



OPCW

Technical Secretariat

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ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE OPCW-IUPAC SAFETY TRAINING
PROGRAMME E-LEARNING COURSE FOR MEMBER STATES
IN THE LATIN AMERICA AND THE CARIBBEAN REGION
(ONLINE TRAINING VIA MOODLE PLATFORM AND MICROSOFT TEAMS)
4 OCTOBER – 3 DECEMBER 2021**

Purpose of the training

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 hold an online e-learning safety training programme in Spanish for Member States in the Latin America and Caribbean (GRULAC) region, via the Moodle Platform and the Microsoft Teams platform, from 4 October to 3 December 2021. The training will be co-organised by the OPCW and the Chemical Industries Association of Uruguay, with the support of the Ministry of Foreign Affairs of Uruguay and with the joint financial support of the OPCW and the International Union of Pure and Applied Chemistry (IUPAC).
2. The objective of the training is to provide an update on the current standards, policies, and best practices in occupational safety, chemicals hazards, handling, storage, and transport of chemicals and waste management. It has been designed for representatives of chemical companies, research institutions, and specialised agencies from the OPCW Member States in the GRULAC region working in the field of environment, health, safety, and security related to the use of chemicals. The training programme is being implemented within the scope of the capacity-building programmes regarding the peaceful applications of chemistry under Article XI of the Chemical Weapons Convention.

Content

3. The content of the course will include e-learning and real-time/interactive sessions and will be divided into five main modules:
 - (a) **Module 1: Safety (2 weeks):** Basic concepts, Safety, Health, Environment and Security (SHE&S), accident costs, accident causes, statistical study on accidents, accident investigation, hazard identification, risk assessment, and preventive and protective controls.



- (b) **Module 2: Chemicals (3 weeks):** Globally Harmonized System of Classification and Labelling of Chemicals, physical hazards, health and environmental hazards, handling, storage, United Nations Recommendations on the Transport of Dangerous Goods, waste management, and green chemistry.
 - (c) **Module 3: Security (1 week):** Duties and responsibilities, security risk assessment, identification of vulnerable points, protection of people, protection of physical and intellectual property, protection of a company's reputation, preventing assets being used to cause harm, control measures, and the OPCW.
 - (d) **Module 4: Emergencies (1 week):** First aid after exposure to chemicals, fire and explosions intervention, spill control, emergency preparedness and response.
 - (e) **Module 5: Management and culture (1 week):** ISO¹ 14.000 and ISO 45.000 standards, integrated management systems (Quality, Safety, Health, Environment and Security – QSHE&S), Responsible Care[®], ISO 26.000 (social responsibility), United Nations Sustainable Development Goals, and safety culture.
4. The course will also include a final test and application projects (assignments). The trainees obtaining a passing grade will receive a certificate and the trainees who show satisfactory grades in assignments will become Safety Training Programme (STP) Associate Fellows and will be recognised on the IUPAC/STP website.
5. The course will accommodate between five and 15 participants from OPCW Member States in the Latin America and the Caribbean region. The Secretariat, in consultation with IUPAC, will select participants and notify the successful candidates, who will then receive an official invitation from the Secretariat.

Admission requirements

6. The training is open to those who:
- (a) have a minimum of a first degree (BSc or equivalent) in chemical or environmental sciences or engineering from a recognised university or institution (or a degree in other fields in combination with at least five years of qualifying experience, as referred to in subparagraph (b) below); and
 - (b) have been working in the chemical industry, research and academia, specialised institutions performing activities involving hazardous chemicals, or governmental agencies that coordinate chemical safety and security at such establishments.
7. All training activities will be conducted in Spanish. Candidates must therefore have a strong command of both written and spoken Spanish.
8. Female candidates are encouraged to apply.

¹ ISO = International Organization for Standardization.

Selection procedure

9. Applications will be carefully screened based on the criteria specified in paragraphs 6 and 7 above. The Secretariat may decide to interview applicants. Successful candidates will be contacted for admission **no later than 21 September 2021**.

Application procedure

10. Interested candidates are invited to apply for participation in the training by filling out the form that is annexed to this Note. It should then be submitted to the Secretariat either by the candidate or via the candidate's National Authority or Permanent Representation to the OPCW² **no later than 10 September 2021**.
11. Application forms (see the Annex to this Note) should be sent to the International Cooperation and Assistance Division via email (icb.events@opcw.org) with the words "Safety Training Programme E-learning 2021" in the subject line of the email.
12. Eligible applicants are also **required** to complete the online application through Eventus—the OPCW event management system (<https://apps.opcw.org/eventus>). They must first create an account and then register for the event.
13. Application forms must be accompanied by:
- (a) an updated curriculum vitae;
 - (b) a letter of recommendation from the candidate's supervisor in his or her institution addressing the candidate's qualifications in relation to the criteria specified in paragraph 6 above, and attesting to the relevance of the training to the work of the applicant's institution;
 - (c) a copy of the personal identification pages of the candidate's passport; and
 - (d) an endorsement from the National Authority or Permanent Representation of the candidate's country to the OPCW (Section 7 of the application form in the Annex).
14. Incomplete or improperly completed applications cannot be considered.
15. Additional information about this opportunity may be obtained by email from the International Cooperation Branch of the OPCW (icb.events@opcw.org) and the IUPAC COCI³ Safety Training Programme (stp@iupac.org) with the words "E-learning Safety Training Programme 2021" in the subject line of the email.

Annex (English only): Application Form

² Applicants are advised to approach their country's National Authority or Permanent Representation to the OPCW. Contact details are available on the OPCW website (<https://www.opcw.org/about-us/member-states>).

³ COCI = Committee on Chemistry and Industry.

Annex

**E-LEARNING SAFETY TRAINING PROGRAMME IN SPANISH
FOR MEMBER STATES IN THE LATIN AMERICA AND THE CARIBBEAN REGION
(ONLINE TRAINING VIA MOODLE PLATFORM AND MICROSOFT TEAMS)
4 OCTOBER – 3 DECEMBER 2021**

APPLICATION FORM

Please submit the completed form to:

The Director, International Cooperation and Assistance Division, OPCW

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

Email: icb.events@opcw.org

1. Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.
2. Applicants should attach the documents listed in section 5 below, complete sections 1 to 6, and send the form either to their National Authority or to the Permanent Representation of their country to the OPCW in The Hague, with a request that one of them complete section 7 and/or provide a letter of support.
3. The National Authority or Permanent Representation should complete section 7 and forward the form to the International Cooperation Branch, OPCW (to the email address provided above). The completed form, together with the nominee's curriculum vitae and the required recommendation, must be received by the Secretariat **no later than 10 September 2021**.

Please type or use BLOCK LETTERS

SECTION 1. PERSONAL AND CONTACT DETAILS			
Family name of nominee ⁴			
First name(s)			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender ⁵	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Email address			

⁴ Please give the first and family names exactly as they appear in the applicant's passport.

⁵ For this and all like items, please tick the appropriate box.

Telephone numbers, including country and city codes	Home	
	Work	
	Mobile	
Fax numbers, including country and city codes	Home	
	Work	
SECTION 2. EDUCATION AND TRAINING		
Please list each degree or other qualification you have obtained, starting with the most recent.		
1.	Name and location of institution	
	Main field(s) of study	
	Dates attended	From <input type="text"/> To <input type="text"/>
	Degree or qualification obtained	<input type="text"/>
2.	Name and location of institution	
	Main field(s) of study	
	Dates attended	From <input type="text"/> To <input type="text"/>
	Degree or qualification obtained	<input type="text"/>
3.	Name and location of institution	
	Main field(s) of study	
	Dates attended	From <input type="text"/> To <input type="text"/>
	Degree or qualification obtained	<input type="text"/>
SECTION 3. EMPLOYMENT HISTORY		
What is your profession?		<input type="text"/>
Please give a brief description of your current work.		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
Please list below all posts you have held, starting with the most recent.		
1.	Employer	<input type="text"/>
	Title	<input type="text"/>
	Dates	From <input type="text"/> To <input type="text"/>
2.	Employer	<input type="text"/>
	Title	<input type="text"/>
	Dates	From <input type="text"/> To <input type="text"/>
3.	Employer	<input type="text"/>
	Title	<input type="text"/>
	Dates	From <input type="text"/> To <input type="text"/>

SECTION 4. SPONSORSHIP	
Are you requesting OPCW sponsorship?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you received financial or other support from the OPCW within the past three years?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please give details.
Have you applied for any support from other sources for attending this event?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please give details.
SECTION 5. SUPPORTING DOCUMENTATION	
Please attach the following documents to your application:	
<p>(a) a letter of recommendation from your supervisor, which confirms your qualifications in light of paragraph 6 of the Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution at which you are working;</p> <p>(b) an up-to-date curriculum vitae;</p> <p>(c) a one-page description of your practical experience; and</p> <p>(d) a photocopy of the personal identification pages of your passport.</p> <p>Applications without full supporting documentation cannot be accepted.</p>	
SECTION 6. SIGNATURE OF APPLICANT	
Signature: _____ Date: _____	
SECTION 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION (HERE BELOW OR BY ATTACHED LETTER)	
Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW	
_____ Date: _____	