



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/1111/2013

8 July 2013

ENGLISH and SPANISH only

**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR A SEMINAR ON THE CHEMICAL WEAPONS  
CONVENTION AND CHEMICAL SAFETY-AND-SECURITY MANAGEMENT FOR  
MEMBER STATES OF THE OPCW IN THE GRULAC REGION  
MEXICO CITY, MEXICO  
22 AND 23 OCTOBER 2013**

1. On behalf of the Government of Mexico and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General is pleased to invite National Authorities and/or governmental representatives responsible for chemical-safety and chemical-security management, representatives from chemical-industry associations, and managers involved in chemical-industry safety and security and in Responsible Care® to submit applications for a seminar for Member States of the OPCW in the GRULAC region on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical safety-and-security management, to be held in the Mexico City, Mexico, on 22 and 23 October 2013.
2. The seminar is being organised in order to further promote international-cooperation programmes that focus on chemical-industry outreach and industry-related aspects of the implementation of Article XI of the Convention. The aim of this seminar is to support chemical safety-and-security management in the chemical industry in GRULAC countries. The overall goal is to sensitise States Parties to the new approaches that can be adopted in relation to chemical safety-and-security management, with a particular focus on providing assistance to small and medium-sized enterprises. By promoting and disseminating standardised and best practices in chemical safety, the seminar will benefit chemical-industry personnel who are involved in safety-and-security management issues, enhance the capacities of National Authorities and chemical industry associations in Member States of the OPCW in the GRULAC region, and indirectly benefit the general public as a whole.
3. The objectives of the seminar include the following:
  - (a) to provide an opportunity for participating States Parties to consider and discuss specific chemical safety-and-security management issues related to chemical processes that have a direct bearing on the effective implementation of the Convention;
  - (b) to contribute to the sharing of information and the exchange of experiences on the practical implementation of chemical safety-and-security management programmes;



- (c) to review best practices in regard to the safety-and-security management of chemicals and to generate, through interactions and discussions, recommendations on the structure for future standardised seminars to promote these practices in small and medium-sized enterprises in GRULAC countries;
  - (d) to foster wider cooperation between States Parties on issues related to the chemical industry in order that the objectives of Article XI of the Convention of promoting the peaceful uses of chemistry can be achieved; and
  - (e) to enhance and promote the safe handling of chemicals at the national level.
- 4. This seminar will allow ample time for question-and-answer sessions, and will include theoretical and practical components. The seminar topics will include an overview of international-cooperation programmes, of the Convention, and of the OPCW. During the seminar, participants will be provided with updated information on, inter alia, current practices and concepts relating to the safety-and-security management of chemical processes, the history of the subject, modern safety strategies, current trends in safety-and-security management in the chemical industry, and chemical-site security management and safety-and-security culture. The best practices from the chemical industry will also be presented. Leading experts in chemical-safety management will give presentations and facilitate the discussions.
- 5. The following issues will be discussed:
  - (a) security and protection during transportation, storage, and use of chemicals at plant sites;
  - (b) hardware and software available for chemical safety-and-security management;
  - (c) best practices of the local chemical industry and/or chemical industry associations;
  - (d) safe handling of chemicals at the regional and international level;
  - (e) chemical process safety and security; and
  - (f) Models for risk assessment, safety management and emergency management of industrial incidents.
- 6. Seminar participants will be expected to prepare brief presentations on current safety-and-security management practices based on their experience, including suggestions for improving the safety-management culture in their respective countries or in the companies for which they work.
- 7. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor a limited number of participants. Applications from Member States should be forwarded through their respective National Authorities. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat

will also arrange and pay for accommodation for sponsored participants. A letter with the detailed programme will be sent to all the sponsored/registered participants.

8. Each application should specify whether sponsorship is a condition of the participation of the nominee. Member States are welcome to nominate participants for whom sponsorship is not required. The Secretariat strongly encourages applications from qualified female candidates.
9. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It 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. In order for the Secretariat to keep costs to a minimum, participants are expected to arrive **no earlier than Monday, 21 October 2013** and to depart **no later than Thursday, 24 October 2013**. The agreement of the Secretariat is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the seminar or that result from changes to travel arrangements that it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements.
10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the seminar. When applying for an entry visa, they should present the Embassy or Consulate of Mexico with a copy of the acceptance letter from the OPCW.
11. The seminar will be conducted in English with interpretation into Spanish available. All participants are therefore expected to have a good written and oral command of one of the languages.
12. Interested National Authorities are invited to complete the nomination form that is included as an annex to this Note, making sure to provide all the contact details requested, in particular an e-mail address or a fax number. Nominations from those who have not as yet participated in an OPCW Chemical Safety and Security Management seminar are especially encouraged.
13. The completed form, together with a curriculum vitae and a recommendation from the National Authority of the applicant's country, should be posted to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, or faxed to +31 (0)70 416 3279, or sent via e-mail at [icb@opcw.org](mailto:icb@opcw.org). All applications must be received by the Secretariat **no later than 26 August 2013**.
14. Additional information about the seminar may be obtained from the International Cooperation Branch in the International Cooperation and Assistance Division of the OPCW. The OPCW contact person for the seminar is Ms Julia González, who can be reached at +31 (0)70 416 3239.

Annex:           Nomination Form

**Annex**

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND CHEMICAL  
SAFETY-AND-SECURITY MANAGEMENT FOR MEMBER STATES  
OF THE OPCW IN THE GRULAC REGION  
MEXICO CITY, MEXICO  
22 AND 23 OCTOBER 2013**

**NOMINATION FORM**

Please submit the completed form by **26 August 2013** to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: +31 (0)70 416 3279; e-mail: [icb@opcw.org](mailto:icb@opcw.org)

Please type or use **BLOCK LETTERS**.

1.	Family name of nominee*			
2.	First name(s)*			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Areas of expertise (please attach the applicant's curriculum vitae and the title of the planned presentation (including a one-paragraph abstract))			
11.	Employer			
12.	Position			
13.	Contact address (please do not give a post-office box number)	Street		
		Number	Post code	
		City		
		Country		
14.	E-mail address			
15.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		
16.	Fax numbers, including country and city codes	Home		
		Work		
17.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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