

**F.No. M-21012/16/2024-TECH**  
**Government of India, Cabinet Secretariat**  
**National Authority Chemical Weapon Convention**

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1st Floor, Chanakya Bhawan, Chanakya Puri,  
New Delhi, dated: 10<sup>th</sup> July, 2024

**OFFICE MEMORANDUM**

**Subject:-** Eleventh Annual Meeting of Representatives of the Chemical Industry and National Authorities of States Parties to the Chemical Weapons Convention Doha, Qatar 15 – 17 October 2024- Regarding.

This is with reference to our Office Memorandum of even number dated 13<sup>th</sup> June, 2024 on the above subject (Copy Attached). Details on nomination may be seen at the earlier sent OPCW TS note on Eleventh Annual Meeting (S/2293/2024).

2. The last date has been extended to 25 July, 2024 for sending nomination to NACWC. It is requested to submit nomination by 25 July, 2024, along with relevant documents, adhering to the 'Revised Guidelines for OPCW sponsored events' issued by NACWC accompanying the curriculum vitae of the nominee, through the online portal-OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>), vigilance clearance and as mentioned in paragraph 7, 8 & 11 of TS Note (S/2293/2024).

4. This issues with the approval of Competent Authority.

**End:** As above



*Arjun Singh*  
10/07/2024  
**(Dr. Arjun Singh)**

Joint Director

Telephone: +91-11-24675465

Fax: +91-11-24675767

Email: jd-nacwc@gov.in

**To,**

1. The Director General, Indian Chemical Council (ICC), Sir, Vithaldas Chambers, 6th Floor, Mumbai Samachar Marg, Mumbai – 400 001, Maharashtra.
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



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1st Floor, Chanakya Bhawan, Chanakya Puri,  
New Delhi, dated: 13<sup>th</sup> June, 2024

OFFICE MEMORANDUM

**Subject:-** Eleventh Annual Meeting of Representatives of the Chemical Industry and National Authorities of States Parties to the Chemical Weapons Convention Doha, Qatar 15 – 17 October 2024- Regarding.

PUC is a Technical Secretariat (TS) Note No. S/2293/2024, 27<sup>th</sup> May, 2024 along with invitation from Implementation Support Branch, Organization for the Prohibition of Chemical Weapons (OPCW), On behalf of the Government of Qatar, the OPCW Technical Secretariat (the Secretariat) wishes to invite National Authorities and representatives from national chemical industry associations to submit applications for the Eleventh Annual Meeting of Representatives of the Chemical Industry and National Authorities of States Parties to the Chemical Weapons Convention, to be held in Doha, Qatar, from 15 to 17 October 2024.

2. Participants in the meeting may be invited to deliver presentations in order to share experiences or information on transfer discrepancies, chemical security legislation and Responsible Care® and Responsible Distribution™ in the chemical industry and preventing the illicit production and transfer of toxic chemicals.

3. The objectives of the meeting are to promote cooperation between National Authorities and the chemical industry. To provide a forum to share experiences, challenges, and good practices in relation to the implementation of the Convention at the national, regional, and global level; and to enhance awareness of particular requirements in relation to the Convention among representatives of the chemical industry and National Authorities, and thereby enhance the capacity of both stakeholders to implement relevant provisions in a timely and effective manner.

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 30<sup>th</sup> 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:** 1. TS Note  
2. Revised Guidelines for OPCW sponsored events



*Arjun Singh*  
13/06/2024

**(Dr. Arjun Singh)**

Joint Director

Telephone: +91-11-24675465

Fax: +91-11-24675767

Email: [jd-nacwc@gov.in](mailto:jd-nacwc@gov.in)

**To,**

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4. All Concerned



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S/2293/2024  
27 May 2024  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**ELEVENTH ANNUAL MEETING OF REPRESENTATIVES  
OF THE CHEMICAL INDUSTRY AND NATIONAL AUTHORITIES  
OF STATES PARTIES TO THE CHEMICAL WEAPONS CONVENTION  
DOHA, QATAR  
15 – 17 OCTOBER 2024**

1. On behalf of the Government of Qatar, the OPCW Technical Secretariat (the Secretariat) wishes to invite National Authorities and representatives from national chemical industry associations to submit applications for the Eleventh Annual Meeting of Representatives of the Chemical Industry and National Authorities of States Parties to the Chemical Weapons Convention, to be held in Doha, Qatar, from 15 to 17 October 2024.
2. The event seeks to enhance cooperation between the chemical industry and National Authorities to support the full and effective implementation of the Chemical Weapons Convention (the Convention).
3. The chemical industry has been recognised as a key stakeholder in the implementation of the Convention. The Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention highlighted the important role that the chemical industry has to play in the implementation of the Convention, and encouraged the Secretariat to continue to strengthen its relations with regional and international chemical industry associations.
4. The objectives of the meeting are to:
  - (a) promote cooperation between National Authorities and the chemical industry;
  - (b) provide a forum to share experiences, challenges, and good practices in relation to the implementation of the Convention at the national, regional, and global level; and
  - (c) enhance awareness of particular requirements in relation to the Convention among representatives of the chemical industry and National Authorities, and thereby enhance the capacity of both stakeholders to implement relevant provisions in a timely and effective manner.



5. The provisional programme for the meeting is attached as the Annex to this Note. The meeting will focus on:
  - (a) supporting the resolution of transfer discrepancies;
  - (b) chemical security legislation and Responsible Care<sup>®</sup> and Responsible Distribution<sup>™</sup> in the chemical industry; and
  - (c) preventing the illicit production and transfer of toxic chemicals.
6. Participants in the meeting may be invited to deliver presentations in order to share experiences or information on any of the above topics.
7. States Parties with relevant chemical industry activities and stakeholders are invited to nominate **two participants** for this meeting, one from the National Authority and one from a national chemical industry or chemical trade association. Nominations of only one participant from a State Party (either from the National Authority or a chemical industry representative) will not be considered.
8. States Parties are urged to nominate candidates who have not participated in previous meetings of this kind. The meeting will host a maximum of 50 participants from 25 States Parties, with priority given to those States Parties that have not previously participated. States Parties and National Authorities are **strongly encouraged to support and endorse nominations of suitable female candidates for the event**.
9. The meeting will be conducted in English. All participants are therefore expected to have a good command of English.
10. The Secretariat will sponsor two participants per State Party. For sponsored participants, the Secretariat will cover the costs of travel, accommodation, meals, and medical insurance for the duration of the meeting, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will not pay for medical assistance. Participants should therefore be fit to travel. All participants taking prescribed medication should arrive with sufficient supplies for the duration of the event.
11. Applications by the nominated participants should be submitted online through Eventus—the OPCW event management system (<https://apps.opcw.org/eventus>)—**no later than Tuesday, 13 August 2024**. Applications must be reviewed and endorsed digitally in Eventus by the respective National Authority **no later than Friday, 16 August 2024** in order to be considered by the Secretariat for final review.
12. Additional information about the meeting may be obtained from the Implementation Support Branch of the International Cooperation and Assistance Division of the OPCW. The contact persons are Mr Solomon Haile (Tel.: +31 65007 4096; Email: [solomon.haile@opcw.org](mailto:solomon.haile@opcw.org)) and Mr Alberto Fernandez (Tel.: +31 70 416 3850; Email: [alberto.fernandez@opcw.org](mailto:alberto.fernandez@opcw.org)).

Annex: Provisional Programme

## Annex

**ELEVENTH ANNUAL MEETING OF REPRESENTATIVES OF THE CHEMICAL  
INDUSTRY AND NATIONAL AUTHORITIES OF STATES PARTIES  
TO THE CHEMICAL WEAPONS CONVENTION  
DOHA, QATAR  
15 – 17 OCTOBER 2024**

**PROVISIONAL PROGRAMME**

	<b>Activity</b>
	<b><i>Tuesday, 15 October 2024</i></b>
	Welcome address by the Chairman of the Qatar National Committee for the Prohibition of Weapons (NCPW)
	Opening remarks by the OPCW
	Objectives of the meeting and programme overview – OPCW
	National presentation by Qatar – NCPW
	Update on selected capacity-development activities of the International Cooperation and Assistance Division – OPCW
	Overview of science and policy-related developments – OPCW
	Update on Article VI verification matters – OPCW
	Updates from industry and trade organisations: <ul style="list-style-type: none"> <li>– International Council of Chemical Associations (ICCA)</li> <li>– International Chemical Trade Association (ICTA)</li> </ul>
	<b>Theme 1 – Supporting the resolution of transfer discrepancies</b>
	Introductory presentation – OPCW
	Chemical industry perspective on transfer discrepancies
	Plenary discussion

	<b>Activity</b>
<b><i>Wednesday, 16 October 2024</i></b>	
	Break-out group discussion: “Emerging challenges to implementing the Chemical Weapons Convention from the chemical industry perspective”
	Reporting back from break-out groups
	Plenary discussion
<b>Theme 2 – Synergies between chemical security legislation and the Responsible Care<sup>®</sup>/Responsible Distribution<sup>™</sup> initiatives</b>	
	Brief introductions: ICCA and ICTA
	Interactive panel discussion:
	<ul style="list-style-type: none"> <li>– Two national chemical industry representatives</li> <li>– International Criminal Police Organization (Interpol)</li> <li>– OPCW</li> <li>– Representatives of two States Parties (National Authorities)</li> </ul>
<b><i>Thursday, 17 October 2024</i></b>	
<b>Theme 3 – Preventing the illicit production and transfer of toxic chemicals</b>	
	The Convention’s transfer regime for scheduled chemicals: lessons and good practices from countries of the Gulf Cooperation Council (National presentations)
	Plenary discussion
	Presentation of the meeting outcome to the Chairman of the NCPW
	Closing remarks



### **Revised Guidelines For OPCW Sponsored Events**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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>).

8. 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.
9. 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.
10. 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.