



NOTE BY THE TECHNICAL SECRETARIAT

**COURSE FOR MEMBER STATES IN THE LATIN AMERICA
AND THE CARIBBEAN REGION ON CHEMICAL SAFETY
AND SECURITY MANAGEMENT IN LABORATORIES
BUENOS AIRES, ARGENTINA
24 – 28 APRIL 2017**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) wishes to invite applications from representatives of chemistry laboratories in Member States in the Latin America and the Caribbean region to attend a course aimed at promoting chemical safety and security in laboratories.
2. The course will be organised by the National Authority of Argentina with the support of the OPCW, and is intended for the personnel working on the application of occupational safety measures in chemical, biochemical, microbiological and other relevant laboratories (engaging the use of chemicals) to provide them with knowledge about safety and security aspects. The course will be held from 24 to 28 April 2017 at the Instituto Nacional de Tecnología Industrial (INTI) in Buenos Aires, Argentina.
3. Overall, the structure and content of the course have been adjusted according to the training needs of the region. The course will focus on the following modules, including theoretical lectures and practical/demonstration sessions:
 - (a) introduction to chemical safety and security;
 - (b) chemical safety in laboratories;
 - (c) environmental pollution and occupational toxicology;
 - (d) handling and storage of chemicals;
 - (e) health and safety in the use of chemicals;
 - (f) hazardous waste management;
 - (g) safety devices and personal protection;
 - (h) laboratory emergencies;



- (i) GHS¹ and safety management systems;
 - (j) design and construction of laboratories; and
 - (k) OPCW work in building capacity for ensuring chemical safety and security and preventing the re-emergence of chemical weapons.
4. To assure 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.
 5. All course activities will be conducted in Spanish.
 6. The course will accommodate a maximum of 20 participants from Member States in the Latin America and the Caribbean region. The Secretariat will select participants and notify the successful candidates, who will then receive an official invitation from the Secretariat. The course can also accommodate an additional number of approximately five self-sponsored participants, for whom tuition, as well as coffee breaks and lunches, will be provided free of charge.
 7. For all participants, the Secretariat will cover the costs of international travel, medical insurance, and visas, and will provide a terminal allowance, as well as a daily allowance to cover meals and incidental expenses, in accordance with OPCW rules. When making international travel arrangements, the Secretariat will seek the most economical options. It will purchase tickets and send either the tickets themselves or prepaid-ticket advice to participants. The Secretariat will not cover expenses unrelated to the meeting or that result from unauthorised changes to travel arrangements.
 8. Accommodation will be provided to all sponsored participants. Information regarding the accommodation will be sent to participants together with the acceptance letter.
 9. Participants are requested to obtain any necessary visas before travelling to Argentina. As noted above, the Secretariat will cover the costs of visas. It will reimburse participants upon production of original receipts.
 10. Participants should:
 - (a) hold a professional degree in chemistry/biology/physics or a related engineering field, and have extensive experience working in or managing chemical or related laboratories;
 - (b) be involved in activities related to chemical safety management, especially in laboratories, in their home countries or other States Parties;
 - (c) be willing to disseminate the knowledge gained during the course to assist the States Parties in the implementation of the Convention; and
 - (d) be proficient in Spanish.
 11. Female candidates are encouraged to apply.

¹ GHS = Globally Harmonized System of Classification and Labelling of Chemicals.

12. Eligible candidates from government, industry, or academia who have work experience in managing laboratories in their country are especially encouraged to apply. Applications will be carefully screened on the basis of the criteria specified in paragraph 10 above.
13. Applicants to the course are invited to complete the application form annexed to this Note, making sure to provide all the contact details it requests, and in particular a valid e-mail address and/or fax number. Applicants who fail to provide all of the supporting documentation requested in section 5 of the application form cannot be considered. The completed form, together with a detailed curriculum vitae and a recommendation from the National Authority or Permanent Representation of the applicant's country to the OPCW, should be sent to the Director of the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Applications may also be submitted by email to icb@opcw.org (quoting "Laboratory Safety Course, Argentina, 2017" in the subject line). All applications must be received by the Secretariat **no later than 31 March 2017**.
14. Additional information may be obtained from the International Cooperation Branch, International Cooperation and Assistance Division, at the email address icb@opcw.org or at the contact telephone numbers given below:

Ms Rufaro Kambarami: +31 (0)70 416 3272

Mr Sergey Zinoviev: +31 (0)70 416 3611

Annex: Application Form

Annex

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APPLICATION FORM

Please submit the completed form to:

The Director, International Cooperation and Assistance Division, OPCW

Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands

E-mail: icb@opcw.org

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 Permanent Representation should complete section 7 and forward the form to the International Cooperation Branch, OPCW (to 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 31 March 2017**.

Please type or use BLOCK LETTERS

SECTION 1. PERSONAL AND CONTACT DETAILS			
Family name of nominee ²			
First name(s)			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender ³	Male <input type="checkbox"/>	Female <input type="checkbox"/>	

² Please give the first and family names exactly as they appear in the applicant's passport.

³ For this and all like items, please tick the appropriate box.

Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
Do you require a visa for travelling to Argentina?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
SECTION 2. EDUCATION AND TRAINING			
Please list each degree or other qualification you have obtained, starting with the most recent.			
1.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification obtained		
2.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification obtained		
3.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification obtained		
SECTION 3. EMPLOYMENT HISTORY			
What is your profession?			
Please give a brief description of your current work.			
Please list below all posts you have held, starting with the most recent.			
1.	Employer		
	Title		
	Dates	From	To
2.	Employer		
	Title		
	Dates	From	To

3.	Employer		
	Title		
	Dates	From	To
SECTION 4. SPONSORSHIP			
Are you requesting OPCW sponsorship?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
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. ----- -----	
Have you applied for any support from other sources for attending this event?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, please give details. ----- -----	
SECTION 5. SUPPORTING DOCUMENTATION			
Please attach the following documents to your application:			
(a) a letter of recommendation from your supervisor, which confirms your qualifications in the 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 up-to-date curriculum vitae;			
(c) a one-page description of your practical experience; and			
(d) a photocopy of the personal identification pages of your passport.			
Applications without full supporting documentation cannot be accepted.			
SECTION 6. SIGNATURE OF APPLICANT			
Signature: _____		Date: _____	
SECTION 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION (HERE BELOW OR BY ATTACHED LETTER)			
Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW			
_____		Date: _____	