

F. No. M-21011/4/2025-TECH

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

Dated: 14th August, 2025

OFFICE MEMORANDUM

Subject: - Call for Nominations for a Hospital Preparedness Course for States Parties from the Asian region Dhaka, Bangladesh 5 – 9 October 2025 - 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, participation of its officials, other Indian officials and other Indian national in training courses conducted by OPCW in the field of the Convention.

2. The Technical Secretariat, of the OPCW has invited Nominations to apply for Call for Nominations for a Hospital Preparedness Course for States Parties from the Asian region Dhaka, Bangladesh 5 – 9 October 2025.

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 20th August, 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


(Mahoj Kumar Sahoo)

Adviser, NACWC

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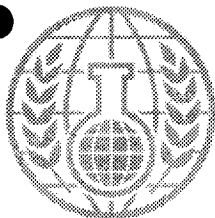
To,

1. The Secretary, Department of Health Research and Director General, Indian Council of Medical Research (ICMR), Department of Health Research, 2nd Floor, IRCS Building, 1, Red Cross Road, New Delhi – 110001

o/c

2. The Director General, Directorate General of NDRF, 6th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001.
3. Colonel PP (Concepts & Training), Directorate General of Perspective Planning (CBRN), General Staff Branch, IHQ of Ministry of Defence (MoD), (Army), Room No.-123, 'A' Wing, Sena Bhawan, New Delhi – 110011.
4. The Joint Secretary (IS-I), Internal Security-I Division, North Block, Ministry of Home Affairs, New Delhi – 110001.
5. The Joint Secretary (Training) & CVO, Department of Defence, Ministry of Defence, South Block, Central Secretariat, Rajpath Marg, New Delhi – 110 011.
6. The Joint Secretary (Disaster Management), Hall 'B', 3rd Floor, NDCC-II Building, Jai Singh Road, New Delhi – 110 001
7. Director General, DGHS, Room No. 401-404, A-Wing, Nirman Bhawan, Ministry of Health & Family Welfare, New Delhi-110011
8. GP Capt. VS Srihari, Adviser, IC-V, Room No. 5B, South Block, MOD, New Delhi.
9. Colonel (CBRN), O/o DCIDC (Medical), Wing 7, Ground Floor, West Block-III, RK Puram, HQ Integrated Defence Staff, Ministry of Defence, New Delhi-110066





OPCW

Technical Secretariat

S/2434/2025
12 August 2025
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A HOSPITAL PREPAREDNESS COURSE
FOR STATES PARTIES FROM THE ASIAN REGION
DHAKA, BANGLADESH
5 – 9 OCTOBER 2025**

1. The OPCW Technical Secretariat (the Secretariat) wishes to invite States Parties from Asia to nominate participants for a training course on chemical incident preparedness for hospitals (HOSPREP), to be held in Dhaka, Bangladesh, from 5 to 9 October 2025.
2. The training course will be jointly organised by the Government of Bangladesh and the Secretariat. The main objective of the HOSPREP training is to establish a methodology for assessing institutional needs and providing solutions to common challenges faced by medical institutions dealing with the threat of chemical incidents. The training, whose primary focus is on hospital preparedness, is aimed at strengthening capacity building in the hospitals and medical institutions of States Parties that may be called upon to respond in the aftermath of an attack involving chemical warfare agents or toxic industrial chemicals. It will also promote the exchange of experiences, different approaches, and strategies for reducing gaps at medical institutions and increasing operational resilience when faced with such events.
3. The training programme will address the following topics: general concepts of chemical warfare agents and toxic industrial chemicals; risk assessment for medical facilities; lessons learned in chemical emergencies; hospital preparedness; specific issues in hospital response; development of strategies and management in hospital models; preparation of programmes for health personnel; reception of victims and intra-hospital evaluation; processing of biological samples; and demonstration of national capacities in preparedness and response to chemical, biological, radiological, nuclear, and explosive (CBRNE) threats and incidents.
4. The Secretariat expects to sponsor a maximum of 25 participants from medical facilities in Asian States Parties that are designated to respond to chemical emergencies. Candidates for this course should be physicians or nurses working at hospitals or other medical facilities designated to attend to victims in a chemical emergency, or other health workers involved in the planning, design, preparedness, and management of hospitals facing chemical emergencies. Additional aspects that may be considered for the selection of candidates include previous experience and knowledge of chemical emergencies, accreditation in CBRNE programmes, participation in previous national or regional events on hospital preparedness, responsibilities related to operational and clinical aspects of the response to chemical emergencies, and other relevant information.



5. Applications must be endorsed by the National Authority of the candidate's country and should specify whether or not sponsorship is a condition of their participation. For sponsored participants, the Secretariat will cover the costs of travel, accommodation, airport transfers, medical insurance, and meals. In addition, it will provide a limited subsistence allowance to cover sundry expenses.
6. The Secretariat will seek the most economical options when making travel arrangements for sponsored participants. Sponsored participants are expected to **arrive no earlier than Saturday, 4 October 2025 and to depart no later than Friday, 10 October 2025**. The Secretariat will not cover expenses that are not related to the course or that result from unauthorised changes in travel arrangements. Once the Secretariat has purchased their tickets, sponsored participants will be responsible for ensuring that they participate in the course. In the case of unforeseen circumstances, participants should immediately contact the focal points responsible for the course (see paragraph 10 below).
7. The course will be delivered in English. Participants are therefore expected to be proficient in English. In addition, all necessary visas (if required) should be obtained by the participants before travelling to Bangladesh.
8. Interested applicants are requested to register their nominations online through Eventus—the OPCW event management system—**no later than 21 August 2025**. The registration link is accessible via the OPCW website (<https://eventus.opcw.org>). Fields marked with an asterisk (*) in the online registration system are mandatory and must be answered in order for the candidate's application to be considered for this event. The Secretariat strongly encourages States Parties and National Authorities to seek, support, and endorse applications from qualified women candidates.
9. Only selected participants with an OPCW acceptance letter will be permitted to participate in this course. Candidates 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 selected participant.
10. The provisional programme for the training course is included as the Annex to this Note. For technical matters, the focal points for this training course are Mr Eduardo Herrera (Tel: +31 70 416 3466; Email: eduardo.herrera@opcw.org) and Ms Toko Okazaki (Email: toko.okazaki@opcw.org). Administrative questions relating to this training course may be addressed to Ms María Elena Bruno-Pousadela (Tel: +31 70 416 3217; Email: mariaelena.bruno-pousadela@opcw.org) in the Assistance and Protection Branch of the International Cooperation and Assistance Division.

Annex: Provisional Programme

Annex

**HOSPITAL PREPAREDNESS COURSE
FOR STATES PARTIES FROM THE ASIAN REGION
DHAKA, BANGLADESH
5 – 9 OCTOBER 2025**

PROVISIONAL PROGRAMME

Time	Activity	Instructor
Saturday, 4 October 2025		
Arrival of participants		
Day 1: Sunday, 5 October 2025		Location: Hotel
08:00 – 08:30	Registration of participants	
08:30 – 09:30	Opening ceremony	OPCW, National Authority
09:30 – 10:00	Group photo	OPCW, National Authority
10:00 – 10:40	Introduction of participants	OPCW and National Authority representatives
10:40 – 11:00	Course overview and administrative briefing	National Authority
11:00 – 11:15	<i>Coffee/tea break</i>	
11:15 – 11:50	An overview of chemical threats: classification, properties, and routes of exposure to chemical weapons agents and toxic industrial chemicals, chemical industrial accidents, and chemical terrorism	Instructors from OPCW and National Authority
11:50 – 12:30	The Chemical Weapons Convention and Article X on assistance and protection: the Medical Action Plan	Instructor from OPCW
12:30 – 13:10	Detection of chemical warfare agents	Instructor from Bangladesh
13:10 – 14:10	<i>Lunch</i>	
14:10 – 14:45	Orientation with personal protective equipment (PPE) and decontamination procedures	Instructor from OPCW
14:45 – 15:45	Practical session with PPE: donning and doffing	All instructors
15:45 – 16:00	Summary of the day and discussion	All instructors
19:30 – 22:00	<i>Welcome dinner</i>	National Authority
Day 2: Monday, 6 October 2025		Location: Hotel
08:30 – 09:45	Medical management of casualties of chemical warfare and disasters	Instructor from OPCW
09:45 – 10:30	Chemical disaster preparedness for hospitals and emergency departments: basic concepts and theoretical review	Instructor from Bangladesh
10:30 – 11:05	Triage of chemical casualties	Instructor from

Time	Activity	Instructor
		Bangladesh
11:05 – 11:20	<i>Coffee/tea break</i>	
11:20 – 13:00	Medical treatment of chemical casualties in hospitals: phase I	Instructor from OPCW
13:00 – 14:00	<i>Lunch</i>	
14:00 – 15:00	Medical treatment of chemical casualties in hospitals: phase II	Instructor from OPCW
15:00 – 15:45	Case studies (one incident each from Bangladesh and abroad)	Instructor from OPCW and National Authority
15:45 – 16:00	Summary of the day and discussion	All Instructors
Day 3: Tuesday, 7 October 2025 (Hospital demonstration)		Location: Combined Military Hospital, Dhaka
08:00 – 08:35	Transfer from hotel to the Combined Military Hospital, Dhaka	
08:35 – 09:35	Demonstration of chemical casualty management (patient flow and isolation protocols)	Instructor from Bangladesh
09:35 – 11:00	Tabletop exercise	Instructor from Bangladesh
11:00 – 11:45	<i>Coffee/tea break</i>	
11:45 – 13:00	Field exercise I: – briefing – receiving patients transported by vehicle – decontamination of victims – medical procedures	All instructors
13:00 – 14:00	<i>Lunch</i>	
14:00 – 14:45	Familiarisation with the facility	Instructor from Bangladesh
14:45 – 15:00	Summary of the day and discussion	All instructors
15:00 – 15:30	Transfer to the hotel	
17:00 – 21:00	Field visit (Zamuna Future Park)	
Day 4: Wednesday, 8 October 2025		Location: Kurmitola General Hospital, Dhaka
08:00 – 08:30	Transfer from hotel to Kurmitola General Hospital, Dhaka	
08:30 – 09:10	Mass casualty planning at hospitals	Instructor from OPCW
09:10 – 11:00	Field exercise II: - briefing - receiving patients transported by vehicle - decontamination of victims - medical procedures	All instructors
11:00 – 11:45	<i>Coffee/tea break</i>	

Time	Activity	Instructor
11:45 – 12:20	Group discussion and debriefing on the field exercise	All instructors
12:20 – 13:00	Familiarisation with the facility	Instructor from Bangladesh
13:00 – 14:00	<i>Lunch</i>	
14:00 – 14:30	Transfer from hospital to hotel	
16:00 – 19:00	Field visit (Military Museum)	National Authority
Day 5: Thursday, 9 October, 2025		Location: Hotel
08:30 – 10:30	Participants share information about their country's health systems preparing for receiving casualties of chemical incidents	Participants
10:30 – 11:30	Review of the key lessons	National Authority
11:30 – 12:00	Course evaluation and feedback	OPCW
12:00 – 12:30	Closure and certificate awarding ceremony	OPCW and National Authority
12:30	End of course	
Day 6: Friday, 10 October 2025		
Departure of instructors and participants		

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NACWC 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.nic.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

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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 behaviour 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.