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8 February 2024
ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

CALL FOR NOMINATIONS FOR A REGIONAL SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND CHEMICAL SAFETY AND SECURITY MANAGEMENT FOR MEMBER STATES OF THE OPCW IN THE LATIN AMERICA AND CARIBBEAN GROUP SAN JOSÉ, COSTA RICA 23 – 25 APRIL 2024

BACKGROUND

1. The Technical Secretariat of the OPCW (the Secretariat) wishes to inform Member States that a regional seminar on the Chemical Weapons Convention (the Convention) and chemical safety and security management for Member States of the OPCW in the Latin America and the Caribbean Group (GRULAC) will be held in San José, Costa Rica from 23 to 25 April 2024. National Authorities or governmental 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[®] are invited to submit applications for the seminar, which is being organised to further promote international cooperation programmes that focus on chemical industry outreach and industry-related aspects of the implementation of Article XI of the Convention.
2. The aim of the seminar is to support chemical safety and security management in the chemical industry in the GRULAC region. The overall goal is to sensitise States Parties to the Convention to the new approaches that can be adopted in relation to chemical safety and security management, with a particular focus on providing assistance to small and medium-sized enterprises (SMEs). By promoting and disseminating standardised and best practices in chemical safety and security, the seminar will benefit chemical industry personnel who are involved in safety and security management issues, enhance the capacities of National Authorities and chemical industry associations in Member States of the OPCW in the region, and indirectly benefit the general public as a whole.
3. The objectives of the seminar are:
 - (a) to provide an opportunity for participating Member States to consider and discuss specific chemical safety and security management issues related to chemical processes that have a direct bearing on the effective implementation of the Convention;
 - (b) to contribute to sharing information and exchanging experiences on the practical implementation of chemical safety and security management programmes;

- (c) to review best practices related to the safe and secure management of chemicals, and generate, through interactions and discussions, recommendations on the structure of future standardised seminars in order to promote these practices in SMEs in the region;
 - (d) to foster broader cooperation between States Parties on issues related to the chemical industry to ensure the achievement of the objectives of Article XI of the Convention (promoting the peaceful uses of chemistry); and
 - (e) to enhance and promote the safe handling of chemicals at the national level.
4. The seminar programme will be provided to the selected participants in due course.

ADMISSION REQUIREMENTS

5. The seminar is open to participants who:
- (a) are citizens of OPCW Member States in the GRULAC region;
 - (b) have at least five years of professional working experience in academia, science and technology institutions, the chemical industry, industry associations, or regulatory agencies in the field of chemical safety and security;
 - (c) have not attended similar events organised by the OPCW in the last three years; and
 - (d) have a good written and oral command of English or Spanish (English-Spanish interpretation services will be provided during the event).
6. The Secretariat will select the participants based on their qualifications and experience. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the seminar.

SPONSORSHIP

7. The Secretariat expects to be able to sponsor a limited number of participants. The cost of the seminar and of accommodation will be covered by the Secretariat. In addition, the Secretariat will pay for international travel, meals, visas, and emergency medical and travel insurance and will provide a limited subsistence allowance to cover sundry expenses in accordance with OPCW rules.
8. 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.
9. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will not cover expenses that are not related to the seminar or that result from changes to travel arrangements that it has not authorised.

APPLICATION PROCEDURE

10. Interested candidates are invited to submit their applications through Eventus, the OPCW event management system (<https://eventus.opcw.org/>). Applicants must first create an account and then register for the event. Each application must be endorsed digitally in the Eventus platform by the nominee's respective National Authority. Only nominations endorsed by the National Authority or Permanent Representation will be considered. **Only selected candidates will be notified by the Secretariat.** States Parties and National Authorities are strongly encouraged to support and endorse applications from suitable female candidates for the event.
11. Applications must be submitted in Eventus **no later than 8 March 2024. Incomplete or improperly filled out applications will not be considered.** Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact persons are Ms Julia Gonzalez, Senior Project Assistant (julia.gonzalez@opcw.org) and Mr Massimo de Rienzo, Senior Programme Officer (massimo.derienzo@opcw.org).

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