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F.No. M-21012/17/2024-TECH
Government of India, Cabinet Secretariat
National Authority Chemical Weapon Convention

1st Floor, Chanakya Bhawan, Chanakya Puri,
New Delhi, dated: 13th June, 2024

OFFICE MEMORANDUM

Subject:- Invitation to Apply for a Workshop on General Aspects of Chemical Safety and Security in Laboratories Milan, Italy 8 – 11 October 2024 - Regarding.

The Technical Secretariat (TS) Note No. S/2290/2024, 27th May, 2024 along with invitation from Implementation Support Branch, Organization for the Prohibition of Chemical Weapons (OPCW), wishes to inform Member States that it will hold a workshop on general aspects of chemical safety and security in laboratories from 8 to 11 October 2024 in Milan, Italy.

2. The objective of the workshop is to provide an update on the current standards, policies, know-how, and best practices in chemical safety and security, in both research laboratories and at small industrial production sites. It has been designed for specialised personnel such as safety coordinators and environmental health and safety and/or security managers, as well as representatives of related policymaking institutions from OPCW Member States. The workshop is being implemented within the scope of the capacity-building programmes on the peaceful applications of chemistry under Article XI of the Chemical Weapons Convention.
3. Participants will also be encouraged to present case studies and issues from their organisations and engage in an interactive discussion to identify gaps and needs, and to make specific proposals on how to improve existing practices in chemical safety and security management in their respective institutions and countries.
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 23rd June, 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 Singh
13/06/2024

(Dr. Arjun Singh)

Joint Director

Telephone: +91-11-24675465

Fax: +91-11-24675767

Email: jd-nacwc@gov.in

To,

1. The Chairman, All India Council of Technical Education (AICTE), Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
2. The Chairman, University Grants Commission (UGC), Bahadurshah Zafar Marg, New Delhi – 110002
3. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi – 110 001

- 9
4. The Joint Secretary (Plant Protection), Department of Agriculture Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare, A-wing, Krishi Bhawan, New Delhi – 110001.
 5. The Deputy Director General, Department of Chemicals & Petrochemicals (DCPC), ministry of Chemicals & Fertilizers, 419C, 4th floor, Shastri Bhawan, New Delhi – 110 001
 6. The Joint Secretary, Department of Science & Technology (DST), Technology Bhawan, New Mehrauli Road, Block C, Adchini, New Delhi – 110016.
 7. The President, Association of Indian Universities (AIU), AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), Landmark: Opposite National Bal Bhawan, Near I.T.O', New Delhi -110002
 8. The Secretary, Department of Defence R&D and Chairman, DRDO, DRDO Bhawan, Rajaji Marg, New Delhi-110011
 9. The Secretary (DARE) & DG, Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers' Welfare, Krishi Bhawan, New Delhi – 110001
 10. The Secretary, Department of Health Research and Director General, Indian Council of Medical Research (ICMR), Department of Health Research, 2nd Floor, IRCS Building, 1, Red Cross Road, New Delhi – 110001
 11. The Director General, Directorate General of NDRF, 6th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001.
 12. The Director General (Life Sciences), Defence Research & Development Organisation, Room No. 338, DRDO Bhawan, New Delhi – 110 011.
 13. The Director General, Indian Chemical Council (ICC), Sir, Vithaldas Chambers, 6th Floor, Mumbai Samachar Marg, Mumbai – 400 001, Maharashtra.
 14. The Joint Secretary (Customs), Central Board of Excise & Customs, North Block, New Delhi-110001, Email: js.cus-cbec@nic.in



Arjun Singh
13/06/2024
(Dr. Arjun Singh)





S/2290/2024
27 May 2024
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT**INVITATION TO APPLY FOR A WORKSHOP ON GENERAL
ASPECTS OF CHEMICAL SAFETY AND SECURITY IN LABORATORIES
MILAN, ITALY
8 – 11 OCTOBER 2024****PURPOSE OF THE WORKSHOP**

1. The Technical Secretariat of the OPCW (the Secretariat) wishes to inform Member States that it will hold a workshop on general aspects of chemical safety and security in laboratories from 8 to 11 October 2024 in Milan, Italy. The workshop will be co-organised by the OPCW and the Institute of Chemical Sciences and Technologies “Giulio Natta” of the Italian National Research Council, in cooperation with Federchimica (Italy) and the University of Rome – Tor Vergata, and with support from the National Authority of Italy.
2. The objective of the workshop is to provide an update on the current standards, policies, know-how, and best practices in chemical safety and security, in both research laboratories and at small industrial production sites. It has been designed for specialised personnel such as safety coordinators and environmental health and safety and/or security managers, as well as representatives of related policymaking institutions from OPCW Member States. The workshop is being implemented within the scope of the capacity-building programmes on the peaceful applications of chemistry under Article XI of the Chemical Weapons Convention.

CONTENT

3. The four-day programme will include theoretical lectures as well as practical and interactive sessions, as described below.
 - (a) Participants will be introduced to the general framework in which the OPCW and other organisations work to promote chemical safety and security management. They will also learn in greater detail about major relevant international policies, legal frameworks, awareness-raising initiatives, and tools, including the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) and the Emergency Response Guidebook (ERG), among others. The workshop will feature a series of lectures dedicated to topics such as hazardous chemicals and related risk assessments, personal protective equipment, prevention and mitigation strategies, emergency management, environmental impacts, forensic sampling, as well as case analysis of incidents in chemical laboratories and at working sites. Special attention will be also paid to the themes of sustainability, green chemistry, ethics, and alternatives to highly hazardous chemicals.



- (b) One table-top exercise on emergency response and risk assessment at the site of an incident involving hazardous chemicals will be conducted in order to provide participants with the practical skills needed to take action in chemical emergency scenarios as technical advisers or decision makers.
 - (c) One didactical module will be devoted to practical training at a chemical research laboratory, with a description of best practices and an interactive display of detection instruments, personal protective equipment, and safety tools in the event of minor chemical accidents in confined spaces.
 - (d) Participants will also be encouraged to present case studies and issues from their organisations and engage in an interactive discussion to identify gaps and needs, and to make specific proposals on how to improve existing practices in chemical safety and security management in their respective institutions and countries.
4. The workshop will accommodate a maximum of 20 participants from OPCW Member States. Participants will be selected based on their qualifications and experience.

ADMISSION REQUIREMENTS

5. The workshop is open to those who:
- (a) have a minimum of a first degree (BSc or equivalent) in chemical or environmental sciences or technologies 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 5(b) below); and
 - (b) have been working in research and academic institutions, chemical industry, specialised organisations performing laboratory-scale activities involving hazardous chemicals, or governmental agencies that coordinate chemical safety and/or security at such establishments.
6. The workshop will be conducted in English. Candidates must therefore have a strong command of both written and spoken English.

SELECTION PROCEDURE

7. Applications will be carefully screened on the basis of the criteria specified in paragraphs 5 and 6 above. The Secretariat may decide to interview applicants. Applicants who have already participated in OPCW chemical safety and security in laboratory courses will not be considered for this workshop.

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. Each application must be endorsed digitally in the Eventus platform by the respective National Authority or Permanent Representation of the applicant's country to the OCPW. Only nominations endorsed by the National Authority or Permanent Representation may be considered. The National Authorities are strongly encouraged to support and endorse applications from suitable female candidates for the event.

9. Applications must be accompanied by the following:
 - (a) an updated curriculum vitae;
 - (b) a photocopy of the personal identification pages of the candidate's passport;
 - (c) a one-page description of the candidate's practical experience; and
 - (d) a letter of recommendation from the supervisor of the candidate at his or her institution addressing the candidate's qualifications in line with paragraphs 5 and 6 above and attesting the relevance of the course to the work of the institution.
10. Applications must be submitted to the Secretariat **no later than 30 June 2024**. Incomplete or improperly completed applications cannot be considered.
11. Additional information may be obtained by email from the International Cooperation Branch of the OPCW. The contact persons are Ms Rufaro Kambarami, Project Assistant (Email: rufaro.kambarami@opcw.org), and Mr Roman Warchol, Senior Programme Officer (Email: roman.warchol@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.