

**NOTE BY THE DIRECTOR-GENERAL****CALL FOR NOMINATIONS FOR A BASIC COURSE
ON ASSISTANCE AND PROTECTION
SPIEZ, SWITZERLAND
2 – 6 JULY 2018**

1. On behalf of the Government of Switzerland and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties to nominate participants for a basic training course on protection against chemical weapons, which will be held in Spiez, Switzerland, from 2 to 6 July 2018.
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”). Up to 30 instructors will receive basic training in protection against and detection of chemical weapons. The course will also provide a basic introduction to chemical warfare agents and explain the basics of individual protective measures and detection and decontamination equipment.
3. The course, which draws on Switzerland’s extensive experience in this area, is intended for specialists who are, or will be, associated with the training of civilians in their home countries in protection against chemical weapons. Its main purpose is to help States Parties establish in this area a basic capability that will directly benefit their civilian populations. Applicants from States Parties that do not yet have such a capability are particularly welcome. Participation in this course will be mandatory for applicants interested in other courses organised in Switzerland (for example, the Swiss laboratory course or the Swiss advanced course).
4. Given the purpose of the course and its technical nature, candidates will be carefully selected and should have a solid technical background in the chemistry associated with assistance and protection against chemical agents. They should also be physically fit and able to wear individual protective equipment for several hours at a time during the practical sessions of the course. Some practical experience in military or civil protection against chemical weapons is desirable, although not necessary.
5. 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. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The course materials, accommodation, and all meals during



the course will be provided to all participants by the Government of Switzerland, at no cost to them or to the OPCW. Further details regarding accommodation, the course venue, and transport will be provided at a later date. All nominations from States Parties must be formally endorsed by the National Authority.

6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. Sponsored participants will be allowed to purchase tickets locally only if doing so leads to further savings for the Secretariat and if the Secretariat authorises it. Participants are expected to arrive no earlier than **Sunday, 1 July 2018**, and to depart no later than **Saturday, 7 July 2018**. The approval of the Secretariat is required for any changes to sponsored participants' arrival and departure dates. The Secretariat will not cover expenses that are not related to the course or that result from unauthorised changes to travel arrangements. Sponsored participants must 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.
7. 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 the English language, both written and oral.
8. Participants are requested to obtain any necessary visas, including transit visas, before travelling to Switzerland.
9. Interested applicants are invited to register their nomination online through Eventus—the OPCW event management system—no later than 11 May 2018. The Eventus registration link (<http://apps.opcw.org/eventus>) is also accessible via the OPCW website. Please note that all questions marked with an asterisk (*) in the system must be answered in order for the nomination to be received and for the candidate to be considered for this event. The endorsement form attached as Annex 3 to this Note must also be uploaded during the course registration process. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to complete and send the nomination and endorsement forms (attached as Annexes 2 and 3 to this Note) via email attachment (EmergAssistBr@opcw.org) with a reference to the name and location of the event in the subject line of the message.
10. Only selected participants with an OPCW acceptance letter will be accepted to attend this course. Those who have been selected to participate in the course 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.
11. Additional information may be obtained from Ms Ditta Ciganikova in the Assistance and Protection Branch of the International Cooperation and Assistance Division (Email: EmergAssistBr@opcw.org; Telephone: +31 70 416 3261; Fax: +31 70 416 3209).

Annexes:

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| Annex 1: | Provisional Programme |
| Annex 2: | Nomination Form |
| Annex 3: | Endorsement Form |

Annex 1

**BASIC COURSE ON ASSISTANCE AND PROTECTION
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PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 1 July 2018</i>	
	Arrival of participants and registration
<i>Monday, 2 July 2018</i>	
08:00 – 08:30	Keynote address
08:30 – 09:30	Administrative information
09:30 – 10:00	<i>Coffee/tea break</i>
10:00 – 10:45	Lecture: Article X of the Chemical Weapons Convention
10:45 – 11:45	Lecture: The chemical threat
11:45 – 12:15	Lecture: International assistance
12:15 – 13:15	<i>Lunch</i>
13:15 – 15:15	Lecture: Types and effects of chemical weapons
15:15 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:30	Lecture: Medication used to treat cases of exposure to chemical agents
16:30 – 18:00	Lecture: Roles and responsibilities in the team
18:00	<i>Dinner</i>
<i>Tuesday, 3 July 2018</i>	
07:30 – 09:30	Lecture: Individual protection (introduction)
09:30 – 10:00	<i>Coffee/tea break</i>
10:00 – 12:00	Lecture: Chemical weapons – protection for the civilian population
12:00 – 13:15	<i>Lunch</i>
13:15 – 18:00	Lecture: Chemical weapons – protection for task forces
18:00	<i>Dinner</i>
<i>Wednesday, 4 July 2018</i>	
07:30 – 11:30	Lecture: Chemical weapons – protection for task forces (continued)
11:30 – 12:00	Lecture: Evacuation procedures in case of a chemical attack (introduction)
12:00 – 13:15	<i>Lunch</i>
13:15	Excursion
<i>Thursday, 5 July 2018</i>	
07:30 – 09:15	Lecture: Detection, sampling, decontamination methods and procedures (introduction)
09:15 – 09:45	<i>Coffee/tea break</i>
09:45 – 12:15	Lecture: Detection and sampling
12:15 – 13:30	<i>Lunch</i>
13:30 – 15:30	Lecture: Chemical agent detection kits
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 18:00	Lecture: Introduction to decontamination device 85, and its use in relation to chemical warfare agents (two classes running in parallel)
18:00	<i>Dinner</i>

Time	Activity
<i>Friday, 6 July 2018</i>	
07:30 – 10:00	Lecture: The Swiss chemical agent monitor
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:15	Lecture: The Swiss laboratory course (introduction)
11:15 – 12:00	Lecture: The Swiss advanced course (introduction)
12:00 – 13:15	<i>Lunch</i>
13:15 – 14:00	Lecture: Domestic preparedness for a chemical attack
14:00 – 15:00	Maintenance of the NBC mask 90
15:00 – 15:30	Return of equipment
15:30 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Closing session
18:00 – 22:00	<i>Official dinner</i>
<i>Saturday, 7 July 2018</i>	
	Departure of participants

Annex 2

**BASIC COURSE ON ASSISTANCE AND PROTECTION
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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
Date of expiry	Day	Month	Year
Place of issue			
Area(s) of expertise			
Employer			
Position			
Contact address (please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Airport of departure			
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
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?		
Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the nominee have any special dietary requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If so, please describe:		

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

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

Annex 3

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ENDORSEMENT BY THE NATIONAL AUTHORITY

This form needs to be signed, duly sealed and uploaded when submitting applications electronically (<https://apps.opcw.org/eventus>)

Please type or use BLOCK LETTERS

I, _____, Head/Chief Coordinator of the National Authority of the State Party of _____, on behalf of the Government of _____, hereby endorse the nomination of Mr/Ms _____, holding the position/designation of _____ in the Office/Division/Branch of _____, as indicated in the attached nomination form for participation in the basic training course on assistance and protection, to be held in Spiez, Switzerland, from 2 to 6 July 2018.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: