



S/2470/2025
15 December 2025
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

INVITATION TO APPLY TO THE ASSOCIATE PROGRAMME 2026

1. The Technical Secretariat (the Secretariat) wishes to inform OPCW Member States of its intention to hold the OPCW Associate Programme 2026 in The Hague, the Netherlands, and elsewhere, from 28 July to 24 September 2026. The Programme aims to foster a better understanding of the objectives of the Chemical Weapons Convention (the Convention) and to promote the peaceful uses of chemistry, with an emphasis on chemical safety.
2. The objectives of the Associate Programme are to:
 - (a) facilitate national implementation of the Convention with a focus on the chemical industry;
 - (b) promote the peaceful use of chemistry;
 - (c) improve the skills of the participants in the fields of chemical engineering, integrated chemicals management, chemical safety and security, and related areas; and
 - (d) broaden the talent pool for chemical industry-related positions in National Authorities and specialised institutions in Member States, as well as in the Secretariat.
3. The Associate Programme is designed for chemists and chemical engineers, especially from Member States with economies that are either developing or in transition. It has been designed to enhance knowledge of the Convention and develop skills in the fields of chemical engineering, integrated chemicals management, and chemical safety and security within the context of the chemical industry. The Programme for 2026 will accommodate 32 participants.
4. In order to attract highly qualified applicants, the Secretariat requests the assistance of National Authorities in disseminating this invitation to relevant organisations.
5. The provisional programme includes the following components:
 - (a) an induction segment (approximately one week) at OPCW facilities in The Hague aimed at offering an overview of the Convention and the various aspects of the work of the OPCW. This segment also includes lectures on the activities of National Authorities and other relevant Convention stakeholders (such as the European Chemical Industry Council, the European Association of



Chemical Distributors, the European Chemicals Agency, and the World Customs Organization), as well as study visits to the head office of the Dutch Customs Administration in Rotterdam and the Port of Rotterdam. During the induction segment, participants will choose research projects and start working on them in pairs under the supervision of OPCW staff. Participants will also be trained in various safety and security aspects of operational environments at chemical plants;

- (b) a university segment (three weeks) at an internationally recognised university consisting of chemical engineering training that comprises the following: a series of courses in chemical engineering (relevant areas include process operations, mass balancing, risk assessment, and safety management, among others); practical exercises at a pilot plant; training in specific skills needed in the field of industrial management (communication, teamwork, leadership, and problem solving); and the application of the acquired skills and knowledge in a simulated chemical industry environment;
- (c) an intermediate segment (approximately one week) at the OPCW Main Building, including a two-day inspection tabletop exercise and study visits to the OPCW Technology and Training Hub at the OPCW Centre for Chemistry and Technology. Time will also be allotted for working on the research projects selected during the induction segment;
- (d) an industrial segment (three weeks), during which participants will be placed at chemical plants in Member States to gain exposure to modern practices in chemical industries, with a focus on chemical safety; and
- (e) a final segment (approximately one week) at OPCW Headquarters, which will include presentations on the industrial assignments, research projects, and a final review period.

QUALIFICATIONS FOR APPLICANTS

- 6. English will be the language of instruction; it is therefore essential that all participants are able to understand, read, and communicate proficiently in this language, both orally and in writing. Any candidate who is found, upon arrival in The Hague, not to meet this requirement may not be allowed to participate in the Associate Programme.
- 7. The Secretariat invites applications from candidates who have a first degree (BSc or equivalent) in chemistry, or in chemical or process engineering, from a university or other recognised institution of higher education, **and a minimum of five years of relevant work experience** (for example, in the chemical industry or process engineering, governmental institutions, research laboratories, or academia). In addition, a working background with a National Authority or other government agency involved in the implementation of either the Convention or a comparable international regulatory instrument would be an advantage. Those who have work experience in the chemical industry may have an advantage.
- 8. The Secretariat can accept applications only from nationals of OPCW Member States. Applicants will be carefully screened, and only the most suitable will be interviewed. Selections are normally made several weeks after the application deadline.

OTHER CONSIDERATIONS

9. Once candidates have been selected, they may be required to undergo a medical fitness test, which is designed to assess their ability to use chemical protection equipment and to work with hazardous materials. Any health condition that might affect the fitness of a prospective candidate should be declared in the medical history form that successful applicants are required to fill out. Candidates are also required to sign a confidentiality agreement with the OPCW. A copy of this document, along with more information on the details of the arrangements of the Associate Programme, will be made available only to successful candidates.
10. The OPCW will cover the costs of Programme-related travel, accommodation, meals, course fees, and medical and travel insurance for all participants while the Programme is being conducted.

ASSOCIATE PROGRAMME REQUIREMENTS

11. Participants must attend all the activities scheduled for the Programme. Participants are expected to undergo the training at any location as determined and arranged by the OPCW. In addition, participants are required to submit assignments as instructed by the OPCW. Participants who fail to meet these requirements may, at the discretion of the OPCW, be liable for a partial or full refund of allowances and fees.
12. In the event of withdrawal from the Programme at any stage, the Secretariat will notify the relevant Permanent Representations and National Authorities of the withdrawal of the candidate concerned. Candidates may, at the discretion of the OPCW, be liable for a partial or full refund of any associated financial loss incurred as a result of withdrawal.
13. Breaks in the Programme are not permitted, except in cases of force majeure.
14. When making travel arrangements, the Secretariat will seek the most economical options and will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings and is authorised by the Secretariat. In order for the Secretariat to keep costs to a minimum, participants are expected **to arrive no earlier than 27 July 2026 and to depart no later than 25 September 2026.**
15. The agreement of the Secretariat is required for any changes to the arrival and departure dates of the participants. The Secretariat will not cover expenses unrelated to the Associate Programme or that result from changes in travel arrangements it has not authorised. Participants must bear all costs resulting from changes that they make, including cancellations, once the Secretariat has purchased the tickets.
16. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands. Those requiring an entry visa for the Netherlands are advised to contact the nearest diplomatic/consular mission of the Netherlands as soon as they receive an invitation letter from OPCW. Participants who need further assistance may contact the Visa Unit of the Secretariat by telephone (+31 (0)70 416 3777) or by email (visa@opcw.org).
17. Participants are also responsible for obtaining the required visas for the full period of their stay in Europe and other training locations.

APPLICATION PROCEDURE


18. Candidates for the Associate Programme must apply online through Eventus, the OPCW event management system (<https://eventus.opcw.org/>), **no later than 16 February 2026**. Applicants should create an account in Eventus and then register for the Programme. Please note that all questions marked with an asterisk (*) in the online form must be answered. After registering their application on Eventus, applicants should also submit the attachments listed below via email (icb.events@opcw.org):
 - (a) a completed personal history form (see Annex) or an updated curriculum vitae (maximum three pages, including personal information, details on education, complete professional experience, language skills, training, and emergency contact details);
 - (b) a cover letter (one page), highlighting:
 - (i) why the applicant would like to participate in the Programme;
 - (ii) how the applicant would benefit from the Programme; and
 - (iii) how the applicant would disseminate in their country the knowledge and experience they would gain;
 - (c) a letter from the applicant's employer authenticating their employment and permitting them to participate in the Programme in its entirety; and
 - (d) a photocopy of the personal identification pages of the applicant's valid passport.
19. The information provided under each item on the form and the attachments must be accurate and complete. Incomplete or insufficiently detailed applications will not be considered. All attachments **must be submitted by 16 February 2026**.
20. Applications must be endorsed by the respective National Authority electronically before they are considered for review by the Secretariat. The Secretariat will only review endorsed applications. Shortlisted candidates may go through an evaluation process either via phone call or online interviews as part of the final selection process.
21. Applicants who have difficulties submitting the application online, attaching documents via email, or obtaining endorsement of their National Authority via the Eventus system should contact the Secretariat by email (icb.events@opcw.org) **no later than 5 February 2026**.
22. Any queries regarding the Associate Programme may be addressed to Mr Taeon Kim, Programme Officer, or Ms Julia González, Senior Project Assistant, via email (icb.events@opcw.org).

Annex: OPCW Associate Programme 2026: Personal History Form

Annex

OPCW ASSOCIATE PROGRAMME 2026

PERSONAL HISTORY FORM

 <p>ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS</p> <p>OPCW</p> <p>Associate Programme 2026</p> <p>PERSONAL HISTORY FORM</p>		INSTRUCTIONS Please answer each question clearly and completely. Type or print in black ink. Attach a recent photograph.									
		1. Title ¹		2. Last name		3. First name		Middle name		Maiden name (if applicable)	
		Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> DipEng <input type="checkbox"/> Dr <input type="checkbox"/> Prof. <input type="checkbox"/>									
4. Date of birth			5. Place and country of birth			6. Present nationality			7. Gender Male <input type="checkbox"/> Female <input type="checkbox"/>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Day</td> <td style="width: 33%;">Month</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>											
Day	Month	Year									
8. Passport details (please attach a photocopy of your current passport)											
Number		Type		Place of issue		Date of issue			Expiry date		
		Ordinary <input type="checkbox"/>		City:		Day Month Year			Day Month Year		
		Diplomatic <input type="checkbox"/>		Country:							
9. Marital status Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/>											
10a. Permanent address and contact information						10b. Present address and contact information (if different)					
Street:				Number:		Street:				Number:	
Postcode:				City:		Postcode:				City:	
Country:						Country:					
	Country code	City code	Number				Country code	City code	Number		
Telephone number:						Telephone number:					
Fax:						Fax:					
Email address:						Email address:					

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

11a. First language or languages:				
11b. Knowledge of other languages				
Please rate your skill level for each category by circling the appropriate number (1 = low; 5 = excellent).				
	Read	Write	Speak	Understand
English:	1 - 2 - 3 - 4 - 5	1 - 2 - 3 - 4 - 5	1 - 2 - 3 - 4 - 5	1 - 2 - 3 - 4 - 5
Other languages (please specify below):				
	1 - 2 - 3 - 4 - 5	1 - 2 - 3 - 4 - 5	1 - 2 - 3 - 4 - 5	1 - 2 - 3 - 4 - 5
	1 - 2 - 3 - 4 - 5	1 - 2 - 3 - 4 - 5	1 - 2 - 3 - 4 - 5	1 - 2 - 3 - 4 - 5
	1 - 2 - 3 - 4 - 5	1 - 2 - 3 - 4 - 5	1 - 2 - 3 - 4 - 5	1 - 2 - 3 - 4 - 5
12. Education				
Institution name, place, and country	Main course of study	Dates attended		Degrees/academic qualifications
		From	To	
13. Other relevant training courses				
Institution name, place, and country	Main course of study	Dates attended		Degrees/academic qualifications
		From	To	
14. Computer literacy				
Application	Version, if known	Skill level		
		Advanced	Intermediate	Low
Windows		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Professional experience (please list all posts held, beginning with the most recent)				
Exact title of present post (or most recent post, if not currently employed):		From	To	Duration
		month/year	month/year	months/years
Name and address of employer:				
Description of duties:				

Professional experience (continued)			
Exact title of previous post:	From month/year	To month/year	Duration months/years
Name and address of employer:			
Description of duties:			
Professional experience (continued)			
Exact title of previous post:	From month/year	To month/year	Duration months/years
Name and address of employer:			
Description of duties:			
Professional experience (continued)			
Exact title of previous post:	From month/year	To month/year	Duration months/years
Name and address of employer:			
Description of duties:			
16. Chemical industry experience			
Exact title of post:	From month/year	To month/year	Duration months/years
Name and address of employer:			
Description of duties:			

17. Please use this space to provide any additional information relevant to your application

I certify that, to the best of my knowledge, the statements I have made in response to the above questions are true, complete, and correct.

Name: _____

Signature: _____ Date: _____

Please note: You may be requested to supply documentary evidence that supports the statements you have made. However, **please do not send any such evidence until you have been asked to do so by the OPCW**. In any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the OPCW.