

**F.No. M-21012/9/2024-TECH**  
**Government of India, Cabinet Secretariat**  
**National Authority Chemical Weapon Convention**  
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1st Floor, Chanakya Bhawan, Chanakya Puri,  
New Delhi, dated: 15 March, 2024

**OFFICE MEMORANDUM**

**Subject:-** Call for Nominations for the Symposium on Women in Chemistry from 22 – 23 May 2024 - Regarding.

PUC is a Technical Secretariat (TS) Note No. S/2253/2024, 19 February, 2024 along with invitation from Implementation Support Branch, Organization for the Prohibition of Chemical Weapons (OPCW), wishes to inform Member States that this year's Symposium on Women in Chemistry will be held for the participants from the Group of Latin American and Caribbean States (GRULAC) on 22 and 23 May 2024 in Panama City, Panama. The global segment of the symposium will also allow for online participation from other regions. The symposium is co-organised with the National Authority of Panama and funded by a voluntary contribution from France.

2. The said course is primarily intended to help States Parties establish a capability in this area that the two-day symposium will focus on thematic presentations and discussions featuring prominent role models who will address various issues of interest for women in chemistry, including the challenges and opportunities they face. Group discussions will also be arranged to highlight the development of a responsible culture in chemistry.

3. The symposium will consist of two parts: the international, global part on day one; and the regional part for the GRULAC Member States on day two. The symposium will be conducted in hybrid mode throughout the first day, with participants from the GRULAC Member States attending in person and the participants from other regions attending online. On day two, the symposium will be reserved exclusively for those GRULAC participants attending in person. 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.

4. For the global part of the symposium, online participants will be selected from eligible and endorsed applications received from outside the GRULAC region. The admission requirements for the global (online) part of the symposium are similar to those for in-person participants, namely, participation will be open to those with a minimum degree (BSc or equivalent) in chemistry, chemical engineering, or related disciplines and those who have relevant professional working experience.

4. 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 19<sup>th</sup> March, 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.

5. This issues with the approval of Competent Authority.

End: As above



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15/03/2024  
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**Dr. ARJUN SINGH**  
Joint Director  
National Authority  
Chemical Weapons Convention  
Cabinet Secretariat  
Government of India, New Delhi

To,

1. The Director, Institute of Pesticide Formulation Technology (IPFT), Udyog Vihar, Sector-20, Gurugram-122016, Haryana

2. Director (Revenue Laboratories) (Addl. Charge), Central Revenues Control Laboratory (Headquarter), Hill Side Road, Pusa New Delhi-110012,
3. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior, Madhya Pradesh-474002
4. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi-110001
5. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhavan, Raisina Road, Opposite Rail Bhavan, New Delhi, Delhi 110001
6. The Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110002
7. The Director General, Indian Council of Medical Research (ICMR), Post Box No.4911, Ansari Nagar, New Delhi 110011
8. The Director, Indian Institute of Science (IISc), Bangalore, Karnataka-560 012
9. The Director, National Physical Laboratory, Dr. KS Krishnan Marg, Pusa, New Delhi, Delhi 110012
10. The Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110002
11. The Director, Tata Institute of Fundamental Research, Homi Bhabha Road, Colaba, Mumbai, Maharashtra-400005
12. The Director, Indian Institute of Technology-Indore, IET-DAVV Campus: IIT Indore (IITI), M-Block, IET—DAVV Campus, Khandwa Road, Indore, Madhya Pradesh-452017
13. The Director, Indian Institute of Technology-Jodhpur, Old Residency Road, Ratanada, Jodhpur, Rajasthan-342011
14. The Director, Indian Institute of Technology-Kanpur, Kalyanpur, Kanpur, Uttar Pradesh-208016
15. The Director, Indian Institute of Technology-Kharagpur, Kharagpur, West Bengal -721302
16. The Director, Indian Institute of Technology-Madras, IIT Post, Chennai, Tamil Nadu- 600036
17. The Director, Indian Institute of Technology-Mandi, PWD Rest House, Near Bus Stand, Mandi, Himachal Pradesh -175001
18. The Director, Indian Institute of Technology-Patna, Navin Government Polytechnic Campus, Patliputra Colony, Patna, Bihar-800 013
19. The Director, Indian Institute of Technology-Roorkee, Roorkee, Uttarakhand-247667
20. The Director, Indian Institute of Technology-(Banaras Hindu University), Varanasi, Uttar Pradesh-221005
21. The Director, Indian Institute of Science, Bangalore, Karnataka-560 012
22. The Director, Indian Institutes of Technology Bhubaneswar, Samantapuri Rear side of Hotel Swosti Plaza, Bhubaneswar, Orissa -751013
23. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior, Madhya Pradesh-474002
24. National Chemical Laboratory (NCL), Chemical Laboratory, Dr. Homi Bhabha Road, Pune, Maharashtra- 411 008
25. The Director, Indian Institutes of Technology-Bombay, Powai, Mumbai, Maharashtra- 400076
26. The Director, Indian Institutes of Technology-Delhi, Hauz Khas, New Delhi-110016
27. MSME Testing Centre (NR), Shahid Capt. Gam marg, OKHLA, New Delhi-110020
28. MSME Testing Centre (WR), Kurla- Andhari Rd, Saki Naka, Mumbai-400072
29. MSME Testing Centre (SR), 65/1, GST Road Gundi, Channai-600032
30. MSME Testing Centre (ER), 111 and 112, BT Road, Kolkata-700108



S/2253/2024  
19 February 2024  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR THE SYMPOSIUM ON WOMEN IN CHEMISTRY  
22 – 23 MAY 2024****Background**

1. The OPCW Technical Secretariat (“the Secretariat”) wishes to inform Member States that this year’s Symposium on Women in Chemistry will be held for the participants from the Group of Latin American and Caribbean States (GRULAC) on 22 and 23 May 2024 in Panama City, Panama. The global segment of the symposium will also allow for online participation from other regions. The symposium is co-organised with the National Authority of Panama and funded by a voluntary contribution from France.
2. The symposium, along with a basic analytical chemistry course for women (to be advertised in a different Note by the Secretariat), is part of the OPCW “Women in Chemistry” initiative, which aims to strengthen the skills of professionals operating in the field of chemistry and to highlight the contribution of women to the implementation of the Chemical Weapons Convention. The theme for this year’s symposium is “Empowering Women to Advance Peaceful Uses of Chemistry”.
3. The 2024 symposium aims to achieve several key objectives. Firstly, it seeks to showcase the profound and multifaceted contributions of women to the realm of peaceful chemistry. Moreover, the event endeavours to foster international solidarity and collaboration among participants. It also aims to enhance awareness regarding the myriad opportunities available for women to further develop their capacities and expertise within the field of chemistry. Additionally, the symposium aims to spotlight specific issues and successes pertinent to gender mainstreaming and the empowerment of women within the GRULAC Member States of the OPCW.

**Content**

4. The two-day symposium will focus on thematic presentations and discussions featuring prominent role models who will address various issues of interest for women in chemistry, including the challenges and opportunities they face. Group discussions will also be arranged to highlight the development of a responsible culture in chemistry.
5. The symposium will consist of two parts: the international, global part on day one; and the regional part for the GRULAC Member States on day two. The symposium will be conducted in hybrid mode throughout the first day, with participants from the GRULAC Member States attending in person and the participants from other regions attending



online. On day two, the symposium will be reserved exclusively for those GRULAC participants attending in person.

6. The global part of the symposium will include, inter alia, a presentation on the outcomes of a research project, carried out in cooperation with the United Nations Interregional Crime and Justice Research Institute, that identified best practices in recruiting, training, and promoting women in chemistry. The regional part of the symposium will focus on the specificities of engaging and empowering female professionals in the chemistry sector in the GRULAC Member States.
7. Experts will share their experience in identifying opportunities for career growth, training, and certification, as well as the added value of gender diversity in different roles and functions related to chemistry.

### **Admission requirements**

8. The in-person part of the symposium is open to professionals, both women and men, who:
  - (a) are citizens of OPCW GRULAC Member States;
  - (b) have a minimum of a first degree (BSc or equivalent) in chemistry, chemical engineering, or related disciplines from a recognised university or institution;
  - (c) have professional working experience in academia, science and technology institutions, chemical industry, industry associations, regulatory or promotional agencies; and
  - (d) have had previous engagement in gender mainstreaming or women's empowerment initiatives or related activities (desirable).
9. For the global part of the symposium, online participants will be selected from eligible and endorsed applications received from outside the GRULAC region. The admission requirements for the global (online) part of the symposium are similar to those for in-person participants, namely, participation will be open to those with a minimum degree (BSc or equivalent) in chemistry, chemical engineering, or related disciplines and those who have relevant professional working experience.
10. The symposium will be conducted in English with simultaneous interpretation in Spanish. Candidates should have at least basic conversant level proficiency in both written and spoken English. Any candidate who is found not to meet this basic requirement may not be allowed to continue their participation in the event.
11. Member States and National Authorities are strongly encouraged to support and endorse the applications of suitable female candidates for the symposium.

### **Selection procedure**

12. Applications will be carefully screened on the basis of the criteria specified in paragraphs 8 to 10 above.
13. Member States are welcome to nominate participants for whom sponsorship is not required.

## Sponsorship

14. Sponsorship is available to only a limited number of participants from the GRULAC Member States attending the symposium in person. The Secretariat will select the participants based on their qualifications and experience. **Only selected candidates will be notified by the Secretariat.**
15. All applications, for both online and in-person participation, must be digitally endorsed by the National Authority of the candidate's country through Eventus—the OPCW event management system (<https://apps.opcw.org/eventus>).
16. 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.
17. 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 event.
18. The Secretariat will cover participants' costs related to COVID-19 testing, if required for their international travel from their home country to the symposium and back.
19. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to the participants. Participants are required to arrive no earlier than Tuesday, 21 May 2024 and to depart no later than Friday, 24 May 2024. The agreement of the Secretariat is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the symposium or that result from changes to travel arrangements that have not been authorised. Sponsored participants must bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements.
20. Participants are requested to ensure and obtain any necessary visas, including transit visas, as may be needed before travelling to Panama. When applying for an entry visa, they should present the Embassy or Consulate of Panama with a copy of the acceptance letter from the OPCW.

## Application procedure

21. Interested candidates are invited to submit their applications through Eventus. Applicants must first create an account and then register for the event (<https://apps.opcw.org/eventus>).
22. Only nominations endorsed by the National Authority or Permanent Representation of the candidate's country to the OCPW will be considered. Each application must be endorsed digitally on the Eventus platform. A passport and an up-to-date curriculum vitae must be uploaded during the online registration process. Nominees must indicate their practical and work experience in their curricula vitae. **Only selected candidates will be notified by the Secretariat.**

23. Applications must be submitted to the Secretariat **no later than Friday, 22 March 2024**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact persons are Mr Saurabh Bhandari, Programme Officer (Tel: +31 (0)70 416 3489; Email: [saurabh.bhandari@opcw.org](mailto:saurabh.bhandari@opcw.org)) and Ms Julia Gonzalez, Senior Project Assistant (Tel: +31 (0)70 416 3239; Email: [julia.gonzalez@opcw.org](mailto:julia.gonzalez@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.