



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/792/2009

15 September 2009

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO APPLY FOR A COURSE
ON PROMOTING CHEMICAL-SAFETY MANAGEMENT
FOR STATES PARTIES IN AFRICA
WUPPERTAL, GERMANY
16 – 20 NOVEMBER 2009**

Purpose of the course

1. The Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) wishes to inform Member States about a course on promoting chemical-safety management for States Parties in Africa. The course is being organised under the OPCW Programme for Africa, and will be supported jointly by the Government of Germany and by the Secretariat. The course itself will be held from 16 to 20 November 2009 at the Bergische Universität, Wuppertal, Germany.
2. The course is intended for participants with a background in chemistry, in chemical engineering, or in the chemical industry who are currently working at a chemical or manufacturing industrial facility or who, due to their involvement in the implementation of the Chemical Weapons Convention (hereinafter “the Convention”), are called upon to interact with the chemical industry at various levels (for example in relation to formulating, analysing, or implementing chemical-safety policies in their home countries). The course will accommodate up to 10 participants.

Duration of the course

3. The course will be held from 16 to 20 November 2009. Successful candidates should be prepared to travel one or two days before the course begins in order to be able to register and complete pre-course formalities in a timely manner.

Content

4. The course will begin with a briefing on the Convention, particularly those provisions related to how it is implemented in terms of the chemical industry. Subsequently, the focus will shift to discussions on the relevant aspects of chemical technology: production planning and control and hazard and operability studies (HAZOP) (which include how to carry out a quantitative risk assessment, legislation on the control of



5. During the course, participants will be expected to gain the skills they require to implement modern technical-safety practices and to fulfill their responsibilities to develop sustainable safety management related to the chemical industry. Moreover, participants will be encouraged to contribute to the development of a culture of safety in their working environments.

Sponsorship

6. The cost of the course and of accommodation for all participants will be borne by the Secretariat. The Secretariat will also cover the costs of travel, of medical insurance, and of accommodation, and will provide a limited subsistence allowance to cover meals and sundry expenses. Further details regarding accommodation, transport, and other logistical arrangements will be issued to all confirmed participants at a later date.
7. Participants are requested to obtain any necessary visas, including travel visas, before travelling to Germany. As noted above, the Secretariat will cover the costs of visas by reimbursing participants upon production of original receipts. The Secretariat will send information to participants applying for Schengen visas.

Admission requirements

8. Participants should:
 - (a) hold a degree or diploma in chemistry/chemical engineering or have extensive experience of working or dealing with the chemical industry; and
 - (b) be involved in promoting chemical-safety management in African States Parties.

Membership of a chemical industry association would be desirable.

9. All course activities will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the English language, both written and oral.

Selection procedure

10. Applications will be carefully screened on the basis of the criteria specified in paragraph 8 above. Eligible candidates from government, industry, or academia who have work experience in or who interact with the chemical sector in their country are especially encouraged to apply through their National Authority.

Application procedure

11. Applicants (particularly those from African States Parties) are invited to complete the form that is included as an Annex to this Note, making sure in particular to provide all the contact details it requests, in particular an operational e-mail address or fax number. Applicants who do not provide all the supporting documentation requested in section 5 of the application form cannot be considered. The completed form, together with a curriculum vitae and a recommendation from the National Authority or the Permanent Representation of the applicant's country, should be sent to the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Applications may also be submitted by fax to: +31 (0)70 416 3279 or +31 (0)70 306 3084, or by email to: IntCoopBr@opcw.org
12. All applications must be received by the Secretariat **no later than 7 October 2009**. Additional information about the programme may be obtained from Ms Olga Falco, International Cooperation Officer, who can be reached at +31 (0)70 416 3218 and Ms Julia Gonzalez, Project Management Clerk, International Cooperation Branch, who can be reached at +31 (0)70 416 3239.

Annex:

Application Form

Annex

**COURSE ON PROMOTING CHEMICAL SAFETY MANAGEMENT IN AFRICA
WUPPERTAL, GERMANY
16 – 20 NOVEMBER 2009**

APPLICATION FORM

Please submit the completed form, along with a brief curriculum vitae,
by 7 October 2009 to:

The Head, International Cooperation Branch, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: +31 (0)70 416 3279 or +31 (0)70 306 3084; e-mail: IntCoopBr@opcw.org.

Please type or use BLOCK LETTERS.

1. Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.
2. Applicants should attach the documents listed in section 5 below, complete sections 1 to 6, and send the form either to their National Authority or to the Permanent Representation of their country to the OPCW in The Hague, with a request that one of them complete section 7 and/or provide a letter of support.
3. The National Authority or the Permanent Representation should complete section 7 and forward the form to the International Cooperation Branch, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands (at the contact fax numbers and e-mail address provided above). The completed form, together with the nominee's curriculum vitae and the required recommendation, must be received by the Secretariat **no later than 7 October 2009.**

SECTION 1. PERSONAL AND CONTACT DETAILS			
Family name of nominee ¹			
First name(s)			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender ²	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
E-mail address			
Telephone numbers, including country and city codes		Home	
		Work	
		Mobile	
Fax numbers, including country and city codes		Home	
		Work	
SECTION 2. EDUCATION AND TRAINING			
Please list each degree or other qualification you have earned, starting with the most recent.			
1.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
2.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
3.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		

¹ Please give the first and family names exactly as they appear in the nominee's passport.

² For this and all like items, please tick the appropriate box.

SECTION 3. EMPLOYMENT HISTORY

What is your profession?

Please give a brief description of your current work.

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Please list below all posts you have held, starting with the most recent.

1.	Employer		
	Title		
	Dates	From	To
2.	Employer		
	Title		
	Dates	From	To
3.	Employer		
	Title		
	Dates	From	To

SECTION 4. SPONSORSHIP

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Have you received financial or other support from the OPCW within the past three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, please give details.	

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Have you applied for any other support from the OPCW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, please give details.	

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SECTION 5. SUPPORTING DOCUMENTATION

Please attach the following documents to your application:

- (a) a letter of recommendation from your supervisor, which confirms your qualifications in light of paragraph 8 of the Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution at which you are working;
- (b) an updated curriculum vitae;
- (c) a one-page description of your practical experience and state briefly why you are applying for the course, and indicate both what you expect from it and how it would benefit your work, your institution, and your country; and
- (d) a photocopy of the specification pages of your passport.

Applications without full supporting documentation cannot be accepted.

SECTION 6. SIGNATURE OF APPLICANT

Signature: _____ Date: _____

SECTION 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION (HERE BELOW OR BY ATTACHED LETTER)

Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW

_____ Date: _____