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S/2253/2024  
19 February 2024  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR THE SYMPOSIUM ON WOMEN IN CHEMISTRY  
22 – 23 MAY 2024****Background**

1. The OPCW Technical Secretariat (“the Secretariat”) wishes to inform Member States that this year’s Symposium on Women in Chemistry will be held for the participants from the Group of Latin American and Caribbean States (GRULAC) on 22 and 23 May 2024 in Panama City, Panama. The global segment of the symposium will also allow for online participation from other regions. The symposium is co-organised with the National Authority of Panama and funded by a voluntary contribution from France.
2. The symposium, along with a basic analytical chemistry course for women (to be advertised in a different Note by the Secretariat), 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 this year’s symposium is “Empowering Women to Advance Peaceful Uses of Chemistry”.
3. The 2024 symposium aims to achieve several key objectives. Firstly, it seeks to showcase the profound and multifaceted contributions of women to the realm of peaceful chemistry. Moreover, the event endeavours to foster international solidarity and collaboration among participants. It also aims to enhance awareness regarding the myriad opportunities available for women to further develop their capacities and expertise within the field of chemistry. Additionally, the symposium aims to spotlight specific issues and successes pertinent to gender mainstreaming and the empowerment of women within the GRULAC 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 consist of two parts: the international, global part on day one; and the regional part for the GRULAC Member States on day two. The symposium will be conducted in hybrid mode throughout the first day, with participants from the GRULAC Member States attending in person and the participants from other regions attending



online. On day two, the symposium will be reserved exclusively for those GRULAC participants attending in person.

6. The global part of the symposium will include, inter alia, a presentation on the outcomes of a research project, carried out in cooperation with the United Nations Interregional Crime and Justice Research Institute, 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 female professionals in the chemistry sector in the GRULAC 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 GRULAC 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 working experience in academia, science and technology institutions, chemical industry, industry associations, regulatory or promotional agencies; and
  - (d) have had previous engagement in gender mainstreaming or women's empowerment initiatives or related activities (desirable).
9. For the global part of the symposium, online participants will be selected from eligible and endorsed applications received from outside the GRULAC region. The admission requirements for the global (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 working experience.
10. The symposium will be conducted in English with simultaneous interpretation in Spanish. Candidates should have at least basic conversant level 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. Member States and National Authorities are strongly encouraged to support and endorse the applications of suitable female 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. Member States are welcome to nominate participants for whom sponsorship is not required.

### **Sponsorship**

14. Sponsorship is available to only a limited number of participants from the GRULAC Member States attending the symposium in person. The Secretariat will select the participants based on their qualifications and experience. **Only selected candidates will be notified by the Secretariat.**
15. All applications, for both 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://apps.opcw.org/eventus>).
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. The Secretariat will cover participants' costs related to COVID-19 testing, if required for their international travel from their home country to the symposium and back.
19. 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, 21 May 2024 and to depart no later than Friday, 24 May 2024. 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.
20. Participants are requested to ensure and obtain any necessary visas, including transit visas, as may be needed before travelling to Panama. When applying for an entry visa, they should present the Embassy or Consulate of Panama with a copy of the acceptance letter from the OPCW.

### **Application procedure**

21. Interested candidates are invited to submit their applications through Eventus. Applicants must first create an account and then register for the event (<https://apps.opcw.org/eventus>).
22. 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.**

23. Applications must be submitted to the Secretariat **no later than Friday, 22 March 2024**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact persons are Mr Saurabh Bhandari, Programme Officer (Tel: +31 (0)70 416 3489; Email: [saurabh.bhandari@opcw.org](mailto:saurabh.bhandari@opcw.org)) and Ms Julia Gonzalez, Senior Project Assistant (Tel: +31 (0)70 416 3239; Email: [julia.gonzalez@opcw.org](mailto:julia.gonzalez@opcw.org)).

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