



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/966/2011

30 September 2011

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR A SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND
CHEMICAL-SAFETY MANAGEMENT FOR MEMBER STATES OF THE OPCW
THAT BELONG TO THE COOPERATION COUNCIL
FOR THE ARAB STATES OF THE GULF
DOHA, QATAR
20 – 22 NOVEMBER 2011**

1. On behalf of the Government of Qatar 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 management, representatives from chemical-industry associations, and managers involved in chemical-industry safety and in Responsible Care® to submit applications for a seminar for Member States of the OPCW that belong to the Cooperation Council for the Arab States of the Gulf (CCASG) on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical-safety management, to be held in Doha, Qatar, from 20 to 22 November 2011.
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 Gulf region 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, 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 that are in those Arab States in the Gulf that are part of the CCASG, 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 Member States that belong to the CCASG;
 - (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, as well as current trends in safety-and-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 considerable amount of theoretical knowledge that will be presented, an optional site visit will take place on the final day as a means of providing the participants with concrete experience as to how chemical-safety management is handled in Qatar.
5. The following issues will be discussed:
- (a) the global and regional contexts in which the management of chemicals takes place;
 - (b) the theoretical foundations underpinning chemical safety-and-security management;
 - (c) safety-and-security management practices: examples from individual companies, including a visit to a particular site; and
 - (d) the importance of promoting a strong organisational culture in the effective management of chemical safety.
6. Seminar participants will be expected to make brief presentations on current safety-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 provisional programme for the seminar is included as Annex 1 to this Note.
8. 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.
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. Member States are welcome to nominate participants for whom sponsorship is not required. The Secretariat strongly encourages applications from qualified female candidates.
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 Saturday, 19 November 2011** and to depart **no later than Tuesday, 22 November 2011**. 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 Qatar 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 20 October 2011**.

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: Provisional Programme

Annex 2: Application Form

Annex 1

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND
CHEMICAL-SAFETY MANAGEMENT FOR MEMBER STATES OF THE OPCW
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PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 20 November 2011</i>	
08:15 – 09:00	Registration and distribution of seminar-related materials
First Session: Introduction to the Seminar	
09:00 – 09:30	Welcome address Keynote speech
09:30 – 09:45	<i>Coffee/tea break</i>
09:45 – 10:00	Presentation on Qatar's National Committee for the Prohibition of Weapons
10:00 – 10:10	Overview of the programme and objectives of the seminar
Second Session: Chemicals Management: Global/Regional Contexts	
10:10 – 10:40	Introduction to the Convention
10:40 – 11:10	Issues in global chemical-process safety-and-security management
11:10 – 11:50	Chemical-process safety-and-security management in the States Parties that belong to the CCASG
11:50 – 12:00	Question-and-answer session
12:00 – 13:00	<i>Lunch</i>
Third Session: Safety-Management Issues Related to Chemical Processes	
13:00 – 14:00	Introduction to the concept and history of chemical-process security management
14:00 – 15:30	Management systems for chemical-process safety management
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Discussion on process-safety management issues
17:30 – 17:45	Question-and-answer session
17:45 – 18:00	Wrap-up of the day's activities
<i>Monday, 21 November 2011</i>	
Fourth Session: Process-Safety and Security-Management Practices: Examples from Individual Companies	
08:30 – 11:00	Safety-and-security management practices in different companies: presentations from the selected participants (15 minutes each), discussion, and question-and-answer session
11:00 – 11:30	<i>Coffee/tea break</i>

Time	Activity
Fifth Session: Approaches to Promoting a Culture of Safety	
11:30 – 13:00	Safety-and-security considerations in relation to a chemical facility
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Brainstorming session/discussion by working groups: Identifying best practices and approaches to promoting safety consciousness in small and medium-sized chemical companies
15:30 – 16:00	Reports of the working groups to the plenary on the recommendations on follow-up and future activities; and question-and-answer session
Sixth Session: Feedback and Closure	
16:00 – 17:00	Feedback on the seminar; wrap-up discussion, and closure
<i>Tuesday, 22 November 2011</i>	
08:30 – 12:00	Site visit (optional)
	Departure of participants

Annex 2

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND
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APPLICATION FORM

Please submit the completed form **by 20 October 2011** 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.

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.