

प्रथम तल, चाणक्य भवन/ 1<sup>st</sup> Floor, Chanakya Bhavan  
चाणक्य पुरी, नई दिल्ली-21/ Chanakya Puri, New Delhi-110021  
Dated the 23<sup>rd</sup> December, 2025

**OFFICE MEMORANDUM**

**Subject: Invitation to apply for a workshop on the development of a chemical safety and security assessment tool to be held in in Rio de Janeiro, Brazil, from 24<sup>th</sup> to 27<sup>th</sup> February 2026- reg.**

The undersigned is directed to refer to Technical Secretariat's Note No. S/2471/2025 dated 16<sup>th</sup> December, 2025 (copy enclosed), seeking nominations on the above-mentioned subject.

2. The NACWC being the national focal point, facilitates participation of its officials, other Indian officials and other Indian nationals in training courses conducted by OPCW in the field of Convention. In this regard, NACWC seeks nominations of suitable and qualified experts having a minimum of a first degree (BSc or equivalent) in chemistry, chemical engineering, logistics, administration, law, or a related discipline from a recognised university or institution, and at least 10 years of professional experience in the fields mentioned in the Note, along with relevant documents, following the 'Guidelines for the OPCW sponsored events' issued by NACWC, and available on our website. The same may please be sent to this office **latest by 5<sup>th</sup> January, 2026** through online portal - OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>).

3. The Head of the concerned Department/Organization may also certify that the applicant is clear from vigilance angle and no departmental proceeding against the nominee is contemplated or inquired into. Further, it may also please be ensured that nominated individuals have good command of English, both written and oral.

4. Applicant(s) who have already participated in the similar previous programme(s) may not be considered for the course. After attending the course, nominated individuals shall be expected to make a report and a brief presentation to the National Authority.

Encl.: 1

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23/12/25  
(Vivek Prakash)  
Under Secretary & HoO  
Phone: +91-11-24675528  
Email: [us-nacwc@gov.in](mailto:us-nacwc@gov.in)

To

1. All Concerned Ministries/Departments (As per standard lists).
2. The Chairman, Defence Research & Development Organization (DRDO), DRDO Bhawan, Vijay Chowk Area, Central Secretariat, New Delhi - 110004.
3. The Director General, Council of Scientific and Industrial Research (CSIR) & Secretary, Department of Scientific and Industrial Research (DSIR), Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi - 110001.
4. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhawan, Raisina Road, Opposite Rail Bhawan, New Delhi - 110001.
5. The Director, Central Revenue Control Laboratory, Hill Side Road, Pusa, New Delhi.
6. The Director, Indian Institute of Technology - Gandhinagar, Palaj, Gandhinagar, Gujarat - 382355.

7. The Director, Indian Institute of Technology – Guwahati, Suryamukhi Road, North Amingaon, Guwahati, Assam – 781039.
8. The Director, Indian Institute of Technology – Hyderabad, IITH Road, Near NH-65, Sangareddy, Kandi, Telangana – 502285.
9. The Director, Indian Institute of Technology – Indore, Khandwa Road, Simrol, Madhya Pradesh – 453552.
10. The Director, Indian Institute of Technology – Jodhpur, NH-62, Surpura Bypass Road, Karwar, Rajasthan – 342030.
11. The Director, Indian Institute of Technology – Kanpur, Kalyanpur, Kanpur, Uttar Pradesh – 208016.
12. The Director, Indian Institute of Technology – Kharagpur, Kharagpur, West Bengal – 721302.
13. The Director, Indian Institute of Technology – Madras, Indian Institute of Technology, Chennai, Tamil Nadu – 600036.
14. The Director, Indian Institute of Technology – Mandi, Parashar Road, Tehsil Sadar, Near Kataula, Kamand, Himachal Pradesh – 175005.
15. The Director, Indian Institute of Technology – Patna, Bihta, Patna, Bihar – 801103.
16. The Director, Indian Institute of Technology – Roorkee, Roorkee-Haridwar Highway, Roorkee, Uttarakhand – 247667.
17. The Director, Indian Institute of Technology (BHU) – Varanasi, Uttar Pradesh – 221005.
18. The Director, Indian Institute of Science (IISc), C.V. Raman Road, Bengaluru, Karnataka – 560012.
19. The Director, Indian Institute of Technology – Bhubaneswar, Argul-Jatni Road, Kansapada, Odisha – 752050.
20. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior – 474002. (Old Campus: Tansen Road, Gwalior – 474002.)
21. The Director, Indian Institute of Chemical Technology (IICT), Uppal Road, ICT Colony, Tarnaka, Hyderabad, Telangana – 500007.
22. The Director, Institute of Pesticide Formulation Technology (IPFT), HSIDC, Sector-20, Udyog Vihar, Opposite Ambience Mall, Gurugram – 122016.
23. The Director, National Chemical Laboratory, Dr. Homi Bhabha Road, Pune, Maharashtra – 411008.
24. The Director, Indian Institute of Technology – Bombay, Main Gate Road, IIT Area, Powai, Mumbai, Maharashtra – 400076.
25. The Director, Indian Institute of Technology – Delhi, IIT Delhi Main Road, IIT Campus, Hauz Khas, New Delhi – 110016.
26. The Director, North East Institute of Science & Technology (Formerly Regional Research Laboratory), Jorhat, Assam – 785006.
27. The Director, Indian Institute of Pesticide Formulation, Gurugram.
28. Shri Alok Mishra, Joint Secretary & DG, DGFA SLL, N S Mankikar Marg, Sion, Mumbai 400022.
29. The Secretary, National Disaster Management Authority, Ministry of Home Affairs, New Delhi.
30. The Director General, NDRF, Ministry of Home Affairs, New Delhi.
31. The Helpdesks, Indian Chemical Council.
32. Any concerned organization related to chemical industries/research and academia, and dealing with hazardous chemicals.



S/2471/2025  
16 December 2025  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR A WORKSHOP ON THE DEVELOPMENT OF  
A CHEMICAL SAFETY AND SECURITY ASSESSMENT TOOL****BACKGROUND**

1. The Technical Secretariat of the OPCW (the Secretariat) wishes to invite Member States to submit nominations for a workshop on the development of a chemical safety and security assessment tool. The workshop will take place in Rio de Janeiro, Brazil, from 24 to 27 February 2026.
2. The workshop is part of the fourth phase of the OPCW Chemical Safety and Security Management Tools Development Programme, which aims at developing practical tools and guidelines to support Member States in chemical safety and security management (CSSM). Through the previous three phases, two guidelines have been developed and released: the “Indicative Guidelines for Chemical Safety and Security in Small and Medium-sized Enterprises to Foster the Peaceful Uses of Chemistry” in 2021, and “Indicative Guidelines for Safe and Secure Transport of Hazardous Chemicals by Road” in 2024. The third, “Indicative Guidelines for Know Your Customer and Customer Due Diligence in the Chemical Industry”, are scheduled for release in 2026.
3. In the fourth phase, to address growing needs among Member States for effective, efficient, and sustainable CSSM capacity-building support, the Secretariat will continue to provide opportunities for relevant experts to develop a CSSM self-assessment tool.
4. This call for nominations provides an opportunity for interested Member States to nominate qualified experts to contribute to the development of this tool. The CSSM self-assessment tool will be a comprehensive instrument designed to evaluate a Member State’s capacity in preventing chemical safety and security incidents and accidents, covering broad areas such as governance and policies, export and import controls, and industrial practices. Once finalised, the tool will be made available to all States Parties for voluntary use in assessing their CSSM capacity and identifying priority areas for improvement. The results will also assist the Secretariat in determining key focus areas for future CSSM capacity-building efforts.

**NOMINATION/APPLICATION REQUIREMENTS**

5. Member States may nominate professionals who meet the requirements below:
  - (a) are citizens of OPCW Member States;



- (b) have a minimum of a first degree (BSc or equivalent) in chemistry, chemical engineering, logistics, administration, law, or a related discipline from a recognised university or institution;
  - (c) have at least 10 years of professional experience in one of the following areas:
    - (i) safety and security management in the chemical industry, laboratories, or relevant institutions that handle hazardous chemicals;
    - (ii) chemical supply chain management/CSSM;
    - (iii) the development of policies or regulations on dangerous goods and chemicals (either for domestic or international markets); or
    - (iv) other relevant fields; and
6. It is desirable for candidates to have experience in developing training modules or self-assessment tools/materials in relevant fields of CSSM.

#### APPLICATION PROCEDURE

7. Interested candidates are invited to submit their applications through Eventus, the OPCW event management system (<https://eventus.opcw.org>). Applicants must first create an account and then register for the call. Women candidates are strongly encouraged to apply.
8. Only applications endorsed by the National Authority or Permanent Representation of the candidate's country to the OPCW will be considered. Applications may be endorsed digitally in the Eventus system.
9. To be considered, during the online registration process candidates must upload a scan of the personal identification pages of their passport as well as an up-to-date curriculum vitae, which must indicate their practical and professional experience. **Only selected candidates will be notified by the Secretariat.**

#### SELECTION PROCEDURE

10. Applications will be carefully considered in line with the criteria specified in paragraph 5 above.
11. 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.
12. Each application should specify whether sponsorship is required in order for the nominee to participate. Member States are welcome to nominate participants for whom sponsorship is not required.

**ADMINISTRATIVE INFORMATION**

13. 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, 23 February 2026, and to depart no later than Saturday, 28 February 2026. 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. Participants should provide the full name and details as mentioned on their passports.
14. 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 the Embassy or Consulate of Brazil.
15. The workshop will be conducted entirely in English. All participants are therefore expected to have a good written and oral command of the language.
16. Applications must be submitted to the Secretariat **no later than Thursday, 15 January 2026**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the Secretariat. The contact person is Mr Taceon Kim, Programme Officer (email: [taceon.kim@opcw.org](mailto:taceon.kim@opcw.org)).

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