



NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR A SEMINAR ON THE CHEMICAL WEAPONS
CONVENTION AND CHEMICAL SAFETY AND SECURITY MANAGEMENT
FOR AFRICAN MEMBER STATES OF THE OPCW
NAIROBI, KENYA
5 – 7 SEPTEMBER 2016**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Kenya, the Director-General is pleased to invite governmental representatives responsible for chemical safety and chemical 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 on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical safety and security management for Member States of the OPCW in the Africa region, to be held in Nairobi, Kenya, from 5 to 7 September 2016.
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 African Member States. The overall goal is to raise awareness in 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. 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, and enhance the capacities of National Authorities and chemical industry associations in African Member States of the OPCW.
3. The objectives of the seminar are to:
 - (a) 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) contribute to the sharing of information and the exchange of experiences on the practical implementation of chemical safety and security management programmes;



- (c) review best practices with regard to the safety and security management of chemicals and to generate, through interactions and discussions, recommendations on the structure of future standardised seminars to promote these practices in small and medium-sized enterprises in African Member States;
 - (d) foster wider cooperation between States Parties in the regions on issues related to the chemical industry in order that the objectives of Article XI of the Convention of promoting the peaceful uses of chemistry can be achieved; and
 - (e) enhance the safe handling of chemicals at the national level.
4. In addition to lectures and presentations, this seminar will allow ample time for question and answer sessions, and will include theoretical and practical components. The seminar 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, and chemical site security management and safety and security culture. The best practices from the chemical industry will also be presented. Leading experts in chemical safety management will give presentations and facilitate the discussions.
5. The seminar is expected to foster in-depth discussions on the following issues:
 - (a) the global and regional contexts in which the management of chemicals takes place;
 - (b) the theoretical foundations underpinning chemical safety and security management;
 - (c) safety and security management practices, with examples from individual companies; and
 - (d) the importance of promoting a strong organisational culture in the effective management of chemical safety and security.
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 organisations in which they work.
7. The Technical Secretariat (hereinafter “the Secretariat”) will be able to sponsor a limited number of participants. 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. A letter with the detailed programme will be sent to all sponsored/registered participants.
8. Applications from Member States should be forwarded through their respective National Authorities. 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. The Secretariat strongly encourages applications from qualified female candidates.

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 are required to arrive **no earlier than Sunday, 4 September 2016** and to depart **no later than Thursday, 8 September 2016**. 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 have not been 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 Kenya 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 the English language.
12. Interested parties are invited to complete the nomination form that is included as an annex to this Note, making sure to provide all the contact details requested, in particular an email address. Nominations from persons who have not yet participated in an OPCW chemical safety and security management seminar are especially encouraged. **Only selected candidates will be notified by the Secretariat.**
13. The completed form, together with curriculum vitae and a photocopy of the personal identification page of the applicant's passport, as well as a recommendation from the National Authority of the applicant's country, should be posted to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands, or sent via email attachment to icb@opcw.org. All applications must be received by the Secretariat **no later than 15 July 2016**. **Incomplete or improperly filled-out applications will not be considered.**
14. Additional information about the seminar may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the OPCW. The OPCW contact persons for the seminar are Mr Rohan Perera, Senior International Cooperation Officer, who can be reached by telephone at +31 (0)70 416 3615, and Mrs Julia González Rodríguez, who can be reached by telephone at +31 (0)70 416 3239 or by email: icb@opcw.org.

Annex: Nomination Form

Annex

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION
AND CHEMICAL SAFETY AND SECURITY MANAGEMENT
FOR AFRICAN MEMBER STATES OF THE OPCW
NAIROBI, KENYA
5 – 7 SEPTEMBER 2016**

NOMINATION FORM

Please submit the completed form by **15 July 2016** to:
The Head, International Cooperation Branch, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Email: icb@opcw.org

Please type or use BLOCK LETTERS

Family name of nominee*			
First name(s)*			
Date of birth	Day	Month	Year
Citizenship			
Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Date of expiry	Day	Month	Year
Place of issue			
Areas of expertise (Please attach the applicant's curriculum vitae and the title of the planned presentation)			
Employer			
Position			
Contact address (Please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		

* 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.

