



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/880/2010

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**NOTE BY THE TECHNICAL SECRETARIAT**

**INVITATION TO APPLY TO THE ASSOCIATE PROGRAMME 2011**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States of its intention to hold the OPCW Associate Programme 2011 in The Hague and elsewhere from 21 July to 23 September 2011. The Programme aims to foster a better understanding of the objectives of the Chemical Weapons Convention (hereinafter “the Convention”) and to promote the peaceful uses of chemistry, with an emphasis on chemical safety.
2. The objectives of the Programme are as follows:
  - (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 talent pool for industry-related positions in the National Authorities, institutions, and economies of the Member States, as well as in the Secretariat.
3. The Programme is designed for chemists and chemical engineers, and especially for applicants 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 for 2011 will accommodate 28 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 one week);
  - (b) skills-development training at a university in a Member State (three weeks);
  - (c) an intermediate segment at OPCW Headquarters, which will include practical exercises and visits to specialised institutions (one week);
  - (d) industrial attachments at modern chemical plants, where participants will receive training in various industrial operations and gain exposure to working environments in the chemical industry (three weeks); and
  - (e) a final segment at OPCW Headquarters, which will include presentations of industrial assignments, research activities, and a final review period (two 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 participate 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 of the OPCW. 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 sign a confidentiality agreement with the OPCW. A copy of this document, along with an information note containing details of the arrangements regarding the Programme, will be made available only to those candidates who have been accepted for participation.
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.

11. It is mandatory for participants to attend all the activities scheduled under the Programme, and participants are expected to undergo the training at any location as determined and allocated by the OPCW. In the event of a withdrawal from the Programme at any stage, the Secretariat shall notify the relevant Permanent Representations and National Authorities of the withdrawal of the candidate. The candidate may, at the discretion of the OPCW, be liable for a partial or full refund of any associated financial loss incurred from the withdrawal.

### **How to apply for a place in the Programme**

12. Candidates for the Programme must use the personal history form annexed hereto to apply for admission. The information provided under each item on the form must be complete and accurate. The form should be accompanied by a photocopy of the applicant's **valid** passport. The candidates must also present a letter of employment and a letter from their employer confirming that the employer supports the application and would grant permission to the candidate to attend the Programme for the entire duration.
13. Incomplete or sketchy applications, including any that do not contain the one-page statement requested in item 17 of the form (in regard to the aims of the course), shall not be considered.
14. Interested National Authorities are requested to endorse the completed application form of their national candidates. Completed forms should be submitted directly to the Secretariat **no later than 5 February 2011**. Forms should be sent to the following address:


Organisation for the Prohibition of Chemical Weapons  
Attn: International Cooperation Branch  
Johan de Wittlaan 32  
2517 JR The Hague  
The Netherlands

15. Advance copies of the application should be faxed to +31 (0)70 416 3279, or e-mailed to [icb@opcw.org](mailto:icb@opcw.org). Any queries regarding the Programme can be addressed to the Head of the International Cooperation Branch, Mr Kumaresh Misra, who can also be reached at [icb@opcw.org](mailto:icb@opcw.org).

Annex (English only):

OPCW Associate Programme 2011: Personal History Form

## Annex

 <b>ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS</b> <b>OPCW</b> <b>Associate Programme</b> <b>PERSONAL HISTORY FORM</b>										<b>INSTRUCTIONS</b> Please answer each question clearly and completely. Type or print in black ink. Attach a recent photograph.							
<b>1. Title<sup>1</sup></b> 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"/>			<b>2. Last name</b>		<b>3. First name</b>		<b>Middle name</b>		<b>Maiden name (if applicable)</b>								
<b>4. Date of birth</b> <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				<b>5. Place and country of birth</b>			<b>6. Present nationality</b>			<b>7. Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/>		
Day	Month	Year															
<b>8. Passport details (please attach a photocopy of your current passport)</b>																	
Number		Type		Place of issue			Date of issue			Expiry date							
		Ordinary <input type="checkbox"/>		City:			Day	Month	Year	Day	Month	Year					
		Diplomatic <input type="checkbox"/>		Country:													
<b>9. Marital status</b> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/>																	
<b>10a. Permanent address and contact information</b>						<b>10b. Present address and contact information (if different)</b>											
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 number:												
Fax:					Fax:												
E-mail address:						E-mail address:											
<b>11a. First language or languages:</b>																	
<b>11b. Knowledge of other languages</b> 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							

<sup>1</sup> For this and like items below, please tick the appropriate box.

<b>12. Education and training</b>				
Institution name, place, and country	Main course of study	Dates attended		Degrees/academic qualifications
		From	To	
<b>13. Other relevant training courses</b>				
Name, place, and country	Main course of study	Dates attended		Degrees/academic qualifications
		From	To	
<b>14. Computer-software skills</b>				
Application	Version, if known	Skill level		
		Advanced	Intermediate	Low
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"/>
<b>15. Professional experience (please list all posts held, beginning with the most recent)</b>				
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:				
<b>Professional experience (continued)</b>				
Exact title of previous post:		From Month/year	To Month/year	Duration Months/years
Name and address of employer:				
Description of duties:				
<b>Professional experience (continued)</b>				
Exact title of previous post:		From Month/year	To Month/year	Duration Months/years
Name and address of employer:				
Description of duties:				

<b>Professional experience (continued)</b>			
Exact title of previous post:	From Month/year	To Month/year	Duration Months/years
Name and address of employer:			
Description of duties:			
<b>16. Chemical-industry experience</b>			
Exact title:	From Month/year	To Month/year	Duration Months/years
Name and address of employer:			
Description of duties:			
<b>17. The aims of the Associate Programme are indicated in the covering Note. With these 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.</b>			
<b>18. Special dietary (food) requirements (if any):</b>			
<b>19. Other requirements:</b>			
<b>20. Please use this space to provide any additional information relevant to your application</b>			
<b>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.</b>			
Name: _____			
Signature: _____ Date: _____			
<b>N.B.</b> You may be requested to supply documentary evidence that supports the statements you have made. <b>However, please do not send any such evidence until you have been asked to do so by the OPCW.</b> 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.			
<b>21. Endorsement by the National Authority</b>			