



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1257/2015

13 March 2015

ENGLISH only

NOTE BY THE DIRECTOR–GENERAL

**CALL FOR NOMINATIONS FOR A SEMINAR ON
THE CHEMICAL WEAPONS CONVENTION AND
CHEMICAL SAFETY AND SECURITY MANAGEMENT
FOR MEMBER STATES OF THE OPCW THAT
ARE ALSO MEMBERS OF ASEAN AND SAARC
HANOI, VIET NAM
19 – 21 MAY 2015**

1. On behalf of the Government of the Socialist Republic of Viet Nam 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 and security management, representatives from chemical industry associations, and managers involved in chemical industry safety and security and in Responsible Care® to submit applications for a seminar for Member States of the OPCW that are also members of ASEAN¹ and SAARC² on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical safety and security management, to be held in Hanoi, Viet Nam, from 19 to 21 May 2015.
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 Article XI of the Convention. The aim of this seminar is to support chemical safety and security management in the chemical industry in ASEAN and SAARC countries. The overall goal is to raise the awareness of States Parties about the new approaches that can be adopted in relation to chemical safety and security management, with a particular focus on providing assistance to small and medium-sized enterprises and on promoting regional cooperation. By promoting and disseminating standardised and best practices in chemical safety, the seminar will benefit chemical industry personnel who are involved in safety and security management issues, enhance the capacities of government regulators and chemical industry associations in Member States of the OPCW in ASEAN and SAARC, and indirectly benefit the general public as a whole.

¹ ASEAN = Association of Southeast Asian Nations.

² SAARC = South Asian Association for Regional Cooperation.



3. The objectives of the seminar include the following:
 - (a) to provide an opportunity for participating States Parties to consider and discuss specific chemical safety and security 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 chemical safety and security management programmes;
 - (c) to review best practices in regard to the safety and security management of chemicals and to generate, through interactions and discussions, recommendations on the structure for future regional cooperation to promote these practices in small and medium-sized enterprises in ASEAN and SAARC countries;
 - (d) to foster wider cooperation between States Parties on issues related to the chemical industry in view of achieving the objectives of Article XI of the Convention aimed at promoting the peaceful uses of chemistry; and
 - (e) to enhance and promote the safe and secure 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. Topics will include an overview of international cooperation programmes, the Convention, and the OPCW. During the seminar, participants will be provided with updated information on, inter alia, current practices and concepts relating to the safety and security management of chemical processes, the history of the subject, modern safety strategies, current trends in safety and security management in the chemical industry, chemical site security management, and safety and security culture. The best practices from the chemical industry will also be presented. Leading international and national experts in chemical safety management will give presentations and facilitate the discussions. A provisional programme for the seminar is included as Annex 1 to this Note.
5. The following issues will be discussed:
 - (a) security and protection during transportation, storage, and use of chemicals at plant sites;
 - (b) hardware and software available for chemical safety and security management;
 - (c) best practices of the local chemical industry and/or chemical industry associations;
 - (d) safe and secure handling of chemicals at the regional and international level;
 - (e) chemical process safety and security; and
 - (f) models for risk assessment, safety management, and emergency management of industrial incidents.

6. Seminar participants will be expected to prepare brief presentations on current safety and security management practices based on their experience, including suggestions for improving the safety management culture in their respective countries or in the companies for which they work. This will also facilitate the development of a regional cooperation programme to promote chemical safety and security.
7. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor three participants from each country: one from government (National Authorities or regulatory ministries), one from industry associations, and one from the chemical industry (companies/plants). Applications from Member States should be forwarded through their respective National Authorities. 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.
8. Each application should specify whether sponsorship is a condition of the participation of the nominee. Member States are welcome to nominate participants for whom sponsorship is not required.
9. 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 Monday, 18 May 2015 and to depart no later than Friday, 22 May 2015**. 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.
10. 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 Viet Nam with a copy of the acceptance letter from the OPCW.
11. The seminar will be conducted in English. All participants are therefore expected to have a good written and oral command of this language.
12. Interested National Authorities are invited to complete the nomination 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. Nominations from those who have not as yet participated in an OPCW chemical safety and security management seminar are especially encouraged.

13. The completed form, together with a curriculum vitae and a recommendation from the National Authority of the applicant's country, should be sent 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 to icb@opcw.org. All applications must be received by the Secretariat **no later than 10 April 2015**.
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 OPCW contact persons for the seminar are Ms Rufaro Kambarami or Mr Rohan Perera, who can be reached by telephone at +31 (0)70 416 3272 or by e-mail at icb@opcw.org.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION
AND CHEMICAL SAFETY AND SECURITY MANAGEMENT
FOR MEMBER STATES OF THE OPCW THAT ARE ALSO
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PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 19 May 2015</i>	
08:30 – 09:30	Registration
09:30 – 10:30	Inaugural session and group photograph
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 11:00	Presentation by the Host Country – Viet Nam
11:00 – 12:00	Chemical safety and security – The experience of Viet Nam
12:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Chemical safety and security management: The role of stakeholders Mr Kumaresh Misra, Head of the OPCW International Cooperation Branch (ICB)
15:00 – 16:00	The Integration of safety, security, and sustainability Mr David Moore, AcuTech Consulting Group
<i>Wednesday, 20 May 2015</i>	
08:45 – 09:30	Chemical accidents and preparedness
09:30 – 10:15	Sustainability of the industry through safety and security risk assessments Mr Rohan P. Perera, Senior International Cooperation Officer, ICB
10:15 – 10:45	<i>Coffee/tea break</i>
10:45 – 11:30	Understanding process safety culture and its impact on industry Mr David Moore, AcuTech Consulting Group
11:30 – 12:30	Presentations by participants
12:30 – 14:00	<i>Lunch</i>
14:00 – 17:00	Discussion on specific proposals/curricula/plans to promote chemical safety and security in the region
17:00 – 17:30	Group discussion
<i>Thursday, 21 May 2015</i>	
09:00 – 12:00	Group discussion
12:00 – 13:00	<i>Lunch</i>
13:00 – 16:30	Group discussion and final report
16:30 – 17:30	Closing ceremony

Annex 2

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION
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NOMINATION FORM

Please submit the completed form by **10 April 2015** to:
The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
E-mail: 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.	Date of expiry	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	Postcode	
		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.