



**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR AN EXECUTIVE PROGRAMME  
ON INTEGRATED CHEMICALS MANAGEMENT  
PORT LOUIS, MAURITIUS  
14 – 17 APRIL 2020**

**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, which will be held in Port Louis, Mauritius from 14 to 17 April 2020.
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 Mauritius. 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 event.
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, 13 April 2020** and to depart no later than **Saturday, 18 April 2020**.
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. Only in exceptional circumstances involving technical difficulties, application documents may be obtained from the International Cooperation Branch; a complete set should then be returned via email attachment ([icb.events@opcw.org](mailto:icb.events@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 (attached as an Annex to this Note), 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 Friday, 28 February 2020**. Additional information about this programme may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact person is Ms Halimatussaadiah Mat Som, Programme Officer (Tel: +31 (0)70 416 3260) and Ms Ting Zhang, Senior Administrative Assistant (Tel+31 (0)70 416 3534). They can also be contacted by email ([icb.events@opcw.org](mailto:icb.events@opcw.org)).

Annex:           Endorsement Form

**Annex**

**EXECUTIVE PROGRAMME ON INTEGRATED CHEMICALS MANAGEMENT  
PORT LOUIS, MAURITIUS  
14 – 17 APRIL 2020**

**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 Port Louis, Mauritius from 14 to  
17 April 2020.

**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: