



**NOTE BY THE TECHNICAL SECRETARIAT**

**INVITATION TO SUBMIT NOMINATIONS FOR A SEMINAR  
ON ADVANCED CHEMICAL SAFETY AND SECURITY MANAGEMENT  
DHAKA, BANGLADESH  
18 – 19 OCTOBER 2017**

**Purpose of the seminar**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW), together with the People's Republic of Bangladesh, is organising a seminar on Advanced Chemical Safety and Security Management for Member States of the OPCW. The seminar will be held on 18 and 19 October 2017, in Dhaka, Bangladesh.
2. The key objectives of the programme are to:
  - (a) create a platform for sharing information, knowledge, experience, and best practices at the national, regional, and international levels to minimise the risk of chemical accidents or incidents at small and medium-sized enterprises (SMEs);
  - (b) support States Parties in building national capacity in chemical safety and security management at SMEs towards the full implementation of Article XI of the Chemical Weapons Convention (hereinafter “the Convention”);
  - (c) promote awareness among Member States on chemical threats at SMEs and suggest chemical threat reduction methods by assessing security risks; and
  - (d) develop guidance and best practices on chemical safety and security management at SMEs that can be applied across the regions.

**Admission requirements**

3. The Secretariat invites Member States of the OPCW to nominate one or more representative to participate to the seminar. Nominees should be from government, industry, defence, customs, and/or academia, with expertise in chemical safety and security management.
4. Participants will be requested to prepare 30-minute presentations on chemical safety and security management in their respective countries, drawing on best practices from



their national perspectives and within the context of implementation of the Convention.

### **Sponsorship**

5. The Secretariat will sponsor a maximum of 20 participants from Member States. Sponsorship will cover the costs of travel, medical insurance, and accommodation, and will provide a limited subsistence allowance to cover meals and miscellaneous costs. The Secretariat also welcomes the participation of non-sponsored participants at the seminar.
6. Participants are requested to obtain all necessary visas, including transit visas, before travelling to Bangladesh.
7. The seminar 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.

### **Application procedure**

8. Candidates nominated to attend the seminar are invited to complete the application form that is annexed to this Note (in English), making sure to provide all the contact details it requests, including a working email address and phone number. The completed form, together with the supporting documenting (indicated in section 5 of the Annex) and an endorsement from the National Authority or Permanent Representation of the candidate's country to the OPCW (section 6 of the Annex), should be submitted by email to the Director, International Cooperation and Assistance Division, OPCW ([icb@opcw.org](mailto:icb@opcw.org)). The subject line of the message should contain the words "Chemical safety and security management seminar, Bangladesh".
9. All applications must be received by the Secretariat **no later than 8 September 2017**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact person is Mr Rohan Perera (Email: [rohan.perera@opcw.org](mailto:rohan.perera@opcw.org)).

Annex:           Application Form

**Annex**

**SEMINAR ON ADVANCED CHEMICAL SAFETY  
AND SECURITY MANAGEMENT  
DHAKA, BANGLADESH  
18 – 19 OCTOBER 2017**

**APPLICATION FORM**

Please submit the completed form by email attachment, along with the supporting documentation indicated in section 5,

**no later than 8 September 2017** to:

The Director, International Cooperation and Assistance Division, OPCW  
(Email: [icb@opcw.org](mailto: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 through 4, attach the documents listed in section 5, and sign the form at section 6. The form should then be sent to either their National Authority or to the Permanent Representation of their country to the OPCW, with a request to complete section 7 and/or to 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 of the International Cooperation and Assistance Division OPCW (to the email address [icb@opcw.org](mailto:icb@opcw.org)). The completed form, together with the nominee's supporting documentation, must be received by the Secretariat **no later than 8 September 2017**.

**Please type or use BLOCK LETTERS**

<b>SECTION 1. PERSONAL AND CONTACT DETAILS</b>			
Full name of nominee <sup>1</sup>			
Home address			
Work address			
City of departure			
Date of birth	Day	Month	Year
Citizenship			
Gender <sup>2</sup>	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		
<b>SECTION 2. EDUCATION AND TRAINING</b>			
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			

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

<sup>2</sup> For this and all like items, please tick the appropriate box.

<b>SECTION 3. EMPLOYMENT AND EXPERIENCE</b>		
Area(s) of expertise:		
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
<b>SECTION 4. SPONSORSHIP</b>		
Have you received financial or other support from the OPCW, including through participation at any of its events, within the past three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, please give details.	
Is sponsorship by the Secretariat a condition for participation in the seminar?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>SECTION 5. SUPPORTING DOCUMENTATION</b>		
Please attach the following documents to your application:		
<ul style="list-style-type: none"> <li>• an up-to-date curriculum vitae;</li> <li>• a photocopy of the personal identification pages of your passport.</li> <li>• a passport-size photograph (in JPEG format);</li> <li>• a brief, one-paragraph description of your background and practical experience.</li> </ul>		
Applications without full supporting documentation cannot be accepted.		
<b>SECTION 6. SIGNATURE OF APPLICANT</b>		
Signature: _____ Date: _____		

**SECTION 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION**

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

\_\_\_\_\_

Date: \_\_\_\_\_