



NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO APPLY FOR TWO COURSES ON
CHEMICAL SAFETY MANAGEMENT
WUPPERTAL, GERMANY
4 – 8 APRIL 2016**

Purpose of the course

1. The Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Germany wish to inform Member States about two courses on promoting chemical safety management for:
 - (a) Member States in Africa; and
 - (b) Member States in Asia and in Latin America and the Caribbean.
2. The two courses will be supported jointly by the Government of Germany and the Secretariat. They will be held concurrently from 4 to 8 April 2016 at the Bergische Universität Wuppertal (BUW) in Germany, by the Chair of Methods of Safety Engineering/Incident Research.
3. The course offered for Member States in Africa will accommodate 12 participants. The course offered for Member States in Asia and in Latin America and the Caribbean will also accommodate 12 participants (six from each region).
4. The courses are intended for participants with a background in chemistry, chemical engineering, or the chemical industry who are currently working at a chemical or manufacturing industrial facility or who, because of their involvement in the implementation of the Chemical Weapons Convention (hereinafter “the Convention”), are called upon to interact with the chemical industry at various levels (for example in relation to formulating, analysing, or implementing chemical safety policies in their home countries).
5. The two courses have been designed using the “train-the-trainer” approach for participants who are in a position and ready to share the gained knowledge and expertise in their home countries for the full implementation of the Convention.



Duration of the course

6. The courses will be held concurrently from 4 to 8 April 2016. Successful candidates should be prepared to travel one or two days before the courses begin in order to be able to register and complete pre-course formalities in a timely manner.

Content

7. Overall, the structure and content of each course were set according to the training needs of the targeted regions. Both courses will begin with a briefing on the Convention, particularly those provisions related to how it is implemented in terms of the chemical industry. Subsequently, the focus will shift to: relevant legislation; risks both operational and environmental; fire, explosive, and toxic hazards; and hazard assessment. Further discussions will take place on process control engineering, handling of protection devices, and safety management. Finally, the programme will include emergency planning, risk and disaster communication, and risks associated with human factors. The programme of activities will also include visits to industries, and practical exercises will be carried out in a laboratory and at the BUW mini-plant, which has been specially built for the courses. The provisional programmes for the two courses are attached as Annexes 1 and 2.
8. During these courses, participants will be expected to gain the skills they require to implement modern technical safety practices and to fulfil their responsibilities to develop sustainable safety management related to the chemical industry. Moreover, participants will be encouraged to contribute to the development of a culture of safety in their working environments.

Sponsorship

9. The cost of the courses for all participants will be borne from a voluntary contribution by the Government of Germany, which will also cover the costs of travel, medical insurance, and accommodation, and will provide a limited subsistence allowance to cover meals and miscellaneous costs. Further details regarding accommodation, transport, and other logistical arrangements will be issued to all confirmed participants at a later date.
10. Participants are requested to obtain any necessary visas before travelling to Germany. As noted above, the costs of visa applications will be reimbursed to participants upon production of original receipts. The BUW will send information to participants regarding applications for Schengen visas.

Admission requirements

11. Participants are expected to meet the following criteria:
 - (a) hold a degree or diploma in chemistry/chemical engineering or have extensive experience working or dealing with the chemical industry;
 - (b) be involved in promoting chemical safety management in their home countries or other States Parties; and

- (c) be ready to disseminate the knowledge and expertise gained during the course for the full implementation of the Convention.

Membership of a chemical industry association would be desirable.

12. All course activities will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the English language, both written and oral.

Selection procedure

13. Applications will be carefully screened on the basis of the criteria specified in paragraph 11 above. Eligible candidates from government, industry, or academia who have work experience in or who interact with the chemical sector in their country are especially encouraged to apply through their National Authority.

Evaluation of success

14. To assure that participants gain a profound understanding of the topics and exercises taught during the course in such a way that they can use and disseminate the methods and techniques learned, a final exam will take place at the end of the courses.

Application procedure

15. Applicants to both courses are invited to complete the form **in English** that is included as Annex 3 to this Note, making sure to provide all the required contact details, in particular a working email address or fax number. Applicants who do not provide all the supporting documentation requested in section 5 of the application form cannot be considered. The completed form, together with a curriculum vitae and endorsement from the National Authority or the Permanent Representation of the applicant's country, should be sent by email to Mr Alexey Leksin (leksin@uni-wuppertal.de) at the BUW. Applications may also be submitted by fax to +49 202 439 3922. Copies should be sent to the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, by email to icb@opcw.org.
16. All applications must be received by the BUW and the Secretariat **no later than 17 January 2016**. Additional information about the programme may be obtained from Mr Alexey Leksin, who can be reached at +49 202 439 2065 or at leksin@uni-wuppertal.de, or Mr Dawsar Drissi, International Cooperation Officer, who can be reached at +31 70 416 3592, or Ms Julia González, International Cooperation Branch, who can be reached at +31 70 416 3239.

Annexes:

- Annex 1: Provisional Programme: Course on Chemical Safety Management for Member States in Africa
- Annex 2: Provisional Programme: Course on Chemical Safety Management for Member States in Asia and in Latin America and the Caribbean
- Annex 3: Application form

Annex 1

**COURSE ON CHEMICAL SAFETY MANAGEMENT
FOR MEMBER STATES IN AFRICA
WUPPERTAL, GERMANY
4 – 8 APRIL 2016**

PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 4 April 2016</i>	
08:30 – 09:30	Arrival and registration
	Opening Address by the Representative of the Federal Republic of Germany to the OPCW
09:30 – 12:00	Course introduction (BUW)
	Overview of the Chemical Weapons Convention by the Representative of the Federal Republic of Germany and the OPCW, and their roles in its implementation
12:00 – 13:00	<i>Lunch break</i>
13:00 – 18:00	Civil CBRN* protection in Germany
	Methods of risk assessment with practical aspects
	Risk analysis lecture – hazard and operability studies (HAZOP)
<i>Tuesday, 5 April 2016</i>	
08:00 – 12:00	Laboratory exercise in two groups (HAZOP/explosion safety)
12:00-13:00	<i>Lunch break</i>
13:00 – 17:00	Laboratory exercise in two groups (HAZOP/explosion safety)
<i>Wednesday, 6 April 2016</i>	
08:00 – 12:00	Laboratory exercise in two groups (practical use of simulation software/mini-plant and safety indicators)
12:00 – 13:00	<i>Lunch break</i>
13:00 – 17:00	Laboratory exercise in two groups (practical use of simulation software/mini-plant and safety indicators)
<i>Thursday, 7 April 2016</i>	
09:00 – 12:30	Safety management excursion to a chemical enterprise
	Handling of protection devices
12:30 – 13:30	<i>Lunch break</i>
13:30 – 17:30	Operational emergency planning and management
	Local emergency planning and management: Excursion to the Wuppertal Fire Brigade
<i>Friday, 8 April 2016</i>	
08:30 – 12:00	Roles of the fire department in chemical safety
	Risk communication and human factors
	Emergency management
12:00 – 13:00	Summary of course
13:00 – 14:30	<i>Lunch break</i>
14:30 – 16:00	Test and evaluation
16:00 – 16:30	Issue of certificate of participation and closing remarks

* CBRN = chemical, biological, radiological, and nuclear.

Annex 2

**COURSE ON CHEMICAL SAFETY MANAGEMENT FOR MEMBER STATES
IN ASIA AND IN LATIN AMERICA AND THE CARIBBEAN
WUPPERTAL, GERMANY
4 – 8 APRIL 2016**

PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 4 April 2016</i>	
08:30 – 09:30	Arrival and registration
	Opening address by the Representative of the Federal Republic of Germany to the OPCW
09:30 – 12:00	Course introduction (BUW)
	Overview of the Chemical Weapons Convention by the Representative of the Federal Republic of Germany and the OPCW, and their roles in its implementation
12:00 – 13:00	<i>Lunch break</i>
13:00 – 18:00	Civil CBRN* protection in Germany
	Methods of risk assessment with practical aspects
	Risk analysis lecture – hazard and operability studies (HAZOP)
<i>Tuesday, 5 April 2016</i>	
08:00 – 12:00	Laboratory exercise in two groups (mini-plant and safety indicators/HAZOP)
12:00 – 13:00	<i>Lunch break</i>
13:00 – 17:00	Laboratory exercise in two groups (mini-plant and safety indicators/HAZOP)
<i>Wednesday, 6 April 2016</i>	
08:00 – 12:00	Excursion to a chemical enterprise
	Handling of protection devices
12:00 – 13:00	<i>Lunch break</i>
13:00 – 17:00	Safety management in chemical enterprises
<i>Thursday, 7 April 2016</i>	
08:00 – 12:00	Laboratory exercise in two groups (practical use of simulation software/mini-plant and safety indicators)
12:00 – 13:00	<i>Lunch break</i>
13:00 – 17:00	Laboratory exercise in two groups (practical use of simulation software/mini-plant and safety indicators)
<i>Friday, 8 April 2016</i>	
08:30 – 12:00	Roles of the fire department in chemical safety
	Risk communication and human factors
	Emergency management
12:00 – 13:00	Summary of course
13:00 – 14:30	<i>Lunch break</i>
14:30 – 16:00	Test and evaluation
16:00 – 16:30	Issue of certificate of participation and closing remarks

* CBRN = chemical, biological, radiological, and nuclear.

Annex 3

**COURSE ON CHEMICAL SAFETY MANAGEMENT
WUPPERTAL, GERMANY
4 – 8 APRIL 2016**

APPLICATION FORM

Please submit the completed form by email, along with a brief curriculum vitae,
by 17 January 2016 to:

Bergische Universität Wuppertal
Alexey Leksin (leksin@uni-wuppertal.de)
with a copy to the International Cooperation Branch, OPCW
email: icb@opcw.org

1. Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.
2. Applicants should complete sections 1 to 4 below, attach the documents listed in section 5, and sign section 6, and then send the form either to their National Authority or to the Permanent Representation of their country to the OPCW, with a request that one of them complete section 7 and/or provide a letter of support.
3. The National Authority or the Permanent Representation should complete section 7 and forward the form to the International Cooperation Branch, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands (to the contact email address provided above). The completed form, together with the nominee's curriculum vitae and the required recommendation, must be received by the Secretariat **no later than 17 January 2016.**

Please type or use BLOCK LETTERS.

SECTION 1. PERSONAL AND CONTACT DETAILS			
Family name of nominee ¹			
First name(s) ¹			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender ²	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Date of expiry	Day	Month	Year
Place of issue			
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
SECTION 2. EDUCATION AND TRAINING			
Please list each degree or other qualification you have earned, starting with the most recent.			
	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		

¹ Please give the first and family names exactly as they appear in the nominee's passport.

² For this and all like items, please tick the appropriate box.

SECTION 3. EMPLOYMENT HISTORY

What is your profession? _____

Please give a brief description of your current work.

Please list below all posts you have held, starting with the most recent.

	Employer	_____	
	Title	_____	
	Dates	From _____	To _____
	Employer	_____	
	Title	_____	
	Dates	From _____	To _____
	Employer	_____	
	Title	_____	
	Dates	From _____	To _____

SECTION 4. SPONSORSHIP

Have you received financial or other support from the OPCW within the past three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, please give details. ----- -----	

Have you applied for any other support from the OPCW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, please give details. ----- -----	

SECTION 5. SUPPORTING DOCUMENTATION

Please attach the following documents to your application:

- (a) a letter of recommendation from your supervisor, which confirms your qualifications in the light of paragraph 11 of the Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution at which you are working;
- (b) an updated curriculum vitae;
- (c) a one-page description of your practical experience. State briefly why you are applying for the course, and indicate both what you expect from it and how it would benefit your work, your institution, and your country; and
- (d) a photocopy of the identification pages of your passport.

Applications without full supporting documentation cannot be accepted.

SECTION 6. SIGNATURE OF APPLICANT

Signature: _____ Date: _____

SECTION 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION TO THE OPCW (HERE BELOW OR BY ATTACHED LETTER)

Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW

_____ Date: _____