

**NOTE BY THE TECHNICAL SECRETARIAT****NEEDS ASSESSMENT AND BEST PRACTICES: CHEMICAL SAFETY AND SECURITY MANAGEMENT**

1. At its Sixteenth Session, the Conference of the States Parties (hereinafter “the Conference”) adopted decision C-16/DEC.10 (dated 1 December 2011) on the components of an agreed framework for the full implementation of Article XI of the Chemical Weapons Convention. In accordance with operative paragraph 2 of that decision, States Parties and the Technical Secretariat (hereinafter “the Secretariat”) should “conduct, based on input from National Authorities and relevant stakeholders, a needs assessment on tools and guidance that would be helpful for promoting chemical safety and security.”<sup>1</sup> The Conference further recommended that States Parties and the Secretariat “organise workshops and training courses involving relevant governmental institutions, National Authorities, chemical industry and academic representatives, to promote the exchange of best practices, including on the improvement of chemical plant safety and safe transportation of toxic chemicals.”
2. Since 2009, the Secretariat has organised more than 80 events and training programmes to promote chemical safety and security management, with more than 2,600 participants from 164 States Parties benefiting from such programmes. Participants have been provided with updated knowledge on, inter alia, current practices, modern safety strategies, chemical site security management, and process safety culture. They have also shared best practices in the chemical industry with regard to chemical safety and security. The Secretariat’s role in this area was recognised by the Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention, which “[e]ncouraged the States Parties and the Secretariat to promote the OPCW’s role as a platform for voluntary consultation and cooperation among States Parties in the areas of chemical safety and security, including through the exchanges of information and best practices” (paragraph 9.131(k) of RC-3/3\*, dated 19 April 2013).

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<sup>1</sup> “Chemical safety” refers to measures to prevent non-deliberate releases of toxic chemicals into the environment and to mitigate the impact if such events occur. Chemical safety comprises disciplines such as occupational safety, public safety, process safety, environment safety, consumer safety, and transport safety. Many of these are also dealt with by other international conventions and by several other international bodies and lead agencies.  
“Chemical security” refers to measures to prevent deliberate releases of toxic chemicals and to mitigate the impact if such events occur. In a wider context, it also includes policies to prevent attempts to acquire toxic chemicals or chemical weapons precursors (S/1129/2013, dated 30 September 2013).



3. In order to follow up on Conference decision C-16/DEC.10 and to systematically gather and make available the knowledge and practices shared by States Parties at OPCW training courses, the Secretariat invites States Parties, on a voluntary basis, to inform it of their specific needs in chemical safety and security management, as well as to provide information on their existing tools, guidance, and best practices in this area, including those related to the chemical industry and laboratories. States Parties may refer to the questionnaire annexed to this Note for the specific details on such submissions.
4. This call follows three previous calls of this kind,<sup>2</sup> further to which States Parties voluntarily submitted the relevant information. Based on the information received subsequent to the first call (S/1362/2016), a report on the needs and best practices of States Parties in chemical safety and security management was published and circulated to the States Parties.<sup>3</sup>
5. Following the publication of the aforementioned report, the Secretariat began to organise a series of workshops to further facilitate discussion on needs assessment and on the further dissemination of relevant best practices. The compilation of best practices may also be used as a reference at future chemical safety and security management training sessions and courses organised by the OPCW in collaboration with the States Parties, and to further inform the Secretariat's work in this area.
6. Although this call is of a voluntary nature, States Parties are strongly encouraged to submit information on their needs and best practices in chemical safety and security management using the attached questionnaire (see Annex).
7. The result of the needs assessment based on the completed questionnaires will help the Secretariat to prioritise and streamline its activities and to formulate tailor-made capacity-building programmes to meet the needs of States Parties in the field of chemical safety and security management.
8. The completed questionnaire should be submitted to the Secretariat **no later than 1 May 2020** via the respective State Party's National Authority or Permanent Representation to the OPCW. Submissions should be addressed to the Head, International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Submissions may also be sent by email ([icb.events@opcw.org](mailto:icb.events@opcw.org)) with the words "Needs Assessment and Best Practices" indicated in the subject line of the message.
9. Queries on completing the questionnaire may be addressed to Mrs Halimatussaadiah Mat Som, Programme Officer, who can be reached by telephone (+31 (0)70 416 3260) or by email ([halimatus.matsom@opcw.org](mailto:halimatus.matsom@opcw.org)).

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<sup>2</sup> Notes by the Secretariat S/1362/2016 (dated 7 March 2016), S/1483/2017 (dated 30 March 2017), S/1603/2018 (dated 16 March 2018), and S/1726/2019 (dated 25 February 2019).

<sup>3</sup> Non-paper by the Secretariat: "Needs and Best Practices on Chemical Safety and Security Management" (dated 25 November 2016). Available at: [https://www.opcw.org/sites/default/files/documents/ICA/ICB/OPCW\\_Report\\_on\\_Needs\\_and\\_Best\\_Practices\\_on\\_Chemical\\_Safety\\_and\\_Security\\_ManagementV3-2\\_1.2.pdf](https://www.opcw.org/sites/default/files/documents/ICA/ICB/OPCW_Report_on_Needs_and_Best_Practices_on_Chemical_Safety_and_Security_ManagementV3-2_1.2.pdf)

10. The Secretariat would be most grateful to the States Parties for their attention to this matter and collaboration in this exercise.

Annex: Questionnaire

**Annex****NEEDS ASSESSMENT AND BEST PRACTICES:  
CHEMICAL SAFETY AND SECURITY MANAGEMENT****QUESTIONNAIRE**

Please submit the completed form via the National Authority or  
Permanent Representation to the OPCW **no later than 1 May 2020** to:

The Head, International Cooperation Branch

International Cooperation and Assistance Division, OPCW

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

Email: [icb.events@opcw.org](mailto:icb.events@opcw.org)

**Please type or use BLOCK LETTERS**

|    |  |  |
|----|--|--|
| 1. | State Party  |  |
| 2. | For chemical safety, list the ministries/agencies involved in the following areas (may be more than one for each). Please indicate the lead agency in bold type.   |  |
|    | Regulation   |  |
|    | Policy   |  |
|    | Enforcement  |  |
| 3. | For chemical security, list the ministries/agencies involved in the following areas (may be more than one for each). Please indicate the lead agency in bold type. |  |
|    | Regulation   |  |
|    | Policy   |  |
|    | Enforcement  |  |

|    |  |                              |  |
|----|--|------------------------------|--|
| 4. | Does the National Authority for the Chemical Weapons Convention have a specific role or responsibility in managing chemical safety and security at the national level? | Yes <input type="checkbox"/> | No <input type="checkbox"/>  |
|    | If "Yes", please describe the National Authority's role  |                              |  |
| 5. | In the area of chemical safety has your country established:   |                              |  |
|    | (a) legislation and regulations  | Yes <input type="checkbox"/> | No <input type="checkbox"/>  |
|    | (b) guidelines   | Yes <input type="checkbox"/> | No <input type="checkbox"/>  |
|    | (c) a code of conduct  | Yes <input type="checkbox"/> | No <input type="checkbox"/>  |
|    | (d) other (please describe)  |                              |  |
| 6. | In the area of chemical security has your country established:   |                              |  |
|    | (a) legislation and regulations  | Yes <input type="checkbox"/> | No <input type="checkbox"/>  |
|    | (b) guidelines   | Yes <input type="checkbox"/> | No <input type="checkbox"/>  |
|    | (c) a code of conduct  | Yes <input type="checkbox"/> | No <input type="checkbox"/>  |
|    | (d) other (please describe)  |                              |  |
| 7. | In the past five years, has your country participated in any chemical safety and security management events (e.g. capacity-building programmes, meetings, forums)?     | Yes <input type="checkbox"/> | No <input type="checkbox"/><br>(If "No", please proceed to question no. 8) |
|    | Which of the following chemical safety and security stakeholders from your country have been represented in these events?  |                              |  |

|     |   |                              |                             |
|-----|---|------------------------------|-----------------------------|
|     | (a) government agencies   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|     | (b) chemical industries   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|     | (c) academic/research institutes  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|     | (d) chemical laboratories   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|     | (e) chemical distributors   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|     | (f) chemical logistics or transport companies   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|     | Please describe the impact (if any) of your country's participation in these events.  |                              |                             |
|     |   |                              |                             |
| 8.  | Has your country carried out a national risk assessment on the safety aspects of toxic chemicals?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9.  | Has your country carried out a national risk assessment on security aspects of toxic chemicals?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. | If "No" for questions 8 and/or 9, would your country be interested in receiving OPCW support to carry out such risk assessments?            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. | If "Yes" for questions 8 and/or 9, is your country willing to share the methodologies used as best practices with other OPCW Member States? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. | Has your country developed a national education and training strategy for chemical safety management?                                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

|     |   |  |  |
|-----|---|--|--|
| 13. | Has your country developed a national education and training strategy for chemical security management?   | Yes <input type="checkbox"/>               | No <input type="checkbox"/>                |
| 14. | Please tick the category of Convention-relevant chemical plant sites present in your country:   |  |  |
|     | Schedule 1<br><input type="checkbox"/>  | Schedule 2<br><input type="checkbox"/>     | Schedule 3<br><input type="checkbox"/>     |
|     | OCPF <sup>4</sup><br><input type="checkbox"/>   | None of listed<br><input type="checkbox"/> | Not applicable<br><input type="checkbox"/> |
| 15. | Please tick the chemicals that are routinely present in your country (through production, use, transport, storage or other means):  |  |  |
|     | Schedule 1<br><input type="checkbox"/>  | Schedule 2<br><input type="checkbox"/>     | Schedule 3<br><input type="checkbox"/>     |
|     | Other toxic chemicals<br><input type="checkbox"/>   | None of listed<br><input type="checkbox"/> | Not applicable<br><input type="checkbox"/> |
| 16. | Is your country concerned about any particular aspect of the chemical life cycle from a safety or security point of view (i.e. development, manufacture, distribution, and disposal)? | Yes <input type="checkbox"/>               | No <input type="checkbox"/>                |
|     | If "Yes", please describe.  |  |  |
| 17. | Does your country receive, or has your country received in the past, capacity-building assistance from other international organisations/countries in the area of:                    |  |  |
|     | chemical safety?  | Yes <input type="checkbox"/>               | No <input type="checkbox"/>                |
|     | chemical security?  | Yes <input type="checkbox"/>               | No <input type="checkbox"/>                |

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OCPF = Other chemical production facility.

|     |  |  |
|-----|--|--|
|     | <p>If “Yes”, please indicate the name of the assistance/training provider and briefly describe the kind of capacity-building assistance that was received.</p>                                 |  |
| 18. | <p>Which OPCW capacity-building activities in chemical safety and security have been the most successful for your country? Why?</p>  |  |
| 19. | <p>Has your country participated in any capacity-building activities in chemical safety and security that have not been successful or have not achieved all of the stated objectives? Why?</p> |  |



|     |   |  |
|-----|---|--|
| 20. | Do you have any suggestions on how to improve the OPCW's current capacity-building programmes in chemical safety and security?  |  |
| 21. | Do you have any suggestions for chemical safety and security capacity building that you would like the OPCW to offer in future? |  |
| 22. | Would you support the OPCW taking an approach that is more focused on individual country needs?                                 |  |

|     |  |                              |                             |
|-----|--|------------------------------|-----------------------------|
| 23. | Are there any other States Parties that have had success in implementing chemical safety and security management that your country would like to learn from? If yes, please describe the country and the relevant programmes.                        |                              |                             |
| 24. | Does your country have tools <sup>5</sup> and/or guidelines <sup>6</sup> in the area of chemical safety management (including those related to chemical industry and laboratories) that you would be willing to share with other OPCW Member States? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 25. | Does your country have tools and/or guidelines in the area of chemical security management (including those related to chemical industry and laboratories) that you would be willing to share with other OPCW Member States?                         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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<sup>5</sup> Tools include online chemical risk assessments, e-learning, control lists of chemicals, etc.

<sup>6</sup> Guidelines include national codes of practice, guidance, brochures, pamphlets, etc.

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|---|---------------------|-------------|
| 26.   | Additional comments |             |
| <b>ENDORSEMENT FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION TO THE OPCW</b>  |                     |             |
| Signature, with seal or stamp, of an authorised representative of the National Authority or Permanent Representation to the OPCW<br><br>_____ |                     | Date: _____ |