

**NOTE BY THE TECHNICAL SECRETARIAT****INVITATION TO APPLY FOR A FORUM  
ON THE PEACEFUL USES OF CHEMISTRY  
DEVELOPING A CHEMICAL CRADLE-TO-GRAVE RESPONSIBILITY CULTURE  
KUALA LUMPUR, MALAYSIA  
18 – 20 SEPTEMBER 2017****Purpose of the forum**

1. The Technical Secretariat of the Organisation for the Prohibition of Chemical Weapons (hereinafter “the Secretariat”) wishes to inform Member States that it is organising a forum on the peaceful uses of chemistry, dedicated to developing a cradle-to-grave responsibility culture in the field of chemistry. Special focus will be given to issues relevant to security and the promotion of peaceful chemistry. The forum will be organised jointly by the Secretariat and the Government of Malaysia and will be held in Kuala Lumpur, Malaysia, from 18 to 20 September 2017.
2. The forum is intended for chemists, chemical engineers, and other relevant professionals from government, industry and other institutions of the OPCW Member States with managerial and leadership responsibilities related to the implementation of the Chemical Weapons Convention (hereinafter “the Convention”), as well as chemical trade and export control.
3. The overall objective of the forum is to create a platform for sharing lessons learned and best practices in chemical management, in addition to learning about the policies adopted by Member States to foster international cooperation for the peaceful use of chemistry. The forum also aims to raise awareness of integrated chemical management in chemical trade.
4. The forum will sponsor up to 20 participants from Member States, the economies of which are either developing or in transition. Non-sponsored participants from developed countries are encouraged to apply.

**Basic structure of the forum**

5. The forum’s programme is scheduled as follows:
  - (a) Day 1: Opening, introduction to the Convention and its relevance to chemical trade, treaty implementation challenges, and trends in chemical trade for peaceful purposes.



- (b) Day 2: Lessons learned and best practices in integrated chemical management, from chemical acquisition (purchase, import, and transfer) through the transportation, warehouse, and distribution processes, to the end-use of chemicals (consumption and export) and chemical waste management.
  - (c) Day 3: Lessons learned and best practices in chemical trade monitoring of the import and export of internationally controlled items, plus a site visit to the customs/port authority.
6. Participants will be expected to prepare brief presentations based on their experience in their respective countries or at the companies for which they work.

### **Sponsorship**

7. Sponsorship will be provided by the Secretariat to a limited number of participants from Member States, the economies of which are either developing or in transition. The sponsorship will cover the cost of travel, medical insurance, and accommodation. Sponsored participants will be also provided with a limited subsistence allowance to cover meals and miscellaneous costs. Further details regarding the accommodation and other logistical arrangements will be issued to all confirmed participants at a later date. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to inform the Secretariat of such as soon as possible to prevent incurring hotel cancellation fees. The Secretariat will not cover the costs of any accommodation that it has not arranged.
8. Participants are requested to obtain any necessary visas before travelling to Malaysia. The cost of visa applications will be reimbursed to participants upon production of original receipts. The Secretariat will send information to participants regarding visa applications.
9. The Secretariat will not pay for medical assistance. Therefore, participants should be fit to travel. All participants taking prescribed medication should arrive with sufficient supplies for the duration of the event.
10. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat 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. Sponsored participants shall bear all costs resulting from any changes they make once the Secretariat has purchased the tickets. Non-sponsored participants will be requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than **Sunday, 17 September 2017** and to depart no later than **Thursday, 21 September 2017**.
11. The Secretariat strongly encourages Member States to nominate non-sponsored participants to the programme.

### **Eligibility requirements and selection procedure**

12. Applications will be carefully screened on the basis of the criteria specified in paragraph 2 above. Eligible candidates are encouraged to apply.
13. All forum 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.
14. Nominations of female candidates are strongly encouraged.

### **Application procedure**

15. Candidates who are interested in applying for the programme are invited to fill out the forms in Annex to this Note. Applications that are incomplete or improperly completed cannot be considered.
16. Applications should be submitted to the Secretariat, via the respective Member State's National Authority or Permanent Representation to the OPCW, **no later than Friday, 14 July 2017**. Once endorsed, the Permanent Representation should then send the application to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Applications may also be sent by email to [icb@opcw.org](mailto:icb@opcw.org) indicating "Forum on Peaceful Uses of Chemistry" in the subject line of the message.
17. Additional information about this programme may be obtained from Ms Halimatussaadiah Mat Som, International Cooperation Officer (tel: +31 (0)70 416 3260; email: [halimatus.matsom@opcw.org](mailto:halimatus.matsom@opcw.org)) and Ms Julia González (tel: +31 (0)70 416 3239; email: [julia.gonzalez@opcw.org](mailto:julia.gonzalez@opcw.org)).

Annex:           Application Form

**Annex**

**INVITATION TO APPLY FOR A FORUM  
ON THE PEACEFUL USES OF CHEMISTRY  
DEVELOPING A CRADLE-TO-GRAVE RESPONSIBILITY CULTURE  
IN THE FIELD OF CHEMISTRY  
KUALA LUMPUR, MALAYSIA  
18 – 20 SEPTEMBER 2017**

**APPLICATION FORM**

Please submit the completed form by email, along with a brief curriculum vitae and the required recommendation, by **14 July 2017** to:

The Director, International Cooperation and Assistance Division, OPCW

Email: [icb@opcw.org](mailto: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 complete sections 1 to 4 below, attach the documents listed in section 5, sign section 6, and send the form either to their National Authority or to the Permanent Representation of their country to the OPCW, with a request that one of them complete section 7 and/or provide a letter of support.

| <b>SECTION 1. PERSONAL AND CONTACT DETAILS</b>      |                               |                                 |      |
|---|-------------------------------|---------------------------------|------|
| Family name of nominee <sup>1</sup>                 |                               |                                 |      |
| First name(s) <sup>1</sup>                          |                               |                                 |      |
| Work address  |                               |                                 |      |
|   |                               |                                 |      |
| Home address  |                               |                                 |      |
|   |                               |                                 |      |
| Date of birth                                       | Day                           | Month                           | Year |
| Citizenship   |                               |                                 |      |
| Gender <sup>2</sup>                                 | 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                                      |                               |                                 |      |
| Email address                                       |                               |                                 |      |
| Telephone numbers, including country and city codes | Home                          |                                 |      |
|   | Work                          |                                 |      |
|   | Mobile                        |                                 |      |

<sup>1</sup> Please give the first and family names exactly as they appear in the nominee's passport.

<sup>2</sup> For this and all like items, please tick the appropriate box.

|  |                                  |      |    |
|--|----------------------------------|------|----|
| 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. |                                  |      |    |
| 1.   | Name and location of institution |      |    |
|  | Main field(s) of study           |      |    |
|  | Dates attended                   | From | To |
|  | Degree or qualification earned   |      |    |
| 2.   | Name and location of institution |      |    |
|  | Main field(s) of study           |      |    |
|  | Dates attended                   | From | To |
|  | Degree or qualification earned   |      |    |
| 3.   | Name and location of institution |      |    |
|  | Main field(s) of study           |      |    |
|  | Dates attended                   | From | To |
|  | Degree or qualification earned   |      |    |
| <b>SECTION 3. EMPLOYMENT HISTORY</b>   |                                  |      |    |
| 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 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR  
THE PERMANENT REPRESENTATION TO THE OPCW**

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Signature, with seal or stamp, of an authorised  
representative of the National Authority or of the  
Permanent Representation to the OPCW

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