



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/977/2012

25 January 2012

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR
THE SWISS EXERCISE COURSE 2
SPIEZ, SWITZERLAND
19 – 23 MARCH 2012**

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 the second Swiss exercise course on protection against chemical weapons, which will be held at the Nuclear, Biological, Chemical Training Centre in Spiez, Switzerland, from 19 to 23 March 2012.
2. The activity 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 specialists from Member States will be invited to take part in this exercise course.
3. The course, which draws on Switzerland’s extensive experience in this area, is intended for specialists who are, or who will be, associated with the training of civilians in their home countries in protection against chemical weapons. The main objectives of the course are:
 - (a) to train the trainers;
 - (b) to provide the participants with necessary know-how on field procedures as instructors;
 - (c) to provide training on the proper use of individual protective equipment, monitoring and detection techniques, decontamination techniques, and sampling and detection methods used by the mobile field laboratory during field exercises.
4. Given the purpose of the course and its technical nature, candidates will be carefully selected. Attendance of the previous Swiss courses (Swiss basic, advanced and/or laboratory courses) will be a precondition for selection of participants.



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 by the Government of Switzerland to all participants at no cost to them or the OPCW. Further details regarding accommodation, the course venue, and transport will be provided at a later date.
6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economic options. Sponsored participants will be allowed to purchase tickets locally only if doing so leads to further savings for the Secretariat and if it authorises it. Participants are expected to arrive **on Sunday, 18 March 2012**, and to depart **on Saturday, 24 March 2012**. The Secretariat's approval is required for any changes to the dates on which sponsored participants arrive and depart. 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.
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 written and oral command of English.
8. Participants are requested to obtain any necessary visas, including transit visas, before travelling to Switzerland.
9. 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. In addition, a copy should be faxed to Mr Matthias Halter, Acting Head of Arms Control and Disarmament Policy, Armed Forces Staff, Federal Department of Defence, Civil Protection and Sports, CH 3003 Berne, Switzerland, at +41 31 325 3040 or e-mailed to matthias.halter@vtg.admin.ch. All materials must be received no later than **3 February 2012**.
10. Those who have been selected to participate 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. A provisional programme for the course is included as Annex 1 to this Note. Further details will be issued at a later date. Any questions may be addressed to the Assistance and Protection Branch, International Cooperation and Assistance Division:

Telephone: +31 (0)70 416 3217
Fax: +31 (0)70 416 3209
E-mail: EmergAssistBr@opcw.org

Annexes:

Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**SWISS EXERCISE COURSE 2
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PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 18 March 2012</i>	
—	Arrival of participants
—	Registration
<i>Monday, 19 March 2012</i>	
08:00 – 08:30	Keynote address and course photo
08:30 – 09:30	Administration information
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:00	Briefing by commander: “Incident site”
12:00 – 13:15	<i>Lunch</i>
13:15 – 18:00	Refresher session: Individual Protective Equipment 90 / Swiss CAM
18:00	<i>Dinner</i>
<i>Tuesday, 20 March 2012</i>	
07:30 – 12:00	Refresher session: Individual Protective Equipment 90 / Swiss CAM
12:00 – 13:15	<i>Lunch</i>
13:15 – 18:00	Field procedures
18:00	<i>Dinner</i>
<i>Wednesday, 21 March 2012</i>	
07:30 – 12:00	Field procedures
12:00 – 13:15	<i>Lunch</i>
13:15	Excursion
<i>Thursday, 22 March 2012</i>	
07:30 – 12:00	Team preparation / laboratory preparation
12:00 – 13:15	<i>Lunch</i>
13:30 – 18:00	Exercise: Run the laboratory
18:00	<i>Dinner</i>
<i>Friday, 23 March 2012</i>	
07:30 – 12:00	Exercise: Run the laboratory
12:00 – 13:15	<i>Lunch</i>
13:15 – 14:00	Debriefing
14:00 – 15:00	Maintenance of Nuclear, Biological, Chemical mask 90 Return of equipment
17:00 – 22:00	Closing session Official dinner
<i>Saturday, 24 March 2012</i>	
—	Departure of participants

Annex 2

**SWISS EXERCISE COURSE 2
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NOMINATION FORM

Please submit the completed form, along with a brief curriculum vitae, **by 3 February 2012** 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 ¹	
2.	First name(s)	
3.	Date of birth	Day Month Year
4.	Citizenship	
5.	Gender ²	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
13.		Number Post code
13.		City
13.		Country
14.	Airport of departure	
15.	E-mail address	
16.	Telephone numbers, including country and city codes	Home
16.		Work
16.		Mobile
17.	Fax numbers, including country and city codes	Home
17.		Work
18.	Has the nominee taken part in a course of this kind before?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?

¹ Please give the first and family names exactly as they appear in the nominee's passport.
² For this and all like items, please tick the appropriate box.

19.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20.	Does the nominee have any special dietary requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, please describe:	