



S/2453/2025
28 October 2025
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT**CALL FOR NOMINATIONS FOR THE REVIEW OF
THE INDICATIVE GUIDELINES FOR KNOW YOUR CUSTOMER AND
CUSTOMER DUE DILIGENCE IN THE CHEMICAL INDUSTRY AND
FOR PARTICIPATION IN AN ONLINE REVIEW WORKSHOP****BACKGROUND**

1. The Technical Secretariat of the OPCW (the Secretariat) wishes to invite Member States to submit nominations for the review of the draft version of the “Indicative Guidelines for Know Your Customer and Customer Due Diligence in the Chemical Industry” (the KYC guidelines).
2. The draft of the KYC guidelines is an outcome of the OPCW Chemical Safety and Security Management Tools Development Programme, aimed at developing useful tools and guidelines to support Member States in chemical safety and security management. In the previous two phases of the Programme, the Secretariat released two guidelines: the “Indicative Guidelines for Chemical Safety and Security in Small and Medium-sized Enterprises to Foster the Peaceful Uses of Chemistry” in 2021, and “Indicative Guidelines for Safe and Secure Transport of Hazardous Chemicals by Road” in 2024.
3. In the current phase, the Secretariat continued to provide platforms for a group of experts to develop indicative guidelines on the topic of Know Your Customer (KYC) and customer due diligence in the chemical industry. In order to prepare the draft version of the KYC guidelines, a series of discussions and two expert group meetings were held. At the first meeting in Colombo, Sri Lanka, in 2024, the experts agreed upon the approach and core structure for the guidelines and developed the zero draft. At the second meeting in Nairobi, Kenya, in 2025, the content of the guidelines was optimised, its sequence was harmonised, and the overall goal, target audience, and reference documents were refined.
4. This call for nominations provides an opportunity for interested Member States to review, through their nominated experts, the draft version of the KYC guidelines, and to share their inputs and best practices in this field. The collected inputs will be reviewed and incorporated into an updated draft of the guidelines, as appropriate, for discussion during an online review workshop scheduled for 15 December 2025.



REVIEW PROCESS

5. The Secretariat will communicate individually with the reviewers selected for this process in order to share the draft version of the KYC guidelines. The reviewers will be given two weeks to review the KYC guidelines, provide substantive comments and suggestions, and share best practices from their Member States regarding KYC and customer due diligence processes in the chemical industry. The review process and the provision of inputs must be conducted in a certain format, which will be detailed in separate communication. The reviewers will then be invited for an online review workshop on 15 December 2025, during which suggested inputs will be discussed further.

NOMINATION REQUIREMENTS

6. For the purpose of reviewing the KYC guidelines, Member States may nominate professionals who:
 - (a) are citizens of OPCW Member States;
 - (b) have a minimum of a first degree (BSc or equivalent) in chemistry, chemical engineering, logistics, administration, law or related disciplines from a recognised university or institution;
 - (c) have professional experience in one of the following areas:
 - (i) chemical sales/purchase in the chemical industry, distributors or wholesalers;
 - (ii) chemical supply chain management/chemical safety and security management;
 - (iii) policymakers or regulators on sales of dangerous goods and chemicals (either for domestic or international markets); or
 - (iv) other relevant fields; and
 - (d) have expertise in KYC and customer due diligence in the context of chemical supply chains.

SELECTION PROCEDURE

7. Applications will be carefully considered in line with the criteria specified in paragraph 6 above. While each Member State may submit up to two nominations, selections will be limited to one reviewer per Member State. Nominations of women candidates are strongly encouraged.

APPLICATION PROCEDURE

8. 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 call.

9. Only applications endorsed by the National Authority or Permanent Representation of the candidate's country to the OCPW will be considered. Applications may be endorsed digitally in the Eventus system.
10. To be considered, during the online registration process candidates must upload a scan of the personal identification pages of their passport as well as an up-to-date curriculum vitae, which must indicate their practical and professional experience. **Only selected candidates will be notified by the Secretariat.**
11. Applications must be submitted to the Secretariat **no later than Thursday, 20 November 2025**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the Secretariat. The contact person is Mr Taeon Kim, Programme Officer (email: taeon.kim@opcw.org).

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