

**NOTE BY THE TECHNICAL SECRETARIAT****CONFERENCE-SUPPORT PROGRAMME****Purpose**

1. The purpose of this Note is to inform Member States of the existence of the OPCW Conference-Support Programme, which is managed by the International Cooperation Branch of the International Cooperation and Assistance Division.
2. Under the Conference-Support Programme, the Technical Secretariat (hereinafter “the Secretariat”) supports scientific conferences in the field of chemistry, and provides sponsorship for participants in such conferences, in order to support the implementation of Article XI of the Chemical Weapons Convention (hereinafter “the Convention”). Subparagraph 2(b) of Article XI of the Convention stipulates that States Parties have the right, inter alia, to participate in the fullest possible exchange of scientific and technical information relating to the development and application of chemistry for purposes not prohibited under the Convention.
3. In accordance with the above-mentioned provision, in 1997, the Secretariat established the Seminars and Symposia Participation Programme, details of which were set out in a Note by the Director-General on that subject (C-II/DG.2, dated 17 June 1997). Scientists from developing countries or countries with economies in transition were invited, on an individual basis but through their respective National Authorities, to apply for grants to attend international conferences, seminars, or workshops in fields related to peaceful applications of chemistry. The programme also provided for funding for scientists from leading academic institutions in Member States to enable them to attend, as resource persons, scientific conferences held in developing countries.
4. In 2002, the Secretariat decided to refocus and to consolidate its conference-support activities, in order to ensure that the maximum benefits accrue to a wider group of scientists in developing countries and countries with economies in transition. Consequently, the Seminars and Symposia Participation Programme was renamed and became the Conference-Support Programme. Instead of providing support directly to individuals, under the OPCW Conference-Support Programme, assistance is given to institutions or recognised scientific organisations in Member States with a view to organising conferences, seminars, or meetings on a relevant subject.



5. Since the inception of the programme in 1997, the OPCW has sponsored more than 200 international conferences and workshops and more than 1,900 scientists to attend international conferences throughout the world. The scientific fields supported under the programme have included the following: natural-products chemistry, analytical chemistry, destruction of toxic materials, risk assessment and management with respect to toxic materials, environmental chemistry and toxicology, treatment of intoxications, and topics related to the implementation of the Convention.

Scope

6. Without precluding the possibility of funding for conferences or seminars in other fields of chemistry, the following scientific areas will be considered particularly worthy of support: natural-products chemistry; analytical chemistry, including environmental analysis; chemical and technological aspects of the destruction of toxic materials; risk assessment and management with respect to toxic chemicals; environmental chemistry; nanotechnology (chemistry-based); toxicology; and prophylaxis and treatment of intoxications.

Forms of support

7. Support under the programme may be provided in any of the following forms:
 - (a) travel grants for resource persons, who must be citizens of a State Party, to attend a conference or seminar;
 - (b) travel grants for individuals, who must be citizens of a State Party, to attend a conference or seminar, if the organising committee considers that their contributions (e.g. a paper or a poster) are sufficiently important to warrant such support; or
 - (c) core grants to cover administrative costs, such as the costs of publishing the proceedings of a conference, photocopying, or the costs of translating the proceedings into one of the official languages of the Organisation.

Eligibility

8. The following institutions and organisations are eligible to apply for support under the Conference-Support Programme:
 - (a) institutions or recognised scientific organisations in developing countries or countries with economies in transition (for resource persons and/or participants, or to cover core administrative costs); and
 - (b) institutions or recognised scientific organisations in developed countries (for resource persons and/or participants who are citizens of, and reside in developing countries or countries with economies in transition).

Reporting

9. As a condition of sponsorship, the organising body will provide a report on the conference to the International Cooperation Branch. The organising body may also be requested to provide a slot for presentations to be given by representatives of the Secretariat during the conference.

Applications

10. The OPCW will accept applications for support under the programme only from representatives of a conference/seminar-organising body in an institution or a recognised and registered scientific organisation in a Member State. Application forms (available only in English) can be obtained from the OPCW website (a copy of the form is provided in the Annex to this Note). Applications must be received three months prior to the event, and should be addressed to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Telephone: +31 (0)70 416 3300; fax: + 31 (0)70 416 3279; e-mail: icb@opcw.org.

Annex (English only):

Application for Financial Support from the OPCW to Organise a Scientific Conference Under the OPCW Conference-Support Programme

Annex



**ORGANISATION FOR THE PROHIBITION
OF CHEMICAL WEAPONS**

International Cooperation and Assistance Division

**Application for Financial Support from the OPCW to Organise a Scientific Conference
Under the OPCW Conference-Support Programme**

- (a) Before completing this form, please read the guidelines set out in S/172/2000/Rev.1, dated 25 February 2011) to confirm your eligibility for support under the programme.
- (b) Applications should be received **three months** prior to the conference in order to be considered for OPCW sponsorship.
- (c) All sections of the form (except section 15) must be completed by the conference organiser(s), **not by individual participants**.
- (d) The conference organiser(s) must forward the application form either to the respective National Authority or to the Permanent Representation accredited to the OPCW in The Hague, who must **complete section 15** before sending the form to the OPCW. Please attach a copy of the programme of the conference.

1. Details of the conference	
Title	
Location	
Date (dd/mm/yy)	
2. Details of the organiser(s)	
Name of principal organiser	
Address	
Telephone	
Fax	
E-mail	
Name of co-organiser (if applicable)	
Address	
Telephone	
Fax	
E-mail	
3. Details of bank account of the conference secretariat	
Please use the form provided on page 9 of this document	

9. Relevance of the conference to developing countries/countries with economies in transition	
10. Relevance of the conference to the Chemical Weapons Convention	
11. Financial support requested from the OPCW	
Grant for participant(s)	
Total number of participants expected to attend	
Total number of participants to be sponsored by OPCW	
Sponsorship cost of resource person(s)/participant(s)	EUR/USD
Administrative cost of the conference	EUR/USD
12. Core grant for administrative costs (<i>state currency</i>) <i>Please specify</i>	
13. Total amount of financial assistance sought from the OPCW (<i>state currency</i>)	

14. Declaration

I, _____, _____,
(please print name) *(position)*

On behalf of _____,
(please print name of the agency)

As the organising body* of the conference,

Declare that, to the best of my knowledge, the information contained in this application is true and correct, and if funds to support this meeting are approved, I, the undersigned, undertake to abide by the conditions of the funding assistance specified in the guidelines and in the letter of contract;

Acknowledge that the OPCW Conference-Support Programme is competitive and discretionary, and that the OPCW will not enter into correspondence concerning the applications;

Agree that, should funding assistance be provided, I will ensure that the contribution of the OPCW will be suitably acknowledged in the chairperson's opening/closing remarks and in all related publications (including the proceedings), and that an invitation is extended to a representative from the OPCW to participate and give a presentation; and

Warrant that I am duly authorised to execute this agreement on behalf of the organising body.

Signature: _____ Date: _____

15. For National Authority/Permanent Representation to the OPCW/Embassy use only

* In cases where a number of bodies are involved in the organisation of the conference, the agency that is legally responsible for managing the funds (including the bank account) should sign this application.



**ORGANISATION FOR THE PROHIBITION
OF CHEMICAL WEAPONS**

**BANK ACCOUNT DETAILS
INTERNATIONAL TRANSFER**

Please complete in BLOCK LETTERS with black or blue ink

ID VENDOR (only for OPCW internal use): _____

Person or company name: _____

Address: _____

Postal code: _____ **City:** _____

Country: _____

New bank account details

Change in bank account details

Bank account holder:

(If different from the person/ company name)

Bank name and address:

SWIFT code/BIC code:

(Mandatory)

Bank and branch number (ABA, Sort Code, BLZ):

(Mandatory)

Bank account number:

IBAN number: _____

(Mandatory)

Correspondence bank details (if applicable)

Bank name and address: _____

SWIFT code or BIC code: _____

Bank and branch number (ABA, sort code, BLZ): _____

Bank account number: _____

Date: _____ **Name and signature:** _____

Please note that all relevant fields must be completed.

Please also add stamp

**Brief description of proposed candidate(s) for OPCW sponsorship (maximum of 15 to be considered)
State total amount requested (specify currency):**

First name:	Reasons for selection:	Airfare: _____ Currency: _____
Family name:		
Nationality*: <i>(attach photocopy of relevant page from passport)</i>	Title of presentation at conference:	Daily allowance x no. of days: _____ Currency: _____
City/airport of departure:	Present position*:	Total: _____ Currency: _____

First name:	Reasons for selection:	Airfare: _____ Currency: _____
Family name:		
Nationality*: <i>(attach photocopy of relevant page from passport)</i>	Title of presentation at conference:	Daily allowance x no. of days: _____ Currency: _____
City/airport of departure:	Present position*:	Total: _____ Currency: _____

* *Mandatory*
Please copy this page if necessary

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