



OPCW

Technical Secretariat

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ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**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 EASTERN EUROPE REGION
ZAGREB, CROATIA
7 – 9 DECEMBER 2021**

Purpose of the course

1. The Technical Secretariat of the OPCW (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) wishes to inform Member States that it will organise a seminar on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical safety and security management, to be held in Zagreb, Croatia, from 7 to 9 December 2021.
2. The programme is intended for Member States of the OPCW in the Eastern Europe region and is open to National Authorities and senior government representatives responsible for chemical safety and security management, representatives from chemical industry associations, and managers involved in chemical industry safety and security and Responsible Care®.
3. The seminar is being organised in order to improve national frameworks for chemical safety and security management, to facilitate oversight of high-risk chemical facilities, and to promote international cooperation programmes that focus on the implementation of chemical safety and security management, with a view to implementing Article XI of the Convention. The aim of the seminar is to raise awareness of the importance of chemical safety and security policy and guidelines, so as to prevent chemical accidents and the potential misuse of toxic chemicals in Eastern European countries. The overall goal is twofold: first, to sensitise States Parties to new approaches that can be adopted in relation to chemical safety and security management, with a particular focus on national policy and frameworks; and second, to promote and share good practices among chemical industries. By promoting and disseminating best practices in chemical safety and security, the seminar will benefit policymakers, chemical industry personnel involved in safety and security management issues, National Authorities, and chemical industry associations in Member States of the OPCW in the Eastern Europe region, and will indirectly benefit the general public as a whole.



4. Objectives of the seminar are to:
- (a) provide an opportunity for participating States Parties to consider and discuss specific national policies and issues related to chemical safety and security management in connection with 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) deepen the discussion on the specific topics of risk assessment, risk mitigation measures, and performance auditing;
 - (d) foster wider cooperation among States Parties on issues related to the chemical industry towards achieving the objectives of Article XI of the Convention, promoting the peaceful uses of chemistry; and
 - (e) enhance and promote the safe handling of chemicals at the national level.

Programme structure

5. This seminar will allow ample time for question-and-answer sessions and will include theoretical and practical components. During the seminar, participants will be provided with updated information on, inter alia, current practices and concepts relating to safety and security management, modern safety and security strategies, current models for chemical safety and security policies, current trends in safety and security management strategies, 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 and security management will give presentations and facilitate the discussions.
6. The following issues will be discussed:
- (a) existing national frameworks for chemical safety and security management;
 - (b) best practices of the local chemical industry and chemical industry associations;
 - (c) the safe handling of chemicals at the regional and international levels;
 - (d) chemical process safety and security guidelines; and
 - (e) models for risk assessment, safety management, and emergency management for industrial incidents.
7. Seminar participants will be expected to prepare brief presentations on current policies on safety and security management practices based on their experience, including suggestions for improving the safety management culture in their respective countries or at the companies for which they work.

Sponsorship

8. The Secretariat will sponsor a limited number of participants. Applications from Member States should be forwarded through their respective National Authorities. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and will 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 and registered participants.
9. 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.
10. The seminar is planned as a face-to-face or hybrid event, subject to applicable restrictions observed in the Republic of Croatia and other recommendations. While carrying out the seminar, COVID-19 health and safety protocols will be followed. Necessary precautions to reduce chances of being infected or spreading COVID-19 will be entrusted to the organisers and participants, including, inter alia, the requirement of obtaining valid confirmation of vaccination (e.g., a digital COVID certificate valid in the European Union) or a negative PCR test prior to arrival and departure to and from the host country. Should the epidemiological situation change or recommendations against in-person meetings be issued by the host country or the Organisation, the meeting will be postponed or adapted from an in-person event to a virtual event.
11. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to participants. In order for the Secretariat to keep costs to a minimum, participants are expected to arrive no earlier than **Monday, 6 December 2021** and to depart no later than **Friday, 10 December 2021**. The agreement of the Secretariat is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the seminar or that result from unauthorised changes to travel arrangements. 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.
12. Participants are requested to obtain any necessary visas (including transit visas), as well as the required type(s) of COVID-19 documentation as per the current travel advice issued for the country in question before travelling to the seminar. The Secretariat will send information to participants regarding visa applications.
13. The seminar will be conducted in English. All participants are therefore expected to have good written and oral command of the English language. Nominations from individuals who have not yet participated in an OPCW chemical safety and security management seminar are especially encouraged.

Eligibility requirements and selection procedure

14. Interested applicants from National Authorities and their relevant stakeholders are invited to register their nomination through Eventus—the OPCW event management system—**no later than 1 November 2021**. The Eventus registration link is accessible via the OPCW website (<https://apps.opcw.org/eventus>). Applicants must create an account in Eventus and then register for the seminar. Only in exceptional circumstances involving technical difficulties may application documents be obtained from the International Cooperation Branch; a complete set should be returned via email attachment (icb.events@opcw.org) with reference to the name and location of the event 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. Additional information about the seminar may be obtained from the International Cooperation Branch in the International Cooperation and Assistance Division of the OPCW. The OPCW contact person for the seminar is Ms Iryna Iarema, who can be reached by telephone at +31 (0)65 356 3089.

Annex: Endorsement Form

Annex**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND
CHEMICAL SAFETY AND SECURITY MANAGEMENT FOR MEMBER STATES
OF THE OPCW IN THE EASTERN EUROPE REGION
ZAGREB, CROATIA****7 – 9 DECEMBER 2021****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 nomination form, for participation in a seminar on the Chemical Weapons
Convention and chemical safety and security management, to be held in Zagreb, Croatia,
from 7 to 9 December 2021.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: