

**NOTE BY THE TECHNICAL SECRETARIAT****NEEDS ASSESSMENT AND COMPILATION OF TOOLS, GUIDANCE, AND BEST PRACTICES IN CHEMICAL SAFETY AND SECURITY MANAGEMENT**

1. At its Sixteenth Session, the Conference of the States Parties (hereinafter “the Conference”) adopted decision 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. In accordance with operative paragraph 2 of that decision, States Parties and the Technical Secretariat (hereinafter “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.”¹ 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.”
2. Since 2009, the Secretariat has organised more than 60 events and training programmes to promote chemical safety and security management, with more than 1,900 participants from 146 States Parties benefiting from such programmes. Participants have been provided with updated knowledge on, inter alia, current practices, modern safety strategies, chemical site security management, and process safety culture. They have also shared best practices in the chemical industry with regard to chemical safety and security. The Secretariat’s role in this area was recognised by the Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention, which “[e]ncouraged the States Parties and the Secretariat to promote the OPCW’s role as a platform for voluntary consultation and cooperation among States Parties in the areas of chemical safety and security, including through the exchanges of information and best practices” (paragraph 9.131(k) of RC-3/3*, dated 19 April 2013).
3. In order to follow up on Conference decision C-16/DEC.10 and to systematically gather and make available the knowledge and practices shared by States Parties at

¹ “Chemical safety” refers to measures to prevent non-deliberate releases of toxic chemicals into the environment and to mitigate the impact if such events occur. Chemical safety comprises disciplines such as occupational safety, public safety, process safety, environment safety, consumer safety and transport safety. Many of these are also dealt with by other international conventions and by several other international bodies and lead agencies.

“Chemical security” refers to measures to prevent deliberate releases of toxic chemicals and to mitigate the impact if such events occur. In a wider context, it also includes policies to prevent attempts to acquire toxic chemicals or chemical weapons precursors. (see S/1129/2013, dated 30 September 2013)



OPCW training courses, the Secretariat invites States Parties, on a voluntary basis, 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. States Parties may refer to the information form annexed to this Note for the specific details on such submissions. Bearing in mind that States Parties may have numerous tools, guidelines, or best practices in place, multiple forms may be submitted, with each individual form reporting on one tool, guideline, or best practice.

4. This call follows two previous calls of this kind,² further to which, respectively, 16 and 14 States Parties voluntarily submitted the relevant information. Based on the information received subsequent to the first call (S/1362/2016), a report on the needs and best practices of States Parties in chemical safety and security management was published and circulated to the States Parties.³
5. Following the publication of the aforementioned report, the Secretariat began to organise a series of workshops to further facilitate discussion on needs assessment and on the further dissemination of relevant best practices. The compilation of best practices may also be used as a reference at future chemical safety and security management training sessions and courses organised by the OPCW in collaboration with the States Parties, and to further inform the Secretariat's work in this area.
6. This Note serves as a continuous call for States Parties to submit information on their needs and best practices in chemical safety and security management (see Annex).
7. The result of the needs assessment will help the Secretariat to prioritise and streamline its activities and to formulate tailor-made capacity-building programmes to meet the needs of States Parties in the field of chemical safety and security management.
8. The completed form(s) should be submitted to the Secretariat **no later than 1 May 2018** via the respective State Party's National Authority or Permanent Representation to the OPCW. Submissions should be addressed to the Head, International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Submissions may also be sent by email (icb@opcw.org) with the words "Needs Assessment and Best Practices" indicated in the subject line of the message.
9. Queries on completing the form(s) may be addressed to 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).
10. The Secretariat would be most grateful to the States Parties for their attention to this matter and collaboration in this exercise.

Annex: Information Form

² Notes by the Secretariat S/1362/2016 (dated 7 March 2016) and S/1483/2017 (dated 30 March 2017).

³ Non-paper by the Secretariat: "Needs and Best Practices on Chemical Safety and Security Management" (dated 25 November 2016). 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

Annex**NEEDS ASSESSMENT AND COMPILATION OF TOOLS, GUIDANCE, AND
BEST PRACTICES IN CHEMICAL SAFETY AND SECURITY MANAGEMENT****INFORMATION FORM**

Please submit the completed form(s) **no later than 1 May 2018** to:

The Head, International Cooperation Branch
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

SECTION 1. GENERAL INFORMATION			
1.	State Party		
2.	Name of the ministry or agency responsible for implementation of the Chemical Weapons Convention (National Authority)		
3.	Has your government assigned a ministry or agency with responsibility for chemical safety and security?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If "Yes", state the name of the ministry or agency		
4.	In the area of chemical safety and security management, has your country established:		
	(a) legislation and regulations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(b) guidelines	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(c) a code of conduct	Yes <input type="checkbox"/>	No <input type="checkbox"/>

5.	In the past five years, has your country engaged (e.g. through capacity-building programmes, meetings, forums) in chemical safety and security management with any of the following stakeholders?			
	(a) government agencies	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(b) chemical industries	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(c) chemical associations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(d) scientists	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(e) academic/research institutes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(f) chemical laboratories	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(g) chemical distributors	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.	(h) chemical logistics or transport companies	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Has your country carried out a risk assessment at the national level on chemical safety and security management?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
7.	Has your country developed a national education and training strategy for chemical safety and security management?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
SECTION 2. NEEDS ASSESSMENT				
8.	Needs in the area of chemical safety and security management (check all that apply and explain in the space to the right)	Tools and guidelines <input type="checkbox"/>	Capacity-building programmes <input type="checkbox"/>	Equipment <input type="checkbox"/>

9.	What mechanisms are available to meet your country's chemical safety and security management needs?	
10.	What mechanisms are lacking or need to be enhanced in order to meet your country's chemical safety and security management needs?	

11.	What actions are required to meet your country's chemical safety and security management needs?	
12.	In your National Authority's experience, which OPCW capacity-building activities have been the most successful for your country? Why?	
13.	In your National Authority's experience, have any capacity-building activities been unsuccessful or not achieved all of the stated objectives? Why?	

14.	Are there any other States Parties that have had success in implementing chemical safety and security management that your country would like to learn from? If yes, please describe.	
15.	Do you have any suggestions on how to improve the OPCW's capacity-building programmes in chemical safety and security management?	
SECTION 3. BEST PRACTICES INITIATIVE*		
16.	List the tools, guidance, or best practices in the area of chemical safety and security management (including those related to chemical industry and laboratories)	

*

States Parties wishing to submit multiple tools, guidelines, or best practices may submit multiple forms, with each individual form reporting on one tool, guideline, or best practice.

17.	Describe the tools, guidance, or best practices	
18.	Indicate the implementation status of tools, guidance, or best practices (if applicable)	
19.	Additional comments	

20.	Provide a web link to the tools, guidance, or best practices (attach hard copies, if available)	
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SECTION 4. ENDORSEMENT FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION TO THE OPCW

Signature, with seal or stamp, of an authorised representative of the National Authority or Permanent Representation to the OPCW <hr/>	Date: <hr/>
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