

**NOTE BY THE TECHNICAL SECRETARIAT****NEEDS ASSESSMENT AND COMPILATION OF TOOLS, GUIDANCE, AND
BEST PRACTICES ON CHEMICAL SAFETY AND SECURITY MANAGEMENT**

1. At its Sixteenth Session, the Conference of the States Parties (hereinafter “the Conference”) adopted decision C-16/DEC.10 (dated 1 December 2011) on the components of an agreed framework for the full implementation of Article XI of the Chemical Weapons Convention. In accordance with operative paragraph 2 of that decision, States Parties and the Technical Secretariat (hereinafter “the Secretariat”) should “conduct, based on input from National Authorities and relevant stakeholders, a needs assessment on tools and guidance that would be helpful for promoting chemical safety and security.” The Conference further recommended that States Parties and the Secretariat “organise workshops and training courses involving relevant governmental institutions, National Authorities, chemical industry and academic representatives, to promote the exchange of best practices, including on the improvement of chemical plant safety and safe transportation of toxic chemicals.”
2. Since 2009, the Secretariat has organised events and training to promote chemical safety and security management, with more than 1,300 participants from 130 States Parties benefiting from such programmes. Participants have been provided with updated knowledge on, inter alia, current practices, modern safety strategies, chemical site security management, and process safety culture. Participants have also shared best practices in the chemical industry with regard to chemical safety and security. The Secretariat’s role in this area was recognised by the Third Review Conference,¹ which “[e]ncouraged the States Parties and the Secretariat to promote the OPCW’s role as a platform for voluntary consultation and cooperation among States Parties in the areas of chemical safety and security, including through the exchanges of information and best practices” (paragraph 9.131(k) of RC-3/3*, dated 19 April 2013).
3. In order to follow up on Conference decision C-16/DEC.10 and to systematically gather and make available the knowledge and practices shared by State Parties at OPCW training courses, the Secretariat invites States Parties, on a voluntary basis, to inform it of their specific needs in chemical safety and security management, as well as to provide information on their respective countries’ existing tools, guidance, and best practices in this area, including those related to the chemical industry and

¹ Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention.



laboratories. States Parties may refer to the information form annexed to this Note for the specific details on such submissions. Bearing in mind that States Parties may have numerous tools, guidelines, or best practices in place, multiple forms may be submitted, with each individual form reporting on one tool, guideline, or best practice.

4. The Secretariat will compile the responses received and report back to the States Parties. The Secretariat will then organise a workshop intended to facilitate discussion on the needs assessment called for in C-16/DEC.10 and on the further dissemination of relevant best practices. The compilation of best practices may also be used as a reference at future chemical safety and security management training sessions and courses organised by the OPCW in collaboration with the States Parties, and to further inform the Secretariat's work in this area.
5. The completed form(s) should be submitted to the Secretariat via the respective State Party's National Authority or Permanent Representation to the OPCW, **no later than Friday, 22 April 2016**. Submissions should be addressed to the Head, International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Submission may also be sent by email to **icb@opcw.org** with the words "Needs Assessment and Best Practices" indicated in the subject line.
6. Queries on completing the form(s) may be addressed to Mrs Halimatussaadiah Mat Som, International Cooperation Officer, who can be reached by telephone at +31 (0)70 416 3260 or by email at halimatus.matsom@opcw.org.
7. The Secretariat would be most grateful to the States Parties for their attention to this matter and collaboration in this exercise.

Annex: Information Form

Annex**NEEDS ASSESSMENT AND COMPILATION OF TOOLS, GUIDANCE, AND
BEST PRACTICES ON CHEMICAL SAFETY AND SECURITY MANAGEMENT****INFORMATION FORM**

Please submit the completed form **no later than Friday, 22 April 2016** to:

The Head, International Cooperation Branch
International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Email: icb@opcw.org

Please type or use BLOCK LETTERS.

SECTION 1. NEEDS ASSESSMENT		
1.	State Party	
2.	Needs in the area of chemical safety and security management	
3.	What is available to meet the needs?	

4.	What is lacking or requires enhancement in order to meet the needs?	
5.	What actions are required?	

SECTION 2. BEST PRACTICES INITIATIVE*		
6.	Tools, guidance, or best practices in the area of chemical safety and security management (including those related to chemical industry and laboratories)	
7.	Description of tools, guidance, or best practices	
8.	Implementation status of tools, guidance, or best practices (if applicable)	

*

State Parties wishing to submit multiple tools, guidance, or best practices may submit multiple forms, with each individual form reporting on one tool, kind of guidance, or best practice.

9.	Additional comments	
10.	Web link to the tools, guidance, or best practices (copies should be attached, if available)	
SECTION 3. ENDORSEMENT FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION TO THE OPCW		
Signature, with seal or stamp, of an authorised representative of the National Authority or Permanent Representation to the OPCW _____		Date: _____