



NOTE BY THE DIRECTOR-GENERAL

**INVITATION TO APPLY FOR THE SEOUL WORKSHOP
ON THE PEACEFUL DEVELOPMENT AND USE OF CHEMISTRY
FOR MEMBER STATES OF THE OPCW IN THE ASIAN REGION
SEOUL, REPUBLIC OF KOREA
2 – 4 NOVEMBER 2016**

1. On behalf of the Government of the Republic of Korea and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General is pleased to invite governmental representatives responsible for chemical safety and security management, representatives from chemical industry associations, and managers involved in chemical industry safety and security to submit applications for a workshop for Member States of the OPCW in the Asian region on the peaceful development and use of chemistry, to be held in Seoul, the Republic of Korea, from 2 to 4 November 2016.
2. The workshop 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 Chemical Weapons Convention (hereinafter “the Convention”). The aim of this workshop is to enhance communication among the relevant stakeholders in the region, with a particular focus on small and medium-sized enterprises (SMEs) and industry associations working with SMEs. The overall goal is to promote the use of chemistry related to the Convention and to enhance the national capacities in the regional development, based on experiences of chemical technology and industrial development of the Republic of Korea. By promoting and disseminating standardised and best practices in chemical safety, the workshop will benefit chemical-industry personnel who are involved in safety-and-security management issues, enhance the capacities of National Authorities and chemical-industry associations in Asian Member States, and indirectly benefit the general public as a whole.
3. The objectives of the workshop 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 regarding practical 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 standardised workshops to promote these practices in SMEs in Asian countries;
 - (d) to foster wider cooperation between States Parties 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) to enhance and promote the safe and secure handling of chemicals at the national level.
4. This workshop will allow ample time for question-and-answer sessions, and will include theoretical and practical components. The workshop topics will include an overview of international cooperation programmes, of the Convention, and of the OPCW. During the workshop, participants will be provided with updated information on, inter alia, current practices and concepts relating to the management of chemical processes, modern safety strategies, current trends in safety-and-security management in the chemical industry, chemical site security management, and safety and security culture. Leading experts in chemical-safety management will give presentations and facilitate the discussions. To complement the considerable amount of theoretical knowledge that will be presented, an optional site visit will take place on the final day as a means of providing the participants with concrete experience as to how chemical-safety-and-security management is handled in the Republic of Korea.
5. The following issues will be discussed:
- (a) the global and regional contexts in which the sound management of chemicals takes place;
 - (b) the theoretical foundations underpinning chemical safety-and-security management and risk assessment;
 - (c) safety-and-security management practices: examples from individual companies; and
 - (d) the importance of promoting a strong organisational culture in the effective management of chemical industry.
6. Workshop participants will be expected to prepare brief presentations on current safety-and-security management practices based on their experience, including suggestions and concerns for improving the safety-management culture in their respective countries or in the companies for which they work.
7. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor a limited number of participants. Nominations from Member States’ regulatory and promotional agencies for chemicals management, chemical industry associations, and SMEs 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. A letter with the detailed programme and information on the venue will be sent to all the 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. Only selected candidates will be notified by the Secretariat (before 30 September 2016).
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 Tuesday, 1 November 2016** and to depart **no later than Saturday, 5 October 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 workshop 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 workshop. When applying for an entry visa, they should present the Embassy or Consulate of the Republic of Korea with a copy of the acceptance letter from the OPCW.
11. The workshop will be conducted entirely in English; all participants are therefore expected to have a good written and oral command of the 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 phone number. The completed form, together with a curriculum vitae, a one-page abstract of your presentation, and a recommendation from the National Authority of the nominee's country, should be posted to the Head, International Cooperation Branch, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, or sent via e-mail at icb@opcw.org. All applications must be received by the Secretariat **no later than 19 September 2016**. Incomplete or improperly filled-out applications will not be considered.
13. Additional information about the workshop may be obtained from the International Cooperation Branch in the International Cooperation and Assistance Division of the OPCW. The OPCW contact persons for the workshop are Mr Rohan Perera, Senior International Cooperation Officer, International Cooperation Branch, who can be reached by email at icb@opcw.org or by telephone at +31 (0)70 416 3615.

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**SEOUL WORKSHOP ON THE PEACEFUL DEVELOPMENT AND USE OF
CHEMISTRY FOR MEMBER STATES OF THE OPCW IN THE ASIAN REGION
SEOUL, REPUBLIC OF KOREA
2 – 4 NOVEMBER 2016**

PROVISIONAL PROGRAMME

Time	Activity
<i>Wednesday, 2 November 2016</i>	
08:30 – 09:15	Registration
09:15 – 09:45	Welcome address
09:45 – 10:00	<i>Coffee/tea break</i>
First session: Introduction to the chemical industry of the Republic of Korea and to the Chemical Weapons Convention	
10:00 – 11:00	Growth and development of the chemical industry in the Republic of Korea
11:00 – 11:30	The Convention and peaceful use of chemistry in the Republic of Korea
11:30 – 12:00	Prospect and challenges – the chemical industry in the Asian region
12:00 – 14:00	<i>Lunch</i>
Second session: Chemical-safety-and-security management issues in the Asian region	
14:00 – 14:30	Presentation by International Cooperation Branch, OPCW
14:30 – 15:30	Layer of protection analysis for chemical industries to prevent chemical accidents
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Round-table discussion on safety and security issues in chemical industry in the region: interventions by participants (3 to 5 minutes each)
18:00 – 20:00	Welcome dinner
<i>Thursday, 3 November 2016</i>	
Third session: Introduction to the system of chemical safety management of the Republic of Korea	
09:00 – 10:00	The chemical safety management system in the Republic of Korea
10:00 – 10:45	Best practices – Examples from selected chemical industries in the Republic of Korea
10:45 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:00	Chemical risk prioritisation for chemical industries
12:00 – 14:00	<i>Lunch</i>
Fourth session: Chemical-safety-and-security management issues and best practices	
14:00 – 15:00	Responsible Care® activities in small and medium-sized enterprises
15:00 – 16:00	Chemical security threats and mitigation strategies
16:00 – 16:30	<i>Coffee/tea break</i>
Final session	
16:30 – 18:00	Wrap-up discussion and closure
<i>Friday, 4 November 2016</i>	
09:00 – 18:00	Site visit to local chemical industry with presentation on chemical-safety-and-security management at the plant site

Annex 2

**SEOUL WORKSHOP ON THE PEACEFUL DEVELOPMENT AND USE OF
CHEMISTRY FOR MEMBER STATES OF THE OPCW IN THE ASIAN REGION
SEOUL, REPUBLIC OF KOREA
2 – 4 NOVEMBER 2016**

NOMINATION FORM

Please submit the completed form by **19 September 2016** to:
The Head, International Cooperation Branch, 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.	Expiry date	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-page abstract))			
11.	Employer			
12.	Position			
13.	Contact address (please do not give a post office box number)	Street		
		Number	Post code	
		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"/>	

- - - 0 - - -

* 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.