



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1166/2014

11 March 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 STATES PARTIES OF THE OPCW THAT
ARE ALSO MEMBERS OF ASEAN AND SAARC
CHINA
23 – 25 APRIL 2014**

1. On behalf of the Government of China 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 for Member States of the OPCW that are also members of ASEAN¹ and SAARC² on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical-safety-and-security management, to be held in China, from 23 to 25 April 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 ASEAN and SAARC 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 and promoting regional cooperation. 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 government regulators and chemical industry associations in Member States of the OPCW in ASEAN and SAARC, 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

¹ ASEAN = Association of Southeast Asian Nations

² SAARC = South Asian Association for Regional Cooperation



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 regional cooperation to promote these practices in small and medium-sized enterprises in ASEAN and SAARC 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 and secure 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, chemical-site-security management, and safety-and-security culture. The best practices from the chemical industry will also be presented. Leading international and national experts in chemical-safety management will give presentations and facilitate the discussions. A provisional programme for the seminar is included as Annex 1 to this Note.
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 and secure 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. This will also facilitate development of a regional cooperation programme to promote chemical safety and security.
7. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor three participants from each country: one from government (National Authorities or regulatory ministries), one from industry associations, and one from the chemical industry (companies/plants). 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.
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.
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 Tuesday, 22 April 2014** and to depart **no later than Saturday, 26 April 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.
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 China with a copy of the acceptance letter from the OPCW.
11. The seminar will be conducted in English, with interpretation into Chinese 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 Annex 2 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 sent 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 2 April 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 OPCW contact persons for the seminar are Ms Rufaro Kambarami or Mr Kumaresh Misra, who can be reached at +31 (0)70 416 3272 or icb@opcw.org.

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form

Annex 1

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION
AND CHEMICAL-SAFETY-AND-SECURITY MANAGEMENT
FOR STATES PARTIES OF THE OPCW THAT ARE ALSO
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PROVISIONAL PROGRAMME

Time	Activity
<i>Wednesday, 23 April 2014</i>	
08:30 – 09:00	Registration
09:00 – 10:00	Opening ceremony, remarks from the National Authority of China and the OPCW
10:00 – 10:15	Group photo
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:00	Introduction to the programme Regional cooperation on chemical safety and security: China's overview (Arms Control Dept. MFA of China) Introduction to the CWC and overview of international cooperation programmes (Technical Secretariat) Chemical safety threats facing small and medium-sized enterprises and response by the National Authority (National CWC Implementation Office of China) Experience in chemical safety and security by small and medium-sized enterprises (China Petroleum and Chemical Industry Federation or China Controlled Chemicals Association)
12:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Regional chemical safety and security: Challenges and responses (experience sharing by international experts, TBD) Support and assistance available in the OPCW to promote regional cooperation on chemical safety and security (Technical Secretariat)
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:00	Presentations, discussion, Q&A
17:00 – 17:15	Wrap up of the day
18:30 – 20:30	Reception
<i>Thursday, 24 April 2014</i>	
09:00 – 10:30	Regional cooperation on chemical safety and security Presentations by regional countries (TBD)
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 12:00	Regional cooperation on chemical safety and security (continued) Presentations by regional countries (TBD)
12:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Discussion on specific proposals/plans to promote regional cooperation on chemical safety and security
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:00	Group discussion
17:00 – 17:15	Wrap up of the day

Time	Activity
<i>Friday, 25 April 2014</i>	
09:00 – 10:00	Group discussion
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:30	Group discussion on the report of the seminar Closing
Afternoon	Cultural event/departure of participants

Annex 2

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION
AND CHEMICAL-SAFETY-AND-SECURITY MANAGEMENT
FOR STATES PARTIES OF THE OPCW THAT ARE ALSO
MEMBERS OF ASEAN AND SAARC**

CHINA

23 – 25 APRIL 2014

NOMINATION FORM

Please submit the completed form by **2 April 2014** to:
The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
e-mail: 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"/>	

* 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.