

**F.No. M-21011/7/2022-TECH**  
**Government of India**  
**Cabinet Secretariat**  
**National Authority (Chemical Weapons Convention)**

1<sup>st</sup> Floor, Chanakya Bhavan, Chanakyapuri,  
New Delhi – 110021, 12<sup>th</sup> August, 2022

**Subject:** Call for Nominations for the Ninth Annual Meeting of Representatives of Chemical Industry and National Authorities of States Parties to the Chemical Weapons Convention 18 to 20 October 2022-regarding.

Please find enclosed copy of the Technical Secretariat (TS) Note No. S/2086/2022, 08 August, 2022, received from the Implementation Support Branch, International Cooperation and Assistance Division, Technical Secretariat (TS), Organization for the Prohibition of Chemical Weapons (OPCW), Hague, Netherland, in cooperation with the Government of Qatar, seeking nominations from the States Parties of OPCW on the above mentioned subject.

2 On behalf of the Government of Qatar, the Technical Secretariat (TS), wishes to invite National Authorities and representatives from national chemical industry associations to submit applications for the Ninth Annual Meeting of Representatives of the Chemical Industry and National Authorities of States Parties to the Chemical Weapons Convention (CWC), to be held in Doha, Qatar, from 18 to 20 October 2022. States Parties with relevant chemical industry activities and stakeholders are invited to nominate two participants for this meeting, one from the National Authority and one from a national chemical industry association. States Parties are strongly encouraged to nominate candidates who have not participated in previous such meetings. It can be applied through event management system- EVENTUS (<https://apps.opcw.org/Eventus/Home/EventDetail/204>).

3. In-line with the above, nominations of suitable, qualified and experienced candidates/officer(s) of appropriate level in your organization may be sent to this office latest by 31<sup>st</sup> August, 2022 through the National Authority-CWC online portal- OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>) with strict adherence to the "Revised Guidelines for OPCW sponsored events" issued and hosted on the National Authority-CWC website. The head of the concerned department/ Organization may also certify that the applicant is clear from vigilance angle and that no departmental proceeding against him is contemplated. Applicant who have already participated in the above programme previously will not be considered for the course. The nominated person has to submit a tour report and presentation to the National Authority-CWC after attending the programme.

This is issued with the approval of Competent Authority.

Encl: As above

  
Santosh Namdeo Ingole  
Joint Director (NACWC)  
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To,

1. The Director General, Indian Chemical Council (ICC), Sir Vithaldas Chambers, 6<sup>th</sup> Floor, 16, Mumbai Samachar Marg, Mumbai-400001, Maharashtra, with a request to place the OM their website.
2. The President, Federation of Indian Chambers of Commerce & Industry (FICCI), 1, Federation House, Tansen Marg, Todermal Road Area, Mandi House, New Delhi-110001, with a request to place the OM their website.

# Revised Guidelines For OPCW Sponsored Events

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Organization for Prohibition of Chemical Weapons, Technical Secretariat (OPCW-TS) identifies requirements of different States Parties and invites nominations every year for Safety and Security of Chemical Industries, Laboratory Skill Development, Customs, Assistance and Protection against the use of Chemical Weapons and internship for University Students.

The event calendar for training/workshop/seminar/meeting etc. provided by the OPCW annually is being uploaded on the National Authority Chemical Weapons Convention (NACWC) website seeking nominations from various stakeholders. The aforesaid training calendar and related Office Memo's (OMs) are uploaded on NACWC's website along with OPCW-TS Note. Several subject specific trainings are also communicated to concerned Central/ State Departments and Private Institutions for seeking nominations.

The nominations of Central Government Departments/Institutions/Organizations while sending the nominations (in the format provided by TS, OPCW) are requested to adhere to the NACWC stated deadlines. Nominations of Central Government officials should invariably be accompanied with Departmental vigilance clearance certificate. The nominations from Central Government Departments/Institutions/Undertakings should fill the details through OPCW training management system, routing the application through the concerned Ministry. The details to be filled online are stated in Annexure-I.

The nominations of State Government Institutions/private entities/individuals should be routed through concerned Department/Ministry under the respective State Government filling the details online through OPCW training management system. The details to be filled online are stated in Annexure-II.

The nominations of Central/State/Private entities/individuals for the OPCW sponsored events on Chemical Emergencies/Disaster Management should be sent through proper channel and routed through concerned Department/Ministry under the respective Central/State Government by filling the details through OPCW training management system. The details to be filled online are stated in Annexure-III.

For chemical facilities Private entities/individuals for the OPCW sponsored events other than Chemical Emergencies/Disaster Management are required to be filled on line through OPCW training management system. The details to be filled online are stated in Annexure-IV.

The details of nominations for the OPCW sponsored events can be filled online through OPCW Training Management System (<https://training.nacwc.gov.in>) available on the NACWC web portal (<https://nacwc.nic.in>).

The nomination by NACWC for the concerned training/workshop/seminar/meeting etc. will be purely on the basis of merit i.e. preference will be given to Schedule-2 and 3 chemical facilities as well as candidates working with the National Authority or other Government Agency responsible for implementation of the Chemical Weapons Convention. The Endorsement letter, subsequent to the approval of Chairman, NACWC will be issued to nominee of Central/State/Private Entities. If the OPCW requests that the nominations are to be submitted online then it will be the responsibility of nominated individual(s) to fill the personal and other details on-line on the OPCW website (<http://apps.opcw.org/eventus>) and the nominee(s) should ensure that Performa prescribed in the Format of EVENTUS also is filled by them and the prescribed guidelines are required to be fulfilled by the nominee(s). The OPCW will communicate the invitation to the nominee(s) subject to fulfilling the requirement.

It is expected that the Nominee(s) exhibit excellent conduct while attending the concerned event. After completion of the training/seminar/workshop, a detailed report along with presentation is required to be submitted to the NACWC.

While proceeding to attend the concerned event organized by the OPCW, the nominee:

- Should have basic knowledge of the CWC Act, 2000.
- Make sure about the passport i.e. valid and protect the passport and report it promptly if it is lost, stolen or damaged during the period of a specific program.
- Must familiarize with the visiting countries.
- Make sure about the proper visas for the countries the participant is visiting or transiting and check any other entry or exit requirements.
- Take personal responsibility for travel choices, safety, finances and behavior overseas, including obeying the laws of the visiting country.
- If get arrested or detained for some reason, insist on Consular access (under the Vienna Convention) to a representative from the nearest Indian Embassy/Consulate.
- Make sure of proper coordination with the NACWC (contact point JS/JD Tel. No: 24675763/24675691) and the Indian Embassy in the concerned visiting country.
- Presentation may be given in the specific event by the participant(s) should be in consultation with the NACWC.
- Should not illuminate irrelevant information which has national concern during the program.
- Who is outside from the Government Sector should adhere to the instructions given by the representative from the NACWC.
- From the Government Sector should adhere to the instructions given by the NACWC.
- Should focus on the subject matter for which the event is being organized.
- Are expected to implement the lessons learnt from the event attended in his day-to-day working/duties.
- Should share their lessons/experiences acquired during the event attended with the NACWC and parent institution.
- Must submit individual tour report to the NACWC within one week period after returning from the program attended.



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S/2086/2022  
8 August 2022  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR THE NINTH ANNUAL MEETING OF  
REPRESENTATIVES OF CHEMICAL INDUSTRY AND NATIONAL AUTHORITIES  
OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION  
18 TO 20 OCTOBER 2022**

1. On behalf of the Government of Qatar, the Technical Secretariat (hereinafter “the Secretariat”) wishes to invite National Authorities and representatives from national chemical industry associations to submit applications for the Ninth Annual Meeting of Representatives of the Chemical Industry and National Authorities of States Parties to the Chemical Weapons Convention (hereinafter “the Convention”), to be held in Doha, Qatar, from 18 to 20 October 2022.
2. The event seeks to enhance cooperation between the chemical industry and National Authorities to support the full and effective implementation of the Convention.
3. The chemical industry has been recognised as a key stakeholder in the implementation of the Convention. The Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention highlighted the important role that the chemical industry has to play in the implementation of the Convention and encouraged the Secretariat to continue to strengthen its relations with regional and international chemical industry associations.
4. The objectives of the meeting are to:
  - (a) promote cooperation between National Authorities and the chemical industry;
  - (b) provide an occasion to share experiences, challenges, and good practices in relation to the implementation of the Convention at the national, regional, and global levels; and
  - (c) enhance awareness of particular requirements in relation to the Convention among representatives of the chemical industry and National Authorities, and thereby enhance the capacity of both stakeholders to implement relevant provisions in a timely and effective manner.
5. The provisional programme for the meeting is attached as the Annex to this Note. The meeting will focus on the following topics:
  - (a) capacity-building needs and requirements of States Parties with small and medium-sized chemical industries;



- (b) best practices in sensitising and raising awareness of the Convention among small and medium-sized chemical industries; and
- (c) cooperation between the National Authority and the chemical industry in addressing issues of security in the transport of chemicals.

Participants in the meeting may be invited to deliver presentations to share experiences or information on any of the above topics.

6. States Parties with relevant chemical industry activities and stakeholders are invited to nominate **two participants** for this meeting, one from the National Authority and one from a national chemical industry association. Nominations with only one participant from a State Party (either from the National Authority or a chemical industry representative) will not be considered. States Parties are strongly encouraged to nominate candidates who have not participated in previous such meetings.
7. The meeting will be conducted in English. All participants are therefore expected to have a good command of English.
8. The Secretariat will sponsor two participants per State Party. For sponsored participants, the Secretariat will cover the costs of travel, accommodation, meals, and medical insurance for the duration of the meeting and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will not pay for medical assistance. Participants should therefore be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
9. Applications by the nominated participants should be submitted online through the OPCW event management system, Eventus (<https://apps.opcw.org/eventus>) before **Wednesday, 7 September 2022**. Applications must be reviewed and endorsed digitally in Eventus by the respective National Authority no later than **Friday, 9 September 2022**, to be followed by the final review by the Secretariat.
10. The Secretariat will cover participants' costs related to undertaking a COVID-19 PCR<sup>1</sup> test on completion of the meeting and in good time before travelling back to their country of origin. Participants who choose to not avail themselves of the COVID-19 PCR test provided and, as a result, incur additional costs, will bear full responsibility for their choice and must cover any such additional costs (including for additional accommodation and/or flight changes) themselves.
11. In the unfortunate event that a participant needs to undergo quarantine in-country because of a positive test for COVID-19, all costs incurred to comply with the country's health regulations will be covered by the OPCW's insurance policy. However, if the participant's country of origin, or any country of transit in the official travel, has additional health regulations, any supplementary costs incurred by these additional regulations will be borne by the participant. Any medical care required due to COVID-19 related symptoms during the period of training will also be covered by the OPCW's insurance policy. Further details will be made available to selected participants along with relevant travel documents.

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<sup>1</sup> PCR = polymerase chain reaction.

12. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division, of the OPCW. The contact persons are Ms Sharon Rivera (Tel: +31 (0)70 416 3437, Email: [sharon.rivera@opcw.org](mailto:sharon.rivera@opcw.org)) and Ms Olukemi Adenuga (+31 (0)70 4163923, [olukemi.adenuga@opcw.org](mailto:olukemi.adenuga@opcw.org)).

Annex: Provisional Programme

## Annex

**NINTH ANNUAL MEETING OF REPRESENTATIVES OF CHEMICAL INDUSTRY  
AND NATIONAL AUTHORITIES OF STATES PARTIES  
TO THE CHEMICAL WEAPONS CONVENTION  
DOHA, QATAR**

**18 – 20 OCTOBER 2022**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Tuesday, 18 October 2022</i></b>	
08:30 – 09:00	Registration
09:00 – 09:30	Opening ceremony Introduction to the programme of the meeting Group photograph
09:30 – 10:00	Updates from the Technical Secretariat <ul style="list-style-type: none"> <li>- Presentation by the Technical Secretariat</li> <li>- Q&amp;A and discussion</li> </ul>
10:00 – 10:30	Updates from industry and trade organisations: <ul style="list-style-type: none"> <li>- ICCA * presentation</li> <li>- ICTA ** presentation</li> <li>- Q&amp;A and discussion</li> </ul>
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 13:00	Theme 1 – Capacity-building needs and requirements of States Parties with small and medium-sized chemical industries <ul style="list-style-type: none"> <li>- Presentations by the Technical Secretariat and international partners</li> <li>- National presentations</li> <li>- Q&amp;A and discussion</li> </ul>
13:00 – 14:00	Break-out group discussion on Theme 1
14:00	<i>Lunch</i>
<b><i>Wednesday, 19 October 2022</i></b>	
08:30 – 10:30	Theme 2 – Best practices in sensitising and raising awareness on the Convention among small and medium-sized chemical industries <ul style="list-style-type: none"> <li>- Presentations by the Technical Secretariat and international partners</li> <li>- National presentations</li> <li>- Q&amp;A and discussion</li> </ul>
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:00	Break-out group discussion on Theme 2
12:00 – 14:00	Theme 3 – Cooperation between the National Authority and the chemical industry in addressing issues on security in the transport of chemicals <ul style="list-style-type: none"> <li>- Presentations by the Technical Secretariat and international partners</li> <li>- National presentations</li> <li>- Q&amp;A and discussion</li> </ul>
14:00	<i>Lunch</i>

<b>Time</b>	<b>Activity</b>
<b><i>Thursday, 20 October 2022</i></b>	
08:30 – 09:30	Discussions on Theme 3, continued
09:30 – 10:30	Break-out group discussion on Theme 3
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Presentations by the break-out groups
12:30 – 13:30	Presentation of Outcome Report
13:30 – 14:00	Evaluation and closing of the meeting
14:00	<i>Lunch</i>

\* ICCA: International Council of Chemical Associations

\*\* ICTA: International Chemical Trade Association

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