

F.No. M-21012/11/2024-TECH
Government of India, Cabinet Secretariat
National Authority Chemical Weapon Convention

1st Floor, Chanakya Bhawan, Chanakya Puri,
New Delhi, dated: 15 March, 2024

OFFICE MEMORANDUM

Subject:- Call for Nominations for Seminar on the Chemical Weapons Convention and Chemical Safety and Security Management for Asian Member States Doha Regional Centre for CBRN training 28 – 30 May 2024- Regarding.

PUC is a Technical Secretariat (TS) Note No. S/2261/2024, 4 March, 2024 along with invitation from Implementation Support Branch, Organization for the Prohibition of Chemical Weapons (OPCW), and pleased to invite National Authorities and government representatives responsible for chemical safety and security management, representatives from chemical industry associations, as well as managers involved in chemical industry safety and security and the Responsible Care programme, to submit applications for a seminar on the Chemical Weapons Convention and chemical safety and security management for Member States of the OPCW in the Asia region, to be held at the Doha Regional Centre for Chemical, Biological, Radiological, and Nuclear (CBRN) Training in Doha, Qatar, from 28 to 30 May 2024.

2. Seminar participants will be expected to prepare brief presentations on current safety and security management practices based on their experience, including suggestions for improving the safety management culture in their respective countries or the organisations at which they work.

3. The seminar is being organised to further promote international cooperation programmes that focus on chemical industry outreach and industry-related aspects of the implementation of Article XI of the Convention. The aim of this seminar is to support sound chemical safety and security management in the chemical industry in Asian States Parties. The objectives of the seminar include sharing best practices and discussing current issues in chemical safety and security management, with a particular focus on providing assistance to small and medium-sized enterprises. As a result, the seminar will benefit chemical industry personnel who are involved in safety and security management issues, and enhance the capacities of National Authorities and chemical industry associations in OPCW Member States in the Asia region.

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 20th April, 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



Arjun
18/3/2024

(Dr. Arjun Singh)

Joint Director

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To,

1. The Director General, Directorate General of NDRE, 6th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001
2. The Director General, Indian Chemical Council (ICC), Sir, Vithaldas Chambers, 6th Floor, Mumbai Samachar Marg, Mumbai – 400 001, Maharashtra.

3. 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.
4. 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.





S/2261/2024
4 March 2024
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

INVITATION TO APPLY FOR A SEMINAR ON THE CHEMICAL WEAPONS CONVENTION AND CHEMICAL SAFETY AND SECURITY MANAGEMENT FOR ASIAN MEMBER STATES DOHA REGIONAL CENTRE FOR CBRN TRAINING 28 – 30 MAY 2024

1. The Technical Secretariat (the Secretariat) is pleased to invite National Authorities and government representatives responsible for chemical safety and security management, representatives from chemical industry associations, as well as managers involved in chemical industry safety and security and the Responsible Care[®] programme, to submit applications for a seminar on the Chemical Weapons Convention (the Convention) and chemical safety and security management for Member States of the OPCW in the Asia region, to be held at the Doha Regional Centre for Chemical, Biological, Radiological, and Nuclear (CBRN) Training in Doha, Qatar, from 28 to 30 May 2024.
2. The seminar is being organised to further promote international cooperation programmes that focus on chemical industry outreach and industry-related aspects of the implementation of Article XI of the Convention. The aim of this seminar is to support sound chemical safety and security management in the chemical industry in Asian States Parties. The objectives of the seminar include sharing best practices and discussing current issues in chemical safety and security management, with a particular focus on providing assistance to small and medium-sized enterprises. As a result, the seminar will benefit chemical industry personnel who are involved in safety and security management issues, and enhance the capacities of National Authorities and chemical industry associations in OPCW Member States in the Asia region.
3. The objectives of the seminar are to:
 - (a) provide an opportunity for participating States Parties to consider and discuss specific chemical safety and security management issues related to chemical processes that have a direct bearing on the effective implementation of the Convention;
 - (b) contribute to the sharing of information and the exchange of experiences on the practical implementation of chemical safety and security management programmes;
 - (c) review best practices with regard to the safety and security management of chemicals and generate, through interactions and discussions, recommendations on the structure of future standardised seminars to promote these practices among small and medium-sized enterprises in Asian Member States;



- (d) foster wider cooperation between States Parties on issues related to the chemical industry towards achieving the objectives of Article XI of the Convention (promoting the peaceful uses of chemistry); and
 - (e) enhance and promote the safe handling of chemicals at the national level.
4. This seminar will include theoretical and practical components on topics relevant to chemical safety and security management. The seminar topics will include an overview of OPCW activities, the Convention, and international cooperation programmes. The seminar will also provide participants with updated information on, inter alia, current practices and concepts relating to the safety and security management of chemical plants, dual-use chemicals and risk management, and current trends in safety and security management in the chemical industry, in addition to best practices in chemical safety and security management in an industry setting. Leading experts in chemical safety and security management will provide presentations and facilitate discussions. Participants should therefore have a strong background in chemistry and/or chemical engineering, with at least five years of experience in a relevant discipline, preferably in industry.
 5. Seminar participants will be expected to prepare brief presentations on current safety and security management practices based on their experience, including suggestions for improving the safety management culture in their respective countries or the organisations at which they work.
 6. The Secretariat expects to be able to sponsor a limited number of participants, for whom it will cover the costs of travel, meals, and medical insurance, and provide a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. A letter with the detailed programme will be sent to all registered participants in due course.
 7. Applications from Asian Member States should be endorsed by their respective National Authorities. The endorsement will be completed automatically through Eventus—the OPCW event management system (<http://eventus.opcw.org>). Each application should specify whether sponsorship is a condition of the nominee's participation. States Parties are welcome to nominate participants for whom sponsorship is not required. **States Parties and National Authorities are strongly encouraged to support and endorse applications from (or nominations of) suitable female candidates.**
 8. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat, and if the Secretariat authorises it. In order for the Secretariat to keep costs to a minimum, participants are expected to **arrive no earlier than Monday, 27 May 2024** and to **depart no later than Friday, 31 May 2024**. The Secretariat will not cover expenses unrelated to the seminar or that result from changes to travel arrangements that it has not 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.

9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the seminar. When applying for an entry visa, they should present a copy of the acceptance letter from the OPCW to the Embassy or Consulate of Qatar.
10. The seminar will be conducted in English with interpretation available into Arabic. All participants are therefore expected to have a good written and oral command of one of these languages.
11. Interested applicants are invited to apply online through Eventus. Applicants should create an account in Eventus and then register for the training course. Please note that all questions marked with an asterisk (*) in the online form must be answered in order for a candidate to be considered for this event. These applications must be reviewed and endorsed electronically through Eventus by the respective National Authorities, to be followed by a final review and approval by the Secretariat. In the event that interested applicants have difficulties submitting their application online via Eventus, the applicants should send an email explaining the problem to icb.events@opcw.org with reference to the name and location of the event in the subject line of the message. All applications must be received by the Secretariat **no later than 29 April 2024**.
12. Additional information about the seminar may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the OPCW, as well as from the website of the Qatar National Committee for the Prohibition of Weapons (<http://ncpw.org.qa/ncpw/webpage/index.jsp>). The OPCW focal points for this seminar are Mr Taeon Kim, Programme Officer (Email: taeon.kim@opcw.org), and Mr Farid Tata, Senior Project Assistant (Email: farid.tata@opcw.org).

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.