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15 February 2019
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT**CALL FOR NOMINATIONS FOR A SYMPOSIUM ON WOMEN IN CHEMISTRY
AND A BASIC ANALYTICAL CHEMISTRY COURSE FOR WOMEN CHEMISTS
THE HAGUE AND RIJSWIJK, THE NETHERLANDS
24 – 28 JUNE 2019****Background**

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that it will hold a symposium on women in chemistry at the OPCW Headquarters in The Hague, the Netherlands on 24 June 2019, which will be followed by a basic analytical chemistry course for women chemists at the OPCW Laboratory in Rijswijk, the Netherlands, from 26 to 28 June 2019.
2. The theme for this year’s symposium is “Strengthening the role of women scientists for the next generation: Responsible culture in chemical safety and security management”. The aim of the symposium is to illustrate the strength and depth of the contribution of women to chemical safety and security management; to raise awareness of the opportunities for capacity and knowledge development for women in chemistry; and to promote international solidarity and cooperation to develop human capital for the future of peaceful chemistry, be it in international organisations, government, industry, or academia.
3. The aim of the analytical chemistry course is to assist qualified women analytical chemists from Member States whose economies are developing or in transition in acquiring further knowledge and experience, specifically as it relates to the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”), and to facilitate the adoption of good laboratory practices and quality standards.

Content

4. The one-day symposium will focus on thematic presentations and discussions featuring prominent role models to address various issues of interest for women working in chemical safety and security management, including the particular challenges and opportunities they face. Group discussions will also be arranged to highlight the development of a responsible culture in chemical safety and security management.



5. The three-day course will focus on basic training in gas chromatography-mass spectrometry (GC-MS), and will include study/demonstration tours related to the use of these and other techniques for the analysis of chemicals related to the Convention. Participants in the analytical chemistry course will also be expected to attend the symposium.

Admission requirements

6. The symposium is open to women who:
 - (a) have a minimum of a first degree (BSc or equivalent) in chemistry, analytical chemistry, or chemical engineering from a recognised university or institution; and
 - (b) have professional working experience in academia, science and technology institutions, chemical industry or industry associations, or regulatory or promotional agencies related to chemical safety and security management.
7. The analytical chemistry course is open to women who:
 - (a) have a minimum of a first degree (BSc or equivalent) in analytical chemistry, chemistry, or related chemical sciences from a recognised university or institution, with relevant practical and theoretical experience in analytical chemistry;
 - (b) have experience working with GC-MS techniques;
 - (c) are citizens of Member States whose economies are developing or in transition; and
 - (d) have been working in a chemical laboratory or research institution in their home country for **at least three years**.
8. Both the symposium and analytical chemistry course will be conducted in English. Candidates must therefore have a strong command of both written and spoken English. Any candidate who is found upon arrival not to meet this requirement may not be allowed to continue their participation in the events.

Selection procedure

9. Applications will be carefully screened on the basis of the criteria specified in paragraphs 6 to 8 above. Applicants who have already participated in the OPCW Analytical Skills Development Course Programme will not be considered for the analytical chemistry course.
10. Member States are welcome to nominate participants for whom sponsorship is not required.

Sponsorship

11. The Secretariat expects to be able to sponsor a maximum of 30 participants for the women in chemistry symposium. Of these, a maximum of 10 participants may attend the analytical chemistry course. All sponsored participants must be citizens of Member States whose economies are developing or are in transition. The Secretariat will select the participants based on their qualifications and experience. Only selected candidates will be notified by the Secretariat.
12. In the meantime, Member States are welcome to nominate for participation in the symposium non-sponsored participants who meet the admission requirements indicated in paragraphs 6 and 8 above.
13. Each application form should specify whether sponsorship is a condition of the nominee's participation. All applications from Member States must be formally endorsed by the National Authority or Permanent Representation of the candidate's country.
14. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance, and will provide a limited subsistence allowance to cover meals and sundry expenses. The Secretariat will also arrange and pay for the accommodation of sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate that as soon as possible, so that the Secretariat does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
15. The Secretariat will not pay for medical assistance. Therefore, participants should be fit for travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the events.
16. When making travel arrangement for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the participants. Non-sponsored participants will be requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation for them.
17. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands. The Secretariat will cover the costs of these visas by reimbursing sponsored participants upon production of original receipts.

Application procedure

18. Interested candidates are invited to submit their applications through Eventus, the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants must first create an account and then register for the event. Applicants who, for technical reasons, are not able to submit their applications online via Eventus are requested to complete and send the endorsement and application forms (attached as Annexes 1 and 2 to this Note) as an email attachment (icb@opcw.org), with the reference "Women in Chemistry" in the subject line of the message.

19. Only nominations endorsed by the National Authority or Permanent Representation will be considered. The endorsement form (Annex 1), together with an up-to-date curriculum vitae, must be uploaded during the online registration process. Nominees for the basic analytical chemistry course for women chemists must include in their curricula vitae, in terms of their practical and work experience, the analytical techniques with which they have experience as well as a list of major items of analytical equipment in their laboratories.
20. Applications must be submitted to the Secretariat **no later than Monday, 1 April 2019**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact person is Ms Halimatussaadiah Mat Som, Programme Officer, (Tel: +31 (0)70 416 3260; Email: halimatus.matsom@opcw.org).

Annexes:

Annex 1: Endorsement Form

Annex 2: Application Form

Annex 1**SYMPOSIUM ON WOMEN IN CHEMISTRY AND
BASIC ANALYTICAL CHEMISTRY COURSE FOR WOMEN CHEMISTS
THE HAGUE AND RIJSWIJK, NETHERLANDS
24 – 28 JUNE 2019****ENDORSEMENT BY THE NATIONAL AUTHORITY
OR PERMANENT REPRESENTATION**

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

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

as indicated in the online registration, for participation in the basic analytical chemistry
course for women chemists to be held at the OPCW Laboratory in Rijswijk, the Netherlands,
from 25 to 28 July 2019 and/or the symposium on women in chemistry, to be held at the
OPCW Headquarters in The Hague, the Netherlands on 24 June 2019.

**I also certify that the above candidate fulfils all the requirements mentioned in the
Invitation Note.**

Signature: _____

Name: _____

Designation: _____

Telephone: _____

E-mail: _____

Official seal of the organisation:

Annex 2

**SYMPOSIUM ON WOMEN IN CHEMISTRY AND
BASIC ANALYTICAL CHEMISTRY COURSE FOR WOMEN CHEMISTS
THE HAGUE AND RIJSWIJK, NETHERLANDS
24 – 28 JUNE 2019**

APPLICATION FORM

Applications including the completed form, together with a detailed curriculum vitae and a an endorsement from the National Authority or the Permanent Representation of the applicant's country to the OPCW, should be received by the Secretariat **no later than**

1 April 2019 and should be addressed to:

The Director, International Cooperation and Assistance Division, OPCW

Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands

Email: icb@opcw.org

Please type or use BLOCK LETTERS

Family name *			
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			
Employer			
Contact address (Please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Have you previously participated in a course of this kind?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If so, when and where?		
Do you wish to be sponsored by the OPCW?	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 and all like items, please tick the appropriate box.

Please indicate the event(s) that you wish to attend.	
Symposium on Women in Chemistry	Yes <input type="checkbox"/> No <input type="checkbox"/>
Basic Analytical Chemistry Course for Women Chemists	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please briefly describe your practical and work experience, making sure to mention the analytical techniques you are familiar with, and referring to your curriculum vitae as necessary.	
Please list the major items of analytical equipment in your laboratory.	

Applicant's Signature: _____ Date: _____