



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/1275/2015

13 May 2015

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**INVITATION TO APPLY FOR A COURSE ON CHEMICAL-SAFETY MANAGEMENT  
FOR STATES PARTIES IN AFRICA  
WUPPERTAL, GERMANY  
12 – 16 OCTOBER 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 Africa.
2. The course, which will be supported jointly by the Government of Germany and by the Secretariat, will be held from 12 to 16 October 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 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**

5. The course will be held from 12 to 16 October 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. The structure and the content of the course are tailored to meet the training needs of the targeted region. 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. Thereafter, the focus will shift to relevant areas related to chemical safety including risks (both operational and environmental), fire, explosive, and toxic hazards; and study of methods for risk analysis. The course will also address safety-related legislation. Further discussions will take place on process-control engineering, manipulation of protection devices, and safety management. The programme will also include emergency planning, risk and disaster communication, and risks associated with human factors. The programme of activities will include practical exercises to be carried out in a laboratory at the BUW mini-plant, which has been especially built for the course. In addition, study visits to a chemical plant and to the fire brigade of the city of Wuppertal are scheduled as part of the training curriculum.

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 for all participants will be borne from a voluntary contribution by the Government of Germany, which will also cover the costs of travel and accommodation, and will provide a limited subsistence allowance to cover meals and miscellaneous costs. The OPCW will provide the participants with medical insurance. 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. 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 African 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 would be 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 paragraph 10 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

13. To ensure 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 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 Mr Alexey Leksin (leksin@uni-wuppertal.de) at the BUW, with a copy to the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, (icb@opcw.org).
15. All applications must be received by the University and the Secretariat **no later than 26 June 2015**. Additional information about the programme may be obtained from Mr Alexey Leksin, who can be reached at +49 202 439 2065, leksin@uni-wuppertal.de, or Mr Dawsar Drissi, International Cooperation Officer, OPCW, who can be reached at +31 (0)70 416 3592, icb@opcw.org.

### Annexes:

- Annex 1: Provisional Programme  
Annex 2: Application Form

**Annex 1**

**COURSE ON CHEMICAL-SAFETY MANAGEMENT  
FOR STATES PARTIES IN AFRICA  
WUPPERTAL, GERMANY  
12 – 16 OCTOBER 2015**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Monday, 12 October 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 and the OPCW, and their role (OPCW)
12:00 – 13:00	<i>Lunch break</i>
13:00 – 18:00	Civil CBRN protection in Germany
	Explosion hazards
	Risk assessment and human factors
<b><i>Tuesday, 13 October 2015</i></b>	
08:00 – 12:00	HAZOP <sup>1</sup> risk analysis
12:00 – 13:00	<i>Lunch break</i>
13:00 – 17:00	Laboratory exercise in 3 groups (HAZOP; TNO EFFECTS & RISKCURVES; mini-plants and safety indicators)
17:00 – 18:00	Live explosion & discussion
<b><i>Wednesday, 14 October 2015</i></b>	
08:30 – 12:00	Laboratory exercise in 3 groups (HAZOP; TNO EFFECTS & RISKCURVES; mini-plants and safety indicators)
12:00 – 13:00	<i>Lunch break</i>
13:00 – 18:00	Laboratory exercise in 3 groups (HAZOP; TNO EFFECTS & RISKCURVES; mini-plants and safety indicators)
<b><i>Thursday, 15 October 2015</i></b>	
09:00 – 12:30	Handling 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: Wuppertal fire brigade
<b><i>Friday, 16 October 2015</i></b>	
08:30 – 12:00	Toxic gas hazards
	Risk communication
	Risk assessment
12:00 – 13:00	<i>Summary of course/Lunch break</i>
14:30 – 16:30	Test, evaluation (OPCW)
	Issue of certificate of participation and final words (BUW)

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HAZOP = hazard and operability studies.

**Annex 2**

**COURSE ON CHEMICAL-SAFETY MANAGEMENT  
FOR STATES PARTIES IN AFRICA  
WUPPERTAL, GERMANY  
12 – 16 OCTOBER 2015**

**APPLICATION FORM**

Please submit the completed form, along with a brief curriculum vitae,  
**by 26 June 2015** to:

Bergische Universität Wuppertal

Alexey Leksin (leksin@uni-wuppertal.de)

And submit a copy to the International Cooperation Branch, OPCW

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, (at 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 26 June 2015**.

<b>SECTION 1. PERSONAL AND CONTACT DETAILS</b>				
1.	Family name of nominee <sup>1</sup>			
2.	First name(s) <sup>1</sup>			
3.	Work address			
4.	Home address			
5.	Date of Birth	Day	Month	Year
6.	Citizenship			
7.	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
8.	Passport number			
9.	Date of issue	Day	Month	Year
10.	Expiry date	Day	Month	Year
11.	Place of issue			
12.	E-mail address			
13.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		
14.	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.				
15.	Name and location of institution			
16.	Main field(s) of study			
17.	Dates attended	From	To	
18.	Degree or qualification earned			
19.	Name and location of institution			
20.	Main field(s) of study			
21.	Dates attended	From	To	
22.	Degree or qualification earned			
23.	Name and location of institution			
24.	Main field(s) of study			
25.	Dates attended	From	To	
26.	Degree or qualification earned			

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<sup>1</sup>

Please give the first and family names exactly as they appear in the nominee's passport.

SECTION 3. EMPLOYMENT HISTORY			
27.	What is your profession?		
28.	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.			
29.	Employer		
30.	Title		
31.	Dates	From	To
32.	Employer		
33.	Title		
34.	Dates	From	To
35.	Employer		
36.	Title		
37.	Dates	From	To
SECTION 4. SPONSORSHIP			
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38.	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:	
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39.	Have you applied for any other support from the OPCW?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
		If so, please give details:	
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Please attach the following documents to your application:

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|-----|---|
| (a) | a letter of recommendation from your supervisor, which confirms your qualifications in light of paragraph 10 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.

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

[illegible]

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