



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/789/2009

28 August 2009

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A  
SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND  
CHEMICAL PROCESS SAFETY MANAGEMENT  
FOR STATES PARTIES IN THE SOUTH-EAST AND EAST ASIA REGION  
TOKYO, JAPAN  
11 AND 12 NOVEMBER 2009**

1. On behalf of the Government of Japan and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General is pleased to invite National Authorities, chemical-industry associations, and representatives of small and medium-sized chemical industries in the South-East and East Asia region to submit applications for a regional seminar on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical-process safety management, to be held in Tokyo, Japan, on 11 and 12 November 2009.
2. The seminar is being organised in order to strengthen international-cooperation programmes that focus on chemical-industry outreach and industry-related aspects of implementation of the Convention. This is an inaugural seminar, the aim of which is to support process-safety management for national implementation in different regions. The overall goal is to sensitise States Parties to the new approaches that can be adopted in relation to safety management and to promote safety in the management of chemicals in small and medium-sized enterprises in the chemical sector in Member States whose economies are either developing or are in transition.
3. The seminar is intended for representatives from chemical-industry associations, managers involved in chemical industry safety and in Responsible Care®, and National Authorities and/or governmental representatives responsible for chemical-safety management in South-East and East Asia.
4. The objectives of the seminar include the following:
  - (a) to provide an opportunity for participating States Parties to consider and discuss specific safety-management issues related to chemical processes that have a direct bearing on the effective implementation of the Convention;



- (b) to contribute to the sharing of information and the exchange of experiences on the practical implementation of safety-management programmes;
  - (c) to review best practices in the area of safety management of chemical processes and to generate, through interactions and discussions, recommendations on the structure for future standardised seminars to promote safety-management practices in small and medium-sized enterprises in Member States whose economies are either developing or are in transition; and
  - (d) to foster wider cooperation between States Parties in the South-East and East Asia region on issues related to the chemical industry in order that the objectives of the Convention of promoting the peaceful uses of chemistry can be achieved.
5. The seminar, which is designed to be interactive, will allow ample time for question-and-answer sessions, and will include theoretical and practical components. The seminar will start with an introduction to the Convention and to the OPCW's international-cooperation programmes. References will be made to other relevant international frameworks and agreements (such as the Basel Convention, the Rotterdam Convention, and the SAICM—the “Strategic Approach to International Chemicals Management”). Throughout the seminar, participants will be provided with updated information on current practices and concepts relating to chemical-process safety management. The best practices from the chemical industry will be presented, as will information on preventing risks during chemical production, storage, and transportation. Leading experts in chemical-process safety management will make presentations and facilitate the discussions. The following issues will be raised for discussion:
- (a) the global and national contexts in which the management of chemicals takes place;
  - (b) the theoretical foundations underpinning process-safety management;
  - (c) process-safety management practices: examples from individual companies; and
  - (d) promoting a culture of chemical safety.
6. Seminar participants will be expected to make presentations on current safety-management practices in their respective countries, including both positive examples and challenges relating to the implementation of specific chemical-safety programmes. These presentations should be prepared before arrival at the seminar.
7. The provisional programme for the seminar is included as Annex 1 to this Note.
8. The Technical Secretariat (hereinafter “the Secretariat”) invites each participating State Party from the region to nominate two participants—one government representative who deals with chemical safety and a representative from the chemical industry/a chemical-industry association.

9. The Secretariat expects to be able to sponsor a limited number of participants. The applications from Member States should be forwarded through their respective National Authorities. Each application should specify whether sponsorship is a condition of the nominee's participation. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. The Secretariat will not cover the costs of any accommodation that it has not arranged.
10. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. In order for the Secretariat to keep costs to a minimum, participants are expected to arrive **no earlier than Tuesday, 10 November 2009**, and to depart **no later than Thursday, 12 November 2009**. The Secretariat's agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the seminar or resulting from changes to travel arrangements that it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations once the Secretariat has purchased tickets. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements.
11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the seminar. When applying for an entry visa, they should present the Embassy or Consulate of Japan with a copy of the acceptance letter from the OPCW.
12. The seminar will be conducted entirely in English. All participants are therefore expected to have a good written and oral command of that language.
13. Interested National Authorities are invited to complete the application form that is included as Annex 2 to this Note, making sure to provide all the contact details it requests, in particular an e-mail address or a fax number. The completed form, together with a curriculum vitae and a recommendation from the National Authority of the applicant's country, should either be posted to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, or faxed to +31 (0)70 416 3279 or sent via e-mail at [icb@opcw.org](mailto:icb@opcw.org). All applications must be received by the Secretariat **no later than 25 September 2009**.
14. Additional information about the seminar may be obtained from the International Cooperation Branch in the International Cooperation and Assistance Division of the OPCW. The contact persons for the seminar are Ms Natalia Gordienko, who can be reached at +31 (0)70 416 3260 and Ms Rufaro Kambarami, who can be reached at +31 (0)70 416 3272.

Annexes:

Annex 1: Provisional Programme

Annex 2: Application Form

## Annex 1

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND  
CHEMICAL PROCESS SAFETY MANAGEMENT  
FOR STATES PARTIES IN THE SOUTH-EAST AND EAST ASIA REGION  
TOKYO, JAPAN  
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**PROVISIONAL PROGRAMME**

Time	Activity
<b>Wednesday, 11 November 2009</b>	
08:15 – 09:00	Registration and distribution of background materials
<b>First Session: Introduction to the Seminar</b>	
09:00 – 09:45	Welcome address Keynote speech
09:45 – 10:00	<i>Coffee/tea break</i>
<b>Second Session: Chemicals Management: The Global/National Contexts</b>	
10:00 – 10:10	Overview of the seminar programme and objectives
10:10 – 10:40	Introduction to the Chemical Weapons Convention
10:40 – 11:10	Issues in global chemical management
11:10 – 11:50	Chemicals management in Japan
11:50 – 12:00	Question-and-answer session
12:00 – 13:00	<i>Lunch</i>
<b>Third Session: Safety-Management Issues Related to Chemical Processes</b>	
13:00 – 14:00	Introduction to the concept and history of chemical-process safety management
14:00 – 15:30	Chemical-process safety management: the human factor, process-safety information, emergency planning and response, and security management
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:45	Management of change, incident investigation
16:45 – 17:30	An overview of process-hazard analysis
17:30 – 17:45	Question-and-answer session
17:45 – 18:00	Wrap-up of the day's activities
19:00 – 21:00	Welcome reception by the Ministry of Foreign Affairs of Japan
<b>Thursday, 12 November 2009</b>	
<b>Fourth Session: Process-Safety Management Practices: Examples from Individual Companies</b>	
08:30 – 11:00	Safety management practices in different countries: presentations from the selected participants (10 minutes each), discussion, question-and-answer session
11:00 – 11:30	<i>Coffee/tea break</i>
<b>Fifth Session: Approaches to Promoting a Culture of Safety</b>	
11:30 – 12:45	Brainstorming/discussion in the working groups: identifying best practices and approaches to promoting safety consciousness in small and medium-sized chemical companies
12:45 – 13:30	Reports of the working groups to the plenary on the recommendations on follow-up and future activities, question-and-answer session
<b>Final Session</b>	
13:30 – 14:00	Wrap-up discussion of the seminar; closure

## Annex 2

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND  
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FOR STATES PARTIES IN THE SOUTH-EAST AND EAST ASIA REGION  
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11 AND 12 NOVEMBER 2009**

**APPLICATION FORM**

Please submit the completed form **by 25 September 2009** to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: +31 (0)70 416 3279; e-mail: [icb@opcw.org](mailto:icb@opcw.org).

**Please type or use BLOCK LETTERS.**

1.	Family name of nominee*			
2.	First name(s)			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Areas of expertise (please attach the applicant's c.v. and the title of the planned presentation (including a one-paragraph abstract))			
11.	Employer			
12.	Position			
13.	Contact address (Please do not give a post-office box number)	Street		
		Number	Post code	
		City		
		Country		
14.	E-mail address			
15.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		
16.	Fax numbers, including country and city codes	Home		
		Work		
17.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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

\*\* For this item and item 17 below, please tick the appropriate box.