



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/387/2003

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NOTE BY THE TECHNICAL SECRETARIAT

INVITATION TO APPLY TO THE OPCW ASSOCIATE PROGRAMME 2004

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States of its intention to hold the OPCW Associate Programme 2004 in The Hague and elsewhere in Europe from 23 July to 1 October 2004. 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 Programme 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. The Programme will accommodate 24 participants.
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 Programme will comprise the following elements:
 - (a) an induction segment at OPCW headquarters in The Hague (approximately 1 week);
 - (b) skills-development training at a university in a Member State (3 weeks);
 - (c) an intermediate segment at OPCW headquarters: practical exercises and visits to specialised institutions (1 week);



- (d) industrial attachments at chemical plants in Europe, where participants will receive training in various industrial operations and gain exposure to industry working environments (3 weeks); and
 - (e) a final segment at OPCW headquarters, which will include presentations of industrial assignments, research activities, and a final review period (2 weeks).
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 Programme.
 7. The Secretariat invites applications from candidates who have a first degree (B.Sc. 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 Programme 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 Programme-related travel, accommodation, meals, course fees, and medical and travel insurance for all participants while the Programme 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 Programme. The information provided under each item in the form must be complete and accurate. Incomplete or sketchy applications, including any that do not contain the one-page statement requested in item 17 of the application form, 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)70 416 3279; 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. All applications, whether sent by post or faxed, must be received by the Secretariat **no later than 1 March 2004**.


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) 70 416 3279
E-mail: IntCoopBr@opcw.org.

Annex (English only):

OPCW Associate Programme 2004: Personal History Form

Annex

		ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS				INSTRUCTIONS Please answer each question clearly and completely. Type or print in black ink. Attach a recent photograph.											
		OPCW Associate Programme PERSONAL HISTORY FORM															
1. Title¹ 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. 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> <th style="width: 33%;">Day</th> <th style="width: 33%;">Month</th> <th style="width: 33%;">Year</th> </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 <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			Expiry date							
		Ordinary <input type="checkbox"/>		City:			Day	Month	Year	Day	Month	Year					
		Service <input type="checkbox"/>		Country:													
		Diplomatic <input type="checkbox"/>															
9. Marital status Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/>																	
10a. Permanent address						10b. Contact address (if different)											
Street:			Number:			Street:			Number:								
Postal code:			City:			Postal code:			City:								
Country:						Country:											
	Country code	City code	Number				Country code	City code	Number								
Telephone number:						Telephone:											
Fax:						Fax:											
E-mail:						E-mail:											
11a. First language or languages																	
11b. Knowledge of other languages Please rate your skill level for each category by circling the appropriate number (1 = low; 5 = excellent)																	
			Read		Write		Speak		Understand								
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								

¹ For this and like items below, please tick the appropriate box.

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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft 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 currently employed):		From Month/year	To Month/year	Duration Months/years
Name and address of employer:				
Description of duties:				
Professional experience (continued)				
Exact title of previous post:		From Month/year	To Month/year	Duration Months/years
Name and address of employer:				
Description of duties:				
Professional experience (continued)				
Exact title of previous post:		From Month/year	To Month/year	Duration Months/years
Name and address of employer:				
Description of duties:				

Professional experience (<i>continued</i>)			
Exact title of previous post:	From Month/year	To Month/year	Duration Months/years
Name and address of employer:			
Description of duties:			
16. Chemical-industry experience			
Exact title:	From Month/year	To Month/year	Duration Months/years
Name and address of employer:			
Description of duties:			
17. The aims of the Associate Programme are indicated in the covering Note. With these aims in mind, please attach a one-page statement on how you would benefit from the course and how you would disseminate in your country the knowledge and experience you would gain.			
18. Special dietary (food) requirements (if any):			
19. Other requirements:			
20. Please use this space to provide any additional information relevant 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 that supports the statements you have made. However, please do not send any such 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 OPCW.			