



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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9 January 2014

ENGLISH 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 AFRICAN REGION SOUTH AFRICA
18 – 20 MARCH 2014**

1. On behalf of the European Union (EU) 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-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 on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical safety-and-security management, to be held in South Africa from 18 to 20 March 2014.
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 African Member States. 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 and security, the workshop 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 the African countries, 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 safety-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 safety-management programmes;
 - (c) to review best practices in the area of safety management of chemicals and to generate, through interactions and discussions, recommendations on the



structure for future standardised seminars to promote safety-management practices in small and medium-sized enterprises in Member States of the Africa region;

- (d) to foster wider cooperation between States Parties on issues related to the chemical industry in order that the objectives 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 chemical-safety management, the history of the subject, modern safety strategies related to chemicals management, as well as current trends in security management in the chemical industry. The best practices from the chemical industry will also be presented. Leading experts in chemical-safety management will give presentations and facilitate the discussions. To complement the large quantity of theoretical knowledge presented, an optional site visit will take place on the final day as a means to provide the participants with a concrete experience as to how chemical-safety management is handled in South Africa.
5. The following issues will be discussed:
- (a) the global and national contexts in which the management of chemicals takes place;
 - (b) theoretical foundations underpinning chemical-safety management;
 - (c) safety-management practices: examples from individual companies, including a visit to a particular site; and
 - (d) current trends in security management in chemical industries.
6. Seminar participants will be expected to make presentations on current safety-management practices in their respective countries, including both positive examples and challenges relating to the implementation of specific chemical-safety programmes. These presentations should be prepared before the participants arrive at the seminar.
7. The provisional programme for the seminar is included as Annex 1 to this Note.
8. The Secretariat has received funds from the EU to sponsor a limited number of participants from the Member States whose economies are either developing or in transition. Member States are welcome to nominate participants for whom sponsorship is not required. The Secretariat strongly encourages applications from qualified female candidates.

9. Applications from Member States should be forwarded through their respective National Authorities. Each application should specify whether sponsorship is a condition of the participation of the nominee. 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. The Secretariat will not cover the costs of any accommodation that it has not arranged.
10. 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, 17 March 2014 and to depart no later than Friday, 21 March 2014. 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.
11. 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 South Africa with a copy of the acceptance letter from the OPCW.
12. The seminar will be conducted entirely in English. All participants are therefore expected to have a good written and oral command of that language.
13. Interested National Authorities are invited to complete the application form that is included as Annex 2 to this Note, making sure to provide all the contact details requested, in particular an e-mail address or a fax number. 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. All applications must be received by the Secretariat **no later than 10 February 2014**.
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 contact persons for the seminar are Ms Natalia Gordienko, who can be reached at +31 (0)70 416 3260, and Mr Patrick Häggman, who can be reached at +31 (0)70 416 3274.

Annexes:

- Annex 1: Application Form
Annex 2: Provisional Programme

Annex 1

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND
CHEMICAL-SAFETY MANAGEMENT FOR MEMBER STATES OF THE OPCW
IN THE AFRICAN REGION
SOUTH AFRICA, 18 – 20 MARCH 2014
PROVISIONAL PROGRAMME**

Time	Activity
<i>Tuesday, 18 March</i>	
08:30 – 09:00	Registration
First Session: Introduction to the Seminar	
09:00 – 09:30	Welcome address and remarks
09:30 – 09:45	<i>Coffee/tea break</i>
Second Session: Chemicals Management: Global and Regional Contexts	
09:45 – 10:00	Overview of the programme for, and objectives of, the seminar
10:00 – 10:40	Introduction to the CWC ¹ and to international-cooperation programmes
10:40 – 11:20	Safety and security issues in chemical management
11:20 – 12:00	Chemicals management in Africa
12:00 – 13:30	<i>Lunch</i>
Third Session: Safety-Management Issues Related to the Chemical Industry	
13:30 – 14:15	Modern safety strategies in the chemical industry
14:15 – 15:30	Chemical-process safety management: Process-safety information, incident investigation, near-incidents, emergency planning and response, management of change
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Safety culture and the human factor
18:00 – 19:30	<i>Reception</i>
<i>Wednesday, 19 March</i>	
Fourth Session: Safety Management Practices	
08:30 – 09:15	Introduction to Responsible Care®
09:15 – 10:45	Safety-management practices: Examples from the chemical industry
10:45 – 11:15	<i>Coffee/tea break</i>
11:15 – 13:00	Safety-management practices: Examples from the chemical industry
13:00 – 14:30	<i>Lunch</i>
Sixth Session: The Chemical Industry and Security Management	
14:30 – 16:00	Safety-management practices: Presentations from selected participants (up to 10 minutes each)
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 18:00	Round-table discussion on current trends in chemical safety and security management
<i>Thursday, 20 March</i>	
08:30 – 10:00	Round-table discussion on current trends in chemical safety and security management
10:00 – 11:00	Presentations by groups
11:00 – 12:00	Recommendations, discussions and closure of the workshop
12:00	Lunch and departure of participants

¹ CWC = Chemical Weapons Convention

Annex 2

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND
CHEMICAL SAFETY-AND-SECURITY MANAGEMENT FOR MEMBER
STATES OF THE OPCW IN THE AFRICAN REGION
SOUTH AFRICA
18 – 20 MARCH 2014**

APPLICATION FORM

Please submit the completed form by **10 February 2014** 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

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	
	Areas of expertise (please attach the applicant's curriculum vitae and the title of the planned presentation (including a one-paragraph abstract))	
	Employer	
	Position	
	Contact address (please do not give a post-office box number)	Street
		Number Post code
		City
		Country
	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"/>

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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.