

**NOTE BY THE TECHNICAL SECRETARIAT****FELLOWSHIP PROGRAMME¹****Introduction**

1. As part of its international cooperation programme for capacity building in the areas of the peaceful application of chemistry, the Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) continues to support the training and mobility of researchers involved in research activities in developing countries and countries with economies in transition which are States Parties to the Chemical Weapons Convention (hereinafter “the Convention”). The general prerequisite for the provision of such support is that the research activities and related mobility and training must fall within the letter and spirit of Article XI of the Convention. In other words, they must facilitate the development and application of chemistry for purposes not prohibited under the Convention, while being consistent with the development goal(s) of the State Party concerned and with the principles of sustainable development in general. The objective of the mobility and training activities should be to provide opportunities for scientific personnel such as researchers, engineers, and technicians (hereinafter “the Fellows”) to gain knowledge and skills and to transfer them to their research institutions, publicly funded laboratories, or recognised universities (hereinafter “the home institutions”). Such activities must also be deemed to contribute to the fostering of local capabilities in scientific research and to support the strengthening of existing international linkages between institutions, in particular as regards positive impacts on South-South cooperation.
2. The Secretariat wishes to inform States Parties of its conditions for granting financial support under the Fellowship Programme.² Fellowships supported under this programme are hereinafter referred to as “the Fellowships”.

Research fellowships in the context of the Convention

3. Article XI, paragraph 2(b) of the Convention provides that the States Parties shall “[u]ndertake to facilitate, and have the right to participate in, the fullest possible exchange of chemicals, equipment and scientific and technical information relating to

* Reissued for technical reasons.

¹ Formerly known as the “Internship-Support Programme”.

² These conditions supersede those stipulated in Notes by the Secretariat S/289/2002/Rev.1 (dated 10 March 2011) and S/289/2002/Rev.2 (dated 17 April 2012).



the development and application of chemistry for purposes not prohibited under this Convention.” The Fellowships provide opportunities for scientific personnel working in the home institutions in States Parties whose economies are either developing or in transition to work for a limited period of time in more advanced laboratories or institutions in another State Party (hereinafter “the host institutions”).

Scope of the Fellowship Programme

4. In the light of the above, and subject to the Secretariat’s annual Programme and Budget, the International Cooperation and Assistance Division, under its programme for capacity building in the areas of peaceful applications of chemistry, provides support for funding a limited number of Fellowships.
5. The Fellowship Programme will provide the researchers with an opportunity to gain on-the-job training by participating in ongoing or new (when established within the framework of the Fellowship) training or research projects. The Fellows will undertake research, collaborate with other group members, and interface with new technical and social environments.
6. The Fellowships supported by the Secretariat will be directed at “the development and promotion of scientific and technical knowledge in the field of chemistry for industrial, agricultural, research, medical, pharmaceutical or other peaceful purposes”,³ including the following:
 - (a) technologies for the destruction of toxic chemicals in a safe and environmentally sound manner;
 - (b) management with respect to the handling and use of toxic chemicals;
 - (c) the development of analytical methods and validation techniques for toxic chemicals;
 - (d) verification techniques and methods relevant to the Convention;
 - (e) medical treatment and prophylactics for exposure to toxic chemicals;
 - (f) alternatives to scheduled chemicals for purposes not prohibited under the Convention;
 - (g) risk assessment with respect to toxic chemicals; and
 - (h) any other applications of chemistry for purposes not prohibited under the Convention.
7. The above list will be reviewed by the Secretariat on a regular basis. States Parties are encouraged to forward any comments and/or suggestions regarding the subject matter of the Fellowships to the International Cooperation Branch of the International Cooperation and Assistance Division of the Secretariat.

³

Paragraph 2(c) of Article XI of the Convention.

8. The duration of the Fellowships shall normally be for a period of three months. However, extensions may be approved up to six months if a longer duration is justified in view of the specificities of the project. In no event shall a Fellowship exceed a total period of six months.
9. Before the submission of applications, applicants must ensure that the eligibility criteria are met and that all arrangements with the home and host institutions have been confirmed.
10. Applications for the Fellowships announced under the present Note are invited on an open basis; namely, applicants may propose projects in consultation with host institutions of their choice. Applications may also be submitted in response to calls for applications for specific fellowship positions offered by host institutions which may be announced by the Secretariat in separate Notes. Institutions in States Parties interested in hosting Fellowships are invited to express their interest to the Secretariat.

Eligibility and selection criteria

11. Candidates wishing to be considered for a Fellowship must ensure that they meet all of the following criteria, namely that they:
 - (a) are a junior or middle-level researcher, engineer, or laboratory technician;
 - (b) are a national of a State Party to the Convention;
 - (c) possess a university degree;
 - (d) work in a research institution, publicly funded laboratory, or recognised university laboratory in their home country or in another State Party whose economy is either developing or in transition; and
 - (e) have been employed in their home institution for a minimum period of one year at the time of the application.
12. Applicants must demonstrate that they have the required educational background and professional experience relevant to the tasks proposed in the project.
13. Applicants must demonstrate that the proposed projects are of high scientific quality and relevance to the objectives and the purposes of the Fellowship Programme, as highlighted in the paragraphs above. Preference will be given to applicants who propose projects that are thematically relevant to the Convention.
14. Other factors that will be considered in the evaluation of applications include:
 - (a) the availability of additional budgetary resources;
 - (b) the need for an equitable gender and geographical distribution of supported candidates; and
 - (c) the age of candidates (candidates under the age of 40 will be given priority).

15. It is the responsibility of applicants to make all the necessary arrangements with their home institutions in respect of their employment contracts, to ensure that the home institutions agree with their participation in the Fellowship and to ensure that their positions are reserved during their absence. A signed letter of leave from the home institution shall be required for this purpose.
16. Applicants must also obtain a signed letter of acceptance from the host institution confirming that it:
 - (a) possesses the necessary facilities/infrastructure and research background to host the proposed project;
 - (b) is willing to make these available to the Fellow for the purposes of the Fellowship in accordance with the terms and conditions of this Note; and
 - (c) agrees to accept the Fellow at its own cost, except for the costs covered by any other source of funding indicated by the applicant in accordance with paragraph 21 of this Note and/or by the Secretariat under the terms of this Note.

Application procedures

17. Applications shall be received by the Secretariat throughout the year and reviewed according to a determined schedule. Applications for Fellowships beginning in the first half of the year must be received by the Secretariat by 1 December of the preceding year; decisions on such applications will be made within six weeks, i.e. by 15 January. Applications for Fellowships beginning in the second half of the year must be received by 1 June of the same year; decisions on such applications will be made within one month, i.e. by 30 June.
18. Applicants must coordinate with the host institutions prior to submitting their applications. They must obtain signed declarations from the host institutions, which must indicate their agreement to host the Fellow for the purposes of implementation of the proposed project. All relevant issues regarding the research and training activities, as well as other relevant logistical arrangements pertinent to the temporary residence in the country of the host institution, shall be fully discussed and agreed upon between the applicant and the host institution before the application is submitted. It is the responsibility of the applicants to ensure that the necessary visas and permits are arranged in consultation with the host institution and the authorities of the States Parties concerned.
19. Applications shall be submitted via the National Authority or the Permanent Representation of the State Party of the home institution, and shall comprise the following:
 - (a) a Fellowship Programme application form (annexed to this Note), duly completed and signed by the applicant and endorsed by his/her home institution, the host institution, and the relevant National Authority or Permanent Representation of the State Party to the Convention;
 - (b) the applicant's curriculum vitae and a copy of his/her passport;

- (c) a consent letter from the home institution indicating its agreement to the applicant taking part in the proposed project (see paragraph 15);
 - (d) a letter from the host institution confirming its acceptance of the applicant for the proposed project (see paragraph 16); and
 - (e) a medical certificate, dated within four weeks of the date of the application, attesting that the applicant is in good health and is able to carry out the proposed activities for the duration of the Fellowship.
20. Applications shall be addressed to the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Copies of the application may also be submitted via email (icb@opcw.org) or fax (+31 70 416 3279).
21. Applicants must indicate if the proposed research visits will be supported by any other source of funding from any other organisation(s), providing all relevant details, including whether such funding has been approved or is pending approval.

Selection procedure

22. A final selection of the Fellows to receive support from the OPCW will be made by the Director of the International Cooperation and Assistance Division, upon the recommendation of a review committee chaired by a representative of the OPCW designated by that director. When making its recommendations, the review committee will evaluate the candidates against the eligibility and selection criteria described above. The review committee will meet twice a year to assess the applications submitted.
23. The decision of the Director of the International Cooperation and Assistance Division shall be final. Only applicants who have been selected will be contacted.

Funding

24. Subject to any specific decision taken by the Secretariat on a case-by-case basis, the Secretariat shall provide financial support as follows:
- (a) a travel grant for the Fellow to cover round-trip airfare from the his/her normal place of work to the place of the host institution by the most economical route, and including terminal expenses and related visa/permit costs;
 - (b) health insurance coverage for the period in question, subject to the submission of a medical certificate in accordance with subparagraph 19(e) above; and
 - (c) an allowance for the duration of the Fellowship, to cover boarding, lodging, local transportation and miscellaneous expenditures (at student rates), to be determined by the Secretariat taking into account the recommendations of the host institution. If additional funding is provided to the Fellow by any other organisation(s) for the purpose of the same research visit, the allowance provided by the Secretariat will be reduced accordingly as deemed appropriate.

25. Additional costs, such as laboratory personnel insurance and university fees, may also be covered on a case-by-case basis at the sole discretion and decision of the Secretariat. In no event shall the costs incurred by the Fellows or the host institution be covered by the Secretariat without a prior written agreement, nor shall the total amount of the Fellowship allowance (after the inclusion of such additional costs) exceed the applicable United Nations stipend rate for fellowships. The Secretariat reserves the right to pay allowances at a lower rate.
26. Provision of any form of financial support by the Secretariat under the Fellowship Programme shall be subject to the submission by the Fellows of complete and satisfactory documentation, and to the conclusion of an appropriate Fellowship agreement between the Secretariat and the Fellows in accordance with the terms and conditions of this Note.
27. Fellows shall be responsible for obtaining all necessary visas, including any transit visas, that may be necessary for their travel to the location of the host institution.
28. The fellowship granted under the terms of this Note is essentially for training/educational purposes, and is intended to cover the cost of lodging, board, transport, and other basic expenditures. It is not a salary or honorarium. It is also not intended to cover any expenses incurred for the family members or dependents of the Fellows. The Secretariat will not provide any support for the visa applications of the Fellows' family members. No costs, other than those specified in this Note, shall be charged against the funds provided by the Secretariat.
29. Under the national legislation of some States Parties, research fellowships may not be subject to taxation. However, if expenses relating to any tax obligations need to be covered by the fellowship grant, relevant information must be included by the host institution in its recommendations on the level of allowance. The Secretariat may take such information into consideration when determining the appropriate level of funding for the proposed projects. Nevertheless, payment of any taxes which may be required under any national legislation shall be the sole responsibility of the Fellows.
30. Air tickets and health insurance, if applicable, will be arranged directly by the Secretariat.
31. For Fellowships lasting two months or less, grants will be disbursed in two instalments, the first being 80% and the second 20%. For Fellowships lasting more than two months, grants will be paid in at least three instalments, where the number of instalments and the distribution of the grant will be decided by the Secretariat based on the duration of the Fellowship, consultations with the host institution, and other factors. As an example, for a standard three-month Fellowship, a grant will be paid in three instalments: the first being 50% and paid at the beginning of the project, the second being 40% and paid mid-way through the project, and the third and final being 10% of the grant and paid upon completion of the fellowship, subject to submission of a satisfactory final report.
32. Payment of the allowance can be made either through the host institution (except for the final instalment, which will be paid directly to the Fellow upon completion of the fellowship and the submission of a final report to the Secretariat) or directly to the

Fellow as determined by the Secretariat, and in either case shall be made in accordance with the internal rules of the Secretariat.

Reporting

33. The Fellow shall submit to the Secretariat for evaluation progress reports at pre-determined periods of the Fellowship, summarising the results achieved with reference to the research and training objectives. The reports shall be endorsed by the Fellowship supervisor, who may include his/her comments. The submission of progress and final reports and their approval by the Secretariat will be the precondition for the release of any intermediate and final instalments of the grant, respectively.
34. Upon completion of the Fellowship, the Fellow shall submit to the Secretariat the final Fellowship report and a programme evaluation form (to be provided by the Secretariat). The final report shall contain a detailed scientific report and a financial report. The scientific report shall set out the results achieved against the objectives, the benefits derived from the Fellow's professional perspective, and the benefits that would accrue to his/her home institution and country. The scientific report should also indicate how the Fellow proposes to use the skills and knowledge gained from the Fellowship for the overall development and peaceful applications of chemistry for purposes not prohibited under the Convention. The endorsement and comments/recommendations of the Fellowship supervisor shall also be enclosed.
35. The financial report shall contain a financial statement on the disbursement of funds to the Fellow concerned, endorsed by the competent office of the host institution, and a brief summary of expenditures submitted by the Fellow under his/her signature.

Other information

36. The Secretariat reserves the right to consult with and/or receive an additional endorsement from the National Authority, or the Permanent Representation to the OPCW, of the State Party in which the Fellowship is scheduled to take place. Further information on the Fellowship Programme may be obtained from the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands (Tel: +31 70 416 3611; Fax: +31 70 416 3279; Email: icb@opcw.org).

Annex: Fellowship Programme Application Form

Annex**FELLOWSHIP PROGRAMME****APPLICATION FORM**

1. This form is to be used to apply for direct OPCW support. Before completing the form, please read the guidelines presented in the accompanying Note by the Secretariat to confirm your eligibility for financial support for the programme.
2. Applications will be considered twice a year. They should be received by the Secretariat by 1 December for Fellowships starting in the first half of the next calendar year, or 1 June for Fellowships starting in the second half of the same year.
3. The primary applicant should complete sections 1 to 4 of this form, arrange for the endorsements by the home and host institutions in sections 5 and 6, and then send the form to the respective **National Authority** with a request to complete section 7. **The respective National Authority should then forward the completed form to the relevant Permanent Representation to the OPCW.**
4. The National Authority or the Permanent Representation should then submit the completed form to the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands.

1. Personal information			
Family name			
First name(s)			
Date of birth	Day	Month	Year
Nationality			
Address (home)	Street		
	Number	Postcode	
	City		
	Country		
Address (work)	Street		
	Number	Postcode	
	City		
	Country		
Telephone and fax numbers, including country and city codes	Home		
	Work		
	Mobile		
	Fax		
Email address	Home		
	Work		
Passport number			
Date of issue	Day	Month	Year
Date of expiry	Day	Month	Year
Place of issue			

[illegible]

[illegible]

3. Supporting documentation

Please attach a separate copy of your detailed Fellowship proposal, including background, research and training objectives, work plan, and timelines.

Applications will not be accepted without all of the following:

- | | |
|--|--|
| (a) ☐ Yes ☐ No | letter from the host institution that the candidate has been accepted for the Fellowship; |
| (b) ☐ Yes ☐ No | letter from the candidate's present home institution confirming that he/she will be granted leave to undertake the Fellowship; and |
| (c) ☐ Yes ☐ No | photocopies of relevant pages from the candidate's valid passport and updated curriculum vitae. |

4. Signature of the candidate

Date: _____

5. Signature of the head of the candidate's home institution/laboratory

Date: _____

6. Declaration by the host institution

I, the signatory, in my capacity as duly authorised representative of

_____ (the "host institution"), confirm that I undertake to ensure compliance by the host institution with the terms of the Note by the OPCW Technical Secretariat S/1279/2015, dated 21 May 2015, in respect of the research visit by _____ (name of the applicant) under the Fellowship programme.

Signature: _____

Name: _____

Title: _____

Date: _____

7. Comments/recommendation by the National Authority or Permanent Representation to the OPCW
