFERRED MEANS OF COMMUNICATION: _____

C. POINT OF ENTRY OR OTHER SUGGESTED SAFE ROUTES OF ACCESS: _____

D. LOCATION AND CHARACTERISTICS OF THE AREAS WHERE TOXIC CHEMICALS ARE ALLEGED TO
HAVE BEEN USED: _____

E. DATE/TIME WHEN TOXIC CHEMICALS ARE ALLEGED TO HAVE BEEN USED: _____

F. POSSIBLE TYPES OF TOXIC CHEMICALS BELIEVED TO HAVE BEEN USED: _____

G. CHARACTERISTICS OF THE POSSIBLE TOXIC CHEMICALS: _____

H. EXTENT OF ALLEGED USE: _____

I. EFFECTS ON HUMANS, ANIMALS, AND VEGETATION: _____

J. REQUEST FOR SPECIFIC ASSISTANCE:

- RECOMMENDATIONS ON HOW TO SECURE AND ISOLATE THE AFFECTED AREA AND ON HOW TO AVOID CROSS-CONTAMINATION OF OTHER AREAS.
- DETECTION AND CHARACTERISATION OF TOXIC CHEMICALS USING ON-SITE ANALYTICAL EQUIPMENT BROUGHT BY THE TEAM.
- TAKING OF SAMPLES FOR OFF-SITE ANALYSIS, IN ACCORDANCE WITH OPCW PROCEDURES.
- ADVICE ON DECONTAMINATION.
- ADVICE ON TREATMENT OF VICTIMS.
- ADVICE ON RECONNAISSANCE OF THE AFFECTED LOCATION(S) OR OTHER SECURITY EFFORTS.
- ADVICE ON HOW TO SECURE THE AREA FOR FORENSIC EXAMINATION AND ISOLATE FORENSIC EVIDENCE.
- ADVICE ON THE NECESSARY SECOND DEPLOYMENT COMPONENTS AND EQUIPMENT.
- FACILITATION OF COOPERATION AND COORDINATION WITH RELEVANT INTERNATIONAL ORGANISATIONS AND THE UNITED NATIONS.

4. ADDITIONAL REMARKS: _____

5. END OF RRAM/ / /

APPENDIX 1

PRIVILEGES AND IMMUNITIES OF DESIGNATED MEMBERS OF THE RAPID RESPONSE AND ASSISTANCE MISSION

[Note: This form is to be completed only by States Parties that have not yet concluded a bilateral privileges and immunities agreement with the OPCW pursuant to paragraph 50 of Article VIII of the Chemical Weapons Convention.]

1. In making this request for the assistance of the Rapid Response and Assistance Mission (RRAM), the Government of _____, the requesting State Party, undertakes to accord to the designated members of the RRAM such privileges and immunities as are necessary to exercise their functions effectively in relation to the request for assistance. Such privileges and immunities shall be accorded to them for the entire period between arrival on and departure from the territory of the requesting State Party, and thereafter with respect to acts previously performed in the exercise of their official functions.
2. In particular, the requesting State Party shall:
 - (a) recognise and accept as valid the United Nations laissez-passer issued to the designated members of the RRAM;
 - (b) recognise and accept as valid the national passports of OPCW designated experts who are members of the RRAM, when accompanied by a certificate indicating that they are travelling on official business of the OPCW for the purpose of carrying out such activities; and
 - (c) take all necessary measures to facilitate the entry into and sojourn on its territory, and shall place no impediment in the way of the departure from its territory of the designated officials and OPCW designated experts, irrespective of their nationality. Applications for visas and transit visas, where required, for the designated officials and OPCW designated experts shall be dealt with as speedily as possible. In addition, such officials and OPCW designated experts shall be granted facilities for speedy travel.
3. The designated members of the RRAM, shall, inter alia:
 - (a) be immune from personal arrest or detention and from seizure of their personal baggage;
 - (b) be immune from legal process in respect of words spoken or written and all acts performed by them in their official capacity in accordance with their official mandate;
 - (c) enjoy inviolability for all papers, documents and official material, including records and correspondence;

- (d) enjoy immunity from search, requisition, confiscation and any other form of interference, whether by executive, administrative, judicial or legislative action for any OPCW property, including approved equipment they may bring into the territory of the requesting State Party;
 - (e) have, for the purpose of their communications with the OPCW and/or the United Nations and other international organisations, and in consultation with the Government of the requesting State Party, the right to use codes and to dispatch and receive correspondence and other official communications by courier or in sealed bags, which shall have the same privileges and immunities as diplomatic couriers and bags;
 - (f) be exempt from immigration restrictions and alien registration;
 - (g) be given the same repatriation facilities in time of international crises as officials of comparable rank of diplomatic missions;
 - (h) be accorded the same privileges in respect of exchange facilities as are accorded to members of comparable rank of diplomatic missions;
 - (i) be accorded the exemption from dues and taxes accorded to diplomatic agents pursuant to Article 34 of the Vienna Convention on Diplomatic Relations;
 - (j) be exempt from customs duties and prohibitions and restrictions on imports and exports in respect of articles imported or exported by them for their official use; and
 - (k) be permitted to bring into the territory of the requesting State Party, without payment of any customs duties or related charges, articles for personal use, with the exception of articles the import or export of which is prohibited by law or controlled by quarantine regulations.
4. The living quarters and office premises occupied by designated members of the RRAM shall be accorded the inviolability and protection accorded to the premises of members of comparable rank of diplomatic missions.
5. Samples carried or transported out of the affected State Party by designated members of the RRAM shall be inviolable and exempt from all customs duties. Hazardous samples shall be transported in accordance with relevant regulations.
6. The equipment carried by designated members of the RRAM shall be inviolable and exempt from all customs duties. The requesting State Party shall have the right, without prejudice to the prescribed time frames, to inspect the equipment in the presence of designated members of the RRAM, at the point of entry, i.e., to check the identity of the equipment brought in or removed from the territory of the requesting State Party. To facilitate such identification, the designated members of the RRAM shall attach documents and devices to authenticate its designation of the equipment.

7. These privileges and immunities shall be granted to the designated members of the RRAM, for the sake of their functions and not for the personal benefit of the individuals themselves.
8. Without prejudice to their privileges and immunities, the designated members of the RRAM shall be obliged to respect the laws and regulations of the requesting State Party.
9. The immunity from jurisdiction of designated members of the RRAM may be waived by the Director-General in those cases when the Director-General is of the opinion that immunity would impede the course of justice and that it can be waived without prejudice to the interests of the OPCW. Waiver must always be express.
10. The Technical Secretariat of the OPCW shall cooperate at all times with the appropriate authorities of the requesting State Party to facilitate the proper administration of justice, and shall secure the observance of police regulations and prevent the occurrence of any abuse in connection with the privileges, immunities, and facilities mentioned herein.
11. Should a dispute arise concerning the interpretation or implementation of the foregoing provisions, the Technical Secretariat of the OPCW and the Government of the requesting State Party shall consult together with a view to the expeditious settlement of the dispute by negotiations or by other peaceful means of the parties' choice, including recourse to the relevant policy-making organs of the OPCW.

Requesting State Party: _____

Authorised Representative
of Requesting State Party

Signature: _____

Name: _____

Title: _____

APPENDIX 2

RAPID RESPONSE AND ASSISTANCE MISSION REQUEST CHECKLIST

In order to ensure the smooth deployment of the Rapid Response and Assistance Mission (RRAM) to assist with an incident of alleged use of toxic chemicals, requesting States Parties should use the checklist below.

- The designation form for National Focal Points has been filled out and returned to the OPCW Operations Centre.
- Standing diplomatic clearance numbers for non-scheduled aircraft transporting the RRAM team and the equipment necessary for a RRAM has been submitted to the OPCW Operations Centre.
- The RRAM request form (F-RRAM-01) has been submitted to the Director-General with sufficient information for an assessment of the request.
- The relevant form to grant required privileges and immunities to RRAM team members has been signed by a duly authorised official as a part of the notification form (only for States Parties that have not signed a bilateral privileges and immunities agreement with the Organisation).
- The designated National Focal Points are available for any clarification or request for further details.
- Information regarding the security situation at the incident location(s) has been provided.
- Visas will be issued to the RRAM team members upon their arrival at the point of entry or any other port of disembarkation.
- Flight clearance has been given and a landing permit has been issued, if required.
- In-country arrangements for team members, including domestic transportation, safety, and security measures (e.g. cordoning off of the incident site), have been arranged and coordinated.
- Customs clearance procedures have been arranged to ensure the expeditious release of RRAM equipment and for the removal of samples.
- Qualified technical interpretation services into English will be made available, if required.