



OPCW

Secretariat

International Cooperation and Assistance Division

S/287/2002

10 January 2002

ENGLISH only

**INVITATION TO PARTICIPATE
IN THE OPCW ASSOCIATE PROGRAMME
COURSE 2002**

1. The OPCW Secretariat (hereinafter the “Secretariat”) wishes to inform Member States of its intention to convene the OPCW Associate Programme Course 2002, to be held in The Hague and at other locations in Europe, from 29 July to 4 October 2002. The Associate Programme aims to develop a better understanding of the objectives of the Chemical Weapons Convention and, while emphasising chemical safety, to promote the peaceful use of chemistry.
2. The objectives of the OPCW Associate Programme are: (a) to facilitate industry-related national implementation of the Convention; (b) to enhance national capacities in Member States by offering training in chemistry/chemical engineering related areas to personnel from industry, academic institutions, and government; (c) to facilitate trade in these areas through the adoption of good practices 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 third course will be held for 12 participants who will receive intensive 10-week training. The course targets chemists and chemical engineers, especially from Member States whose economies are either developing or in transition. It 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. In order to attract highly qualified applicants, the Secretariat wishes to request the assistance of National Authorities in disseminating information about the Associate Programme to relevant organisations in their country.
5. The course will include the following elements:
 - (a) week 1: induction period at the OPCW headquarters in The Hague;
 - (b) weeks 2 - 4: skills development training at a university in a Member State;
 - (c) week 5: intermediate segment at the OPCW headquarters, combined with visits to specialised institutions relevant to the Convention;

- (d) weeks 6 - 8: industrial attachments at chemical plants in Europe, where participants will receive training in various industrial operations, and where they will also be exposed to the working environment of the chemical industry; and
 - (e) weeks 9 - 10: final segment at the OPCW headquarters, which will include presentations of industrial assignments, research activities, and a final review period.
6. Since English will be the language of instruction, all participants **must** have a good working knowledge of that language, not only in terms of understanding, but also in oral and written skills. Should a candidate, upon arrival, be found not to fulfil this requirement, he/she may not be allowed to continue in the course.
 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 previously and, in the meantime, should have acquired relevant work experience (for example, in the chemical industry, including process engineering; or in production and plant operations). In addition, a working background with a National Authority or another government agency involved in the implementation of either the Convention or a comparable international regulatory instrument would be an advantage.
 8. The Secretariat can accept applications only from nationals of the Member States. 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). 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 15 March 2002**. The completed form should be sent to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. The forms may also be submitted either by fax: +31-(0)70- 306 3535, or by e-mail: IntCoopBr@opcw.org. In the latter case, a faxed copy of the application form should also be sent at the earliest.
 11. Candidates may submit their applications directly, or through the National Authority of their Member State.

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

Tel: +31-(0) 70- 416 3218


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

E-mail: IntCoopBr@opcw.org

Annex: OPCW Associate Programme, Course 2002: Personal History Form

Annex

**OPCW ASSOCIATE PROGRAMME, COURSE 2002
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"> <tr> <td>Day</td> <td>Month</td> <td>Year</td> </tr> <tr> <td> </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"/>		City: Country:			Day	Month	Year	Day	Month	Year				
		Service <input type="checkbox"/>														
		Diplomatic <input type="checkbox"/>														
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
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 (<i>continued</i>)			
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 (<i>continued</i>)			
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):			
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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