

**NOTE BY THE DIRECTOR-GENERAL****AN INVITATION TO MEMBER STATES TO APPLY FOR SUPPORT FOR  
PARTICIPATION IN INTERNATIONAL SEMINARS, SYMPOSIA,  
WORKSHOPS, ETC.**

1. The Secretariat has been mandated (C-I/DEC.74, dated 23 May 1997, subparagraph 4.3.4) to launch a programme to promote:
  - (a) the participation of personnel from States Parties in international seminars, symposia, workshops, etc. of relevance to the implementation of the Convention; and
  - (b) the facilitation of the fullest possible exchange of chemicals, equipment and technical information relating to the development and application of chemistry for purposes not prohibited under the Convention.
2. This programme is to be known as the "Seminars and Symposia Participation Programme". The Director-General now invites States Parties, through their National Authorities, to apply for support under this programme.
3. The support is primarily intended for scientists, engineers and personnel of National Authorities in developing States Parties.
4. The support would normally cover part of the costs of participation in international seminars, workshops, symposia, etc. on subjects related to the implementation of the Convention or to chemistry or chemical technology. Such costs could be travel costs, daily subsistence allowance, participation fees, etc. Only under exceptional circumstances would more than 80% of the estimated costs be covered by the Seminars and Symposia Participation Programme.
5. An application for such support may be submitted at any time. The application should contain:
  - (a) a brief curriculum vitae of the person for whom support is being sought, including information on her or his present post;

- (b) relevant information on the seminar, symposium, etc. in which participation is envisaged, including title, dates and venue, stated objective, approximate number of expected participants, whether it is a periodically occurring event, etc.;
  - (c) cost estimates, including sufficient information on the desired air travel to allow the issuance of a pre-paid ticket (travel costs will normally be supported only at the lowest available special fare rate, and the daily subsistence allowance will not exceed the appropriate UN norm);
  - (d) information on the bank account number to which monetary support should be transferred if granted (this account must be in the name of the National Authority or of the organisation employing the person for whom support is being sought. No transfers to private accounts are possible under any circumstances); and
  - (e) any other information which would facilitate the evaluation of the application by the Secretariat.
6. As a rule, 80% of the approved support will be paid in advance. This may be in the form of either a money transfer or a combination of a money transfer, the issuance of a prepaid airline ticket, and the payment of the participation fee directly to the organisers of the seminar, symposium, etc.
7. The purpose of the programme is to benefit not only the traveller, but also her or his organisation. Upon return, the traveller is expected to present an overview of the seminar or symposium to her or his colleagues.
8. The remaining 20% of the approved support will be paid upon receipt and approval of a travel claim incorporating documentary evidence of the actual costs incurred, as well as of an affidavit confirming that the applicant has made a presentation on the seminar to her or his colleagues at home. The standard form to be used for the travel claim will be faxed or mailed to the traveller by the Secretariat. The standard United Nations travel claim form may also be used.
9. Laboratories, organisations, establishments, etc., seeking support can obtain further information from the International Cooperation and Assistance Division, either directly or through their respective National Authorities. Applications will, however, be accepted only when submitted through the relevant National Authority. Applications should be sent to the Director, International Cooperation and Assistance Division, Technical Secretariat, OPCW, Laan van Meerdervoort 51, NL-2514 AE The Hague, The Netherlands, fax +31-70-360 0944, e-mail **webmaster@opcw.nl**
10. Normally, a response to any such application may be expected within three weeks of it being received by the Secretariat. Any such response will advise of whether an application for support has been approved, as well as of the extent of the support, if any, that will be provided.