



OPCW

Secretariat

International Cooperation and Assistance Division

S/241/2001

14 February 2001

ENGLISH only

**INVITATION TO PARTICIPATE
IN THE OPCW ASSOCIATE PROGRAMME
COURSE 2001**

1. The OPCW Secretariat (hereinafter the “Secretariat”) wishes to inform Member States of its intention to convene the OPCW Associate Programme Course 2001, to be held in The Hague and at other locations in Europe, from 6 August to 12 October 2001. The First OPCW Associate Programme Course in 2000 was greatly appreciated by all those who were able to participate in it, as well as by the partner institutions involved in its implementation, as an inspiring example of how, with limited resources, it was possible to both develop a better understanding of the objectives of the Chemical Weapons Convention and to promote the peaceful use of chemistry, while emphasising chemical safety.
2. The objectives of the OPCW Associate Programme are: (a) to facilitate the industry-related national implementation of the Convention; (b) to enhance national capacities in Member States by offering training in chemistry to personnel from industry, academic institutions, and government; (c) to facilitate trade in chemistry through good practice in the chemical industry; and (d) to broaden the basis of future recruitment for industry-related posts in National Authorities and the Secretariat.
3. This second course will be held for up to 14 participants who will receive an intensive 10-week training course. It targets chemists and chemical engineers, especially from Member States whose economies are either developing or in transition, and has been designed to give them access to the skills and experience required to operate effectively in the context of the modern chemical industry.
4. The Secretariat wishes to request the assistance of National Authorities in disseminating information about the Associate Programme to relevant organisations in their country, in order to attract suitable highly qualified applicants.
5. The course will include the following elements:
 - (a) week 1: induction period at the OPCW headquarters in The Hague;
 - (b) weeks 2 - 4: industrial training at a university in a Member State;

- (c) week 5: period of work at the OPCW headquarters, combined with visits to laboratories, and customs and other facilities;
 - (d) weeks 6 - 8: industrial assignments at chemical plants in Europe, where participants will receive training in various industrial operations, and will also be exposed to the working environment of the chemical industry; and
 - (e) weeks 9 - 10: final period at the OPCW headquarters, which will include a summing-up of the results of the programme, workshops, research activities, and a final review period.
6. As the only language of instruction will be English, all participants **must** have a good working knowledge of that language.
 7. The Secretariat invites applications from candidates who have a first degree (BSc or equivalent) in chemical or process engineering or chemistry from a university or another recognised academic institution. Candidates should normally have completed their first degree requirements more than five years ago, should in the meantime have acquired relevant work experience, for example, from the chemical industry, including process engineering; production and plant operations. In addition, a working background with a National Authority or another government agency involved in the implementation of either the Chemical Weapons Convention or a comparable international regulatory instrument would be an advantage.
 8. The Secretariat can accept applications only from nationals of States Parties to the Chemical Weapons Convention. The applicants will be carefully screened, and only the most suitable will be interviewed. Candidates might be required to undergo a medical fitness test (with particular attention to their suitability for working with potentially hazardous materials and using chemical protection equipment). The successful candidates will be required to accept the terms and conditions for participation in the programme, and also to sign a confidentiality agreement with the OPCW.
 9. The OPCW will cover the costs of course-related travel, accommodation, meals, course fees, and medical and travel insurance for all participants while the course is being conducted.
 10. Applications for the course (using the personal history form annexed to this document) must be received by the Secretariat **not later than 13 April 2001**. The completed form should be sent to the Human Resources Branch, OPCW, Johan de Wittlaan 32, NL-2517 JR The Hague, the Netherlands. The forms may also be submitted either by fax: +31-(0)70- 416 3790, 306 3535, or by e-mail: recruitment@opcw.org. Candidates may submit their applications directly or through the National Authority of their Member State.

11. Additional information about the OPCW Associate Programme, including the terms and conditions for participation in it, may be obtained from either Mr Johan Santesson or Ms Olga Falco, of the International Cooperation and Assistance Division's International Cooperation Branch:

Tel: +31-(0) 70-416 3773, or 416 3218


Fax: +31-(0) 70-306 3535

E-mail: IntCoopBr@opcw.org

Annex: OPCW Associate Programme, course 2001: personal history form

Annex

**OPCW ASSOCIATE PROGRAMME, COURSE 2001
PERSONAL HISTORY FORM**

		ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS OPCW Associate Programme PERSONAL HISTORY FORM			INSTRUCTIONS Please answer each question clearly and completely. <i>Type or print in black ink.</i> Attach a recent photograph							
1. Title (check) Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dip. Eng <input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/>		2. Family name	3. First name	Middle name	Maiden name (if applicable)							
4. Date of birth <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				5. Place & country of birth	6. Present country of citizenship		7. Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	
Day	Month	Year										
8. Passport details (please attach a photocopy of your current passport)												
Number		Type	Place of issue		Date of issue		Date of expiration					
		Ordinary <input type="checkbox"/> Service <input type="checkbox"/> Diplomatic <input type="checkbox"/>	City: Country:		Day Month Year		Day Month Year					
9. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>												
10 a) Permanent address				10 b) Present address (if different)								
Street:		Number:		Street:		Number:						
Zip/area code:		City:		Zip/Area code:		City:						
Country:				Country:								
Tel. no.:				Tel. no.:								
Fax no.:				Fax no.:								
E-mail:				E-mail:								
11. Knowledge of languages Please rate your ability (1 = low to 5 = excellent) by circling the appropriate number		READ	WRITE	SPEAK	UNDERSTAND							
First language(s):												
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):												
		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/training				
Name, place and country	Main course of study	Attended from/to		Degrees/Academic qualifications

13. Training courses (relevant)				
Name, place and country	Main course of study	Attended from/to		Degrees/Academic qualifications

14. Computer skills/software used		Knowledge of software		
		Good	Medium	None
Windows		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 presently in employment)	From	To	Total duration
	Month /Year	Month/Year	Months/Years
Name and address of employer:			
Description of duties:			

Professional experience (continued)			
Exact title of previous post:	From	To	Total duration
	Month/Year	Month/Year	Months/Years
Name and address of employer:			

Description of duties:

Professional experience (*continued*)

Exact title of previous post:	From	To	Total duration
	Month/Year	Month/Year	Months/Years
Name and address of employer:			

Description of duties:

Professional experience (*continued*)

Exact title of previous post:	From	To	Total duration
	Month/Year	Month/Year	Months/Years
Name and address of employer:			

Description of duties:

16. Chemical industry experience

Exact title:	From	To	Total duration
	Month/Year	Month/Year	Months/Years
Name and address of employer:			

Description of duties:

17. Special dietary (food) requirements (if any):

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18. Other requirements:**19. Please state here any additional relevant facts and information related to this 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: _____

N.B. You may be requested to supply documentary evidence which supports the statements you have made.

However, please do not send any documentary 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 Organisation.

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