



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/950/2011

12 July 2011

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR AN ADVANCED LABORATORY SKILLS TRAINING COURSE
ZEMIANSKÉ KOSTOL'ANY, SLOVAKIA
24 – 28 OCTOBER 2011**

1. On behalf of the Government of Slovakia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite Member States to nominate participants for an advanced laboratory skills training course, to be held in Zemianske Kostol'any, Slovakia, from 24 to 28 October 2011.
2. The course will be jointly organised by the Government of Slovakia and the Technical Secretariat (hereinafter "the Secretariat"). The main purpose of the course is to assist Member States in their efforts to establish protection capability that will directly benefit their civilian populations. It will provide training to up to 10 specialists who are or who will be associated with the detection and decontamination of chemical agents in their home countries. The course will provide the participants with the opportunity to be trained—under laboratory and field conditions—in how to work with scheduled and toxic industrial chemicals.
3. Member States that do not yet have detection-and-analysis capabilities are especially encouraged to nominate participants. However, given the objectives of the course and its technical nature, the Secretariat will select candidates carefully, and therefore participants should have a solid technical background. Previous practical experience with military or civil protection is desirable. Individual protective suits must be worn for up to four hours per day, and participants must, therefore, be physically fit and be able to wear such equipment for several hours at a time.
4. 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. The course materials, accommodation, meals, and local transport during the course will be provided by the National Authority of Slovakia, at no cost to the participants or to the OPCW. Further details regarding accommodation, the course venue, and transport will be issued to all confirmed participants at a later date.
5. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises



- it. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Sunday, 23 October 2011**, and to depart **no later than Saturday, 29 October 2011**. 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 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. Participants who have not been sponsored are requested to make their own travel arrangements.
6. 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 written and oral command of English.
 7. Participants are requested to obtain all necessary visas, including transit visas, before travelling to Slovakia.
 8. Interested applicants are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all contact details. Completed forms should be sent, along with a brief curriculum vitae, to the Director, 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. All materials must be received by the Secretariat **no later than 5 September 2011**. Please be advised that participants must present an OPCW acceptance letter in order to register for the course. **Those who have been selected to participate will be contacted no later than two weeks after the submission deadline.**
 9. Additional information may be obtained from the Assistance and Protection Branch, International Cooperation and Assistance Division. The contact person is Ms Nune Aghayan, who may be reached by telephone at +31 (0)70 416 3208, or by e-mail at EmergAssistBr@opcw.org.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**ADVANCED LABORATORY SKILLS TRAINING COURSE
ZEMIANSKE KOSTOL'ANY, SLOVAKIA
24 – 28 OCTOBER 2011**

PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 23 October 2011</i>	
–	Arrival of participants
<i>Monday, 24 October 2011</i>	
07:30	Departure from the hotel
08:00 – 12:00	Opening of the course <ul style="list-style-type: none"> • Introduction to the course • Health and safety instructions • Group photo • Setting up working groups • Demonstration of the laboratory • Distribution of equipment
12:00 – 13:30	<i>Lunch</i>
13:30 – 18:30	Briefing on taking samples <ul style="list-style-type: none"> • Presentation: Sampling • Practical session: Taking samples and keeping records • Practical session: Detection and decontamination of chemical-warfare agents in laboratory conditions • Decontamination • Evaluation of the day
19:00	<i>Dinner</i>
<i>Tuesday, 25 October 2011</i>	
08:00 – 12:00	Briefing on sample analysis <ul style="list-style-type: none"> • Preparation of samples for identification • Sample analysis • Interpretation of results • Decontamination
12:00 – 13:30	<i>Lunch</i>
13:30 – 17:30	Briefing on sample analysis (continued) <ul style="list-style-type: none"> • Preparation of samples for identification • Sample analysis • Decontamination • Interpretation of results • Evaluation of the day
19:00	<i>Dinner</i>

Time	Activity
<i>Wednesday, 26 October 2011</i>	
08:00 – 12:00	Briefing on sample analysis <ul style="list-style-type: none"> • Preparation of samples for identification • Sample analysis • Interpretation of results • Decontamination
12:00 – 13:30	<i>Lunch</i>
13:30 – 17:30	Briefing on sample analysis (continued) <ul style="list-style-type: none"> • Preparation of samples for identification • Sample analysis • Decontamination • Interpretation of results • Evaluation of the day
19:00	<i>Dinner</i>
<i>Thursday, 27 October 2011</i>	
08:00 – 12:00	Briefing on sample analysis (continued) <ul style="list-style-type: none"> • Preparation of samples for identification • Sample analysis • Decontamination • Interpretation of results
12:00 – 13:30	<i>Lunch</i>
13:30 – 17:30	Briefing on sample analysis (continued) <ul style="list-style-type: none"> • Preparation of samples for identification • Sample analysis • Decontamination • Interpretation of results • Evaluation of the day
19:00	<i>Dinner</i>
<i>Friday, 28 October 2011</i>	
08:00 – 10:30	Briefing on sample analysis (continued) <ul style="list-style-type: none"> • Preparation of samples for identification • Identification of lachrymatory and psychoactive agents by laboratory equipment
10:30 – 11:30	Concluding training activities <ul style="list-style-type: none"> • Cleaning and packing of equipment • Decontamination of the area and equipment • Return of equipment • Evaluation of the course
11:30 – 12:00	Closing of the course
12:00 – 13:30	<i>Lunch</i>
13:30 – 16:30	Transportation to Bratislava airport, and departure of participants

Annex 2

**ADVANCED LABORATORY SKILLS TRAINING COURSE
ZEMIANSKE KOSTOL'ANY, SLOVAKIA
24 – 28 OCTOBER 2011**

NOMINATION FORM

Please submit the completed form, along with a brief curriculum vitae, **by 5 September 2011** to:

The Director, International Cooperation and Assistance Division, OPCW

Attention: 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.

1.	Family name of nominee*			
2.	First name(s)			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Areas of expertise			
11.	Employer			
12.	Position			
13.	Contact address (Please do not give a post-office box number)	Street		
		Number	Post code	
		City		
		Country		
14.	E-mail address			
15.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		
16.	Fax numbers, including country and city codes	Home		
		Work		
17.	City of departure			
18.	Has the nominee previously taken part in a basic course?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
		If so, when and where?		
19.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

- - - 0 - - -

* 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.