

**NOTE BY THE TECHNICAL SECRETARIAT****INVITATION TO APPLY FOR TWO PARALLEL ADVANCED COURSES
FOR FORMER PARTICIPANTS OF THE WUPPERTAL ANNUAL COURSE
ON LOSS PREVENTION AND SAFETY PROMOTION
IN THE CHEMICAL PROCESS INDUSTRIES
WUPPERTAL, GERMANY
23 - 27 SEPTEMBER 2019**

1. The Federal Government of Germany, the University of Wuppertal, and the Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) wish to inform OPCW Member States about two parallel advanced courses on loss prevention and safety promotion in the chemical process industries for former participants who have already taken part in a previous course in Wuppertal. One course is intended for Member States in Africa and the other for Member States in Asia and in Latin America and the Caribbean.

Purpose of the courses

2. The two advanced courses will be supported by the Federal Government of Germany and will be held concurrently from 23 to 27 September 2019 at the University of Wuppertal in Germany. The courses have been developed by the university’s Chair of Methods of Safety Engineering/Incident Research.
3. The course offered for Member States in Africa will accommodate 12 former participants. The course offered for Member States in Asia and in Latin America and the Caribbean will also accommodate 12 former participants (six from each region).
4. The courses are intended for participants who, since 2009, have participated in a previous course in Wuppertal. Participants should have a background in chemistry, chemical engineering, or the chemical industry, and should be currently working at a chemical or manufacturing industrial facility or, 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 23 to 27 September 2019. Successful candidates should be prepared to travel two or three 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 two lectures about the role of human factors and with an introduction to risk-analysis methods using the example of failure mode and effects analysis (FMEA). Further discussions will focus on process control engineering, handling of protection devices, and safety management. The programme will also include emergency planning, risk and disaster communication, and risks associated with human factors. There will also be a visit to an industry site, as well as practical exercises at a laboratory and at the University of Wuppertal's mini-plant, which has been specially built for the courses. The provisional programmes for the two courses are attached as Annex 1 (Africa) and Annex 2 (Asia and Latin American and the Caribbean). After the selection of participants, the University of Wuppertal will send learning items to each participant to allow them to prepare for the advanced course. One example of such items is the well-known hazard and operability analysis (HAZOP), which was taught in previous courses and is a prerequisite for the successful completion of the advanced course.
8. During these advanced courses, participants will be expected to gain the skills required to implement modern technical safety practices and to fulfil their responsibilities to develop sustainable safety management procedures 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 Federal 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 University of Wuppertal 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.

Control of success

14. To ensure 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 and a telephone 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 (see form section 7), should be sent by email to Dr Alexey Leksin (leksin@uni-wuppertal.de) at the University of Wuppertal. Applications may also be submitted by fax to +49 202 439 3922. Copies should also be sent by email to the OPCW International Cooperation Branch, International Cooperation and Assistance Division (icb@opcw.org).

16. All applications must be received by the University of Wuppertal and the Secretariat **no later than 17 February 2019**. Additional information about the programme may be obtained from Dr Alexey Leksin (Tel: +49 202 439 2065; Email: leksin@uni-wuppertal.de); from Mr Rohan Perera, Senior Programme Officer (Tel: +31 (0)70 416 3615); or from Ms Julia González, International Cooperation Branch (Tel: +31 (0)70 416 3239).

Annexes:

- Annex 1: Provisional Programme: Course for Member States in Africa
- Annex 2: Provisional Programme: Course for Member States in Asia and in Latin America and the Caribbean
- Annex 3: Application Form

Annex 1

**(ADVANCED) WUPPERTAL ANNUAL COURSE ON LOSS PREVENTION
AND SAFETY PROMOTION IN THE CHEMICAL PROCESS INDUSTRIES
FOR MEMBER STATES IN AFRICA
WUPPERTAL, GERMANY
23 – 27 SEPTEMBER 2019**

PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 23 September 2019</i>	
08:00 – 09:00	Arrival and registration
	Opening address by the Wuppertal University Chair of Methods of Safety Engineering/Incident Research, the representative of the Federal Government of Germany, and the representative of the OPCW Technical Secretariat
09:00 – 12:00	Course introduction (University of Wuppertal)
	Introduction of the participants
	Article VI of the Convention and special insights into the work of the OPCW
	Overview of the Convention by the representatives of the Federal Government of Germany and their role in its implementation
12:00 – 13:30	<i>Lunch break</i>
13:30 – 18:00	Human factors
	Risk analysis lecture: Failure mode and effects analysis (FMEA) based on the previous HAZOP lecture
<i>Tuesday, 24 September 2019</i>	
08:00 – 13:00	Laboratory exercise in two groups (human factors/ exercises at the mini-plant)
13:00 – 14:00	<i>Lunch break</i>
14:00 – 19:00	Laboratory exercise in two groups (human factors/ exercises at the mini-plant)
<i>Wednesday, 25 September 2019</i>	
09:00 – 13:00	Risk analysis lecture: Failure mode and effects analysis (FMEA) based on the previous HAZOP lecture
13:00 – 14:00	<i>Lunch break</i>
14:00 – 18:00	Risk analysis lecture: Failure mode and effects analysis (FMEA) based on the previous HAZOP lecture (continued)
<i>Thursday, 26 September 2019</i>	
08:00 – 13:00	Excursion to a chemical company
13:00 – 14:00	<i>Lunch break</i>
14:00 – 18:00	German Federal Agency for Technical Relief (THW)
<i>Friday, 27 September 2019</i>	
09:30 – 12:00	Discussion of the advanced course. Summary in working groups
12:00 – 13:00	Presentations by the working groups
13:00 – 14:30	<i>Lunch break</i>
14:30 – 15:30	Issue of certificates of participation and closing remarks

Annex 2

**(ADVANCED) WUPPERTAL ANNUAL COURSE ON LOSS PREVENTION
AND SAFETY PROMOTION IN THE CHEMICAL PROCESS INDUSTRIES
FOR MEMBER STATES IN ASIA AND LATIN AMERICA AND THE CARIBBEAN
WUPPERTAL, GERMANY
23 – 27 SEPTEMBER 2019
PROVISIONAL PROGRAMME**

Time	Activity
<i>Monday, 23 September 2019</i>	
08:00 – 09:00	Arrival and registration
	Opening address by the Wuppertal University Chair of Methods of Safety Engineering/Incident Research, the representative of the Federal Government of Germany, and the representative of the OPCW Technical Secretariat
09:00 – 12:00	Course introduction (University of Wuppertal)
	Introduction of the participants
	Article VI of the Convention and special insights into the work of the OPCW
	Overview of the Convention by the representatives of the Federal Government of Germany and their role in its implementation
12:00 – 13:30	<i>Lunch break</i>
13:30 – 18:00	Human factors
	Risk analysis lecture: Failure mode and effects analysis (FMEA) based on the previous HAZOP lecture
<i>Tuesday, 24 September 2019</i>	
09:00 – 13:00	Risk analysis lecture: Failure mode and effects analysis (FMEA) based on the previous HAZOP lecture
13:00 – 14:00	<i>Lunch break</i>
14:00 – 18:00	Risk analysis lecture: Failure mode and effects analysis (FMEA) based on the previous HAZOP lecture (continued)
<i>Wednesday, 25 September 2019</i>	
09:00 – 13:00	Laboratory exercise in two groups (human factors/ exercises at the mini-plant)
13:00 – 14:00	<i>Lunch break</i>
14:00 – 19:00	Laboratory exercise in two groups (human factors/ exercises at the mini-plant)
<i>Thursday, 26 September 2019</i>	
08:00 – 13:00	Excursion to a chemical company
13:00 – 14:00	<i>Lunch break</i>
14:00 – 18:00	German Federal Agency for Technical Relief (THW)
<i>Friday, 27 September 2019</i>	
09:30 – 12:00	Discussion of the advanced course. Summary in working groups
12:00 – 13:00	Presentations by the working groups
13:00 – 14:30	<i>Lunch break</i>
14:30 – 15:30	Issue of certificates of participation and closing remarks

Annex 3

**(ADVANCED) WUPPERTAL ANNUAL COURSE ON LOSS PREVENTION
AND SAFETY PROMOTION IN THE CHEMICAL PROCESS INDUSTRIES
WUPPERTAL, GERMANY
23 – 27 SEPTEMBER 2019**

APPLICATION FORM

Please submit the completed form by email, along with a brief curriculum vitae,
by 17 February 2019 to:

University of Wuppertal

Dr 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 Director, International Cooperation and Assistance Division, 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 February 2019.**

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 ³	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.

³ Pre-selected candidates will be called for a short interview (as well as for further instructions).

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. PLEASE GIVE A BRIEF DESCRIPTION OF YOUR EXPECTATIONS OF THE COURSE

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: _____