



S/1746/2019

1 May 2019

ENGLISH and SPANISH only

**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR A SEMINAR  
ON THE CHEMICAL WEAPONS CONVENTION AND CHEMICAL SAFETY  
AND SECURITY MANAGEMENT FOR MEMBER STATES OF THE OPCW  
IN LATIN AMERICA AND THE CARIBBEAN  
SAN JOSÉ, COSTA RICA  
15 – 18 JULY 2019**

1. On behalf of the Government of Costa Rica 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 and chemical security management, representatives from chemical industry associations, and managers involved in chemical industry safety and security and in Responsible Care® to submit applications for a seminar for Member States of the OPCW in the Group of Latin American and Caribbean States (GRULAC) on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical safety and security management, to be held in San José, Costa Rica, from 15 to 18 July 2019.
  
2. The seminar is being organised in order to improve the national framework for chemical safety and security management, to facilitate the oversight of high-risk chemical facilities and to promote international cooperation programmes that focus on the implementation of chemical safety and security management in view of implementing Article XI of the Convention. The aim of this seminar is to raise awareness of the importance of chemical safety and security policy and guidelines to prevent chemical accidents and potential misuse of toxic chemicals in GRULAC countries. The overall goal is to sensitise States Parties to the new approaches in chemical law that can be adopted in relation to chemical safety and security management, with a particular focus on national policy and legal frameworks to promote and share good practices among chemical industries. By promoting and disseminating best practices in chemical safety and security, the seminar will benefit policymakers, chemical industry personnel involved in safety and security management issues, National Authorities, and chemical industry associations in Member States of the OPCW in the GRULAC region, indirectly benefitting the general public as a whole.



3. The objectives of the seminar are to:
  - (a) provide an opportunity for participating States Parties to consider and discuss policies and issues related to chemical safety and security management that have a direct bearing on the effective implementation of the Convention;
  - (b) contribute to the sharing of information and the exchange of experiences on the practical implementation of chemical safety and security management programmes;
  - (c) deepen the discussion on specific topic of needs such as risk assessment, risk mitigation measures, and performance auditing;
  - (d) foster wider cooperation between States Parties on issues related to the chemical industry in order that the objectives of Article XI of the Convention relating to the promotion of peaceful uses of chemistry can be achieved; and
  - (e) 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. During the seminar, participants will be provided with updated information on, inter alia, current practices and concepts relating to the safety and security management, modern safety and security strategies, current models on chemical safety and security policies, current trends in safety and security management strategies in the chemical industry, and chemical site security management and safety and security culture. Best practices from the chemical industry will also be presented. Leading experts in chemical safety and security management will give presentations and facilitate the discussions.
5. The following issues will be discussed:
  - (a) existing national frameworks on chemical safety and security management;
  - (b) best practices of the local chemical industry and/or chemical industry associations;
  - (c) safe handling of chemicals at the regional and international level;
  - (d) chemical process safety and security; and
  - (e) models for risk assessment, safety management, and emergency management of industrial incidents.
6. Seminar participants will be expected to prepare brief presentations on current policies, legislation, or directives on safety and security management practices based on their experience, including suggestions for improving the safety management culture in their respective countries or companies for which they work.
7. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor a limited number of participants. 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. A letter with the detailed programme will be sent to all registered participants.

8. 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.
9. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to the participants. In order for the Secretariat to keep costs to a minimum, participants are expected to **arrive no earlier than Sunday, 14 July 2019** and to **depart no later than Friday, 19 July 2019**. 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 must 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.
10. 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 Costa Rica with a copy of the acceptance letter from the OPCW. Only selected candidates will be notified by the Secretariat.
11. The seminar will be conducted in English with interpretation into Spanish available. All participants are therefore expected to have a good written and oral command of one of these languages.
12. Interested applicants from National Authorities and their relevant stakeholders are invited to apply online through Eventus—the OPCW Event Management System (<https://apps.opcw.org/eventus>). Nominations from those who have not as yet participated in an OPCW chemical safety and security management seminar are especially encouraged. Applicants should create an account in Eventus and then register for the training course. Please note that all questions marked with an asterisk (\*) in the online form must be answered and an endorsement letter from the National Authority must be attached in order for the nomination to be received and for the candidate to be considered for this event. The endorsement form, which is attached to this Note as Annex 2, must be uploaded during the course registration process. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to email the nomination form (Annex 1) along with the endorsement from the National Authority to [icb@opcw.org](mailto:icb@opcw.org) with reference to the name and location of the event in the subject line. All applications must be received by the Secretariat **no later than 1 June 2019**.
13. Additional information about the seminar may be obtained from the International Cooperation Branch in the International Cooperation and Assistance Division of the OPCW. The OPCW contact persons for the seminar are Mr Rohan Perera (Tel: +31 (0)70 416 3615) and Ms Julia González (Tel: +31 (0)70 416 3239); they may also be reached by email ([icb@opcw.org](mailto:icb@opcw.org)).

Annexes:

- Annex 1: Nomination Form
- Annex 2: Endorsement Form

**Annex 1**

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND CHEMICAL  
SAFETY AND SECURITY MANAGEMENT FOR MEMBER STATES OF THE  
OPCW IN LATIN AMERICA AND THE CARIBBEAN  
SAN JOSÉ, COSTA RICA  
15 – 18 JULY 2019**

**NOMINATION FORM**Please submit by **1 June 2019** to:

icb@opcw.org

**Please type or use BLOCK LETTERS**

Family name of nominee*			
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
Expiry date	Day	Month	Year
Place of issue			
Areas of expertise (please attach the applicant's curriculum vitae, a passport-size photograph, and the title of the planned presentation (including a one-paragraph abstract))			
Employer			
Position			
Contact address (please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Airport of departure			
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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\* 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.

**Annex 2**

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND CHEMICAL  
SAFETY AND SECURITY MANAGEMENT FOR MEMBER STATES OF THE  
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**ENDORSEMENT BY THE NATIONAL AUTHORITY**

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

**Please type or use BLOCK LETTERS**

I, \_\_\_\_\_, Head/Chief Coordinator of the  
National Authority 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 attached nomination form, for participation in the seminar on the Chemical  
Weapons Convention and chemical safety and security management, to be held in San José,  
Costa Rica, from 15 to 18 July 2019.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official seal of the Organisation: