

**F.No. M-21011/10/2023-TECH**  
**Government of India, Cabinet Secretariat**  
**National Authority Chemical Weapon Convention**

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1<sup>st</sup> Floor, Chanakya Bhawan, Chanakya Puri  
New Delhi, Dated 11<sup>th</sup> October, 2023

**OFFICE MEMORANDUM**

**Subject:-** Nominations for the Review of the Indicative Guidelines for Transportation of Hazardous Chemicals by road and for Participation in an Online Review Workshop on 13 November 2023- Regarding

Please find enclosed copy of the invitation from International Cooperation Assistance Division, Technical Secretariat (TS), Organization for Prohibition of Chemical Weapons (OPCW) on the above mentioned subject. The aim of the one day online workshop is to raise awareness on chemical transport security.

2. The National Authority for Chemical Weapons Convention (NACWC) has been set up under the cabinet Secretariat, Government of India to fulfil the obligations of the Chemical Weapons Convention (CWC) and to act as the National focal point for effective liaison with the Organization for the Prohibition of Chemical Weapons (OPCW) and other State parties on matter relating to the convention. Further as per Section 9(iii) of the Chemical Weapons Convention (CWC) rule 2016, 'the Authority shall function as the nodal agency for facilitating the participation of the officials and other nationals in the training courses conducted or coordinated with the Organisation and also other institutions working in the area related to the Convention.'

3. It is further informed that, the purpose of this workshop is to raise awareness on chemical transport security and transportation of Hazardous Chemicals by Road

4. In-line with the above, nomination of suitable, qualified and experienced officer(s) of appropriate level along with relevant documents as per the above TS note in your organization may be sent to this office latest by 16<sup>th</sup> October, 2023 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.

5. This is issued with the approval of Competent Authority.  
Encl: As above

Your's Sincerely

  
11/10/2023

SP Singh

Consultant-NACWC


Tel. +91-11-24675524

Fax.-+91-11-24675767

To,

1. The Joint Secretary (Disaster Management), Hall 'B' 3<sup>rd</sup> Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001, Email : [jsdm@nic.in](mailto:jsdm@nic.in),
2. The Deputy Director General, Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, 344, A-wing, 3<sup>rd</sup> floor, Shastri Bhawan, New Delhi-110001

3. Director General (DG), National Academy of Customs Indirect Tax & Narcotics, NACIN Complex, Sector-29, Faridabad-121008, Phone:+91-129-2504636 Fax : (129) 2504632, Email : [dg.nacen-cbec@nic.in](mailto:dg.nacen-cbec@nic.in).
4. The President, Confederation of Indian Industry (CII), The Mantosh Sondhi Centre, 23 Institutional Area, Lodhi Road, New Delhi-110003, Email- [info@cii.in](mailto:info@cii.in), with a request to place the OM on their website.
5. The Director General, Indian Chemical Council (ICC), Sir Vithaldas, 6<sup>th</sup> Floor, 16, Mumbai Samachar Marg, Mumbai-400001, [iccmumbai@iccmail.in](mailto:iccmumbai@iccmail.in), with request to place the OM on their website.
6. The President, Federation of Indian Chambers of Commerce & Industry (FICCI), 1, Federation House, Tansen Marg, Todermal Road Area, Mandi House, New Delhi-110001, Email: [ficci@ficci.com](mailto:ficci@ficci.com), with a request to place the OM on their website.

  
11-10-2023  
SP Singh  
Consultant-NACWC



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S/2211/2023  
28 September 2023  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR THE REVIEW OF THE INDICATIVE  
GUIDELINES FOR TRANSPORTATION OF HAZARDOUS CHEMICALS BY ROAD  
AND FOR PARTICIPATION IN AN ONLINE REVIEW WORKSHOP****BACKGROUND**

1. The Technical Secretariat of the OPCW (hereinafter “the Secretariat”) wishes to invite Member States to submit nominations for the review of the draft version of the “Indicative Guidelines for Transportation of Hazardous Chemicals by Road”.
2. The draft of the indicative guidelines is an outcome of the OPCW’s Chemical Safety and Security Tools Development Programme, aimed at developing useful tools and guidelines to support Member States in chemical safety and security management. In the first phase of the programme, the Secretariat in 2021 released the “Indicative Guidelines for Chemical Safety and Security in Small and Medium-sized Enterprises to Foster the Peaceful Uses of Chemistry”.
3. In the second phase, the Secretariat continued to provide platforms for a group of experts to develop indicative guidelines on the topic of transportation of hazardous chemicals by road. In order to prepare the draft version of the indicative guidelines, a series of online discussions and two expert group meetings were held. At the first meeting in Wuppertal, Germany in 2022, an agreement was reached on the approach and core structure for the guidelines, while at the second meeting in Kuala Lumpur, Malaysia in 2023, the contents of the guidelines were determined, their sequence was harmonised, and their overall goal, target audience, and reference documents were fine-tuned.
4. This call for nominations provides an opportunity for interested Member States to review, through their nominated experts, the draft version of the “Indicative Guidelines for Transportation of Hazardous Chemicals by Road”, and to share their inputs and best practices. The collected inputs will be reviewed and incorporated, as appropriate, for discussion during an online review workshop scheduled for 13 November 2023.

**REVIEW PROCESS**

5. The Secretariat will communicate individually with the reviewers selected for this process in order to share the draft version of the guidelines. The reviewers will be given two weeks to review the guidelines, provide substantive comments and suggestions, and share best practices from their Member States regarding the road transport of



hazardous chemicals. The review process and the provision of inputs must be conducted in a certain format, which will be detailed in separate communication. The reviewers will then be invited for an online review workshop on 13 November 2023, during which suggested inputs will be discussed further.

### **NOMINATION REQUIREMENTS**

6. For the purpose of reviewing the “Indicative Guidelines for Transportation of Hazardous Chemicals by Road”, Member States may nominate professionals who:
  - (a) are citizens of OPCW Member States;
  - (b) have a minimum of a first degree (BSc or equivalent) in chemistry, chemical engineering, logistics, administration, or related disciplines from a recognised university or institution;
  - (c) have professional working experience in one of the following areas:
    - (i) transportation of hazardous chemicals by road as regulators or policy makers;
    - (ii) chemical supply chain management/chemical safety and security management;
    - (iii) logistics/transportation of dangerous goods; or
    - (iv) other relevant fields; and
  - (d) have expertise in the transportation of hazardous chemicals by road and/or in chemical safety and security management.

### **SELECTION PROCEDURE**

7. Applications will be carefully considered in line with the criteria specified in paragraph 6 above. While each Member State may submit up to two nominations, selections will be limited to one reviewer per Member State. Nominations from female candidates are strongly encouraged.

### **APPLICATION PROCEDURE**

8. 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.
9. Only nominations endorsed by the National Authority or Permanent Representation of the candidate’s country to the OCPW will be considered. Nominations may be endorsed digitally in the Eventus system.
10. To be considered, candidates must upload during the online registration process a scan of the personal identification pages of their passport as well as an up-to-date curriculum vitae, which must indicate their practical and work experience. **Only selected candidates will be notified by the Secretariat.**

11. Applications must be submitted to the Secretariat **no later than Wednesday, 18 October 2023**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the Secretariat. The contact persons are Mr Taeon Kim, Programme Officer (Email: [taeon.kim@opcw.org](mailto:taeon.kim@opcw.org)) and Ms Aureliarita Marcellus (Email: [aureliarita.marcellus@opcw.org](mailto:aureliarita.marcellus@opcw.org)).

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# 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.