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भारत सरकार / Government of India

मंत्रिमंडल सचिवालय / Cabinet Secretariat

राष्ट्रीय प्राधिकरण रासायनिक हथियार समझौता / National Authority Chemical Weapons Convention

प्रथम तल, चाणक्य भवन/ 1st Floor, Chanakya Bhavan
चाणक्य पुरी, नई दिल्ली-21/ Chanakya Puri, New Delhi-110021

Date: 3rd March, 2025

OFFICE MEMORANDUM

Subject: Call for nominations for an Integrated Advanced Course and Exercise for Asian States Parties - regarding.

The undersigned is directed to inform that India is a signatory to the Chemical Weapons Convention (CWC). The Organization for the Prohibition of Chemical Weapons (OPCW), headquartered at The Hague, The Netherlands is the implementing body of CWC. National Authority Chemical Weapons Convention (NACWC), being the national focal point facilitates the participation of its officials, other Indian officials and other Indian nationals in training courses conducted by OPCW in the field of the Convention.

2. The Technical Secretariat of the OPCW has invited nominations for an Integrated Advanced Course and Exercise for Asian States Parties vide Note no. S/2371/2025 dated 18th February, 2025 (copy enclosed).

3. Accordingly, nomination of suitable qualified and experienced candidates fulfilling the above requirements of the course, along with relevant supporting documents following the 'Guidelines for OPCW sponsored events issued by NACWC' (enclosed) may please be sent to this office **latest by 10th April, 2025** through the online portal – OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>). Applicants who have already participated in the similar previous programme(s) may not be nominated for the course.

4. If selected, the participant must submit a report and a copy of the OPCW certificate to the National Authority after attending the course/training/workshop/event.

Encl: As above

Arjun Singh
3/3/2025

(Dr. Arjun Singh)

Joint Director, NACWC

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To,

1. The Joint Secretary (Disaster Management), Hall 'B', 3rd Floor, NDCC-II Building, Jai Singh Road, New Delhi – 110 001
2. The Director General, Directorate General, National Disaster Response Force, Ministry of Home Affairs, 6th Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001.
3. The Director General, Directorate General-Fire Services, Civil Defense & Home Guards, Ministry of Home Affairs, Government of India, East Block-7, Level-7, R.K. Puram, New Delhi-110066.
4. The Director, Head of Department, Special Protection Group, Cabinet Secretariat, 9 Lok Kalyan Marg, SPG, New Delhi – 110001.
5. The Director General, National Security Guard, HQ NSG, Mehramnagar, Palam, New Delhi – 110037.



OPCW

Technical Secretariat

S/2371/2025
18 February 2025
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

CALL FOR NOMINATIONS FOR AN INTEGRATED ADVANCED COURSE AND EXERCISE FOR ASIAN STATES PARTIES

1. The Technical Secretariat of the OPCW (the Secretariat) wishes to invite States Parties in the Asian Group to nominate representatives to participate in an integrated advanced course and exercise related to assistance and protection under Article X of the Chemical Weapons Convention (the Convention), which will begin with an online course on the essentials of responding to incidents involving chemical warfare agents and toxic industrial chemicals.
2. The integrated advanced course and exercise will be jointly organised by the Government of Malaysia in collaboration with the Secretariat. It will provide training for up to **20 sponsored participants** in the essentials of assistance and protection, with a focus on responding to incidents involving chemical warfare agents and toxic industrial chemicals.
3. The training course will be divided into the following segments:
 - (a) an online essentials course, from 5 May to 13 July 2025;
 - (b) a hands-on integrated advanced course and exercise, from 13 to 19 August 2025, in Kuala Lumpur, Malaysia; and
 - (c) a one-day follow-up webinar in late 2025 (December – dates to be determined).
4. The online essentials course will offer basic theoretical knowledge for all participants about the OPCW, the Convention, chemical warfare agents, toxic industrial chemicals, the physico-chemical properties of chemicals, personal protective equipment (PPE), decontamination, detection, identification, and monitoring, the Emergency Response Guidebook, the CAMEO Chemicals database, and the Incident Command System. It will prepare participants to successfully face the next training segment by addressing certain technical aspects that will be of use to them in chemical emergency response. The Secretariat may select up to 25 participants to participate in the online course, but only 20 participants will ultimately be selected at the end of this course to continue with the following hands-on training.



5. The hands-on integrated advanced course and exercise will consist of a combination of theory-based lectures, equipment demonstrations, and practical training sessions and exercises. It will also explore a variety of complex scenarios in combination with the final exercise, which will serve as an opportunity to practise and confirm the knowledge and skills acquired during the entire course.
6. Given the objectives of the integrated advanced course, candidates should have a background in the field of chemical emergency response. **The target audience is mainly personnel from official institutions (civilians or military) belonging to front-line chemical emergency response units.**
7. Applications must be submitted online via Eventus, the OPCW event management system (<https://eventus.opcw.org>), **no later than 18 April 2025**. During the application process, it is essential that candidates attach their curriculum vitae and a copy of their valid passport.
8. Endorsement by a candidate's respective National Authority is a prerequisite to being considered in the selection process. The endorsement process must be completed online through Eventus **no later than 20 April 2025**. The Secretariat strongly encourages States Parties and National Authorities to seek, support, and endorse applications from qualified women candidates.
9. Participants should be physically fit and able to wear PPE during the practical sessions under hot, humid, tiring, and stressful conditions. Please note that a medical certificate may be required to attend the hands-on training segment.
10. Participants should undertake the necessary steps to ensure their participation in the entire cycle by obtaining the required clearances from the relevant authorities based on the invitation letter issued by the Secretariat.
11. The Secretariat expects to be able to **sponsor a maximum of 20 participants** for the hands-on training. For sponsored participants, the Secretariat will cover the costs of travel, accommodation, airport transfers, medical insurance, and meals (lunch), and will provide a limited subsistence allowance to cover sundry expenses.
12. The Secretariat will seek the most economical options when making travel arrangements for sponsored participants. Participants are expected to arrive in Malaysia for the hands-on training no earlier than 12 August 2025 and to depart no later than 20 August 2025. The Secretariat will not cover expenses unrelated to the courses or resulting from unauthorised travel arrangement changes. Once the Secretariat has purchased their tickets, sponsored participants will be responsible for ensuring that they participate in the courses. In case of any unforeseen circumstances, participants should immediately contact the substantive officer responsible for the courses.
13. The integrated advanced course will be conducted in **English**; therefore, participants are required to have a good working knowledge of written and spoken English. No interpretation services will be provided during any of the segments of the training.
14. Participants are requested to obtain all necessary visas (including transit visas) before traveling to Malaysia. Further details regarding logistics and the final programmes will be issued to participants at a later stage.

15. The provisional programmes for the integrated advanced course and exercise are included as the annexes to this Note, and further details will be issued at a later date. Any questions may be addressed to the focal points for this course in the Assistance and Protection Branch of the International Cooperation and Assistance Division of the Secretariat, as follows: Mr Miguel Albaladejo Pomares (Tel.: +31 (0)70 416 3451; Email: miguel.albaladejopomares@opcw.org) and Ms Maria Elena Bruno-Pousadela (Tel.: +31 (0)70 416 3217; Email: mariaelena.bruno-pousadela@opcw.org).

Annexes:

- Annex 1: Online Essentials Course, 5 May – 13 July 2025 – Provisional Programme
- Annex 2: Hands-on Integrated Advanced Course and Exercise on Response to Incidents Involving Chemical Warfare Agents and Toxic Industrial Chemicals, Kuala Lumpur, Malaysia, 13 – 19 August 2025 – Provisional Programme



Annex 1

**ONLINE ESSENTIALS COURSE
5 MAY – 13 JULY 2025**

PROVISIONAL PROGRAMME

Chapter 1: The Chemical Weapons Convention

- 1.1. Historical review
- 1.2. The Chemical Weapons Convention
- 1.3. The Organisation for the Prohibition of Chemical Weapons (OPCW)
- 1.4. Article X of the Chemical Weapons Convention

Chapter 2: Technical aspects of responding to emergencies with toxic chemicals

- 2.1. Physical and chemical properties of substances
- 2.2. Toxicological values applied to the management of emergencies with chemicals
- 2.3. Dispersion of contaminants in the environment after an event with chemicals
- 2.4. Safety distances and planning zones

Chapter 3: Introduction to chemical agents

- 3.1. Chemical weapons
- 3.2. Chemical warfare agents
- 3.3. Exposure to chemical warfare agents
- 3.4. Toxic industrial chemicals

Chapter 4: Introduction to personal protective equipment (PPE)

- 4.1. Chemical protection suits
- 4.2. Respiratory protection
- 4.3. OPCW protection levels

Chapter 5: Introduction to decontamination

- 5.1. Decontamination overview
- 5.2. Decontamination stations and corridors
- 5.3. Decontamination processes
- 5.4. Decontamination systems

Chapter 6: Introduction to detection and identification

- 6.1. Recognition
- 6.2. Detection
- 6.3. Identification

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Chapter 7: The Emergency Response Guidebook (ERG)

- 7.1. Introduction
- 7.2. The yellow section
- 7.3. The blue section
- 7.4. Operational guides (the orange section)
- 7.5. The green section

Chapter 8: The CAMEO Chemicals database

- 8.1. Overview
- 8.2. Searching for chemicals
- 8.3. Searching for chemicals by name
- 8.4. Searching for chemicals by their United Nations number
- 8.5. Chemical reactivity

Chapter 9: The Incident Command System (ICS)

- 9.1. History of the ICS
- 9.2. ICS definitions
- 9.3. Structure and functions
- 9.4. Steps to be followed by the first responder with operational capacity
- 9.5. How can the population be protected during a chemical emergency?

Annex 2

**HANDS-ON INTEGRATED ADVANCED COURSE AND EXERCISE ON
RESPONSE TO INCIDENTS INVOLVING CHEMICAL WARFARE AGENTS AND
TOXIC INDUSTRIAL CHEMICALS
KUALA LUMPUR, MALAYSIA
13 – 19 AUGUST 2025**

PROVISIONAL PROGRAMME

Tuesday, 12 August 2025		
	Arrival at Kuala Lumpur International Airport	
Wednesday, 13 August 2025		
Day 1	Location: Hotel Maya Kuala Lumpur	
Time	Event	Type/Remarks
08:30 – 08:45	Introductions	National Authority of Malaysia
08:45 – 09:00	Welcome remarks from the National Authority	
09:00 – 09:15	Opening remarks from the OPCW	
09:15 – 09:30	Course overview	Presentation by the Fire and Rescue Department of Malaysia (FRDM)
09:30 – 10:00	<i>Group photo Morning tea</i>	
10:00 – 10:30	FRDM hazmat and chemical, biological, radiological, and nuclear (CBRN) preparedness and response	Presentation – FRDM
10:30 – 11:45	Chemical warfare agent chemistry	Presentation – FRDM
11:45 – 13:00	Personal protective equipment (PPE) for hot zones	Presentation – FRDM
13:00 – 14:00	<i>Lunch</i>	
14:00 – 15:00	Decontamination	Presentation – FRDM
15:00 – 16:00	Evidence collection	Presentation – FRDM
16:00 – 17:00	Field detection	Presentation – FRDM
17:00	<i>Afternoon tea</i>	
End of day 1		
Thursday, 14 August 2025		
Day 2	Location: Hotel Maya Kuala Lumpur	
Time	Event	Type/Remarks
09:00 – 10:30	Malaysia's experience: chemical warfare agents and the 2017 incident	Presentation – National Authority of Malaysia
10:30 – 10:45	<i>Morning tea</i>	
10:45 – 13:00	PPE donning and doffing	Demonstration and practical session Levels A, B, and C, and CBRN suit
13:00 – 14:00	<i>Lunch</i>	
14:00 – 16:30	Detection and evidence collection	Demonstration and practical session
16:30	<i>Afternoon tea</i>	
End of day 2		

Friday, 15 August 2025		
Day 3	Location: Hotel Maya Kuala Lumpur and the FRDM, Kuala Kubu Bharu (KKB) office	
Time	Event	Type/Remarks
08:30 – 10:30	Incident Command System (including radio handling and standardised vocabulary for radio connection)	Demonstration and practical session
10:30 – 10:45	<i>Morning tea</i>	
10:45 – 12:15	Tabletop exercise: Field exercise 1	Tabletop exercise – FRDM
12:15 – 14:30	<i>Hotel check out Lunch</i>	
14:30 – 16:30	Depart to FRDM training academy	
16:30 – 16:45	<i>Afternoon tea</i>	
16:45 – 17:30	Briefing by FRDM, KKB office Coordinator Registration <i>Check-in at academy hostel</i>	
17:30 – 18:30	Break	
18:30 – 20:15	<i>Dinner</i>	
20:15 – 21:30	Physico-chemical properties and United Nations hazard classification	Demonstration and practical session – FRDM, KKB office
End of day 3		
Saturday, 16 August 2025		
Day 4	Location: FRDM, KKB office	
Time	Event	Type/Remarks
07:30 – 08:30	<i>Breakfast</i>	
08:30 – 09:30	Medical screening	
09:30 – 11:00	Decontamination procedure in mass casualty incident	Demonstration – FRDM
11:00 – 11:15	<i>Morning tea</i>	
11:15 – 13:00	Decontamination procedure in mass casualty incident (cont.)	Practical session – FRDM
13:00 – 14:00	<i>Lunch</i>	
14:00 – 16:00	Gas mask fit test and dark room exercise	Practical session – FRDM
16:00 – 16:15	<i>Afternoon tea</i>	
16:15 – 19:00	Break	
19:00 – 21:00	<i>Dinner</i>	
End of day 4		
Sunday, 17 August 2025		
Day 5	Location: FRDM, KKB office	
Time	Event	Type/Remarks
07:30 – 08:30	<i>Breakfast</i>	
08:30 – 09:30	Medical screening	
09:30 – 13:00	Full field exercise 1: Public transportation incident	Practical session – FRDM

	<i>Morning tea break (grab and go)</i>	
13:00 – 14:00	<i>Lunch</i>	
14:00 – 17:00	Field exercise 2: Clandestine lab <i>Afternoon tea break (grab and go)</i>	Practical session – FRDM
17:00 – 19:00	Break	
19:00 – 21:00	<i>Dinner</i>	
End of day 5		
Monday, 18 August 2025		
Day 6	Location: FRDM, KKB	
Time	Event	Type/Remarks
07:30 – 08:30	<i>Breakfast</i>	
08:30 – 09:30	Medical screening	
09:30 – 13:00	Field exercise 3: Public event contamination <i>Morning tea break (grab and go)</i>	Practical session – FRDM
13:00 – 14:00	<i>Lunch</i>	
14:00 – 17:00	Field exercise 4: Mass casualty event <i>Afternoon tea break (grab and go)</i>	Practical session – FRDM
17:00 – 19:00	Break	
19:00 – 21:00	<i>Dinner</i>	
End of day 6		
Tuesday, 19 August 2025		
Day 7	Location: FRDM, KKB office	
Time	Event	Type/Remarks
07:00 – 08:30	<i>Breakfast</i>	Official attire
08:30 – 09:30	International Humanitarian Assistance and Disaster Relief mechanism <i>Morning tea break (grab and go)</i>	Presentation
09:30 – 10:15	Training feedback session	
10:15 – 14:00	Official closing session <i>Lunch</i>	National Authority of Malaysia
14:00 – 15:00	<i>Check out from the hostel</i>	
15:00 – 17:00	Departure for Hotel Maya Kuala Lumpur	
End of programme		
Wednesday, 20 August 2025		
	Departure of participants	

Guidelines For OPCW Sponsored Events

1. Organization for Prohibition of Chemical Weapons, Technical Secretariat (OPCW-TS) identifies requirements of different States Parties and invites nominations every year for Safety and Security of Chemical Industries, Laboratory Skill Development, Customs, Assistance and Protection against the use of Chemical Weapons and internship for University Students.
2. The event calendar for training/workshop/seminar/meeting etc. provided by the OPCW annually is being uploaded on the National Authority Chemical Weapons Convention (NACWC) website seeking nominations from various stakeholders. The aforesaid training calendar and related Office Memo's (OMs) are uploaded on NACWC's website along with OPCW-TS Note. Several subject specific trainings are also communicated to concerned Central/ State Departments and Private Institutions for seeking nominations.
3. The nominations of Central Government Departments/Institutions/Organizations while sending the nominations (in the format provided by TS, OPCW) are requested to adhere to the NACWC stated deadlines. Nominations of Central Government officials should invariably be accompanied with Departmental vigilance clearance certificate. The nominations from Central Government Departments/Institutions/Undertakings should fill the details through OPCW training management system, routing the application through the concerned Ministry. The details to be filled online are stated in Annexure-I.
4. The nominations of State Government Institutions/private entities/individuals should be routed through concerned Department/Ministry under the respective State Government filling the details online through OPCW training management system. The details to be filled online are stated in Annexure-II.
5. The nominations of Central/State/Private entities/individuals for the OPCW sponsored events on Chemical Emergencies/Disaster Management should be sent through proper channel and routed through concerned Department/Ministry under the respective Central/State Government by filling the details through OPCW training management system. The details to be filled online are stated in Annexure-III.
6. For chemical facilities Private entities/individuals for the OPCW sponsored events other than Chemical Emergencies/Disaster Management are required to be filled on line through OPCW training management system. The details to be filled online are stated in Annexure-IV.
7. The details of nominations for the OPCW sponsored events can be filled online through OPCW Training Management System (<https://training.nacwc.gov.in>) available on the NACWC web portal (<https://nacwc.gov.in>).



8. The nomination by NACWC for the concerned training/workshop/seminar/meeting etc. will be purely on the basis of merit i.e., preference will be given to Schedule-2 and 3 chemical facilities as well as candidates working with the National Authority or other Government Agency responsible for implementation of the Chemical Weapons Convention. The Endorsement letter, subsequent to the approval of Chairman, NACWC will be issued to nominee of Central/State/Private Entities. If the OPCW requests that the nominations are to be submitted online then it will be the responsibility of nominated individual(s) to fill the personal and other details on-line on the OPCW website (<http://apps.opcw.org/eventus>) and the nominee(s) should ensure that Performa prescribed in the Format of EVENTUS also is filled by them and the prescribed guidelines are required to be fulfilled by the nominee(s). The OPCW will communicate the invitation to the nominee(s) subject to fulfilling the requirement.
9. It is expected that the Nominee(s) exhibit excellent conduct while attending the concerned event. After completion of the training/seminar/workshop, a detailed report along with presentation is required to be submitted to the NACWC.
10. While proceeding to attend the concerned event organized by the OPCW, the nominee:
 - Should have basic knowledge of the CWC Act, 2000.
 - Make sure about the passport i.e., valid and protect the passport and report it promptly if it is lost, stolen or damaged during the period of a specific program.
 - Must familiarize with the visiting countries.
 - Make sure about the proper visas for the countries the participant is visiting or transiting and check any other entry or exit requirements.
 - Take personal responsibility for travel choices, safety, finances and behavior overseas, including obeying the laws of the visiting country.
 - If get arrested or detained for some reason, insist on Consular access (under the Vienna Convention) to a representative from the nearest Indian Embassy/Consulate.
 - Make sure of proper coordination with the NACWC (contact point JS/JD Tel. No: 24675763/24675691) and the Indian Embassy in the concerned visiting country.
 - Presentation may be given in the specific event by the participant(s) should be in consultation with the NACWC.
 - Should not illuminate irrelevant information which has national concern during the program.
 - Who is outside from the Government Sector should adhere to the instructions given by the representative from the NACWC.
 - From the Government Sector should adhere to the instructions given by the NACWC.
 - Should focus on the subject matter for which the event is being organized.
 - Are expected to implement the lessons learnt from the event attended in his day-to-day working/duties.
 - Should share their lessons/experiences acquired during the event attended with the NACWC and parent institution.
 - Must submit individual tour report to the NACWC within one week period after returning from the program attended.