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07 November 2019  
ENGLISH 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 THE ASIA REGION  
DOHA REGIONAL CENTRE FOR CBRN TRAINING  
DOHA, QATAR, 4–6 FEBRUARY 2020**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Qatar, the Director-General is pleased to invite National Authorities and/or governmental representatives responsible for chemical safety and security management, representatives from chemical industry associations, and managers involved in chemical industry safety and security and in the Responsible Care® programme to submit applications for a seminar on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical safety and security management for Member States of the OPCW in the Asia region, to be held at the Doha Regional Centre for Chemical, Biological, Radiological, and Nuclear (CBRN) Training in Doha, Qatar, from 4 to 6 February 2020.
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 Asian countries. 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 in Member States of the OPCW in the Asia region, and indirectly benefit 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 specific chemical safety and security management issues related to chemical processes 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) review best practices in regard to the safety and security management of chemicals and generate, through interactions and discussions, recommendations on the structure for future standardised seminars to promote these practices in small and medium-sized enterprises in Asian countries;
  - (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 (promoting the 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. The seminar topics will include an overview of international cooperation programmes, the Convention, and 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, current trends in safety and security management in the chemical industry, and chemical site security management and safety and security culture. The best practices from the chemical industry will also be presented. Leading experts in chemical safety management will give presentations and facilitate the discussions. Participants should therefore have a strong background in chemistry and/or chemical engineering, with at least five years of experience in the relevant discipline.
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; and
  - (d) the importance of promoting a strong organisational culture in the effective management of chemical safety.
6. Seminar participants will be expected to prepare brief presentations on current safety and security management practices based on their experience, including suggestions for improving the safety management culture in their respective countries or the organisations in which they work.
7. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor a limited number of participants, for whom it will cover the costs of travel, meals, and medical insurance, and 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 the sponsored/registered participants in due course.
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. Only selected candidates will be notified by the Secretariat.**

9. 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 Monday, 3 February 2020** and to **depart no later than Friday, 7 February 2020**. 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 Qatar with a copy of the acceptance letter from the OPCW.
11. The seminar will be conducted in English with interpretation into Arabic 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 of the message. All applications must be received by the Secretariat **no later than 10 January 2020**.
13. Additional information about the seminar may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the OPCW and from the website of the Qatar National Committee for the Prohibition of Weapons ([www.ncpw.org.qa](http://www.ncpw.org.qa)). The OPCW contact person for the seminar is Mr Rohan Perera, Senior International Cooperation Officer, who can be reached by telephone (+31 (0)70 416 3615) or 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 THE ASIA REGION  
DOHA REGIONAL CENTRE FOR CBRN TRAINING  
DOHA, QATAR, 4–6 FEBRUARY 2020**

**NOMINATION FORM**

Please submit by **10 January 2020** to:

[icb@opcw.org](mailto: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
Date of expiry	Day	Month	Year
Place of issue			
Areas of expertise (please attach the applicant's curriculum vitae and the title of the planned presentation)			
Employer			
Position			
Contact address (please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			
Departure city			
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"/>	

\* 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  
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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 for Member States of the OPCW in the Asia region, to be held at the Doha Regional Centre for Chemical, Biological, Radiological, and Nuclear (CBRN) Training in Doha, Qatar, from 4 to 6 February 2020.

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

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

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

Official seal of the Organisation: