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16 July 2019
ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**INVITATION TO APPLY FOR THE SEOUL WORKSHOP
ON THE PEACEFUL DEVELOPMENT AND USE OF CHEMISTRY
FOR MEMBER STATES OF THE OPCW IN THE ASIAN REGION
SEOUL, REPUBLIC OF KOREA
29 – 31 OCTOBER 2019**

1. On behalf of the Government of the Republic of Korea and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General is pleased to invite government representatives responsible for chemical safety and security management, representatives from chemical industry associations, and managers involved in chemical industry safety and security, with a strong background in chemistry/and or chemical engineering, to submit applications for a workshop for Member States of the OPCW in the Asian region on the peaceful development and use of chemistry, to be held in Seoul, the Republic of Korea, from 29 to 31 October 2019.
2. The workshop 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 Chemical Weapons Convention (hereinafter “the Convention”). The aim of this workshop is to enhance communication among stakeholders in the region, with a particular focus on small and medium-sized enterprises (SMEs) and industry associations working with SMEs. The overall goal is to promote the use of chemistry related to the Convention and to enhance national capacities in regional development, based on the experience of the Republic of Korea in chemical technology and industrial development. By promoting and disseminating standardised and best practices in chemical safety, the workshop will benefit chemical industry personnel who are involved in safety and security management issues, enhance the capacities of National Authorities and chemical industry associations in Asian Member States, and indirectly benefit the general public as a whole.
3. The objectives of the workshop 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 regarding practical management programmes;



- (c) review best practices in the safety and security management of chemicals and to generate, through interactions and discussions, recommendations on the structure for future standardised workshops to promote these practices in SMEs in Asian countries;
 - (d) foster broader cooperation among States Parties on issues related to the chemical industry toward achieving the objectives of Article XI of the Convention to promote the peaceful use of chemistry; and
 - (e) enhance and promote the safe and secure handling of chemicals at the national level.
- 4. 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, and the OPCW. During the workshop, participants will be provided with updated information on, inter alia, current practices and concepts relating to the management of chemical processes, modern safety strategies, current trends in safety and security management in the chemical industry, chemical site security management, and safety and security culture. Leading experts in chemical safety management will give presentations and facilitate discussions. To complement the considerable amount of theoretical knowledge that will be presented, an optional site visit will take place on the final day of the workshop as a means of providing participants with concrete experience on how chemical safety and security management is handled in the Republic of Korea.
- 5. The following issues will be discussed:
 - (a) the global and regional contexts in which prudent chemical management takes place;
 - (b) the theoretical foundations underpinning chemical safety and security management and risk assessment;
 - (c) safety and security management practices, with examples from individual companies; and
 - (d) the importance of promoting a strong organisational culture for effective management within the chemical industry.
- 6. Workshop participants will be expected to prepare brief presentations on current safety and security management practices based on their experience, including suggestions and concerns for improving the safety management culture in their respective countries or companies.
- 7. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor a limited number of participants. Nominations from Member States’ regulatory and promotional agencies for chemical management, chemical industry associations, and SMEs 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 and information on the venue will be sent to all sponsored and registered participants.

8. As indicated above, 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. Only selected candidates will be notified by the Secretariat.
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 Monday, 28 October 2019** and to depart **no later than Friday, 1 November 2019**. The agreement of the Secretariat is required for any changes to arrival and departure dates. The Secretariat will not cover expenses unrelated to the workshop or that result from changes to travel arrangements that it has not 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.
10. 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 the Republic of Korea with a copy of the acceptance letter from the OPCW.
11. The workshop will be conducted entirely in English. All participants are therefore expected to have a good written and oral command of the language.
12. Interested applicants are invited to apply online through Eventus—the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants should create an account in Eventus and then register for the training course. Please note that all questions marked with an asterisk (*) in the online form must be answered and an endorsement letter from the National Authority must be attached in order for the nomination to be received and for the candidate to be considered for this event. The endorsement form, which is attached to this Note as Annex 3, must be uploaded during the course registration process. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to email the nomination form (Annex 2) along with the endorsement from the National Authority (Annex 3) to icb@opcw.org with a reference to the name and location of the event in the subject line of the message. All applications must be received by the Secretariat **no later than 6 September 2019**.
13. Additional information about the workshop may be obtained from the International Cooperation Branch in the International Cooperation and Assistance Division of the OPCW. The OPCW contact person for the workshop is Mr Rohan Perera, Senior Programme Officer, International Cooperation Branch, who can be reached by email (icb@opcw.org) or by telephone (+31 (0)70 416 3615).

- Annex 1: Provisional Programme
Annex 2: Nomination Form
Annex 3: Endorsement Form

Annex 1

**SEOUL WORKSHOP ON THE PEACEFUL DEVELOPMENT AND USE OF
CHEMISTRY FOR MEMBER STATES OF THE OPCW IN THE ASIAN REGION
SEOUL, REPUBLIC OF KOREA
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PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 29 October 2019</i>	
08:30 – 09:15	Registration
09:15 – 09:45	Welcome address
09:45 – 10:00	<i>Coffee/tea break</i>
First session: Introduction to the chemical industry in the Republic of Korea and to the Chemical Weapons Convention	
10:00 – 11:00	Growth and development of the chemical industry in the Republic of Korea
11:00 – 11:30	The Convention and the peaceful use of chemistry in the Republic of Korea
11:30 – 12:30	Chemical safety and security management; scenario-based strategies
12:30 – 14:00	<i>Lunch</i>
Second session: Chemical safety and security management issues in the Asian region	
14:00 – 14:30	Presentation by the International Cooperation Branch, OPCW
14:30 – 15:30	Layer of protection analysis for chemical industries to prevent chemical accidents
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Roundtable discussion on safety and security issues in chemical industry in the region: remarks by participants (3 to 5 minutes each)
18:00 – 20:00	<i>Welcome dinner</i>
<i>Wednesday, 30 October 2019</i>	
Third session: Introduction to the system of chemical safety management in the Republic of Korea	
09:00 – 10:00	The chemical safety management system in the Republic of Korea
10:00 – 10:45	Best practices: examples from selected chemical industries in the Republic of Korea
10:45 – 11:15	<i>Coffee/tea break</i>
11:15 – 12:00	Chemical risk prioritisation for chemical industries
12:00 – 14:00	<i>Lunch</i>
Fourth session: Chemical safety and security management issues and best practices	
14:00 – 15:00	Responsible Care® activities in small and medium-sized enterprises
15:00 – 16:00	Chemical security threats and mitigation strategies
16:00 – 16:30	<i>Coffee/tea break</i>
Final session	
16:30 – 18:00	Wrap-up discussion and closure
<i>Thursday, 31 October 2019</i>	
09:00 – 18:00	Site visit to local chemical industry plant site with presentation on chemical safety and security management

Annex 2

**SEOUL WORKSHOP ON THE PEACEFUL DEVELOPMENT AND USE OF
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NOMINATION FORM

Please submit by 6 September 2019

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, photograph, and the title of the planned presentation (including a one-page abstract))			
Employer			
Position			
Contact address (please do not give a post office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			
Departure city			
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 3

**SEOUL WORKSHOP ON THE PEACEFUL DEVELOPMENT AND USE OF
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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 attached nomination form, for participation in the Seoul workshop on the peaceful development and use of chemistry for Member States of the OPCW in the Asian region, to be held in Seoul, the Republic of Korea from 29 to 31 October 2019.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: