



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO APPLY FOR A COURSE
ON CHEMICAL-SAFETY MANAGEMENT
FOR STATES PARTIES IN AFRICA
WUPPERTAL, GERMANY
5 – 9 DECEMBER 2011**

Purpose of the course

1. The Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Germany wish 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 5 to 9 December 2011 at the Bergische Universität, Wuppertal (BUW), Germany.
2. The course is intended for participants with a background in chemistry, in chemical engineering, safety 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 15 participants.
3. The course has been designed using the “train-the-trainer” approach for participants who are in a position and ready to share the gained knowledge and expertise in their home country for the full implementation of the Convention.

Duration of the course

4. The course will be held from 5 to 9 December 2011. Successful candidates should be prepared to travel one day before the course begins in order to be able to register and complete pre-course formalities in a timely manner.



Content

5. 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 relevant legislation; risks, both operational and environmental; fire, explosive, and toxic hazards, and hazard assessment. Further discussions will take place on process-control engineering, manipulation of protection devices, and safety management. Finally, the programme will include emergency planning, risk and disaster communication, and risks associated with human factors. The programme of activities will also include practical exercises to be carried out in a laboratory and at the BUW mini-plant, which is being especially built for the course.
6. 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 from a voluntary contribution by the Government of Germany, which will also cover the costs of travel, medical insurance, and accommodation, and will provide a limited subsistence allowance to cover meals and miscellaneous costs. Further details regarding accommodation, airline tickets, and local transport, as well as 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 costs of visas will be reimbursed to participants upon production of original receipts. The BUW 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,
 - (c) be ready to disseminate the gained knowledge and expertise in their home country for the full implementation of the Convention.

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.

Control of success

11. To assure that participants gain a profound understanding of the topics and exercises taught with during the course in a way that they can use and disseminate the methods and techniques learned, a final exam will take place at the end of the course.

Application procedure

12. Applicants from African States Parties are invited to complete the form that is included as Annex 2 to this Note, making sure 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 by e-mail to Professor Uli Barth (barth@uni-wuppertal.de) and Adrian Ridder (ridder@uni-wuppertal.de) at the BUW. Applications may also be submitted by fax to: +49 (0)202 439 3922. Copies 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 by email to: icb@opcw.org.
13. All applications must be received by the University and the Secretariat **no later than 7 October 2011**. Additional information about the programme may be obtained from Professor Uli Barth (or Ms Anne-Kathrin Fiedler, anne.fiedler@uni-wuppertal.de) or Ms Natalia Gordienko, Senior International Cooperation Officer, who can be reached at +31 (0)70 416 3260, Ms Julia Gonzales, or Mr Patrick Haggman, International Cooperation Branch, who can be reached at +31 (0)70 416 3239 or +31 (0)70 416 3274, respectively.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Application Form

Annex 1

**COURSE ON CHEMICAL-SAFETY MANAGEMENT
FOR STATES PARTIES IN AFRICA
WÜPPERTAL, GERMANY
5 – 9 DECEMBER 2011**

PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 5 December 2011</i>	
09:30 – 10:50	Arrival and registration
	Opening address
11:50 – 13:00	Course introduction (BUW)
	Overview of the Chemical Weapons Convention and the OPCW, and their role (OPCW)
13:00 – 14:30	<i>Lunch break</i>
14:30 – 17:00	Legislation
	Risks, operational caused
	Risks, environmental caused
<i>Tuesday, 6 December 2011</i>	
09:00 – 13:10	Fire hazards
	Explosion hazards
	Toxic hazards
	Safety characteristics
	Laboratory exercise
13:10 – 14:30	<i>Lunch break / protection devices and safety equipment exhibition</i>
14:30 – 18:00	Hazard assessment
	Laboratory exercise
<i>Wednesday, 7 December 2011</i>	
09:00 – 13:10	Introduction to process-control engineering
	Laboratory exercise (mini-plant)
13:10 – 14:30	<i>Lunch break / protection devices and safety equipment exhibition</i>
14:30 – 18:00	Laboratory exercise (mini-plant), continued
<i>Thursday, 8 December 2011</i>	
09:00 – 13:10	Manipulation of protection device
	Safety management
13:10 – 14:30	<i>Lunch break / protection devices and safety equipment exhibition</i>
14:30 – 17:30	Operational emergency planning and management
	Local emergency planning and management: fire brigade
<i>Friday, 9 December 2011</i>	
09:30 – 13:00	New risks caused by human factors
	Risk communication
	Disaster communication
13:00 – 13:30	Evaluation test
13:30 – 14:30	<i>Lunch break</i>
14:30 – 16:30	OPCW
	Issue of certificate of participation and final words

Annex 2

**COURSE ON CHEMICAL-SAFETY MANAGEMENT
FOR STATES PARTIES IN AFRICA
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5 – 9 DECEMBER 2011**

APPLICATION FORM

Please submit the completed form, along with a brief curriculum vitae,
by 7 October 2011 to:

Bergische Universität Wuppertal

Professor Uli Barth (barth@uni-wuppertal.de) or Adrian Ridder (ridder@uni-wuppertal.de)

And submit a copy to the International Cooperation Branch, OPCW

Fax: +31 (0)70 416 3279; e-mail: icb@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 number 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 2011**.

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.

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

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.	

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

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: _____