



NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE SEVENTH OPCW ASSISTANCE
AND PROTECTION TRAINING COURSE FOR INSTRUCTORS
THE HAGUE, THE NETHERLANDS
12 – 19 SEPTEMBER 2018**

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 seventh OPCW training course for instructors in assistance and protection, which will take place at OPCW Headquarters from 12 to 19 September 2018 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 help participating States Parties enhance the abilities and skills of their national instructors when training first responders 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 to discuss potential cooperation and exchange of expertise in line with the provisions of 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 or trainers, or be involved in the implementation of emergency response policies in their own countries, and preferably should have passed advanced and exercise courses previously provided by the OPCW.



- (b) Because all activities during the course will be conducted in English and no interpretation services of any kind will be available, all participants must have a good oral and written command of English.
 - (c) Preference will be given to instructors from emergency response units, such as firefighters, 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, 11 September 2018**, and to depart no later than **Thursday, 20 September 2018**. 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 must bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their tickets. Selected 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.
 10. Interested applicants are invited to register their nomination online through Eventus—the OPCW event management system—no later than **13 July 2018**. The Eventus registration link is accessible via the OPCW website (<http://apps.opcw.org/eventus>). 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 has to be uploaded during the registration process for the course. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to complete the nomination and endorsement forms attached as Annexes 2 and 3 to this Note and send them as an email attachment (EmergAssistBr@opcw.org), with a reference to the name and location of the event in the subject line of the message.
 11. 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.

12. Additional information may be obtained from Ms Ditta Ciganikova in the Assistance and Protection Branch of the International Cooperation and Assistance Division (Telephone: +31 70 416 3261; Email: ditta.ciganikova@opcw.org).

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 3: Endorsement Form

Annex 1

**SEVENTH OPCW ASSISTANCE AND PROTECTION
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PROVISIONAL PROGRAMME

Time	Activity
<i>Wednesday, 12 September 2018</i>	
09:00 – 09:30	Opening session
09:30 – 09:45	Group photo
09:45 – 10:45	Introduction of participants
10:45 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Lecture: The history of chemical weapons and of chemical non-proliferation; introduction to the Chemical Weapons Convention
11:45 – 12:30	Lecture: Chemical warfare agents (CWAs) and toxic industrial chemicals (TICs) – Their types, effects, and chemical properties
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:15	Training of trainers (ToT) concept and didactics
14:15 – 15:15	Training needs analysis
15:15 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:00	Training needs analysis – Case study
16:00 – 17:00	Administrative arrangements
18:00	Reception hosted by the OPCW
<i>Thursday, 13 September 2018</i>	
08:30 – 09:00	Departure by bus from the hotel to the OPCW Laboratory (Rijswijk)
09:00 – 10:00	Visit to the OPCW Equipment Store
10:00 – 11:00	Introduction to OPCW equipment – decontamination
11:00 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:15	Introduction to medical countermeasures
12:15 – 13:15	<i>Lunch</i>
13:15 – 14:15	Introduction to OPCW equipment – protection
14:15 – 15:15	Introduction to OPCW equipment – detection
15:15 – 15:45	<i>Coffee/tea break</i>
15:45	Bus to OPCW HQ
16:30 – 17:30	Teamwork assignment: design of a training course
<i>Friday, 14 September 2018</i>	
09:00 – 11:00	Teamwork assignment: preparation of presentations
11:00 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:15	Teamwork assignment: preparation of presentations
12:15 – 14:00	<i>Lunch</i>
14:00 – 15:30	Teamwork: delivery of presentations
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:00	Teamwork: delivery of presentations

Time	Activity
<i>Saturday, 15 September 2018</i>	
09:00 – 10:00	Lecture: Taking 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 exercises: conduct and facilitation
12:15 – 14:00	<i>Lunch</i>
14:00 – 15:30	Table-top exercise
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:00	Table-top exercise (cont'd)
<i>Sunday, 16 September 2018</i>	
Free day	
<i>Monday, 17 September 2018</i>	
09:00 – 09:30	Transportation to the training field
09:30 – 11:00	Scenario 1: Introduction
11:00 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:15	Field exercise – Scenario 1
12:15 – 14:00	<i>Lunch</i>
14:00 – 17:00	Field exercise – Scenario 1/Debriefing
<i>Tuesday, 18 September 2018</i>	
08:30 – 09:00	Transportation to the training field
09:00 – 09:30	Scenario 2: Presentation
09:30 – 11:00	Field exercise – Scenario 2
11:00 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:15	Field exercise – Scenario 2
12:15 – 14:00	<i>Lunch</i>
14:00 – 15:30	Exercise debriefing
<i>Wednesday, 19 September 2018</i>	
09:00 – 11:00	General 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	Handover 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
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 must be signed, duly sealed, and uploaded when submitting the application online (<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 Seventh OPCW Assistance and Protection Course for Instructors, to be held in The Hague, The Netherlands, from 12 to 19 September 2018.

Signature: _____

Printed name: _____

Designation: _____

Official seal of the Organisation: