

**F. No. M-21012/9/2024-TECH**  
**Government of India**  
**Cabinet Secretariat**  
**National Authority Chemical Weapon Convention**

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1<sup>st</sup> Floor, Chanakya Bhawan, Chanakyapuri  
New Delhi, dated 15<sup>th</sup> January, 2025

**OFFICE MEMORANDUM**

**Subject: Call for Nominations for Symposium on Women in Chemistry at the OPCW Centre for Chemistry and Technology (ChemTech Centre) in Nootdorp, The Netherlands to be held on 26 and 27 March 2025 - regarding.**

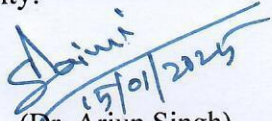
India is a signatory to the Chemical Weapons Convention (CWC). The Organization for the Prohibition of Chemical Weapons (OPCW), headquartered at The Hague, The Netherlands is the implementing body of CWC. National Authority Chemical Weapons Convention (NACWC) functions as the main agency responsible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

2. In this regard, OPCW is seeking nominations on the above-mentioned subject training course. The symposium 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 the 2025 symposium is "Empowering Women to Advance Peaceful Uses of Chemistry".

3. Nomination of suitable qualified and experienced candidates fulfilling the above requirements of the course, along with relevant supporting documents following the 'Relevant Guidelines for OPCW sponsored events issued by NACWC (enclosed) may please be sent to this office latest **by 29<sup>th</sup> January, 2025** through the online portal – OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>). Applicants who have already participated in the similar previous programme(s) may not be nominated for the course.

4. If selected, after attending the course/training/workshop/event the participant must submit a report and a copy of the OPCW certificate to the National Authority.

Encl: As above

  
(Dr. Arjun Singh)  
Joint Director, NACWC  
Telephone: +91-11-24675465  
Email: jd-nacwc@gov.in

To,

1. 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. Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior, Madhya Pradesh-474002
4. Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi-110001
5. Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhavan, Raisina Road, Opposite Rail Bhavan, New Delhi, Delhi 110001
6. Director General, Indian Chemical Council (ICC), Sir, Vithaldas Chambers, 6th Floor, Mumbai Samachar Marg, Mumbai – 400 001, Maharashtra.
7. Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110002
8. Director General, Indian Council of Medical Research (ICMR), Post Box No. 4911, Ansari Nagar, New Delhi- 110011
9. Director, Indian Institute of Science (IISc), Bengaluru, Karnataka- 560012
10. Director, National Physical Laboratory, Dr. KS Krishan Marg, Pusa, New Delhi, Delhi- 110002
11. Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi- 110002
12. Director, Tata Institute of Fundamental Research, Homi Bhabha Road, Colaba, Mumbai, Maharashtra-400005
13. Director, Indian Institute of Technology-Indore, IET-DAVV Campus: IIT Indore (IITI), M-Block, IET-DAW Campus, Khandwa Road, Indore, Madhya Pradesh-452017
14. Director, Indian Institute of Technology-Jodhpur, Old Residency Road, Ratanada, Jodhpur, Rajasthan-342011
15. Director, Indian Institute of Technology-Kanpur, Kalyanpur, Kanpur, Uttar Pradesh- 208016
16. Director, Indian Institute of Technology-Kharagpur, Kharagpur, West Bengal-721302
17. Director, Indian Institute of Technology-Madras, IIT Post, Chennai, Tamil Nadu- 600036
18. Director, Indian Institute of Technology-Mandi, PWD Rest House, Near Bus Stand, Mandi, Himachal Pradesh -175001
19. Director, Indian Institute of Technology-Patna, Navin Government Polytechnic Campus, Patliputra Colony, Patna, Bihar-800 013
20. Director, Indian Institute of Technology-Roorkee, Roorkee, Uttarakhand-247667
21. Director, Indian Institute of Technology-(Banaras Hindu University), Varanasi, Uttar Pradesh-221005
22. Director, Indian Institute of Science, Bangalore, Karnataka-560 012
23. Director, Indian Institutes of Technology Bhubaneswar, Samantapuri Rear side of Hotel Swosti Plaza, Bhubaneswar, Orissa -751013
24. Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior, Madhya Pradesh-474002
25. National Chemical Laboratory (NCL), Chemical Laboratory, Dr. Homi Bhabha Road, Pune, Maharashtra- 411 008
26. Director, Indian Institutes of Technology-Bombay, Powai, Mumbai, Maharashtra- 400076
27. Director, Indian Institutes of Technology-Delhi, Hauz Khas, New Delhi-110016
28. Head, MSME Testing Centre (NR), Shahid Capt. Gam Marg, OKHLA, New Delhi- 110020
29. Head, MSME Testing Centre (WR), Kurla-Andheri Rd, Saki Naka, Mumbai-400072
30. Head, MSME Testing Centre (SR), 65/1, GST Road Gundi, Chennai-600032
31. Head, MSME Testing Centre (ER), 111 and 112, BT Road, Kolkata-700108

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR THE SYMPOSIUM ON WOMEN IN CHEMISTRY  
26 AND 27 MARCH 2025****BACKGROUND**

1. The Technical Secretariat (the Secretariat) wishes to inform Member States that the 2025 Symposium on Women in Chemistry will be held on 26 and 27 March 2025 at the OPCW Centre for Chemistry and Technology (ChemTech Centre) in Nootdorp, the Netherlands.
2. The symposium 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 the 2025 symposium is “Empowering Women to Advance Peaceful Uses of Chemistry”.
3. The 2025 symposium will aim to achieve several key objectives. First, it will seek to showcase the profound and multifaceted contributions of women to the field of peaceful chemistry. The event will also endeavour to foster international solidarity and collaboration among participants, and enhance awareness of the myriad opportunities available for women to further develop their capacities and expertise within the field of chemistry. Additionally, the symposium will aim to shine a spotlight on specific issues and successes pertinent to gender mainstreaming and the empowerment of women for the 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 be conducted in hybrid mode throughout the first day, with a limited number of sponsored participants from OPCW Member States attending in person, and the other participants attending online. On day two, the symposium will be reserved exclusively for sponsored participants attending in person.

6. The symposium will include, inter alia, a presentation on the outcomes of a research project 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 women professionals in the chemistry sector in OPCW 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 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 work experience in academia, science and technology institutions, the chemical industry, industry associations, and regulatory or promotional agencies; and
  - (d) have had previous involvement in gender mainstreaming or women's empowerment initiatives or related activities (desirable).
9. Online participants will be selected from eligible and endorsed applications received from OPCW Member States. The admission requirements for the 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 work experience.
10. The symposium will be conducted in English, and no interpretation services of any kind will be provided. Candidates should therefore have at least a conversational level of 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. OPCW Member States and National Authorities are strongly encouraged to seek, support, and endorse the applications of suitable women 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. OPCW Member States are welcome to nominate participants for whom sponsorship is not required.

#### **SPONSORSHIP**

14. Sponsorship is only available to a limited number of participants from OPCW Member States attending the symposium in person. The Secretariat will select participants based on their qualifications and experience.

15. All applications—both for 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://eventus.opcw.org>).
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. 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, 25 March 2025 and to depart no later than Friday, 28 March 2025. 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.
19. Participants are requested to ensure and obtain any necessary visas, including transit visas, before travelling to the Netherlands. When applying for an entry visa, candidates should present a copy of the acceptance letter from the OPCW to the Embassy or Consulate of the Netherlands.

#### **APPLICATION PROCEDURE**

20. Interested candidates are invited to submit their applications through Eventus. Applicants must first create an account and then register for the event.
21. Only nominations endorsed by the National Authority or Permanent Representation of the candidate’s country to the OPCW 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.**
22. Applications must be submitted to the Secretariat **no later than Friday, 7 February 2025**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact persons are Ms Benita Striukytė, Special Advisor for Programme Coordination (Email: [benita.striukyte@opcw.org](mailto:benita.striukyte@opcw.org)), Ms Jo Eun Kim, Associate Programme Officer (Tel: +31 6 54 91 8332; Email: [joeun.kim@opcw.org](mailto:joeun.kim@opcw.org)), and Ms Rufaro Kambarami, Project Assistant (Email: [rufaro.kambarami@opcw.org](mailto:rufaro.kambarami@opcw.org)).

### **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.