



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/1228/2014

16 December 2014

ENGLISH and SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**INVITATION TO APPLY FOR A COURSE  
ON CHEMICAL SAFETY MANAGEMENT FOR MEMBER STATES  
IN THE ASIA AND LATIN AMERICA AND CARIBBEAN REGIONS  
WUPPERTAL, GERMANY  
13 – 17 APRIL 2015**

**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 Member States in the Asia and Latin America and Caribbean regions.
2. The course, which will be supported jointly by the Government of Germany and by the Secretariat, will be held from 13 to 17 April 2015 at the Bergische Universität, Wuppertal (BUW), Germany. The course will accommodate up to 12 participants.
3. The course is intended for participants with a background in chemistry, in chemical 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).
4. The course is 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 countries for the full implementation of the Convention.

**Duration of the course**

5. The course will be held from 13 to 17 April 2015. Successful candidates should be prepared to travel one or two days before the course begins in order to be able to register and complete pre-course formalities in a timely manner.

**Content**

6. Overall, the structure and content of the course were set according to the training needs of the targeted regions. 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 visits to specialised institutions and practical exercises to be carried out in a laboratory and at the BUW's mini-plants, which were especially built for the course. The provisional schedule of the course is attached as Annex 1.

7. During the course, participants will be expected to gain the skills they require to implement modern technical-safety practices and to fulfil 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**

8. 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, transport, and other logistical arrangements will be issued to all confirmed participants at a later date.
9. 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**

10. Participants should:
  - (a) hold a degree or diploma in chemistry/chemical engineering or have extensive experience of working or dealing with the chemical industry;
  - (b) be involved in promoting chemical-safety management in their home countries or other States Parties; and
  - (c) be ready to disseminate the knowledge and expertise gained during the course for the full implementation of the Convention.

Membership of a chemical industry association is desirable.

11. 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**

12. Applications will be carefully screened on the basis of the criteria specified in paragraphs 10 and 11 above. Eligible candidates from government, industry, or academia who have work experience in or who interact with the chemical sector in their countries are especially encouraged to apply through their National Authority.

### **Control of success**

13. To assure that participants gain a profound understanding of the topics and exercises taught 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**

14. Applicants to the course 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 Mr Alexey Leksin ([leksin@uni-wuppertal.de](mailto:leksin@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 by e-mail, to [icb@opcw.org](mailto:icb@opcw.org).
15. All applications must be received by the University and the Secretariat **no later than 15 February 2015**. Additional information about the programme may be obtained from Mr Alexey Leksin, who can be reached at +49 (0)202 439 2065 or at [leskin@uni-wuppertal.de](mailto:leskin@uni-wuppertal.de), or Mr Dawsar Drissi, International Cooperation Officer, who can be reached at +31 (0)70 416 3592 or Ms Julia González, International Cooperation Branch, who can be reached at +31 (0)70 416 3239.

### **Annexes:**

- Annex 1: Provisional Programme  
Annex 2: Application Form

**Annex 1**

**COURSE ON CHEMICAL SAFETY MANAGEMENT FOR MEMBER STATES  
IN THE ASIA AND LATIN AMERICA AND CARIBBEAN REGIONS  
WUPPERTAL, GERMANY  
13 – 17 APRIL 2015**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Monday, 13 April 2015</i></b>	
08:30 – 09:30	Arrival and registration
	Opening address
09:30 – 12:00	Course introduction (BUW)
	Overview of the Chemical Weapons Convention, the role of the OPCW and its portfolio of international cooperation programmes (OPCW)
12:00 – 13:00	<i>Lunch break</i>
13:00 – 18:00	Civil CBRN <sup>1</sup> protection in Germany
	Core regional elements of management of hazardous substances
	Chempark – emergency management
<b><i>Tuesday, 14 April 2015</i></b>	
08:00 – 12:00	HAZOP <sup>2</sup> risk analysis; laboratory exercise in two groups (HAZOP & TNO RISKCURVES)
12:00 – 13:00	<i>Lunch break</i>
13:00 – 17:00	Laboratory exercise in two groups (HAZOP & TNO RISKCURVES)
<b><i>Wednesday, 15 April 2015</i></b>	
08:30 – 12:00	Laboratory exercise in three groups (two mini-plants and safety indicators)
12:00 – 13:00	<i>Lunch break</i>
13:00 – 16:00	Laboratory exercise (mini-plant), continued
16:00 – 19:00	Laboratory exercise (mini-plant), continued
<b><i>Thursday, 16 April 2015</i></b>	
09:00 – 12:30	Manipulation of protection devices
	Safety management excursion: “Axalta”
12:30 – 13:30	<i>Lunch break</i>
13:30 – 17:30	Operational emergency planning and management
	Local emergency planning and management, excursion: Fire brigade Wuppertal
<b><i>Friday, 17 April 2015</i></b>	
08:30 – 12:00	Toxic gas hazards
	Manipulation of safeguards of machines
	Risk communication
12:00 – 13:00	<i>Summary of course/ lunch break</i>
14:30 – 16:30	Evaluation test, results and discussion
	Closing ceremony: issuance of certificates of participation and final Words (BUW-OPCW)

<sup>1</sup> CBRN = chemical, biological, radiological, and nuclear.

<sup>2</sup> HAZOP = hazard and operability studies.

**Annex 2**

**COURSE ON CHEMICAL SAFETY MANAGEMENT FOR MEMBER STATES IN  
THE ASIA AND LATIN AMERICA AND CARIBBEAN REGIONS  
WUPPERTAL, GERMANY  
13 – 17 APRIL 2015**

**APPLICATION FORM**

Please submit the completed form, along with a brief curriculum vitae,  
**by 15 FEBRUARY 2015** to:

Bergische Universität Wuppertal

Alexey Leksin ([leksin@uni-wuppertal.de](mailto:leksin@uni-wuppertal.de))

And submit a copy to the International Cooperation Branch, OPCW

e-mail: [icb@opcw.org](mailto: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 (to the 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 15 February 2015**.

<b>SECTION 1. PERSONAL AND CONTACT DETAILS</b>			
Family name of nominee <sup>1</sup>			
First name(s) <sup>1</sup>			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender <sup>2</sup>	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		
<b>SECTION 2. EDUCATION AND TRAINING</b>			
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		

<sup>1</sup> Please give the first and family names exactly as they appear in the nominee's passport.

<sup>2</sup> 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.			
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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. <div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>		
Have you applied for any other support from the OPCW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If so, please give details. <div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>		

**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 the light of paragraph 11 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 (IN THE SPACE PROVIDED BELOW OR BY ATTACHED LETTER)**

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Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW

\_\_\_\_\_ Date: \_\_\_\_\_