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ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A BASIC
ANALYTICAL CHEMISTRY COURSE FOR WOMEN CHEMISTS
RIJSWIJK, THE NETHERLANDS
12 – 15 MAY 2020**

Background

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that it will hold a basic analytical chemistry course for women chemists at the OPCW Laboratory in Rijswijk, the Netherlands, from 12 to 15 May 2020.
2. The aim of the analytical chemistry course is to assist qualified women analytical chemists from Member States whose economies are developing or in transition in acquiring further knowledge and experience, specifically as it relates to the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”), and to facilitate the adoption of good laboratory practices and quality standards.

Content

3. The three-day course will focus on basic training in gas chromatography-mass spectrometry (GC-MS), and will include study/demonstration tours related to the use of these and other techniques for the analysis of chemicals related to the Convention.

Admission requirements

4. The analytical chemistry course is open to women who:
 - (a) have a minimum of a first degree (BSc or equivalent) in analytical chemistry, chemistry, or related chemical sciences from a recognised university or institution, with relevant practical and theoretical experience in analytical chemistry;
 - (b) have experience working with GC-MS techniques;
 - (c) are citizens of Member States whose economies are developing or in transition; and
 - (d) have been working in a chemical laboratory or research institution in their home country for **at least three years**.



5. All course activities will be conducted in English, and no interpretation services of any kind will be provided. Candidates must therefore have a strong command of both written and spoken English. Any candidate who is found upon arrival not to meet this requirement may not be allowed to continue their participation in the course.

Selection procedure

6. Applications will be carefully screened on the basis of the criteria specified in paragraph 4 above. Applicants who have already participated in the OPCW Analytical Skills Development Course Programme will not be considered for the analytical chemistry course.

Sponsorship

7. The Secretariat expects to be able to sponsor a maximum of nine participants for the course. All sponsored participants must be citizens of Member States whose economies are developing or are in transition. The Secretariat will select the participants based on their qualifications and experience. Only selected candidates will be notified by the Secretariat.
8. Each application form should specify whether sponsorship is a condition of the nominee's participation. All applications from Member States must be formally endorsed by the National Authority or Permanent Representation of the candidate's country to the OPCW.
9. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance, and will provide a limited subsistence allowance to cover meals and sundry expenses. The Secretariat will also arrange and pay for the accommodation of sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate this as soon as possible, so that the Secretariat does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
10. The Secretariat will not pay for medical assistance. Therefore, participants should be fit for travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the events.
11. When making travel arrangement for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to the participants.
12. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands.

Application procedure

13. Interested candidates are invited to submit their applications through Eventus, the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants must first create an account and then register for the event. Only in exceptional circumstances involving technical difficulties, application documents may be obtained from the International Cooperation Branch; a complete set should then be returned via

email attachment (icb.events@opcw.org), with the reference “Women in Chemistry” in the subject line of the message.

14. Only nominations endorsed by the National Authority or Permanent Representation will be considered. The endorsement form (attached as the Annex to this Note), together with an up-to-date curriculum vitae, must be uploaded during the online registration process. Nominees must include in their curricula vitae, in terms of their practical and work experience, the analytical techniques with which they have experience as well as a list of major items of analytical equipment in their laboratories.
15. Applications must be submitted to the Secretariat **no later than Monday, 2 March 2020**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact person is Ms Halimatussaadiah Mat Som, Programme Officer, (Tel: +31 (0)70 416 3260; Email: halimatus.matsom@opcw.org).

Annex: Endorsement Form

Annex

**BASIC ANALYTICAL CHEMISTRY COURSE FOR WOMEN CHEMISTS
RIJSWIJK, THE NETHERLANDS
12 – 15 MAY 2020**

**ENDORSEMENT BY THE NATIONAL AUTHORITY
OR PERMANENT REPRESENTATION**

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

I, _____, Head/Chief Coordinator of the National
Authority/Permanent Representation of the State Party of _____,
on behalf of the Government of _____, hereby
endorse the nomination of Ms _____,
holding the position/designation of _____
in the Office/Division/Branch of _____,

as indicated in the online registration, for participation in the basic analytical chemistry
course for women chemists, to be held at the OPCW Laboratory in Rijswijk, the Netherlands,
from 12 to 15 May 2020.

**I also certify that the above candidate fulfils all the requirements mentioned in the
Invitation Note.**

Signature: _____

Name: _____

Designation: _____

Telephone: _____

E-mail: _____

Official seal of the organisation:

**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR THE EIGHTH TRAINING COURSE
ON CONDUCTING SAMPLING IN A HIGHLY CONTAMINATED ENVIRONMENT
CZĘSTOCHOWA, POLAND
4 – 8 MAY 2020**

1. On behalf of the Government of Poland and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite Member States to nominate participants for a training course in conducting sampling and analysis in a highly contaminated environment, to be held in Częstochowa, Poland, from 4 to 8 May 2020.
2. The course will be jointly organised by the Government of Poland and the Technical Secretariat (hereinafter “the Secretariat”). The main purpose of the training is to provide expert knowledge and skills to 20 specialists from Member States, who would be responsible for conducting sampling and analysis tasks in a highly contaminated environment as a result of a chemical attack or a chemical incident.
3. Member States that do not yet have sampling capabilities are especially encouraged to nominate participants. Given the objectives of the course, and its technical nature, applicants should have a solid technical background in chemistry and the management of hazardous chemical substances. Participants must also be qualified and experienced in using and wearing self-contained breathing apparatus (SCBA). Previous practical experience in military or civil protection is desirable. Individual protective suits will be worn for several hours each day, and participants must, therefore, be physically fit and able to wear such equipment for extended periods.
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 Poland. Further details regarding accommodation, the course venue, and transport will be issued to all selected participants at a later date.
5. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. Sponsored participants are expected to arrive no earlier than Sunday, 3 May 2020, and to depart no later than Saturday, 9 May 2020.
6. Applicants are expected to be familiar with the principles of first response, including sampling, and chemical emergency management and will be carefully selected in line with the objective of the course and their stated area of expertise.



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 both written and spoken English.
8. Interested applicants are invited to register their nomination online through Eventus—the OPCW event management system—**no later than 15 March 2020**. The Eventus registration link is accessible via the OPCW website at: <https://apps.opcw.org/eventus>. Please note that all questions marked with an asterisk (*) 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 be uploaded during the registration process for the course.
9. 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, to the email addresses indicated in Annex 2, with reference to the name and location of the event in the subject line.
10. Participants are requested to obtain all necessary visas, including transit visas, before travelling to Poland. Please be aware that Schengen Area visas can take up to three weeks to obtain, so the visa request should be submitted well in advance.
11. The provisional programme for the course is included as Annex 1 to this Note; further details will be issued at a later date. Any questions should be addressed to the Assistance and Protection Branch of the International Cooperation and Assistance Division. The contact person will be Mr Justo Quintero Méndez, who can be reached at +31 (0)70 416 3775.

Annexes:

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

Annex 1

**EIGHTH TRAINING COURSE ON CONDUCTING SAMPLING
IN A HIGHLY CONTAMINATED ENVIRONMENT
CZĘSTOCHOWA, POLAND
4 – 8 MAY 2020**

PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 3 May 2020</i>	
	Participants arrive in Częstochowa, Poland (Pick-up at Katowice International Airport)
<i>Monday, 4 May 2020</i>	
08:15	Participants meet in front of the hotel reception
08:30 – 09:00	Opening ceremony
09:00 – 09:15	Official photograph
09:15 – 09:45	Presentation: Article X of the Chemicals Weapons Convention
09:45 – 10:00	Presentation: General aspects of sampling (Familiarisation with the quality-management system document (QDOC), requirements and procedures)
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:15	Presentation: Sampling and analysis of hazardous substances. General rules and hazards
11:15 – 12:00	Presentation: Equipment related to sampling of hazardous substances
12:00 – 12:30	Presentation: Occupational health
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:00	Presentation: Collection of liquid, air, and soil samples. Individual practice
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:45	Presentation: Taking samples in emergency situations
16:45 – 17:00	Summary of the day
<i>Tuesday, 5 May 2020</i>	
08:30 – 09:30	Presentation: Self-contained breathing apparatus (SCBA) health and safety requirements (medical evaluation, fitness test)
09:30 – 10:30	Refresher session on individual protective equipment (IPE) Types and uses, donning and doffing
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Practical session: SCBA operation (respiratory capabilities and limitations, inspection, donning and doffing, seal checking, normal use, emergency procedures)
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:30	Practical session on IPE. Practice in the smoke chamber. Analysis of substances (methods and handling of devices)
15:30	Summary of the day
16:30	Social activity

Wednesday, 6 May 2020	
08:30 – 10:30	Sample collection practice (wearing IPE)
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Sample collection practice (IPE and SCBA, face piece off)
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:00	Sample collection practice (team in IPE)
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 17:00	Sample collection practice (team in IPE and SCBA, face piece off)
17:00 – 17:30	Summary of the day
Thursday, 7 May 2020	
08:00 – 12:30	Presentation and practice: Identification of hazards and sampling of chemicals with use of chemical protective clothing and respiratory protection equipment (individual work) (scenario 1)
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:00	Presentation and practice: Identification of hazards and sampling of chemicals with use of chemical protective clothing and respiratory protection equipment (teamwork)
Friday, 8 May 2020	
08:00 – 13:00	Practice and evaluation: Team coordination in a fire scenario (evaluation of participants during a small, real fire exercise, team coordination, safety approaches, and sample collection)
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Discussion and evaluation of results
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 16:00	Summary of the training
16:00 – 16:30	Course evaluation
16:30 – 17:00	Closing remarks
Saturday, 9 May 2020	
	Departure of participants

Annex 2

**EIGHTH TRAINING COURSE ON CONDUCTING SAMPLING
IN A HIGHLY CONTAMINATED ENVIRONMENT
CZĘSTOCHOWA, POLAND
4 – 8 MAY 2020**

NOMINATION FORM

Please submit the completed form, along with a brief curriculum vitae, by **15 March 2020**, to the Director of the International Cooperation and Assistance Division, OPCW, by email, attachment to: Justo.QuinteroMendez@opcw.org. The subject line of the email should read **“APB Częstochowa 2020”**.

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
Expiry date	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			
E-mail address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

* The family name and first name should be listed exactly as they appear in the nominee's passport.

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

Does the nominee have any special dietary requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, please describe:	
Endorsement by the National Authority		
Signature:	Date:	Stamp:

Annex 3**EIGHTH TRAINING COURSE ON CONDUCTING SAMPLING
IN A HIGHLY CONTAMINATED ENVIRONMENT
CZĘSTOCHOWA, POLAND
4 – 8 MAY 2020****ENDORSEMENT BY THE NATIONAL AUTHORITY**

This form needs to be signed, duly sealed and uploaded when an application is submitted
<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 training course on
conducting sampling and analysis in a highly contaminated environment, Częstochowa,
Poland, 4 – 8 May 2020.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation:



NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR AN ASSISTANCE AND PROTECTION
TRAINING COURSE FOR INSTRUCTORS
LÁZNĚ BOHDANEČ, CZECH REPUBLIC
13 – 21 MAY 2020**

1. On behalf of the Government of the Czech Republic and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite States Parties to nominate participants for the fifth assistance and protection course for instructors, which will take place from 13 to 21 May 2020 in Lázně Bohdaneč, the Czech Republic.
2. The course is being organised by the Technical Secretariat (hereinafter “the Secretariat”) and will provide training for instructors who are involved in training first responders to chemical emergency incidents. The course will cover the following topics:
 - (a) protection of personnel during a chemical emergency;
 - (b) sampling and detection procedures;
 - (c) rescue and decontamination operations in contaminated areas; and
 - (d) appropriate responses and countermeasures in the event of incidents involving chemical warfare agents or toxic chemicals.
3. The course will also provide an overview of the kinds of assistance the OPCW can provide, and will help participating States Parties to enhance the ability and skills of instructors in their countries to offer training on how to provide protection against chemical weapons and other toxic chemicals, as well as on how to manage chemical incidents.
4. The course will include individual and team procedures, tactics, and processes to deliver required operational readiness and to understand the complexity of hot/warm/cold zone management during a chemical incident.
5. The course will offer an introduction to the use of a chemical incident evaluation system using web-based databases. 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 will include table-top and field exercises on emergency response to chemical incidents.



6. 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/trainers, or be involved in developing an emergency response system in their own countries.
 - (b) All participants must have a good oral and written command of English, as all activities during the course will be conducted in English and no interpretation services of any kind will be available.
 - (c) Preference will be given to instructors from emergency response units, such as firefighters, chemical, biological, radiological, and nuclear (CBRN) units, emergency medical 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.
7. Applications will be carefully screened on the basis of the criteria specified in paragraph 6 above. Only the most suitable applicants will be selected.
8. 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.
9. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Tuesday, 12 May 2020** and to depart **no later than Friday, 22 May 2020**. The Secretariat's approval is required for any changes to the arrival and departure dates of sponsored participants.
10. The Secretariat will not cover expenses unrelated to the course or that result from unauthorised changes in travel arrangements. Participants who have not been sponsored are requested to make their own travel arrangements.
11. Participants are requested to obtain all necessary visas (including transit visas) before travelling to the Czech Republic.
12. Interested applicants are invited to register their nomination through Eventus—the OPCW event management system—**no later than 20 March 2020**. The Eventus registration link is accessible via the OPCW website (<https://apps.opcw.org/eventus>). Please note that all questions marked with an asterisk (*) must be answered and an endorsement letter from the relevant National Authority must be attached in order for the nomination to be received and for the candidate to be considered for this event.
13. Interested applicants who, for technical reasons, are unable to submit their application online are requested to first create an account within Eventus, then send an application request by email to EmergAssistBr@opcw.org with the name and location of the event in the subject line. This email should be sent from the email address in the applicant's Eventus account with the attached National Authority endorsement form

(see Annex 2). Selected participants will be contacted no later than two weeks after the submission deadline.

14. Additional information on the course may be obtained from the International Cooperation and Assistance Division. The contact person is Mr Guy Valente (tel: +31 (0)70 416 3423, email: gvalente@opcw.org).

Annexes:

- Annex 1: Provisional Programme
- Annex 2: National Authority Endorsement Form

Annex 1

**ASSISTANCE AND PROTECTION TRAINING COURSE FOR INSTRUCTORS
LÁZNĚ BOHDANEČ, CZECH REPUBLIC
13 – 21 MAY 2020**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 12 May 2020</i>	
	Arrival of participants in Prague; transfer to Lázně Bohdaneč
<i>Wednesday, 13 May 2020</i>	
09:00 – 09:30	Official opening, keynote speech, introduction of participants
09:30 – 09:45	Official photo
09:45 – 10:00	Administrative information
10:00 – 10:30	Lecture: Population Protection Institute as a part of the Integrated Rescue System
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Lecture: Article X of the Chemical Weapons Convention (OPCW expert)
11:30 – 12:15	Lecture: Chemical weapons disarmament
12:30 – 13:30	<i>Lunch</i>
13:30 – 16:00	Lecture and demonstration: Medical countermeasures against chemical warfare agents (Transfer to University of Defence, Hradec Králové)
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Equipment handover
18:30 – 21:00	<i>Welcome dinner hosted by the OPCW</i>
<i>Thursday, 14 May 2020</i>	
08:00 – 08:30	Lecture: Principles of protection against chemicals
08:30 – 10:00	Lecture, demonstration: Personal protective equipment
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:00	Lecture: Detection – principles, training detection kit
11:00 – 11:45	Lecture: Decontamination
12:00 – 13:30	<i>Lunch</i>
13:30 – 14:00	Breaking into two working groups; setting up a task force
14:00 – 14:30	Assignment of a special task for each participant
14:30 – 15:00	<i>Coffee/tea break</i>
15:00 – 16:00	Self-study session with the assistance of instructors; use of course manuals
16:00 – 18:00	Individual preparation for participants' presentations
<i>Friday, 15 May 2020</i>	
08:00 – 10:00	Lectures, demonstrations, practical training: each participant presents assigned task (two classes running in parallel)
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:15	Lectures, demonstrations, practical training: each participant presents assigned task (two classes running in parallel – continued)
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	Lecture: Sampling
15:00 – 16:30	On-site training: Detection, sampling, decontamination (three teams, exchanging workplaces)

Saturday, 16 May 2020	
08:00 – 10:00	Table-top exercise/methods of training
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:45	Case study: command and control
12:00 – 13:30	<i>Lunch</i>
13:30 – 16:00	Practical session: Protection during a chemical emergency, communication
Monday, 18 May 2020	
08:00 – 08:30	Lecture: Analysis of toxic chemicals
08:30 – 09:15	Lecture: Evaluation of a chemical situation: Emergency Response Guidebook (ERG) and Wireless Information System for Emergency Responders (WISER)
09:15 – 09:45	<i>Coffee/tea break</i>
09:45 – 10:30	Table-top exercise: Evaluation of a chemical situation: ERG, WISER (two teams, exchanging workplaces)
10:30 – 11:15	Demonstration: HazMat reconnaissance vehicles (two teams, exchanging workplaces)
11:15 – 11:45	Evaluation of a chemical situation/final debriefing
12:00 – 13:30	<i>Lunch</i>
13:30 – 16:00	On-site training (individual teams)
Tuesday, 19 May 2020	
08:00 – 08:30	Integrated Rescue System – Chemical countermeasures
08:30 – 09:30	Lecture: Hot zone management, incident command system
09:30 – 10:00	<i>Coffee/tea break</i>
10:00 – 11:00	Lecture: Command, control, communication
11:00 – 11:45	Scenarios for field exercises
12:00 – 13:30	<i>Lunch</i>
13:30 – 15:30	On-site training (joint exercise)
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:30	Debriefing on joint exercise
Wednesday, 20 May 2020	
08:30 – 10:30	Field exercise 1: Terrorist attack with chemical warfare agents
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:15	Evaluation and debriefing of field exercise 1
12:30 – 14:00	<i>Lunch</i>
14:00 – 16:00	Field exercise 2: Traffic accident with toxic industrial chemicals
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Evaluation and debriefing of field exercise 2
17:30 – 18:00	Evaluation of the course, completion of OPCW evaluation forms
Thursday, 21 May 2020	
08:00 – 08:30	Lecture, demonstration, practical training: a participant presents the assigned task (two classes running in parallel)
08:30 – 09:00	Equipment maintenance, return of equipment
09:00 – 09:30	<i>Coffee/tea break</i>
09:30 – 12:00	Transfer to hotel in Prague, check-in
12:00 – 13:00	Official closing ceremony
13:00 – 14:00	<i>Official lunch</i>

Annex 2

**ASSISTANCE AND PROTECTION TRAINING COURSE FOR INSTRUCTORS
LÁZNĚ BOHDANEČ, CZECH REPUBLIC
13 – 21 MAY 2020**

ENDORSEMENT BY THE NATIONAL AUTHORITY

This form must be signed, duly sealed, and uploaded while submitting your 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 Assistance and Protection Training Course for Instructors, which will be held from 13 to 21 May 2020 in Lázně Bohdaneč, the Czech Republic.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation:

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR A COURSE FOR ANALYTICAL CHEMISTS FROM
LABORATORIES SUPPORTING CUSTOMS SERVICES
OPCW LABORATORY, RIJSWIJK, THE NETHERLANDS
15 – 19 JUNE 2020****Purpose of the course**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the OPCW wishes to inform Member States that it will hold a course on the development of analytical skills for analytical chemists supporting customs services. The course is scheduled to be held at the OPCW Laboratory in Rijswijk, the Netherlands, from 15 to 19 June 2020. The aim of the course is to assist qualified analytical chemists from laboratories that support, or plan to support, customs services or offices in acquiring further experience and practical knowledge of the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”). In addition, the course will facilitate the adoption of good laboratory practices for the implementation of the Convention. The course will accommodate nine participants—seven sponsored participants from countries whose economies are either developing or in transition, and two non-sponsored participants from developed countries.

Content

2. The training course will include a variety of lectures and laboratory work. The lectures will cover general aspects of the OPCW, the Convention, and the Verification Annex to the Convention. It will also cover the chemical structure and properties of scheduled chemicals, the methods of separation and structure elucidation, and the detection and analysis of scheduled chemicals at various concentration levels.
3. Practical laboratory work will include:
 - (a) gas chromatography-mass spectrometry (GC-MS) and analyte identification using the Automated Mass Spectral Deconvolution and Identification System (AMDIS) and the OPCW Central Analytical Database (OCAD);
 - (b) sampling and sample preparation methods for GC-MS analysis; and
 - (c) hand-held Fourier transform infrared (FTIR) and Raman spectroscopy for rapid identification.



Sponsorship

4. The Secretariat expects to be able to sponsor a minimum of seven participants for the course. All sponsored participants must be citizens of Member States whose economies are developing or are in transition. The Secretariat will select the participants based on their qualifications and experience. Member States are welcome to nominate for participation in the course non-sponsored participants who meet the admission requirements. Each application form should specify whether sponsorship is a condition of the nominee's participation.
5. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance for the duration of the course, and will provide a limited subsistence allowance to cover meals and sundry expenses. The Secretariat will also arrange and pay for accommodation of sponsored participants.
6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the participants. Non-sponsored participants will be requested to arrange for their own travel and accommodation.
7. Participants are requested to obtain any necessary visas, including Schengen Area travel visas, before travelling to the Netherlands. The Secretariat will also send information to the selected participants on how to apply for Schengen Area visas.

Admission requirements

8. The course is open to those who:
 - (a) have a minimum of a first degree (BSc or equivalent) in chemistry or analytical chemistry from a recognised university or institution, with relevant practical and theoretical experience in analytical chemistry, including the use of GC and GC-MS; and
 - (b) have at least three years of experience in an analytical laboratory, and currently work in a chemical laboratory providing support to customs services in their home country.
9. The course will be conducted in English. Candidates must therefore have a good command of both written and spoken English. Any candidate who, upon arrival, is found not to meet this requirement will not be allowed to continue with the course.
10. Participants will be required to sign both a set of terms and conditions for participation in the course and a confidentiality agreement with the OPCW.

Application procedure

11. Interested candidates are invited to submit their applications online through EVENTUS, the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants must first create an account and then register for the event. Only in exceptional circumstances involving technical difficulties, application documents may be obtained from the International Cooperation Branch; a complete set should then be

returned via email attachment to (icb.events@opcw.org), with the reference “Customs Laboratory Training” in the subject line of the message.

12. Only nominations endorsed by the National Authority or Permanent Representation of the candidate’s country to the OPCW will be considered. The endorsement form (Annex 2), together with an up-to-date curriculum vitae, must be uploaded during the online registration process. Nominees must include in their curricula vitae, in terms of their practical and work experience, the analytical techniques with which they have experience as well as a list of major items of analytical equipment in their laboratories.
13. Female candidates are encouraged to apply.
14. All applications must be received by the Secretariat **no later than 16 March 2020**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact persons are Ms Halimatussaadiah Mat Som, Programme Officer (Tel: +31 (0) 70 416 3260) and Ms Ting Zhang, Senior Administrative Assistant, (Tel: +31 (0)70 416 3534). They can also be contacted by email at icb.events@opcw.org.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Endorsement Form

Annex 1

**COURSE FOR ANALYTICAL CHEMISTS
FROM LABORATORIES SUPPORTING CUSTOMS SERVICES
OPCW LABORATORY, RIJSWIJK, THE NETHERLANDS
15 – 19 JUNE 2020**

PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 14 June 2020</i>	
	Arrival of participants
<i>Monday, 15 June 2020</i>	
09:00 – 09:15	Registration
09:15 – 09:45	Welcome address
09:45 – 10:00	<i>Coffee/tea break</i>
10:00 – 10:30	Safety briefing
10:30 – 11:30	Introduction to the OPCW and the Chemical Weapons Convention and its Verification Annex
11:30 – 13:00	Scheduled chemicals and their chemistry
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Analysis strategy
14:30 – 15:00	Element-specific detectors
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 16:00	Sampling collection: Handling of toxic chemicals, chain of custody and security
16:00 – 16:30	Sample preparation
16:30 – 17:00	Tour of the OPCW Laboratory
<i>Tuesday, 16 June 2020</i>	
09:00 – 18:00	Visit to a customs laboratory
<i>Wednesday, 17 June 2020</i>	
09:00 – 09:30	Retention indices
09:30 – 10:00	AMDIS and NIST ¹
10:00 – 10:30	OCAD
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 12:00	Practical uses of AMDIS and the OCAD for analyte identification
12:00 – 13:00	<i>Lunch</i>
13:00 – 17:00	Practical session: Working with and troubleshooting GC-MS instruments
<i>Thursday, 18 June 2020</i>	
09:00 – 10:00	Hand-held instruments: FTIR, Raman, and LCD 3.3
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 12:00	Practical session: working with hand-held instruments
12:00 – 13:00	<i>Lunch</i>

¹

National Institute of Standards and Technology of the United States Department of Commerce.

13:00 – 15:00	Portable GC-MS instruments: Possibilities and limitations
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 17:00	Discussion on analysis instruments: Portable vs laboratory-based instruments
<i>Friday, 19 June 2020</i>	
09:00 – 10:00	Role of customs in supporting the Chemical Weapons Convention
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:15	Role of analytical chemistry, specifically sampling and analysis, in the support of both customs and the Convention
11:15 – 13:00	Group work: How do we proceed from here?
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Evaluation and knowledge transfer session: <ul style="list-style-type: none"> – Discussion – Lessons learned and suggestions – Wrap-up of the training
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Closing ceremony
<i>Saturday, 20 June 2020</i>	
	Departure of participants

Annex 2

**COURSE FOR ANALYTICAL CHEMISTS
FROM LABORATORIES SUPPORTING CUSTOMS SERVICES
OPCW LABORATORY, RIJSWIJK, THE NETHERLANDS
15 – 19 JUNE 2020**

**ENDORSEMENT BY THE NATIONAL AUTHORITY
OR PERMANENT REPRESENTATION**

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

I, _____, Head/Chief
Coordinator of the National Authority/Permanent Representation 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 online registration, for participation in the Course for Analytical Chemists
from Laboratories Supporting Customs Services, to be held at the OPCW Laboratory in
Rijswijk, the Netherlands, from 15 to 19 June 2020.

**I also certify that the above candidate fulfils all the requirements mentioned in the
Invitation Note.**

Signature: _____

Name: _____

Designation: _____

Telephone: _____

E-mail: _____

Official seal of the organisation:

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR AN EXECUTIVE PROGRAMME
ON INTEGRATED CHEMICALS MANAGEMENT
PORT LOUIS, MAURITIUS
14 – 17 APRIL 2020****Purpose of the course**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) wishes to inform Member States that it will organise an Executive Programme on Integrated Chemicals Management, which will be held in Port Louis, Mauritius from 14 to 17 April 2020.
2. The programme, intended for Member States of the OPCW whose economies are developing or in transition, is open to chemists, chemical engineers, and other relevant government, industry, or other professionals who assume managerial and leadership responsibilities related to the implementation of the Chemical Weapons Convention (hereinafter “the Convention”).
3. The overall objective of the programme is to help the relevant Member States build capacity and develop in-depth knowledge and leadership skills in integrated chemicals management, including in the areas of chemical safety and security and sustainability.
4. The course will sponsor up to 15 participants from Member States whose economies are either developing or in transition.

Structure of the programme

5. The four-day programme will be structured as follows:

Day 1

- (a) Programme opening. Lectures on the Convention, introduction to the concept of integrated chemicals management, and related challenges and trends in the global chemical industry.

Day 2

- (b) Lectures on dealing with and anticipating changes in the global chemicals market through integrated chemicals management; an integrated approach to chemical safety and security; convergent trends in the Chemical and Biological Weapons Conventions; integrated chemicals management; and



sustainable industry development. Day 2 will also feature peer interaction and insights from the latest developments in these fields.

Day 3

- (c) Lectures on topics related to integrated chemicals management: the experience of relevant international organisations; management of the chemical supply chain; and executive leadership on integrated chemicals management, with a focus on role models and lessons learned.

Day 4

- (d) Study visit to a chemical facility, course evaluation, and programme closing.

Sponsorship

6. The Secretariat will sponsor a limited number of participants from Member States whose economies are either developing or in transition. The sponsorship will cover costs of travel, medical insurance, and accommodation. Sponsored participants will also be provided with a limited subsistence allowance to cover meals and miscellaneous costs. Further details regarding the accommodation and other logistical arrangements will be issued to all confirmed participants at a later date. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate this as soon as possible, so that the Secretariat will not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
7. Participants are requested to obtain any necessary visas before travelling to Mauritius. The Secretariat will send information to participants regarding visa applications.
8. The Secretariat will not pay for medical assistance. Therefore, participants should be fit for travel. All participants taking prescribed medication should arrive with sufficient supplies for the duration of the event.
9. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. Sponsored participants must bear all costs resulting from any changes they make once the Secretariat has purchased the tickets. Non-sponsored participants will be requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than **Monday, 13 April 2020** and to depart no later than **Saturday, 18 April 2020**.
10. The Secretariat strongly encourages Member States to nominate programme participants who do not require sponsorship.

Eligibility requirements and selection procedure

11. Applications will be carefully screened on the basis of the criteria specified in paragraph 2 above. Eligible government, industry, or other institutional

representatives who have work experience in or interact with the chemical industry in their country are encouraged to apply.

12. All course activities 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.
13. Nominations of female candidates are strongly encouraged.

Application procedure

14. Interested candidates are invited to submit their applications through Eventus, the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants must first create an account and then register for the event. Only in exceptional circumstances involving technical difficulties, application documents may be obtained from the International Cooperation Branch; a complete set should then be returned via email attachment (icb.events@opcw.org) with the reference “Executive Programme” in the subject line of the message.
15. Only nominations endorsed by the National Authority or Permanent Representation of the candidate’s country to the OPCW will be considered. The endorsement form (attached as an Annex to this Note), together with an up-to-date curriculum vitae, must be uploaded during the online registration process.
16. Applications should be submitted to the Secretariat **no later than Friday, 28 February 2020**. Additional information about this programme may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact person is Ms Halimatussaadiah Mat Som, Programme Officer (Tel: +31 (0)70 416 3260) and Ms Ting Zhang, Senior Administrative Assistant (Tel+31 (0)70 416 3534). They can also be contacted by email (icb.events@opcw.org).

Annex: Endorsement Form

Annex

**EXECUTIVE PROGRAMME ON INTEGRATED CHEMICALS MANAGEMENT
PORT LOUIS, MAURITIUS
14 – 17 APRIL 2020**

**ENDORSEMENT BY THE NATIONAL AUTHORITY
OR PERMANENT REPRESENTATION**

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

I, _____, Head/Chief Coordinator of the National
Authority/Permanent Representation 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 online registration, for participation in the Executive Programme
on Integrated Chemicals Management, to be held in Port Louis, Mauritius from 14 to
17 April 2020.

**I also certify that the above candidate fulfils all the requirements mentioned in the
Invitation Note.**

Signature: _____

Name: _____

Designation: _____

Telephone: _____

E-mail: _____

Official seal of the organisation:



S/1827/2020
22 January 2020
ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR A BASIC COURSE
ON ASSISTANCE AND PROTECTION AGAINST CHEMICAL WEAPONS
SPIEZ, SWITZERLAND
25 – 29 MAY 2020**

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 training course on protection against chemical weapons, which will be held in Spiez, Switzerland, from 25 to 29 May 2020.
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 participants will receive basic training in protection against chemical weapons and detection. The course will also provide a basic introduction to chemical warfare agents, and explain the fundamentals 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 training civilians in their home countries in protection against chemical weapons. Its main purpose is to help States Parties establish basic capabilities in this area that will directly benefit their civilian populations. Applicants from States Parties that do not yet have such capabilities are particularly welcome. Participation in this course will be mandatory when applying for 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 be 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, 24 May 2020**, and to depart no later than **Saturday, 30 May 2020**. The approval of the Secretariat 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 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 27 March 2020. The Eventus registration link is accessible via the OPCW website at: <http://apps.opcw.org/eventus>. Please note that all questions marked with an asterisk (*) 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 2 to this note must be uploaded during the registration process. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to contact EmergAssistBr@opcw.org with reference to the name and location of the event in the subject line, as well as a description of the technical problem.
10. Only selected participants with an OPCW acceptance letter will be permitted to attend this course. 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. Additional information may be obtained from Mr Babatunde Olowookere in the Assistance and Protection Branch of the International Cooperation and Assistance Division (email: APB@opcw.org; tel: +31 70 416 3467).

Annexes:

- Annex 1: Provisional Programme
Annex 2: Endorsement Form

Annex 1

**BASIC COURSE ON ASSISTANCE AND PROTECTION
AGAINST CHEMICAL WEAPONS
SPIEZ, SWITZERLAND
25 – 29 MAY 2020**

PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 24 May 2020</i>	
	Arrival of participants and registration
<i>Monday, 25 May 2020</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 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, 26 May 2020</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, 27 May 2020</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, 28 May 2020</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>

Time	Activity
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>
<i>Friday, 29 May 2020</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, 30 May 2020</i>	
	Departure of participants

Annex 2**BASIC COURSE ON ASSISTANCE AND PROTECTION
AGAINST CHEMICAL WEAPONS
SPIEZ, SWITZERLAND
25 – 29 MAY 2020****ENDORSEMENT BY THE NATIONAL AUTHORITY**

This form needs to be signed, duly sealed, and uploaded when an application is submitted
<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 25 to 29 May 2020

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation:

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S/1829/2020
24 January 2020
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A LIVE-AGENT TRAINING COURSE FOR EXPERTS
ZEMIANSKE KOSTOL'ANY, SLOVAKIA
11 – 21 MAY 2020**

1. The Technical Secretariat of the Organisation for the Prohibition of Chemical Weapons (OPCW) wishes to invite States Parties to nominate representatives to participate in a live chemical warfare agent training course, which will take place from 11 to 21 May 2020 in Zemianske Kostol'any, Slovakia.
2. The course is being jointly organised by the Technical Secretariat (hereinafter "the Secretariat") and the Government of Slovakia, and will provide training for up to 15 qualified participants who may be called upon to respond to chemical emergencies in their home countries. The course will cover the following topics:
 - (a) detection of chemical warfare agents;
 - (b) donning and doffing of chemical protective clothing;
 - (c) preparation of samples for transport;
 - (d) decontamination operations; and
 - (e) appropriate responses and countermeasures in the event of incidents involving chemical warfare agents or toxic chemicals.
3. The course will provide participants with an opportunity to practice advanced elements of contaminated scene operations in the presence of live chemical warfare agents.
4. 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/trainers, or be involved in the development of the chemical emergency-response system in their own countries.
 - (b) All participants must have a good oral and written command of English, as all activities during the course will be conducted in English and no interpretation services of any kind will be available.



- (c) Preference will be given to individuals who have demonstrable competency in the principles of chemical scene operations, including, but not limited to, completion of the OPCW assistance and protection training cycle.
 - (d) Participants must be physically fit and capable of wearing individual protective gear for several hours at a time.
 - (e) Selected participants will be required to supply a “Confirmation of Health Status” from their personal healthcare provider, as required by the host facility.
5. Applications will be carefully screened on the basis of the criteria specified in paragraph 4 above. Only the most suitable applicants will be selected.
 6. 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 transportation, accommodation, and meals. Further details regarding the venue and other course-specific arrangements will be issued to all confirmed participants at a later date.
 7. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than Sunday, 10 May 2020, and to depart no later than Friday, 22 May 2020.
 8. Sponsored participants must bear all costs not related to the course, or resulting from any itinerary changes made without explicit approval from the Secretariat. Participants who have not been sponsored are requested to make their own travel arrangements in accordance with paragraph 7 above. All participants are requested to obtain all necessary visas before travelling to Slovakia, including transit visas.
 9. Interested applicants are invited to register their nomination online **no later than 20 March 2020** through Eventus—the OPCW event management system. The Eventus registration link is accessible via the OPCW website (<http://apps.opcw.org/eventus>). Please note that all questions marked with an asterisk (*) 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 2 to this note must be uploaded during the registration process.
 10. Interested applicants who, for technical reasons, are unable to submit their application online are requested to first create an account within Eventus and then send an application request by email (EmergAssistBr@opcw.org) with the name and location of the event in the subject line of the message. This email should be sent from the email address in the applicant’s Eventus account with the National Authority endorsement form (see Annex 2) attached. Candidates who have been selected to participate in the course will be contacted no later than two weeks after the submission deadline.

11. Only selected participants with an OPCW acceptance letter will be permitted to enter the training facility. States Parties are requested to inform the International Cooperation and Assistance Division of any complications that may arise in connection with the attendance of any participant.
12. Additional information may be obtained from Mr Guy Valente in the Assistance and Protection Branch of the International Cooperation and Assistance Division (Telephone: +31 70 416 3423; Email: gvalente@opcw.org).

Annex 1: Provisional Programme

Annex 2: Endorsement Form

Annex 1

**LIVE-AGENT TRAINING COURSE FOR EXPERTS
ZEMIANSKE KOSTOL'ANY, SLOVAKIA
11 – 21 MAY 2020**

PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 11 May 2020</i>	
07:00	Blood draw
08:30 – 12:30	Opening, facility presentation, training programme, safety and medical instructions, presentations on the character of chemical warfare agents (CWAs), CWA health effects, first aid, detection of CWAs
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:00	Individual protective equipment (IPE) distribution, laboratory demonstration, tour of the NBC Technical Training Centre, demonstration of decontamination control, demonstration of IPE use, gas mask test
<i>Tuesday, 12 May 2020</i>	
08:00 – 12:30	Briefing, detection of CWAs, decontamination of CWAs, self-decontamination, sample transport preparation, rescue exercise, simulants
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:00	Individual training: First contact with CWAs, simulants, evaluation
<i>Wednesday, 13 May 2020</i>	
08:00 – 12:30	Briefing, individual training: First contact with CWAs, CWAs, decontamination, hygiene
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:00	Detection of simulants and false positives, exercise on preparation of decontamination solutions, exercise on personal decontamination, simulants, evaluation
<i>Thursday, 14 May 2020</i>	
08:00 – 12:30	Briefing, exercise: CWA detection and decontamination of common surfaces – CWAs, decontamination, hygiene
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:00	Team exercise: Complex samples that require preparation, simulants, decontamination, hygiene, evaluation
<i>Friday, 15 May 2020</i>	
08:00 – 12:30	Briefing, team exercise: Complex samples that require preparation, CWAs, decontamination, hygiene, evaluation
12:30 – 13:30	<i>Lunch</i>
13:45 – 16:15	Exercise: Detection and sampling from improvised explosive devices, detection and sampling from waste incineration residues, simulants, evaluation
<i>Saturday, 16 May 2020</i>	
08:00 – 12:30	Presentations (hotel): CWA analysis in field conditions, sampling (methods, types of samples, sampling equipment)

Time	Activity
<i>Monday, 18 May 2020</i>	
08:00 – 12:30	Briefing, team exercise: Detection, sampling and decontamination of CWAs on vehicles, CWAs, decontamination, hygiene
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:00	Team exercise: Detection and sampling from collectors of drinkable water, detection and sampling from ammunition, simulants, evaluation
<i>Tuesday, 19 May 2020</i>	
08:00 – 12:30	Briefing, final complex exercise focused on detection of CWAs, their sampling and decontamination – sample preparation for transport, CWAs, decontamination, hygiene
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:00	Team exercise: Illegal laboratory – detection and sampling, detection and sampling after road incidents, simulants, evaluation
<i>Wednesday, 20 May 2020</i>	
08:00 – 12:30	Briefing, laboratory analysis of samples collected during the training, CWAs, decontamination, hygiene
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:00	Team exercise: Collection of samples in conditions of poor visibility, simulants, evaluation
<i>Thursday, 21 May 2020</i>	
07:00 – 12:30	Blood draw (hotel), IPE cleaning and return, evaluation of training, official closure
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:00	Social activities for participants, organised by the Ministry of the Economy
<i>Friday, 22 May 2020</i>	
	Departure

Annex 2

**LIVE-AGENT TRAINING COURSE FOR EXPERTS
ZEMIANSKE KOSTOL'ANY, SLOVAKIA
11 – 21 MAY 2020**

ENDORSEMENT BY THE NATIONAL AUTHORITY

This form must 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 Live-Agent Training Course for Experts, to be held in Zemianske Kostol'any, Slovakia, from 11 to 21 May 2020.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: