



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/910/2011

14 March 2011

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A  
SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND  
CHEMICAL-SAFETY MANAGEMENT FOR AFRICAN MEMBER STATES  
SOUTH AFRICA  
11 – 13 MAY 2011**

1. On behalf of the European Union (EU) and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General is pleased to invite National Authorities and/or governmental representatives responsible for chemical-safety management, representatives from chemical-industry associations, and managers involved in chemical-industry safety and in Responsible Care® to submit applications for a seminar on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical-safety management, to be held in South Africa, from 11 to 13 May 2011.
2. The seminar is being organised in order to further promote international-cooperation programmes that focus on chemical-industry outreach and industry-related aspects of the implementation of the Convention. The aim of this seminar is to support chemical-safety management in the chemical industry in African Member States. The overall goal is to sensitise States Parties to the new approaches that can be adopted in relation to process-safety management, focusing on small and medium-sized enterprises. By promoting and disseminating standardised and best practices in chemical safety, the workshop will benefit chemical-industry personnel who are involved in safety-management issues, enhance the capacities of National Authorities and chemical industry associations in the African countries, and indirectly benefit the general public as a whole.
3. 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 chemicals 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 of the Africa region;

- (d) to foster wider cooperation between States Parties 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; and
  - (e) to enhance and promote the safe handling of chemicals at the national level.
4. This seminar will allow ample time for question-and-answer sessions, and will include theoretical and practical components. The seminar topics will include an overview of international-cooperation programmes, of the Convention, and of the OPCW. During the seminar, participants will be provided with updated information on, inter alia, current practices and concepts relating to chemical-safety management, the history of the subject, modern safety strategies related to chemicals management, as well as current trends in security management in the chemical industry. The best practices from the chemical industry will also be presented. Leading experts in chemical-safety management will give presentations and facilitate the discussions. To complement the large quantity of theoretical knowledge presented, an optional site visit will take place on the final day as a means to provide the participants with a concrete experience as to how chemical-safety management is handled in South Africa.
5. The following issues will be discussed:
- (a) the global and national contexts in which the management of chemicals takes place;
  - (b) theoretical foundations underpinning chemical-safety management;
  - (c) safety-management practices: examples from individual companies, including a visit to a particular site; and
  - (d) current trends in security management in chemical industries.
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 the participants arrive at the seminar.
7. The provisional programme for the seminar is included as Annex 1 to this Note.
8. The Secretariat has received funds from the EU to sponsor a limited number of participants from the Member States whose economies are either developing or in transition. Member States are welcome to nominate participants for whom sponsorship is not required. The Secretariat strongly encourages applications from qualified female candidates.

9. Applications from Member States should be forwarded through their respective National Authorities. Each application should specify whether sponsorship is a condition of the participation of the nominee. 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 May 2011** and to depart **no later than Friday, 13 May 2011**. The agreement of the Secretariat is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the seminar or that result 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 South Africa 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 requested, 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 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 7 April 2011**.
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 Mr Patrick Häggman, who can be reached at +31 (0)70 416 3274.

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Application Form

## Annex 1

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND  
CHEMICAL-SAFETY MANAGEMENT FOR AFRICAN MEMBER STATES  
SOUTH AFRICA  
11 – 13 MAY 2011**

**PROVISIONAL PROGRAMME**

Time	Activity
<b>Wednesday, 11 May 2011</b>	
08:30 – 09:00	Registration
<b>First Session: Introduction to the Seminar</b>	
09:00 – 09:30	Welcome address and remarks
09:30 – 09:45	<i>Coffee/tea break</i>
<b>Second Session: Chemicals Management: Global and Regional Contexts</b>	
09:45 – 10:00	Overview of the programme for, and objectives of, the seminar
10:00 – 10:40	Introduction to the CWC <sup>1</sup> and to international-cooperation programmes
10:40 – 11:20	Safety and security issues in chemicals management
11:20 – 12:00	Chemicals management in Africa
12:00 – 13:30	<i>Lunch</i>
<b>Third Session: Safety-Management Issues Related to the Chemical Industry</b>	
13:30 – 14:15	Modern safety strategies in the chemical industry
14:15 – 15:30	Chemical-process safety management: Process-safety information, incident investigation, near-incidents, emergency planning and response, management of change
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Safety culture and the human factor
18:00 – 19:30	<i>Reception</i>
<b>Thursday, 12 May 2011</b>	
<b>Fourth Session: Safety-Management Practices</b>	
09:00 – 09:30	Introduction to Responsible Care®
09:30 – 10:30	Safety-management practices: Examples from the chemical industry
10:30 – 11:00	<i>Coffee/tea break</i>
11:30 – 13:00	Safety-management practices: Presentations from participants (up to 10 minutes each)
13:00 – 14:30	<i>Lunch</i>
<b>Fifth Session: The Chemical Industry and Security Management</b>	
14:30 – 16:00	Presentation and discussion on current trends in security management in relation to the chemical industry
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 18:00	Question-and-answer session, discussion and wrap-up
<b>Friday, 13 May 2011</b>	
08:30 – 10:00	Feedback session and closure of the workshop
10:00 – 13:00	Site visit (optional)
Departure of participants	

<sup>1</sup> CWC = Chemical Weapons Convention

## Annex 2

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND  
CHEMICAL-SAFETY MANAGEMENT FOR AFRICAN MEMBER STATES  
SOUTH AFRICA  
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**APPLICATION FORM**

Please submit the completed form **by 7 April 2011** 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 curriculum vitae 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 all like items, please tick the appropriate box.