



OPCW

Technical Secretariat

S/1649/2018
10 July 2018
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO APPLY FOR A FORUM ON THE PEACEFUL USES OF CHEMISTRY:
POTENTIAL CONTRIBUTION OF THE OPCW TO THE ACHIEVEMENT OF THE
UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS
THE HAGUE, THE NETHERLANDS
26 OCTOBER 2018**

Purpose of the forum

1. The Technical Secretariat of the Organisation for the Prohibition of Chemical Weapons (hereinafter “the Secretariat”) wishes to inform Member States that it is organising a forum on the peaceful uses of chemistry, dedicated to the potential contribution of the OPCW to the achievement of the United Nations Sustainable Development Goals. Special focus will be given to issues relevant to implementation of international cooperation in promoting peaceful uses of chemistry. The forum will be held at the OPCW Headquarters, The Hague, The Netherlands on 26 October 2018.
2. The forum is open to government officials, international and regional organisations, and academics and industry management representatives with responsibilities related to chemicals and Sustainable Development Goals.
3. The overall objective of the forum is to discuss the potential contribution of the international cooperation and assistance programme of the OPCW to achieving the United Nations Sustainable Development Goals. The forum will have the following strategic objectives:
 - (a) presenting and discussing specific activities of the Secretariat and other stakeholders related to the Sustainable Development Goals;
 - (b) discussing the synergies of existing OPCW programmes with Sustainable Development Goals;
 - (c) identifying potential partners and cooperation strategies of the Secretariat with stakeholders within the framework of Sustainable Development Goals and relating to topics that fall within existing OPCW mandates; and
 - (d) exploring opportunities to further enhance this contribution, while streamlining the Article XI portfolio to better serve the implementation of the Convention.



4. The forum will sponsor up to 20 participants from Member States, the economies of which are either developing or in transition. Non-sponsored participants from developed countries are encouraged to apply.

Basic structure of the forum

5. The forum's programme will focus on three main sessions:
 - (a) Session 1: plenary presentations on Sustainable Development Goals and capacity building programme related to Sustainable Development Goals.
 - (b) Session 2: panel and group discussions on the synergies of the existing capacity-building programme with Sustainable Development Goals.
 - (c) Session 3: a group presentation on the outcome of the group discussion, and identifying a way forward.

Sponsorship

6. Sponsorship will be provided by the Secretariat to a limited number of participants from Member States, the economies of which are either developing or in transition. The sponsorship will cover the cost 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 inform the Secretariat of such as soon as possible to prevent incurring hotel cancellation fees. The Secretariat will not cover the costs of any accommodation that it has not arranged.
7. Participants are requested to obtain any necessary visas before travelling to The Hague. The cost of visa applications will be reimbursed to participants upon submission of original receipts. The Secretariat will send information to participants regarding visa applications.
8. The Secretariat will not pay for medical assistance. Therefore, participants should be fit to travel. All participants taking prescribed medication should arrive with sufficient supplies for the duration of the event.
9. 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 **Thursday, 25 October 2018** and to depart no later than **Saturday, 27 October 2018**.

10. The Secretariat strongly encourages Member States to nominate non-sponsored participants to the programme.

Eligibility requirements and selection procedure

11. Applications will be carefully screened based on the criteria specified in paragraph 2 above. Eligible candidates are encouraged to apply.
12. All forum 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.
13. Nominations of female candidates are strongly encouraged.

Application procedure

14. 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 completed cannot be considered.
15. 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, 31 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 indicating "Forum on Peaceful Uses of Chemistry" in the subject line of the message.
16. 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).

Annex: Application Form

Annex

**INVITATION TO APPLY FOR A FORUM
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APPLICATION FORM

Please submit the completed form by email, along with a brief curriculum vitae and the required recommendation, by **31 August 2018** to:

Director, International Cooperation and Assistance Division, OPCW

Email: 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.

SECTION 1. PERSONAL AND CONTACT DETAILS			
Family name of nominee ¹			
First name(s) ¹			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender ²	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		

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

² For this and all like items, please tick the appropriate box.

Fax numbers, including country and city codes		Home	
		Work	
SECTION 2. EDUCATION AND TRAINING			
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		
SECTION 3. EMPLOYMENT HISTORY			
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

SECTION 4. PLEASE GIVE A BRIEF DESCRIPTION OF YOUR EXPECTATIONS OF THE FORUM		
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.	
SECTION 5. SUPPORTING DOCUMENTATION		
Please attach the following documents to your application:		
(a) an updated curriculum vitae;		
(b) a scanned copy of the identification pages of your passport.		
Applications without full supporting documentation cannot be accepted.		
SECTION 6. SIGNATURE OF APPLICANT		
Signature: _____		Date: _____

**SECTION 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR
THE PERMANENT REPRESENTATION TO THE OPCW**

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

_____ Date: _____