

**File No. M-21011/3/2024-TECH**  
**Government of India**  
**Cabinet Secretariat**  
**National Authority Chemical Weapons Convention**

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1<sup>st</sup> Floor, Chanakya Bhawan, Chanakyapuri,  
New Delhi, dated 19<sup>th</sup> August, 2024.

**OFFICE MEMORANDUM**

**Subject:** Call for nominations for a workshop on the Peaceful Development and Use of Chemistry for Member States of the OPCW in the Asia Region to be held in Seoul, the Republic of Korea from 12 – 14 November 2024 – regarding.

India is a signatory to the Chemical Weapons Convention (CWC). The Organization for the Prohibition of Chemical Weapons (OPCW), with headquarters at the Hague, The Netherlands is the implementing body of CWC. National Authority Chemical Weapons Convention (NACWC) functions as the main agency responsible for facilitating the participation of its officials and other Indian nationals in training courses conducted by OPCW in the field of the Convention.

2. In this regard, please find enclosed herewith a copy of the Technical Secretariat Note No. S/2314/2024 dated 12 August 2024, received from OPCW, seeking nominations for the above-mentioned subject workshop.

3. In line with above, nominations of suitable, qualified and experienced candidates as per the requirements of the course, along with relevant documents following the 'Revised Guidelines for OPCW sponsored events' issued by NACWC (enclosed) may please be sent to this office **latest by 30 September 2024** through online portal – OPCW Training Management System (<https://training.nacwc.in>). Further, keeping in view the purpose of the course, selection will be done based on their qualifications and experience. Applicants who have already participated in the similar previous programme(s) may not be nominated for the course.

4. **Nominees shortlisted by OPCW for the above workshop are required to inform NACWC about their confirmation of participation. Further, after completion of the course, the participant has to submit a report and a presentation to the National Authority.**

This issues with the approval of Competent Authority.

Encl: As above.



*Arjun Singh*  
19/08/2024

(Dr. Arjun Singh)  
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To,

1. The Joint Secretary (Admin), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi – 110003
2. The Director General, Indian Chemical Council (ICC), Sir, Vithaldas Chambers, 6th Floor, Mumbai Samachar Marg, Mumbai – 400 001, Maharashtra
3. The Director General (Life Sciences), Defence Research & Development Organisation, Room No. 338, DRDO Bhawan, New Delhi – 110 011
4. Joint Secretary (IS-I), Internal Security-I Division, North Block, Ministry of Home Affairs, New Delhi – 110001
5. The Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi – 110002
6. All concerned.





**OPCW**

**Technical Secretariat**

S/2314/2024  
12 August 2024  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**SEOUL WORKSHOP ON THE PEACEFUL DEVELOPMENT AND USE OF  
CHEMISTRY FOR MEMBER STATES OF THE OPCW IN THE ASIA REGION  
SEOUL, THE REPUBLIC OF KOREA  
12 – 14 NOVEMBER 2024**

1. The Technical Secretariat (the Secretariat) is pleased to invite government representatives responsible for chemical safety and security management, representatives from chemical industry associations, and managers involved in chemical industry safety and security with a strong background in chemistry and/or chemical engineering to apply for a workshop on the peaceful development and use of chemistry for Member States of the OPCW in the Asia region, to be held in Seoul, the Republic of Korea, from 12 to 14 November 2024.
2. The workshop 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 Chemical Weapons Convention (the Convention). This workshop aims to promote the peaceful application of chemistry in the economic and technological development of the OPCW Member States through supporting national capacities of the Member States in the region. In doing so, the workshop will shed light on topics relevant to the peaceful use of chemistry and the chemical safety and security management system, while promoting best practices in chemical safety and security management, with a focus on the Republic of Korea's experience in chemical technology and industrial development. The workshop aims to benefit personnel working in the chemical industry and chemical industry associations, as well as academics and government officials with relevant capacities in Asian Member States.
3. The objectives of the workshop are to:
  - (a) foster cooperation among Member States on issues related to the chemical industry towards achieving the objectives of Article XI of the Convention to promote the peaceful use of chemistry;
  - (b) improve chemical safety and security management practices in the Asia region;
  - (c) contribute to the sharing of information about and the exchange of experience in practical management programmes; and
  - (d) review best practices in chemical safety and security management and generate recommendations to promote these practices in small and medium-sized enterprises (SMEs) in Asian countries.





4. This workshop will include informative sessions presented by relevant experts and will provide a platform for exchanging best practices in chemical safety and security management across the Asia region. The sessions will cover a variety of topics in the peaceful use of chemistry and chemical safety and security management including, but not limited to, the following: dual-use chemicals, chemical safety and security management, chemical management systems, process safety management, chemical security and supply chain management, and OPCW indicative guidelines in chemical safety and security management for SMEs and the transport of hazardous chemicals. To promote the exchange of knowledge and experience, participants will be required to present best practices and case studies in the field of chemical safety and security based on their own experience. To promote the exchange of different views, the moderators may facilitate discussions and table-top exercises.
5. The Secretariat will select the participants in consideration of the following criteria:
  - (a) Required: Applicants must have at least five years of progressive work experience in areas, including but not limited to the following: the chemical industry, chemical management, chemical industry associations, academia, governmental agencies regulating chemicals, and other relevant areas.
  - (b) Desirable: Applicants should have work experience in the chemical industry, chemical industry associations, chemical safety and security management, or work experience in developing policies and procedures for chemical safety and security management, among other related fields.
6. Interested applicants are invited to apply online through Eventus—the OPCW event management system (<https://eventus.opcw.org/>)—no later than **10 October 2024**. Applicants should create an account in the Eventus system and then register for the training course. Please note that all questions marked with an asterisk (\*) in the online form must be answered for the candidate to be considered for this event. To be considered for the workshop, applicants must include in their application a complete curriculum vitae, as well as a copy of the personal identification pages of their passport.
7. Applications must be reviewed and endorsed electronically in the Eventus system by the respective National Authorities; this will be followed by a final review and approval by the Secretariat. In case interested applicants have difficulties in submitting their applications online via Eventus, they are requested to send an email explaining the problem to Mr Taeon Kim, Programme Officer ([taeon.kim@opcw.org](mailto:taeon.kim@opcw.org)), with a reference to the name and location of the event in the subject line of the message.
8. The Secretariat will sponsor a limited number of participants. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and will 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 and information on the venue will be sent to all sponsored and registered participants in due course.



9. Each application should specify whether sponsorship is a condition of the nominee's participation. Member States are welcome to nominate participants for whom sponsorship is not required. The Secretariat strongly encourages applications from qualified female candidates. Only selected candidates will be notified by the Secretariat.
10. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to participants. In order for the Secretariat to keep costs to a minimum, participants are expected to arrive **no earlier than Monday, 11 November 2024** and to depart **no later than Friday, 15 November 2024**. The agreement of the Secretariat is required for any changes to arrival and departure dates. The Secretariat will not cover expenses unrelated to the workshop 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.
11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the workshop. When applying for an entry visa, they should present a copy of the acceptance letter from the OPCW to their local Embassy or Consulate of the Republic of Korea.
12. The workshop will be conducted entirely in English. All participants are therefore expected to have good written and oral command of the language.
13. Additional information about the workshop may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the OPCW. The OPCW contact persons for the workshop are Mr Taeon Kim, Programme Officer ([taeon.kim@opcw.org](mailto:taeon.kim@opcw.org)), and Ms Jo Eun Kim, Associate Programme Officer ([joeun.kim@opcw.org](mailto:joeun.kim@opcw.org)).

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### **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.