

No.57/12/2017-Trg/FC/BPR&D 178226
Government of India
Ministry of Home Affairs
Bureau of Police Research & Development

NH-08, Mahipalpur
Near SSB Office, New Delhi
Dated: 30 Oct., 2017

To

1. DsGP of all States/UTs
2. DGs – BSF/CRPF/CISF/ITBP/SSB/RPF
3. Director – NCB/CBI/SVP NPA/NEPA/NDRF/NIA
4. Commissioner of Police- Delhi/Mumbai/Chennai/Kolkata/Bengaluru

**Sub.: ATA Course - IN16CMED01, "Crisis Management Exercise Design "
course from 29/01/2018 to 07/02/2018 to be held at CAPT, Bhopal –
Nomination reg.**

Sir,

Kindly find enclosed herewith US Embassy letter dated 13/09/2017, regarding ATA – IN16CMED01, "Crisis Management Exercise Design" to be organised from 29/1/2018 to 07/2/2018 at Central Academy for Police Training, Bhopal.

2. Course description, objective and criteria for nomination etc. may please be seen in the enclosed communication of US Embassy.
3. This eight day course provides 24 participants the skills necessary to design, develop, conduct, and evaluate exercises. An exercise is an instrument to train for, assess, practice, and improve performance in prevention, protection, mitigation, response, and recovery capabilities in a risk-free environment. Exercises can be used for testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communication; improving individual performance; identifying gaps in resources; and identifying opportunities for improvement. Course topics include community engagement and human rights and the design, development, conduct, and evaluation of exercises.
4. It is requested to forward nomination of four (two main & two reserve) eligible and willing officers from the rank of **Inspector to DIGP**. Biographic details of nominated officers in the following bio-data proforma may be forwarded to this office latest by **20th Nov., 2017** through their respective Home Department/proper channel via E-mail /speed post/Fax. No direct application will be entertained.

S. No	*Family Name	*First name	*Middle name	*Designation	*Unit and Place of Posting	Organization/ State	Date of Birth	Place of Birth	Sex	Contact No.
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* Abbreviations not to be used.

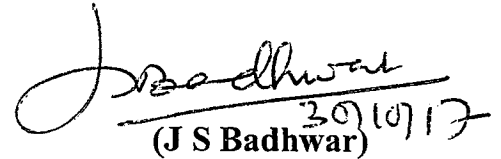
5. Nominating authorities should nominate candidate with appropriate skill and work background who will actually utilize this training in their work. **Nominations without complete bio-data will not be entertained.**

6. While nominating officers for the subject course their availability for the course may be ascertained and request for last minute exemption shall not be entertained except on genuine ground.

7. For any assistance may contact Sh. J S Badhwar (AD/Trg.), BPR&D (HQ), NH-8, Mahipalpur, Near SSB Office, New Delhi on telephone No. 011-26782189/E-mail id: adfc@bprd.nic.in. BPR&D website www.bprd.nic.in will also have details.

Yours faithfully,

Encl.: As above


(J S Badhwar) 30/10/17

Asst. Director (Trg/FC)

Fax. No. 01126782015

Copy to:

1. Director, CAPT Bhopal – with request to forward atleast 06 nominations -
from local Police with complete bio-data.
2. Principals, all CDTs, BPR&D – for similar action please.
3. MHA, [Sh. Raman Kumar, Under Secretary (Police)], New Delhi – for info.
4. In-charge Computer cell for uploading on BPR&D website.



New Delhi, India
September 13, 2017

Mr. S.K. Pardhan
Deputy Director (NA)
Ministry of Finance
Department of Economic Affairs
Room No. 79-A, North Block, New Delhi

Dear Mr. Pardhan:

The Office of Anti-Terrorism Assistance, Diplomatic Security Service (DS/ATA), U.S. Department of State, would like to offer the following course to the appropriate Government of India (GOI) personnel:

Course: ATA-IN16CMED01, Crisis Management Exercise Design

Duration and Dates of Course: Eight days; January 29 to February 7, 2018

Location: Police Academy in India.

Number of Participants: 24

Number of Reserve Participants: 24

NOTE: Please ensure that the following deadlines are met in order to avoid the cancellation of this limited and highly popular training opportunity.

Deadline date for acceptance or declination of the Course is: October 13, 2017.

List of participant names along with biographic forms of Participants: December 5, 2017 (Please provide full names of participants as per Passport or copy of passport)

The following information is provided to give you a better perspective of this course:

COURSE OFFER DETAILS

~~2559/021A
19/9/17~~

~~1332/1A-02/17
19/9/17~~

~~17/9/17~~

~~AD (EC)~~

do forms
~~18/9/17~~
~~LDZ/EC~~

Insp to DI

The Department's ATA Program offers the Gol the 8-day CMED (ATA-IN16CMED01) scheduled to begin on January 29, 2018 and end on February 7, 2018 in New Delhi, India. Up to 24 participants may attend. Twenty four alternate candidates must also be identified. Please provide Gol acceptance or declination to DS/T/ATA by October 13, 2017. Failure to respond by this date may force DS/T/ATA to withdraw the course offering due to competing scheduling demands.

2. COURSE DESCRIPTION AND OBJECTIVES

This 8-day course is designed to expose 24 to the following:

This eight-day course provides 24 participants the skills necessary to design, develop, conduct, and evaluate exercises. An exercise is an instrument to train for, assess, practice, and improve performance in prevention, protection, mitigation, response, and recovery capabilities in a risk-free environment. Exercises can be used for testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; improving individual performance; identifying gaps in resources; and identifying opportunities for improvement.

Using lecture, demonstrations, and facilitator-coached practical exercises, participants work in small groups to design, develop, conduct, and evaluate exercises. During a final course activity, participants demonstrate their ability to conduct a threat analysis and identify an existing policy, plan, or procedure that addresses the identified threat. They then design and conduct a discussion-based exercise that will effectively evaluate whether the policy, plan, or procedure performed as expected, and they develop a strategy to improve any identified deficiencies. The steps this course introduces are applicable to the development of all types of exercises, including drills, tabletops, functional, and full-scale exercises that require the deployment of equipment and personnel.

Course topics include community engagement and human rights and the design, development, conduct, and evaluation of exercises. The course is conducted in the partner nation.

Training hours are 8:00 a.m. to 5:00 p.m. Monday through Friday; however, these hours may be adjusted depending on local work weeks and customs. Course attire is business dress for the course opening and graduation. Business casual dress is appropriate at all other times unless otherwise specified due to the nature of the course. DS/T/ATA does not prohibit the recording of the training courses by the Partner Nation (PN) for the purposes of providing training

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reinforcement and enhancing sustainment capabilities of the material presented. All ATA-sponsored courses, consultations, and seminars are unclassified, but carry the additional distribution restriction of "Law Enforcement Sensitive." One week prior to any recording, the requesting PN must agree, in writing, to the resident RSO Office that the recorded information will not to be released to the media or the public.

3. PARTICIPANT CRITERIA

The CMED course is designed for 24 participants. The preferred target audience includes law enforcement, fire and rescue, civil defense, and other state security personnel whose principal duties and responsibilities include policy development and planning as they relate to all-hazard crisis preparedness, response, and training delivery. Other participants appropriate for consideration, based on the partner nation's assessment of viable threat and vulnerability concerns, may include emergency medical providers, nongovernmental organizations (refugee, housing, Red Cross/Red Crescent), or others identified in the governments crisis response plans. ATA adheres to a train-the-trainer methodology and encourages the partner nation to nominate instructors and trainers who develop and teach crisis management policy and procedures.

Department policy prohibits personnel assigned to an intelligence agency or military unit from participating in any ATA training/activity. Therefore, the GOI, should not propose such individuals for this training event. Personnel assigned to an intelligence unit within a law enforcement organization, and who support the law enforcement function of that organization is acceptable. Personnel assigned to a military unit that performs a law enforcement function are likewise acceptable. DS/T/ATA policy requires course participants to attend the entire course. The training value diminishes if a participant is required to perform his/her daily operational duties while attending this course. Participants who miss any module, for whatever reason, will not be allowed to return to finish the course.

ATA programs adhere to the train-the-trainer methodology and the GOI is encouraged to nominate trainers and/or instructors as participants. This will facilitate GOI development of a viable antiterrorism program within its law enforcement community. Officers selected for this course should remain in their positions for a minimum of two years.

4. PARTICIPANT INFORMATION

GOI is requested to forward the name, rank, date/place of birth, current position title, and unit of each participant selected for this course should be submitted latest by December 5, 2017. GOI must also provide this biographic data for twenty four designated alternate candidates for this course. These alternate

candidates must be approved and vetted, along with the list of primary participants, prior to the commencement of training. However, the alternates will NOT/NOT attend or participate in the training unless a candidate from the primary list is unable to participate due to vetting, medical, or other issues. It is imperative that the invited country understand that providing alternate names does not guarantee these candidates will receive ATA training and they should not be sent for training unless one of the original participants is dropped from training prior to the commencement of the course. Once the course is in progress alternate candidates will not be authorized to attend. DS/T/ATA requires that the Gol appoint a senior leader for the group. This individual should have the authority to maintain class order and discipline.

5. COURSE LANGUAGE:

This course will be taught in English.

6. RESOURCE REQUIREMENTS

DS/T/ATA prefers that the Partner Nation (PN) share the costs of training. The PN may provide this support by hosting the course at a PN facility.

The Lead Instructor will arrive in country one full business day prior to the course start date to ensure all course materials have arrived, arrange course materials, check equipment, and meet with the RSO. Post or PN is requested to arrange for and must provide the following resources:

The instructors require one full business day prior to the course start date to ensure all course materials have arrived, arrange participant course materials, configure classroom design, check equipment, and meet with the RSO. Post or partner nation is requested to arrange for the following resources:

- a. Classroom facility that meets the following requirements:
 - i. Accommodates 24 participants, 3 instructors, and several observers
 - ii. Includes a main training room plus two breakout rooms that can accommodate up to 10 people per room—if the venue cannot provide breakout rooms, the main training room should be large enough to allow each table group sufficient space affording independent work
 - iii. Adjustable lights to facilitate use of projection equipment and to enable course participants to read course materials and take notes
 - iv. Secures overnight (course materials will be stored in the room and must be safeguarded)
 - v. Provides space, power, and air conditioning to support computer equipment, projectors, and audio equipment

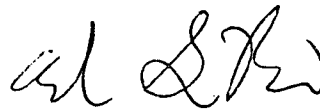
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- vi. Provides Internet access, if available, and power for instructors' personal computers
 - vii. Allows convenient access to restrooms and breakout rooms or areas
 - viii. Laptop computer
 - ix. Screen or wall suitable for projection
 - x. Four easels and chart paper
 - xi. One box of black marker pens
 - xii. One roll of one-inch masking tape
 - xiii. One flat utility table to accommodate a laptop and projector
 - xiv. General office supplies to include stapler, staples, scissors, pens, and pencils
 - xv. Lectern

DS/T/ATA appreciates PN support in arranging administrative and logistical support for this course.

Please advise in writing no later than October 13, 2017 if the GOI accepts this course offering under the terms and requirements cited above. Also, please address your response to the Assistant Regional Security Officer and if there are any questions, please contact the security office at the U.S. Embassy, telephone 2419-8000.

With warm regards,

Sincerely,



Adam G. Rice
Assistant Regional Security Officer
United States Embassy, New Delhi

CC: Mr. Kumar Alok, IAS
Joint Secretary (Police)
The Ministry of Home Affairs
North Block
New Delhi

Ms. Sundari Nanda, IPS
Director (Training)
Bureau of Police Research & Development
National Highway 8, Near SSB Building
Mahilpalpur, New Delhi - 110037