

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A WORKSHOP FOR STATES PARTIES
IN ASIA ON NEEDS ASSESSMENT AND BEST PRACTICES
IN CHEMICAL SAFETY AND SECURITY MANAGEMENT
HO CHI MINH CITY, VIET NAM
10 – 12 APRIL 2018**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Viet Nam, the Technical Secretariat (hereinafter “the Secretariat”) wishes to invite States Parties in the Asian region to submit nominations for a workshop on needs assessment and best practices in chemical safety and security management, to be held in Ho Chi Minh City, Viet Nam, from 10 to 12 April 2018.
2. The workshop is intended for governmental representatives responsible for chemical safety and security management in chemical industries, representatives from laboratories, academia, and chemical industry associations, and managers involved in chemical industry safety and security and in Responsible Care[®].
3. The workshop will be conducted within the framework of the decision of the Conference of the States Parties (hereinafter “the Conference”) at its Sixteenth Session (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 (hereinafter “the Convention”). In accordance with operative paragraph 2 of that decision, States Parties and 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.”
4. In accordance with decision C-16/DEC.10, the Secretariat also invited States Parties, on a voluntary basis in 2016 and 2017, “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 laboratories.” A report on the needs and best



practices of States Parties in chemical safety and security management was published on 25 November 2016 and circulated to the States Parties.¹

5. The workshop is intended to bring together representatives of States Parties dealing with chemical safety and security management issues with a view to:
 - (a) share needs, experiences, and lessons learned, as well as the best practices in chemical safety and security management that have been adopted in the respective States Parties, in order to promote knowledge exchange and the development of relevant mechanisms, including on the technical and legislative aspects;
 - (b) create a platform to generate partnership among key stakeholders to further strengthen the activities related to chemical safety and security management across the States Parties;
 - (c) measure the needs of the States Parties in order to better tailor capacity-building programmes in chemical safety and security management to different stakeholders; and
 - (d) strengthen international cooperation in chemical safety and security management.
6. In addition to lectures and presentations, 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, the Convention, the OPCW, and various aspects of chemical safety and security management, including trend and challenges. It will also cover threat assessment and mitigation measures, prospects for and gaps in chemical safety and security management. Ideas for building a safety and security culture in the chemical supply chain will also be exchanged.
7. Workshop participants will be expected and required to prepare brief presentations, based on their experience, on their current safety and security management practices and policies, including suggestions for improving the safety and security management culture in their respective countries or organisations.
8. 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 containing the detailed programme will be sent to all sponsored and registered participants in due course.
9. Applications from States Parties should be forwarded through their respective National Authorities. Each application should specify whether sponsorship is a condition of the participation of the nominee. States Parties are welcome to nominate

¹ Available at https://www.opcw.org/fileadmin/OPCW/ICA/ICB/OPCW_Report_on_Needs_and_Best_Practices_on_Chemical_Safety_and_Security_ManagementV3-2_1.2.pdf.

participants for whom sponsorship is not required. The Secretariat strongly encourages applications from qualified female candidates.

10. 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 Monday, 9 April 2018** and to depart **no later than Friday, 13 April 2018**. 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 have not been authorised. Sponsored participants must 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.
11. 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 Viet Nam with a copy of their acceptance letter from the OPCW.
12. The workshop will be conducted in English. All participants are therefore expected to have a good written and oral command of the English language.
13. 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 workshop are especially encouraged. Only selected candidates will be notified by the Secretariat.
14. The completed form, together with a 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 Director, 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 with a reference to the title and location of the course in the subject line of the message. All applications must be received by the Secretariat **no later than 1 March 2018**. Incomplete or improperly filled-out applications will not be considered.
15. Additional information about the workshop may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the OPCW. The contact person is Mrs Halimatussaadiah Mat Som, International Cooperation Officer, who can be reached by telephone (+31 (0) 70 416 3260) or by email (halimatus.matsom@opcw.org).

Annex: Nomination Form

Annex

**WORKSHOP FOR STATES PARTIES IN ASIA ON NEEDS ASSESSMENT AND
BEST PRACTICES IN CHEMICAL SAFETY AND SECURITY MANAGEMENT
HO CHI MINH CITY, VIET NAM
10 – 12 APRIL 2018**

Please submit the completed form by **1 March 2018** to:
Director, 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

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			
Departure city			
Areas of expertise (Please attach the applicant's curriculum vitae and the title of the planned presentation)			
Employer			
Position			
Education and training (list degree or other qualifications)			
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 and all like items, please tick the appropriate box.

