

**NOTE BY THE TECHNICAL SECRETARIAT****INVITATION TO APPLY FOR AN EXECUTIVE PROGRAMME  
ON INTEGRATED CHEMICALS MANAGEMENT  
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND  
24 – 27 SEPTEMBER 2018****Purpose of the course**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) wishes to inform Member States that it will organise an Executive Programme on Integrated Chemicals Management. The programme will be held in the United Kingdom of Great Britain and Northern Ireland, from 24 to 27 September 2018.
2. The programme is intended for chemists, chemical engineers, and other relevant professionals from government, industry, and other institutions of the OPCW Member States who assume managerial and leadership responsibilities related to the implementation of the Chemical Weapons Convention (hereinafter “the Convention”).
3. The overall objective of the course is help the Member States to build capacity to develop in-depth knowledge and leadership skills in integrated chemicals management, including in the areas of chemical safety, security, and sustainability.
4. The course will sponsor up to 15 participants from Member States whose economies are either developing or in transition.

**Basic structure of the programme**

- (a) The programme features the following structure: Day 1: Opening, lectures on the Convention, introduction to the concept of integrated chemicals management, and related challenges and trends in the global chemical industry.
- (b) Day 2: Lectures on coping with and anticipating changes in the global chemicals market through integrated chemicals management, an integrated approach to chemical safety and security, convergent trends in the Chemical Weapons Convention and the Biological Weapons Convention, integrated chemicals management, and sustainable industry development. Day 2 will also feature peer interaction and insights from the latest developments in this field.



- (c) Day 3: Lectures on topics related to integrated chemicals management: experience of relevant international organisations, management of chemical the supply chain, and executive leadership on integrated chemicals management, with a focus on role models and lessons learned.
- (d) Day 4: Study visit to a chemical facility, course evaluation, and closing.

### **Sponsorship**

- 5. Sponsorship will be provided by the Secretariat to a limited number of participants from Member States whose economies are either developing or in transition. The sponsorship will cover costs of travel, medical insurance, and accommodation. Sponsored participants will be also provided with a limited subsistence allowance to cover meals and miscellaneous costs. Further details regarding the accommodation and other logistical arrangements will be issued to all confirmed participants at a later date. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate as such as soon as possible, so that the Secretariat will not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
- 6. Participants are requested to obtain any necessary visas before travelling to the United Kingdom of Great Britain and Northern Ireland. The cost of visa applications will be reimbursed to participants upon production of original receipts. The Secretariat will send information to participants regarding visa applications.
- 7. The Secretariat will not pay for medical assistance. Therefore, participants should be fit for travel. All participants taking prescribed medication should arrive with sufficient supplies for the duration of the events.
- 8. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat 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. 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, 23 September 2018** and to depart no later than **Friday, 28 September 2018**.
- 9. The Secretariat strongly encourages Member States to nominate non-sponsored participants to the programme.

### **Eligibility requirements and selection procedure**

- 10. Applications will be carefully screened on the basis of the criteria specified in paragraph 2 above. Eligible candidates from government, industry, or other institutions who have work experience in or who interact with the chemical industry in their country are encouraged to apply.

11. All course activities will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the English language, both written and oral.
12. Nominations of female candidates are strongly encouraged.

**Application procedure**

13. Candidates who are interested in applying for the programme are invited to fill out the forms in Annex to this Note. Applications that are incomplete or improperly filled out cannot be considered.
14. 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, 10 August 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 "Executive Programme" in the subject line of the message.
15. 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)).

Annex:        Application Form

**Annex**

**INVITATION TO APPLY FOR AN EXECUTIVE PROGRAMME  
ON INTEGRATED CHEMICALS MANAGEMENT  
LONDON, UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND  
24 – 27 SEPTEMBER 2018**

**APPLICATION FORM**

Please submit the completed form by email, along with a brief curriculum vitae and the required recommendation, by **10 August 2018** to:

Director, International Cooperation and Assistance Division, OPCW

Email: [icb@opcw.org](mailto:icb@opcw.org)

1. Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.
2. Applicants should complete sections 1 to 4 below, attach the documents listed in section 5, sign section 6, and send the form either to their National Authority or to the Permanent Representation of their country to the OPCW with a request that one of them complete section 7 and/or provide a letter of support.

<b>SECTION 1. PERSONAL AND CONTACT DETAILS</b>			
Family name of nominee <sup>1</sup>			
First name(s) <sup>1</sup>			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender <sup>2</sup>	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			
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		

<sup>1</sup> Please give the first and family names exactly as they appear in the nominee's passport.

<sup>2</sup> For this and all like items, please tick the appropriate box.

Fax numbers, including country and city codes		Home	
		Work	
<b>SECTION 2. EDUCATION AND TRAINING</b>			
Please list each degree or other qualification you have earned, starting with the most recent.			
1.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
2.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
3.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
<b>SECTION 3. EMPLOYMENT HISTORY</b>			
What is your profession?			
Please give a brief description of your current work.			
Please list below all posts you have held, starting with the most recent.			
1.	Employer		
	Title		
	Dates	From	To
2.	Employer		
	Title		
	Dates	From	To
3.	Employer		
	Title		
	Dates	From	To

<b>SECTION 4. PLEASE GIVE A BRIEF DESCRIPTION OF YOUR EXPECTATIONS OF THE PROGRAMME</b>
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Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you received financial or other support from the OPCW within the past three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, please give details.	
Have you applied for any other support from the OPCW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, please give details.	

<b>SECTION 5. SUPPORTING DOCUMENTATION</b>
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Please attach the following documents to your application:
(a) a letter of recommendation from your supervisor, which confirms your qualifications in the light of paragraph 2 of the Note to which this form is annexed, and that attests to the relevance of this programme to the work of the institution at which you are working;
(b) an updated curriculum vitae;
(c) a one-page description of your practical experience. State briefly why you are applying for the programme, and indicate both what you expect from it and how it would benefit your work, your institution, and your country; and
(d) a scanned copy of the identification pages of your passport.
Applications without full supporting documentation cannot be accepted.

<b>SECTION 6. SIGNATURE OF APPLICANT</b>
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Signature: _____	Date: _____
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**SECTION 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION TO THE OPCW**

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Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW

\_\_\_\_\_ Date: \_\_\_\_\_