



**NOTE BY THE DIRECTOR-GENERAL**

**INVITATION TO SUBMIT NOMINATIONS FOR A SEMINAR ON CHEMICAL SAFETY  
AND SECURITY MANAGEMENT FOR MEMBER STATES OF THE OPCW IN AFRICA  
ADDIS ABABA, ETHIOPIA  
2 – 4 OCTOBER 2018**

1. On behalf of the Government of Ethiopia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General is pleased to invite National Authorities and senior government representatives responsible for chemical safety and chemical security management, representatives from chemical industry associations, and managers involved in chemical industry safety and security and Responsible Care® to submit applications for a seminar on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical safety and security management for Member States of the OPCW in the African region, to be held in Addis Ababa, Ethiopia, from 2 to 4 October 2018.
2. The seminar is being organised in order to further promote international cooperation programmes that focus on chemical industry outreach and industry-related aspects of the implementation of Article XI of the Convention. The aim of this seminar is to support chemical safety and security management in the chemical industry in African Member States. The overall goal is to sensitise States Parties to the new approaches that can be adopted in relation to chemical safety and security management, with a particular focus on providing assistance to small and medium-sized enterprises. By promoting and disseminating standardised and best practices in chemical safety, the seminar will benefit chemical industry personnel who are involved in safety and security management issues, enhance the capacities of National Authorities and chemical industry associations of OPCW Member States in the African region, and indirectly benefit the general public as a whole.
3. Objectives of the seminar are to:
  - (a) provide an opportunity for participating States Parties to consider and discuss specific chemical safety and security management issues related to chemical processes that have a direct bearing on the effective implementation of the Convention;
  - (b) contribute to the sharing of information and the exchange of experiences on the practical implementation of chemical safety and security management programmes;



- (c) review best practices in the safety and security management of chemicals and generate, through interactions and discussions, recommendations on the structure for future standardised seminars to promote these practices in small and medium-sized enterprises in African countries;
  - (d) foster wider cooperation among States Parties on issues related to the chemical industry toward achieving the objectives of Article XI of the Convention promoting the peaceful use of chemistry; and
  - (e) enhance and promote the safe handling of chemicals at the national level.
- 4. This seminar will allow ample time for question and answer sessions and will include theoretical and practical components. The seminar topics will include an overview of international cooperation programmes, the Convention, and the OPCW. During the seminar, participants will be provided with updated information on, inter alia, current practices and concepts relating to the safety and security management of chemical processes, the history of the subject, modern safety strategies, current trends in safety and security management in the chemical industry, chemical site security management, and safety and security culture. The best practices from the chemical industry will also be presented. Leading experts in chemical safety management will give presentations and facilitate the discussions.
- 5. The following issues will be discussed:
  - (a) security and protection during transportation, storage and use of chemicals at plant sites;
  - (b) development of national framework on chemical safety and security management;
  - (c) best practices of the local chemical industry and chemical industry association;
  - (d) safe handling of chemicals at the regional and international level;
  - (e) chemical process safety and security; and
  - (f) models for risk assessment, safety management, and emergency management for industrial incidents.
- 6. Seminar participants will be expected to prepare brief presentations on current safety and security management practices based on their experience, including suggestions for improving the safety management culture in their respective countries or at the companies for which they work.
- 7. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor a limited number of participants. Applications from Member States should be forwarded through their respective National Authorities. 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 with the detailed programme will be sent to all the sponsored and registered participants.

8. Applications from Member States should be forwarded through their respective National Authorities. Each application should specify whether sponsorship is a condition of the participation of the nominee. Member States are welcome to nominate participants for whom sponsorship is not required. The Secretariat strongly encourages applications from qualified female candidates.
9. 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 will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. In order for the Secretariat to keep costs to a minimum, participants are expected to arrive no earlier than **Monday, 1 October 2018** and to depart no later than **Friday, 5 October 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 seminar or resulting from unauthorised changes to travel arrangements. Sponsored participants shall 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.
10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the seminar. When applying for an entry visa, they should present the Embassy or Consulate of Ethiopia with a copy of the acceptance letter from the OPCW. Only selected candidates will be notified by the Secretariat.
11. The seminar will be conducted in English. All participants are therefore expected to have a good written and oral command of one of the English language.
12. Interested National Authorities are invited to complete the nomination form that is included as an annex to this Note, making sure to provide all requested contact details, in particular an email address or a fax number. Nominations from those who have not yet participated in an OPCW chemical safety and security management seminar are especially encouraged.
13. The completed form, together with a curriculum vitae and 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 to [icb@opcw.org](mailto:icb@opcw.org). All applications must be received by the Secretariat no later than **31 August 2018**.
14. Additional information about the seminar may be obtained from the International Cooperation Branch in the International Cooperation and Assistance Division of the OPCW. The OPCW contact persons for the seminar are Mr Rohan Perera, who can be reached at +31 (0)70 416 3615, and Ms Rufaro Kambarami, who can be reached at +31 (0)70 416 3272.

Annex: Nomination Form

**Annex****SEMINAR ON CHEMICAL SAFETY AND SECURITY MANAGEMENT  
FOR MEMBER STATES OF THE OPCW IN AFRICA****ADDIS ABABA, ETHIOPIA****2 – 4 OCTOBER 2018****NOMINATION FORM**

Please submit the completed form by **31 August 2018** to:  
 Director, International Cooperation and Assistance Division, OPCW  
 Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
 Email: [icb@opcw.org](mailto: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
Expiry date	Day                      Month                      Year
Place of issue	
Areas of expertise (please attach the applicant's curriculum vitae, a passport size photograph and the title of the planned presentation (including a one-paragraph abstract))	
Employer	
Position	
Contact address (please do not give a post office box number)	Street
	Number                      Postcode
	City
	Country
Departure airport	
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"/>

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

\*\* For this item and all like items, please tick the appropriate box.