



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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**INVITATION TO PARTICIPATE
IN THE OPCW ASSOCIATE PROGRAMME
COURSE 2003**

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States of its intention to hold the OPCW Associate Programme Course 2003 in The Hague and elsewhere in Europe from 28 July to 3 October 2003. The Associate Programme aims to develop a better understanding of the objectives of the Chemical Weapons Convention, and to promote the peaceful use of chemistry, with an emphasis on chemical safety.
2. The objectives of the OPCW Associate Programme are: (a) to facilitate national implementation of the Convention in relation to the chemical industry; (b) to enhance national capacities in Member States by offering training to personnel from industry, academic institutions, and government in chemistry, chemical engineering, and related areas; (c) to facilitate trade in these areas through the adoption of sound practices in the chemical industry; and (d) to broaden the pool of manpower from which the National Authorities and the OPCW can draw in the future.
3. The course is designed for 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. This year, 24 participants will receive 10 weeks of full-time, intensive training.
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 course will comprise the following elements:
 - (a) week 1: induction segment at 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 OPCW headquarters: practical exercises and visits to specialised institutions;



- (d) weeks 6 - 8: industrial attachments at chemical plants in Europe, where participants will receive training in various industrial operations and gain exposure to industry working environments;
 - (e) weeks 9 - 10: final segment at 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** be able to understand, read, and write it proficiently. Any candidate who is found, upon arrival in The Hague, not to meet this requirement 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 chemistry or in chemical or process engineering from a university or another recognised institution of higher learning, and five years' relevant work experience (for example, in the chemical industry, in process engineering, or in plant and production 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 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.
 9. Once candidates have been selected, they may be required to undergo a medical fitness test designed to assess their ability to work with hazardous materials and to use chemical-protection equipment. Any health condition that might affect a prospective participant's fitness for this intensive course should be declared in the Medical History Form that successful applicants will be required to fill out. These candidates will also be required to accept the terms and conditions of participation in the programme, and to sign a confidentiality agreement with the OPCW. Copies of both these documents will be available only to the selected candidates.
 10. 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, as per OPCW rules.
 11. The Personal History Form attached to this document must be used to apply for admission to this course. The information provided for each item in the form must be complete and accurate. Incomplete or sketchy applications cannot be considered. Applications should be sent by post to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands; faxed to +31-(0)70- 306 3535; or e-mailed to IntCoopBr@opcw.org. In the last case, a signed copy of the application form, along with a photocopy of the applicant's passport, must also be faxed as soon as possible. All applications must be received by the Secretariat **no later than 14 March 2003**.
 12. Candidates may submit their applications directly to the OPCW or through the National Authority of their Member State.

13. Additional information about the OPCW Associate Programme may be obtained from Ms Olga Falco, International Cooperation Officer in the International Cooperation Branch:

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

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

E-mail: IntCoopBr@opcw.org

Annex (English only): OPCW Associate Programme, Course 2003: Personal History Form

Annex
OPCW ASSOCIATE PROGRAMME COURSE 2003
PERSONAL HISTORY FORM

		ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS OPCW Associate Programme PERSONAL HISTORY FORM			INSTRUCTIONS Please answer each question clearly and completely. Type or print in black ink. Attach a recent photograph.																																	
1. Title (check) Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dip. Eng ☐ Dr ☐ Prof ☐		2. Last 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 and country of birth	6. Present country of citizenship		7. Gender Male ☐ Female ☐																											
Day	Month	Year																																				
8. Passport details (please attach a photocopy of your current passport) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Number</th> <th style="width: 20%;">Type</th> <th style="width: 20%;">Place of issue</th> <th colspan="3" style="width: 20%;">Date of issue</th> <th colspan="3" style="width: 20%;">Date of expiration</th> </tr> <tr> <td rowspan="3"></td> <td>Ordinary ☐</td> <td rowspan="3">City: Country:</td> <td>Day</td> <td>Month</td> <td>Year</td> <td>Day</td> <td>Month</td> <td>Year</td> </tr> <tr> <td>Service ☐</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Diplomatic ☐</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							Number	Type	Place of issue	Date of issue			Date of expiration				Ordinary ☐	City: Country:	Day	Month	Year	Day	Month	Year	Service ☐							Diplomatic ☐						
Number	Type	Place of issue	Date of issue			Date of expiration																																
	Ordinary ☐	City: Country:	Day	Month	Year	Day	Month	Year																														
	Service ☐																																					
	Diplomatic ☐																																					
9. Marital status: Single ☐ Married ☐ Separated ☐ Widow(er) ☐ Divorced ☐																																						
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.: Please include country and city area code				Tel. no.: Please include country and city area code																																		
Fax no.:				Fax no.:																																		
E-mail:				E-mail:																																		
11. Knowledge of languages: Please rate your skill level for each category by circling the appropriate number (1 = low; 5 = excellent)																																						
	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 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/training				
Institution name, place, and country	Main course of study	Attended from/to		Degrees/academic qualifications

13. Other relevant training courses				
Name, place, and country	Main course of study	Attended from/to		Degrees/academic qualifications

14. Computer software skills				
Application	Version, if known	Skill level		
		Advanced	Intermediate	None
Windows		☐	☐	☐
Microsoft Word		☐	☐	☐
Microsoft Excel		☐	☐	☐
Microsoft PowerPoint		☐	☐	☐

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	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:			

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