



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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NOTE BY THE TECHNICAL SECRETARIAT

INVITATION TO APPLY TO THE ASSOCIATE PROGRAMME 2014

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States of its intention to hold the OPCW Associate Programme 2014 in The Hague, the Netherlands, and elsewhere from 31 July to 3 October 2014. 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 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, especially from Member States, the economies of which 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 2014 will accommodate 32 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 the University of Surrey in Guildford, the United Kingdom of Great Britain and Northern Ireland (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 (one week).
6. Since English will be the language of instruction, it is crucial that all participants be able to understand, read, and communicate proficiently in this language, both orally and in written form. 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 a minimum of 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 the OPCW Member States. Applicants will be carefully screened, and only those considered to be 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, which is designed to assess their ability to use chemical-protection equipment and to work with hazardous materials. 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. Participants are expected to undergo the training at any location as determined and allocated by the OPCW.
12. **Withdrawal from the programme:** In the event of a withdrawal at any stage, the Secretariat shall notify the relevant Permanent Representations and National Authorities of the withdrawal of the candidate concerned. 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.
13. **Break in the training:** If for any reason, a participant is not able, during the course of the programme, to attend a particular segment, the Secretariat will make necessary arrangements for his/her return to his/her home country.
14. When making travel arrangements, the Secretariat will seek the most economical options, and 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 30 July 2014** and to **depart no later than 4 October 2014**.
15. The agreement of the Secretariat is required for any changes to the arrival and departure dates of the participants. The Secretariat will not cover expenses unrelated to the programme or that result from changes in travel arrangements it has not authorised. Participants shall bear all costs resulting from changes that they make, including cancellations, once the Secretariat has purchased the tickets.
16. Candidates that have been accepted for participation are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands and to the United Kingdom of Great Britain and Northern Ireland. Those requiring an entry visa for the Netherlands are advised to contact the nearest diplomatic/consular mission of the Netherlands as soon as they receive the invitation letter from OPCW. Participants who need further assistance may contact the Protocol and Visa Branch of the Secretariat by phone at +31 (0)70 416 3777 or by fax at +31 (0)70 306 3890.
17. Candidates are responsible for obtaining the required visas for the full period of their stays in Europe.

How to apply for a place in the programme

18. 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. Candidates must also present a letter authenticating the fact that they are employed, together with a letter from their employer confirming his or her support of the application and willingness to grant permission to the candidate to attend the programme in its entirety.
19. 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.

20. 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 24 January 2014**. 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

21. Advance copies of the application should be faxed to +31 (0)70 416 3279, or e-mailed to icb@opcw.org. Any queries regarding the programme can be addressed to the Head of the International Cooperation Branch, Mr Kumaresh Misra, or to Mr Dawsar Drissi, International Cooperation Officer, who can also be reached at icb@opcw.org.

Annex (English only):

OPCW Associate Programme 2014: Personal History Form

Annex

|  ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS OPCW Associate Programme 2014 PERSONAL HISTORY FORM | | | | | | INSTRUCTIONS | | | | | | | |
|--|--------------|-------------------------------------|--------------------------------------|----------------|--|---------------------|-------------------|--|-------------|--------------------|------------------------------------|--|--|
| 1. Title¹ 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"/> | | | | | | 2. Last name | | 3. First name | | Middle name | Maiden name (if applicable) | | |
| | | | | | | | | | | | | | |
| 4. Date of birth | | | 5. Place and country of birth | | 6. Present nationality | | | 7. Gender Male <input type="checkbox"/> Female <input type="checkbox"/> | | | | | |
| Day | Month | Year | | | | | | | | | | | |
| 8. Passport details (please attach a photocopy of your current passport) | | | | | | | | | | | | | |
| 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: | | | | | | | | | |
| 9. Marital status Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> | | | | | | | | | | | | | |
| 10a. Permanent address and contact information | | | | | 10b. Present address and contact information (if different) | | | | | | | | |
| 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: | | | | | | | | |
| 11a. First language or languages: | | | | | | | | | | | | | |
| 11b. Knowledge of other languages 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 | | | |

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

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

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