

**NOTE BY THE DIRECTOR-GENERAL****CALL FOR NOMINATIONS FOR A SEMINAR ON THE CHEMICAL WEAPONS
CONVENTION AND CHEMICAL SAFETY AND SECURITY MANAGEMENT
FOR MEMBER STATES OF THE OPCW IN THE EASTERN EUROPE REGION
BELGRADE, SERBIA
21 – 23 OCTOBER 2019**

1. On behalf of the Government of Serbia 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 security management, representatives from chemical industry associations, as well as managers involved in chemical industry safety and security and Responsible Care® from Member States of the OPCW in the Eastern Europe region, to submit applications for a seminar on the Chemical Weapons Convention (hereinafter “the Convention”) and chemical safety and security management, to be held in Belgrade, Serbia, from 21 to 23 October 2019.
2. The seminar is being organised in order to improve national frameworks for chemical safety and security management, to facilitate oversight of high-risk chemical facilities, and to promote international cooperation programmes that focus on the implementation of chemical safety and security management, with a view to implementing Article XI of the Convention. The aim of the seminar is to raise awareness of the importance of chemical safety and security policy and guidelines, so as to prevent chemical accidents and the potential misuse of toxic chemicals in Eastern European countries. The overall goal is twofold: firstly, to sensitise States Parties to new approaches in chemical law that can be adopted in relation to chemical safety and security management, with a particular focus on national policy and legal frameworks; and secondly, to promote and share good practices among chemical industries. By promoting and disseminating best practices in chemical safety and security, the seminar will benefit policymakers, chemical industry personnel involved in safety and security management issues, National Authorities, and chemical industry associations in Member States of the OPCW in the Eastern Europe region, and will 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 national policies and issues related to chemical safety and security management legislation in connection with 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) deepen the discussion on the specific topics of risk assessment, risk mitigation measures, and performance auditing;
 - (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 uses 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. During the seminar, participants will be provided with updated information on, inter alia, current practices and concepts relating to safety and security management, modern safety and security strategies, current models for chemical safety and security policies, current trends in safety and security management strategies, 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 and security management will give presentations and facilitate the discussions.
5. The following issues will be discussed:
- (a) existing national frameworks for chemical safety and security management;
 - (b) best practices of the local chemical industry and chemical industry associations;
 - (c) the safe handling of chemicals at the regional and international levels;
 - (d) chemical process safety and security guidelines; and
 - (e) models for risk assessment, safety management, and emergency management for industrial incidents.
6. Seminar participants will be expected to prepare brief presentations on current policies, legislation, and directives on 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. 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. In order for the Secretariat to keep costs to a minimum, participants are expected to arrive no earlier than **Sunday, 20 October 2019** and to depart no later than **Thursday, 24 October 2019**. 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 that result from unauthorised changes to travel arrangements. 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.
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 Serbia 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 the English language. Nominations from persons who have not yet participated in an OPCW chemical safety and security management seminar are especially encouraged.
12. Interested applicants from National Authorities and their relevant stakeholders are invited to register their nomination through Eventus—the OPCW event management system—**no later than 19 August 2019**. The Eventus registration link is accessible via the OPCW website (<https://apps.opcw.org/eventus>). Applicants should create an account in Eventus and then register for the seminar. Please note that all questions marked with an asterisk (*) in the online registration form must be answered, and an endorsement letter from the relevant National Authority (see Annex 2) must be uploaded during the registration process. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to send the nomination form (Annex 1) along with the endorsement form from the National Authority via email attachment (icb@opcw.org) with a reference to the name and location of the event in the subject line of the message. Selected participants will be contacted no later than two weeks after the submission deadline.
13. 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 Ms Halimatussaadiah Mat Som, who can be reached by telephone at +31 (0)70 416 3260, and Ms Ting Zhang, who can be reached at +31 (0)70 416 3534.

Annexes:

- Annex 1: Nomination Form
Annex 2: Endorsement Form

Annex 1

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION
AND CHEMICAL SAFETY AND SECURITY MANAGEMENT FOR
MEMBER STATES OF THE OPCW IN THE EASTERN EUROPE REGION
BELGRADE, SERBIA
21 – 23 OCTOBER 2019**

NOMINATION FORM

Please submit **by 19 August 2019** via email to:

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	
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"/>

* 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.

Annex 2

**SEMINAR ON THE CHEMICAL WEAPONS CONVENTION
AND CHEMICAL SAFETY AND SECURITY MANAGEMENT FOR
MEMBER STATES OF THE OPCW IN THE EASTERN EUROPE REGION
BELGRADE, SERBIA
21 – 23 OCTOBER 2019**

ENDORSEMENT BY THE NATIONAL AUTHORITY

This form must be signed, duly sealed, and uploaded while submitting your application
online (<https://apps.opcw.org/eventus>)

Please type or use BLOCK LETTERS

I, _____, Head/Chief Coordinator of the
National Authority of the State Party of _____, on behalf
of the Government of _____, hereby endorse the nomination
of Mr/Ms _____, holding
the position/designation of _____
in the Office/Division/Branch of _____,

as indicated in the nomination form, for participation in seminar on the Chemical Weapons
Convention and chemical safety and security management, to be held in Belgrade, Serbia,
from 21 to 23 October 2019.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: