



S/1737/2019
21 March 2019
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO APPLY FOR AN EXECUTIVE PROGRAMME
ON INTEGRATED CHEMICALS MANAGEMENT
BANGKOK, THAILAND
3 – 6 SEPTEMBER 2019**

Purpose of the course

1. The Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) wishes to inform Member States that it will organise an Executive Programme on Integrated Chemicals Management. The programme will be held in Bangkok, Thailand from 3 to 6 September 2019.
2. The programme, intended for Member States of the OPCW whose economies are developing or in transition, is open to chemists, chemical engineers, and other relevant government, industry, or other professionals who assume managerial and leadership responsibilities related to the implementation of the Chemical Weapons Convention (hereinafter “the Convention”).
3. The overall objective of the programme is to help the relevant Member States build capacity and develop in-depth knowledge and leadership skills in integrated chemicals management, including in the areas of chemical safety and security and sustainability.
4. The course will sponsor up to 15 participants from Member States whose economies are either developing or in transition.

Structure of the programme

5. The four-day programme will be structured as follows:

Day 1

- (a) Programme opening. Lectures on the Convention, introduction to the concept of integrated chemicals management, and related challenges and trends in the global chemical industry.

Day 2

- (b) Lectures on dealing with and anticipating changes in the global chemicals market through integrated chemicals management; an integrated approach to chemical safety and security; convergent trends in the Chemical and



Biological Weapons Conventions; integrated chemicals management; and sustainable industry development. Day 2 will also feature peer interaction and insights from the latest developments in these fields.

Day 3

- (c) Lectures on topics related to integrated chemicals management: the experience of relevant international organisations; management of the chemical supply chain; and executive leadership on integrated chemicals management, with a focus on role models and lessons learned.

Day 4

- (d) Study visit to a chemical facility, course evaluation, and programme closing.

Sponsorship

6. The Secretariat will sponsor a limited number of participants from Member States whose economies are either developing or in transition. The sponsorship will cover costs of travel, medical insurance, and accommodation. Sponsored participants will also be provided with a limited subsistence allowance to cover meals and miscellaneous costs. Further details regarding the accommodation and other logistical arrangements will be issued to all confirmed participants at a later date. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate this as soon as possible, so that the Secretariat will not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
7. Participants are requested to obtain any necessary visas before travelling to Thailand. The cost of visa applications will be reimbursed to participants upon production of original receipts. The Secretariat will send information to participants regarding visa applications.
8. The Secretariat will not pay for medical assistance. Therefore, participants should be fit for travel. All participants taking prescribed medication should arrive with sufficient supplies for the duration of the events.
9. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat 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. Sponsored participants must bear all costs resulting from any changes they make once the Secretariat has purchased the tickets. Non-sponsored participants will be requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than **Monday, 2 September 2019** and to depart no later than **Saturday, 7 September 2019**.
10. The Secretariat strongly encourages Member States to nominate programme participants who do not require sponsorship.

Eligibility requirements and selection procedure

11. Applications will be carefully screened on the basis of the criteria specified in paragraph 2 above. Eligible government, industry, or other institutional representatives who have work experience in or interact with the chemical industry in their country are encouraged to apply.
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.
13. Nominations of female candidates are strongly encouraged.

Application procedure

14. Interested candidates are invited to submit their applications through Eventus, the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants must first create an account and then register for the event. Applicants who, for technical reasons, are not able to submit their applications online via Eventus are requested to complete and send the endorsement and application forms (attached as Annexes 1 and 2 to this Note) as an email attachment (icb@opcw.org), with the reference “Executive Programme” in the subject line of the message.
15. Only nominations endorsed by the National Authority or Permanent Representation of the candidate’s country to the OPCW will be considered. The endorsement form (Annex 1), together with an up-to-date curriculum vitae, must be uploaded during the online registration process.
16. Applications should be submitted to the Secretariat **no later than Wednesday, 1 May 2019**. Additional information about this programme may be obtained from International Cooperation Branch of the International Cooperation and Assistance Division. The contact person is Ms Halimatussaadia Mat Som, Programme Officer (tel: +31 (0)70 416 3260; email: halimatus.matsom@opcw.org).

Annexes:

- Annex 1: Endorsement Form
Annex 2: Application Form

Annex 1**EXECUTIVE PROGRAMME ON INTEGRATED CHEMICALS MANAGEMENT
BANGKOK, THAILAND
3 – 6 SEPTEMBER 2019****ENDORSEMENT BY THE NATIONAL AUTHORITY
OR PERMANENT REPRESENTATION**

This form must be signed, duly sealed, and uploaded when submitting the application electronically (<https://apps.opcw.org/eventus>)

I, _____, Head/Chief Coordinator of the National Authority/Permanent Representation of the State Party of _____, on behalf of the Government of _____, hereby endorse the nomination of Mr/Ms _____, holding the position/designation of _____ in the Office/Division/Branch of _____,

as indicated in the online registration, for participation in the Executive Programme on Integrated Chemicals Management, to be held in Bangkok, Thailand from 3 to 6 September 2019.

I also certify that the above candidate fulfils all the requirements mentioned in the Invitation Note.

Signature: _____

Name: _____

Designation: _____

Telephone: _____

E-mail: _____

Official seal of the organisation:

Annex 2

**EXECUTIVE PROGRAMME ON INTEGRATED CHEMICALS MANAGEMENT
BANGKOK, THAILAND, 3 – 6 SEPTEMBER 2019**

APPLICATION FORM

Applications including the completed form, together with a detailed curriculum vitae and a an endorsement from the National Authority or the Permanent Representation of the applicant's country to the OPCW, should be received by the Secretariat **no later than**

1 May 2019 and should be addressed to:

The Director, International Cooperation and Assistance Division, OPCW

Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands

Email: icb@opcw.org

Please type or use BLOCK LETTERS

Family name [*]			
First name(s) [*]			
Date of birth	Day	Month	Year
Citizenship			
Gender ^{**}	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			
Areas of expertise			
Employer			
Contact address (Please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Have you previously participated in a course of this kind?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If so, when and where?		
Do you wish to be sponsored by the OPCW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Applicant Signature: _____	Date: _____		

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

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