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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), 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), and Ms Jo Eun Kim, Associate Programme Officer (joeun.kim@opcw.org).

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