

F.No. M-21012/2/2024-TECH
Government of India, Cabinet Secretariat
National Authority Chemical Weapon Convention

1st Floor, Chanakya Bhawan, Chanakya Puri,
New Delhi, dated: 31st January, 2024

OFFICE MEMORANDUM

Subject:- Call for Nominations for e-learning safety training programme in English, via the Moodle and Microsoft Teams platforms, from 8 April to 7 June 2024- regarding

Please find enclosed copy of the Online Course Details communicated from the Technical Secretariat (TS), Organization for Prohibition of Chemical Weapons (OPCW) vide Note No. S/2236/2024, Dated 15th January, 2024, seeking nominations from the States Parties to the Convention.

2. The said course is primarily intended for representatives of National Authorities and relevant stakeholders, particularly in chemical industry and trade associations, who are involved in chemical industry. The duration of the course will be eight weeks (equivalent to 80 learning hours, including eight hours of interactive sessions, 80 hours of e-learning multimedia content, and 200 pages of text materials) and will be divided into six main modules, as described below. (a) Module 1: Safety (weeks 1 and 2), (b) Module 2: Chemicals (weeks 3 and 4), (c) Module 3: Environment (week 5), (d) Module 4: Emergencies (week 6), (e) Module 5: Security (week 7) and (f) Module 6: Management and culture (week 8). Applicants who have attended the course previously will not be considered for participation. After attending the above course, the participant has to submit a presentation and report to the National Authority.

3. In line with above, nomination of a suitable, qualified and experienced Officer of an appropriate level along with relevant documents, adhering to the 'Revised Guidelines for OPCW sponsored events' issued by NACWC may please be communicated to this office latest by 11th February, 2024 through the online portal-OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>). The Head of the concerned Department/Organization may also certify that the applicant is clear from vigilance angle and no departmental proceeding against him is contemplated or inquired into.

End: As above



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31/01/2024
(Dr. Arjun Singh)

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To,

1. The Director General, Indian Chemical Council (ICC), Sir Vithaldas Chambers, 6th 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.
3. The President, Confederation of Indian Industry (CII), The Mantosh Sondhi Centre, 23, Institutional Area, Lodi Road, New Delhi-110003, with a request to place the OM their website
4. All concerned



S/2236/2024
15 January 2024
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

CALL FOR NOMINATIONS FOR AN E-LEARNING SAFETY TRAINING PROGRAMME IN ENGLISH 8 APRIL – 7 JUNE 2024

PURPOSE OF THE TRAINING

1. The Technical Secretariat of the OPCW (the Secretariat) wishes to inform Member States that it will hold an e-learning safety training programme in English, via the Moodle and Microsoft Teams platforms, from 8 April to 7 June 2024. The training will be co-organised by the OPCW and the Chemical Industries Association of Uruguay, with support from the Ministry of Foreign Affairs of Uruguay, and joint financial support from the OPCW and the International Union of Pure and Applied Chemistry (IUPAC).
2. The objective of the training programme is to provide an update on the current standards, policies, and best practices in occupational safety and chemical hazards, as well as the handling, storage, and transport of chemicals, and chemical waste management. It has been designed for representatives of chemical companies, research institutions, and specialised agencies from OPCW Member States working in the field of the environment, health, safety, and security related to the use of chemicals. The training programme is being implemented within the scope of the capacity-building programmes related to the peaceful applications of chemistry under Article XI of the Chemical Weapons Convention.

CONTENT

3. The duration of the course will be eight weeks (equivalent to 80 learning hours, including eight hours of interactive sessions, 80 hours of e-learning multimedia content, and 200 pages of text materials) and will be divided into six main modules, as described below.
 - (a) **Module 1: Safety (weeks 1 and 2):** Self-testing, followed by lessons on safety, health, environment, and security (SHE&S), basic concepts, accident costs, accident causes, statistical study of accidents, accident investigation, hazard identification, risk assessment, and preventive and protective controls.
 - (b) **Module 2: Chemicals (weeks 3 and 4):** Globally Harmonized System of Classification and Labelling of Chemicals (GHS), physical hazards, health and environmental hazards, handling, storage, and the United Nations Recommendations on the Transport of Dangerous Goods; activities include a discussion forum.

- (c) **Module 3: Environment (week 5):** GHS environmental hazards, waste management, recycling, final disposal methods, clean technologies, and green chemistry; activities include online exercises.
 - (d) **Module 4: Emergencies (week 6):** First aid after exposure to chemicals, fire and explosions intervention, spill control, and emergency preparedness and response; activities include examination of case studies.
 - (e) **Module 5: Security (week 7):** Duties and responsibilities, security risk assessment, identification of vulnerable points, protection of people, protection of physical and intellectual property, protection of a company's reputation, prevention of assets being used to cause harm, control measures, illegal use of chemicals, and the role of the OPCW; activities include participant assignments.
 - (f) **Module 6: Management and culture (week 8):** Integrated management systems (quality, safety, health, environment, and security–QSHE&S), Responsible Care[®], Sustainable Development Goals (SDGs), and safety culture; activities include a virtual meeting (via Microsoft Teams).
4. The final activities of the course (**weeks 9 and 10**) include a final exam, another round of self-testing, a completion survey on the course, and the presentation of each participant's project.
 5. As indicated above, the course will include a final exam and projects (assignments). Trainees obtaining a passing grade will receive a certificate, and trainees obtaining satisfactory grades on the assignments will become Safety Training Programme (STP) Associate Fellows and will be recognised on the IUPAC's STP website.
 6. The course will accommodate between 5 and 15 participants from OPCW Member States. The Secretariat will select participants and notify the successful candidates, who will then receive an official invitation from the Secretariat.

ADMISSION REQUIREMENTS

7. The training programme is open to those who:
 - (a) have a minimum of a first degree (BSc or equivalent) in chemical science, environmental science, or engineering from a recognised university or institution (or a degree in other fields in combination with at least five years of qualifying experience, as referred to in subparagraph 7(b) below); and
 - (b) have been working in the chemical industry, research and academia, specialised institutions performing activities involving hazardous chemicals, or governmental agencies that coordinate chemical safety and security at such establishments.
8. All training activities will be conducted in English. Candidates must therefore have a strong command of both written and spoken English. Any candidate who is found not to meet this requirement may not be allowed to continue their participation in the event.
9. Female candidates are encouraged to apply.

SELECTION PROCEDURE

10. Applications will be carefully screened based on the criteria specified in paragraphs 7 and 8 above. The Secretariat may decide to interview applicants.
11. All applications must be digitally endorsed by the National Authority¹ of the candidate's country through Eventus, the OPCW's event management system (<https://apps.opcw.org/eventus>). National Authorities are invited to consider gender parity when endorsing participants.

APPLICATION PROCEDURE

12. Interested candidates are invited to apply for participation in the training course through Eventus **no later than 26 February 2024**. Applicants must first create an account in the system and then register for the event.
13. Applicants shall also upload the following documents to Eventus:
 - (a) an updated curriculum vitae;
 - (b) a letter of recommendation from the candidate's supervisor in his or her institution addressing the candidate's qualifications in relation to the criteria specified in paragraph 7 above, and attesting to the relevance of the training to the work of the applicant's institution; and
 - (c) a copy of the personal identification pages of the candidate's passport.
14. Incomplete or improperly completed applications cannot be considered.
15. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the Secretariat. The focal points for this training programme are: Ms Ting Zhang (Email: ting.zhang@opcw.org), Mr Massimo de Rienzo (Email: massimo.derienzo@opcw.org), and the IUPAC Committee on Chemistry and Industry (COCI) Safety Training Programme (Email: stp@iupac.org). The words "OPCW E-learning Safety Training Programme 2024" should be included in the subject line of any email.

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¹ Applicants are advised to approach their country's National Authority or Permanent Representation to the OPCW. Contact details are available on the OPCW website (<https://www.opcw.org/about-us/member-states>).

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.