



**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A SYMPOSIUM ON WOMEN IN CHEMISTRY  
OTTAWA, CANADA  
25 AND 26 JUNE 2018**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Canada, the Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that it will hold a symposium on women in chemistry in Ottawa, Canada, on 25 and 26 June 2018.
2. The theme for this year’s symposium is “Strengthening the Role of Women in Promoting the Peaceful Use of Chemistry”. This year’s thematic topic underlines that more women need to be engaged and represented in the international endeavour to prevent the re-emergence of chemical weapons and to bring the benefits of peaceful chemistry to all. The aim of the symposium is to illustrate the strength and depth of the contributions of women to peaceful uses of chemistry, including chemical safety and security; to raise awareness of opportunities for capacity and knowledge development for women in chemistry; and to promote international solidarity and cooperation developing human capital for the future of peaceful chemistry, be it in international organisations, government, industry, or academia.
3. The symposium will include thematic presentations and discussions featuring prominent role models who will address various issues of interest for women working towards peaceful uses of chemistry, including the particular challenges and opportunities they face. Group discussions will also be arranged to focus on education, capacity building, and career advancement for women chemists.
4. The symposium is open to women who:
  - (a) have a minimum of a first degree (BSc or equivalent) in chemistry, analytical chemistry, or chemical engineering from a recognised university or institution; and
  - (b) have professional working experience in academia, science and technology institutions, chemical industry or industry associations, or regulatory or promotional agencies related to chemical sciences.
5. The symposium will be conducted in English. Candidates must therefore have a strong command of both written and spoken English.



6. Applications will be carefully screened on the basis of the criteria specified in paragraphs 4 and 5 above. Applicants who have already participated in the Symposium on Women in Chemistry **will not be considered for this year's event.**

### **Sponsorship**

7. The Secretariat expects to be able to sponsor a maximum of 20 participants for the symposium. All sponsored participants must be citizens of Member States whose economies are developing or are in transition. The Secretariat will select the participants based on their qualifications and experience. Only selected candidates will be notified by the Secretariat.
8. In the meantime, Member States are welcome to nominate for participation in the symposium non-sponsored female participants who meet the admission requirements indicated in paragraphs 4 and 5 above.
9. Each application form should specify whether sponsorship is a condition of the nominee's participation. All applications from Member States must be formally endorsed by the National Authority.
10. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance, and will provide a limited subsistence allowance to cover meals and sundry expenses. The Secretariat will also arrange and pay for the accommodation of sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate that as soon as possible, so that the Secretariat does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
11. The Secretariat will not pay for medical assistance. Therefore, participants should be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
12. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the 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 advance. 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, 24 June 2018** and to depart no later than **Wednesday, 27 June 2018.**
13. Participants are requested to obtain any necessary visas (including transit visas) or Electronic Travel Authorisations (ETAs) before travelling to Ottawa, Canada. The Secretariat will cover the costs of these visas or ETAs by reimbursing sponsored participants upon production of original receipts.

### **Application procedure**

14. Candidates who are interested in applying for the symposium are invited fill out the forms in Annexes 1 and 2 to this Note.
15. Applications that are incomplete or improperly filled out cannot be considered. Application forms must be accompanied by the following:
  - (a) a photocopy of the personal identification pages of the candidate's passport;
  - (b) an up-to-date curriculum vitae; and
  - (c) an endorsement from the National Authority of the candidate's country.
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, 11 May 2018**. 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 "Symposium on Women in Chemistry" in the subject line of the message. Please be advised that participants must present an OPCW acceptance letter in order to register for the event.
17. Additional information about this programme may be obtained from Ms Halimatussaadiah Mat Som, Programme Officer, (tel: +31 (0)70 416 3260; email: [halimatus.matsom@opcw.org](mailto:halimatus.matsom@opcw.org)).

#### Annexes:

- Annex 1: Application Form  
Annex 2: National Authority Endorsement Form

**Annex 1**

**SYMPOSIUM ON WOMEN IN CHEMISTRY  
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**APPLICATION FORM**

Please submit the completed form by **11 May 2018** to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
E-mail: [icb@opcw.org](mailto:icb@opcw.org)

**Please type or use BLOCK LETTERS**

Family name of nominee <sup>1</sup>			
First name(s) <sup>1</sup>			
Date of birth	Day	Month	Year
Citizenship			
Passport number			
Date of issue	Day	Month	Year
Date of expiry	Day	Month	Year
Place of issue			
Areas of expertise (attach a curriculum vitae and a description of the candidate's practical experience)			
Employer			
Position			
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		
Fax numbers, including country and city codes	Home		
	Work		
Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

<sup>1</sup>

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

**Annex 2**

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**ENDORSEMENT BY THE NATIONAL AUTHORITY**

I, \_\_\_\_\_, Head/Chief Coordinator of the National Authority of the State Party of \_\_\_\_\_, on behalf of the Government of \_\_\_\_\_, hereby endorse the nomination of Ms \_\_\_\_\_, holding the position/designation of \_\_\_\_\_ in the Office/Division/Branch of \_\_\_\_\_, as indicated in the attached nomination form, for participation in the Symposium on Women in Chemistry, to be held in Ottawa, Canada, on 25 and 26 June 2018.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official seal of the Organisation: