

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR A SYMPOSIUM ON WOMEN IN CHEMISTRY
BALI, INDONESIA
13 – 14 JULY 2020****Background**

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that it will hold a symposium on women in chemistry at the OPCW Headquarters in Bali, Indonesia on 13 and 14 July 2020.
2. The theme for this year’s symposium is “The Role of Women in the Peaceful Use of Chemicals”. The aims of the symposium are to: illustrate the strength and depth of the contribution of women to chemical safety and security management; raise awareness of the opportunities for capacity and knowledge development for women in chemistry; and promote international solidarity and cooperation to develop human capital for the future of peaceful chemistry, be it in international organisations, government, industry, or academia.

Content

3. The two-day symposium will focus on thematic presentations and discussions featuring prominent role models, who will address various issues of interest for women working in chemical safety and security management, including the particular challenges and opportunities they face. Group discussions will also be arranged to highlight the development of a responsible culture in chemical safety and security management.

Admission requirements

4. The symposium is open to women who:
 - (a) have a minimum of a first degree (BSc or equivalent) in chemistry, analytical chemistry, or chemical engineering from a recognised university or institution; and
 - (b) have professional working experience in academia, science and technology institutions, chemical industry or industry associations, or regulatory or promotional agencies related to chemical safety and security management.



5. The symposium will be conducted in English. Candidates must therefore have a strong command of both written and spoken English. Any candidate who is found upon arrival not to meet this requirement may not be allowed to continue their participation in the event.

Selection procedure

6. Applications will be carefully screened on the basis of the criteria specified in paragraph 4 above. Applicants who have already participated in a previous OPCW Symposium on Women in Chemistry will not be considered.
7. Member States are welcome to nominate participants for whom sponsorship is not required.

Sponsorship

8. The Secretariat expects to be able to sponsor a limited number of participants for the symposium. All sponsored participants must be citizens of Member States whose economies are developing or are in transition. The Secretariat will select the participants based on their qualifications and experience. Only selected candidates will be notified by the Secretariat.
9. Each application form should specify whether sponsorship is a condition of the nominee's participation. All applications from Member States must be formally endorsed by the National Authority or Permanent Representation of the candidate's country to the OPCW.
10. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance, and will provide a limited subsistence allowance to cover meals and sundry expenses. The Secretariat will also arrange and pay for the accommodation of sponsored participants. 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 does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
11. The Secretariat will not pay for medical assistance. Therefore, participants should be fit for travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
12. When making travel arrangement for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to the participants. Non-sponsored participants will be requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation for them.
13. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Indonesia.

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. In exceptional circumstances involving technical difficulties may application documents be obtained from the International Cooperation Branch. In such cases, a complete set of application documents should be returned via email attachment (icb.events@opcw.org) with the reference “Women in Chemistry” in the subject line of the message.
15. Only nominations endorsed by the National Authority or Permanent Representation will be considered. The endorsement form (attached as the Annex to this Note), together with an up-to-date curriculum vitae, must be uploaded during the online registration process. Nominees must indicate their practical and work experience in their curricula vitae.
16. Applications must be submitted to the Secretariat **no later than Friday, 17 April 2020**. Additional information 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; Email: halimatus.matsom@opcw.org).

Annex: Endorsement Form

Annex

**SYMPOSIUM ON WOMEN IN CHEMISTRY
BALI, INDONESIA
13 – 14 JULY 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 Ms _____, holding the position/designation of _____ in the Office/Division/Branch of _____, as indicated in the online registration, for participation in the symposium on women in chemistry, to be held in Bali, Indonesia on 13 and 14 July 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: