



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/458/2005

19 January 2005

Original: ENGLISH

NOTE BY THE TECHNICAL SECRETARIAT

PROJECT ON LABORATORY ASSISTANCE IN 2005

Purpose

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to inform the Member States of the OPCW that, in relation to a European Union joint action on supporting the OPCW’s activities in the framework of implementing the European Union Strategy against Proliferation of Weapons of Mass Destruction, a Laboratory Assistance Project will be implemented in the year 2005. This project seeks to develop the capacities of publicly funded analytical laboratories in developing countries and in countries with economies in transition, leading to an improvement in the quality and accuracy of their chemical analyses and an upgrading of their technical competence. The project will be implemented by the Secretariat’s International Cooperation and Assistance Division, and will be supported and funded by the European Union in the context of Article XI of the Chemical Weapons Convention (hereinafter “the Convention”).

Scope of the project

2. Article XI of the Convention emphasises the right of the Member States to develop and apply chemistry for purposes (industrial, agricultural, research, medical, pharmaceutical, and so on) not prohibited under the Convention. In order to meaningfully engage in such activities, as well as to fulfil the various other obligations imposed by the Convention, each Member State is required to have a sound technical basis (including the capability for adequate monitoring and analysis) for managing chemicals.
3. A Laboratory Assistance Programme is currently being implemented (see S/328/2002, dated 19 December 2002) under which analytical laboratories that already have adequate infrastructure, but which could benefit from an increased level of technical competence to promote economic and technological development, can apply for support from the OPCW. The programme essentially provides support in the form of financial grants that will cover the costs of conducting a technical evaluation or audit of a laboratory so as to improve its level of competence, enable technical personnel at an advanced laboratory/institution to be trained in order to develop their skills, fund internships at accredited laboratories so that small-scale research projects relating to method development can be conducted, and enable validation of methods. However, the programme does not cover the cost of acquiring the required hardware.



4. In the light of the above, a Laboratory Assistance Project will be implemented during 2005 to fill this gap by providing both essential analytical equipment and also related technical assistance, if required, to publicly-funded laboratories engaged in the area of application of chemistry for purposes not prohibited by the Convention, so as to enable them to improve their technical competence. The specific equipment that will be on offer and that may be supplied under the project, is as follows:

Item A:

A basic bench-top gas chromatograph-mass spectrometer (GC-MS) equipped with a liquid injection system, electron impact ionisation, a data processing computer and software, and a standard mass spectra library; the following options are available:

- (i) chemical and electron impact ionisation;
- (ii) special sample injection systems: a multipurpose injector, or a dedicated injector (i.e. thermal desorption system); and
- (iii) special mass spectra libraries (on request).

Item B:

A basic bench-top gas chromatograph (GC) equipped with a liquid injection system, one or two detectors, and a data processing computer and software; the following options are available:

- (i) detectors: flame ionisation detector (FID), flame photometric detector (FPD), electron capture detector (ECD), atomic emission detector (AED), nitrogen phosphorous detector (NPD) (other detectors are possible); and
- (ii) special sample injection systems: a multipurpose injector, or dedicated injector (i.e. thermal desorption system).

The equipment to be supplied under the project shall be in accordance with the relevant European Union regulations covering exports of dual-use items and technology.

The technical assistance to be provided under the project may include the conduct of a technical evaluation or audit of the laboratory by an expert or experts, who will assess the laboratory's requirements, provide on-site training of technical personnel if this is required, and conduct a post-implementation evaluation of the benefits that have been derived.

Nature of support

5. The support to be provided under the project will be in the form of the provision of appropriate analytical equipment, which will be procured by the OPCW and supplied to the beneficiary laboratories; any additional technical assistance (as described in the paragraphs above) may also be provided.

Funding

6. The project will be funded by the European Union in relation to the plan for joint action adopted by the Council of the European Union on 22 November 2004, in the framework of the implementation of the European Union's Strategy against the Proliferation of Weapons of Mass Destruction. Support for this project is limited to only eight laboratories.

Conditions and procedures

7. Eligibility: Recognised publicly-funded laboratories in Member States whose economies are either developing or in transition, will be eligible for seeking support under the project. These laboratories could be engaged in the application of chemistry in any area relevant to the Convention, including health, medicine, environment, food, agriculture, forensic science, customs, or research.
8. Criteria for selection: Every laboratory applying should demonstrate that it has adequate infrastructure and expertise for the particular area of chemical analysis in which it wishes to enhance its technical competence. All applicants are requested to complete the attached form, annexed hereto. The form is divided into three parts: The first part (questions 1-11) requires the laboratory to conduct a self-assessment of its needs and an analysis of its available capacities and resources. This will enable the Secretariat to evaluate the laboratory vis-à-vis its role in the national development context, its specific functions, its level of expertise, the level of support which would be most suitable, and the problems it faces in upgrading itself. The second part (questions 12 and 13) requires the laboratory to specify the support it needs from the OPCW in terms of additional hardware (out of the list indicated in paragraph 4 above) in order of priority, as well as any technical assistance, if any, that is needed, along with a justification of the request from the point of view of the country's development goals and the Convention. It may be noted that, based on the costs involved, not all items of equipment that may be requested by the laboratory may be supplied under the project. The third part (question 14) is to be completed by the laboratory's National Authority or Permanent Delegation only. The selection of the laboratories and the equipment support which will be provided under this project will be done in consultation with the European Union.
9. Application procedure: Laboratories which are interested in availing themselves of support under this project are requested to complete the attached application form fully, and forward it to either the National Authority of the Member State or their Permanent Delegation to the OPCW. The National Authority or Permanent Delegation is expected to indicate its recommendation for the proposal and, in particular, to confirm that the proposal is in line with national objectives and priorities for the peaceful applications of chemistry. The National Authority or Permanent Delegation should forward the completed application form to the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands. All applications must reach the Secretariat by **15 February 2005** at the latest.

10. Report: Upon receipt of the equipment, the recipient laboratory must send a report to that effect through the National Authority concerned to the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. A further report has to be sent by the laboratory after six months through the same channel, indicating how the equipment has been used and what benefits have been derived.
11. Acknowledgement: Appropriate recognition of the support provided by European Union under the project should be highlighted by the recipient laboratory at every opportunity, including its written material, relevant communications, statements, and publications.
12. Further information may be obtained from Mr Damian Tonon, International Cooperation Officer, International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands; fax: + 31- (0) 70-306 3535; and e-mail: IntCoopBr@opcw.org.

Annex: (English only): Application Form

Annex**PROJECT ON LABORATORY ASSISTANCE IN 2005
APPLICATION FORM**

- (i) Applications for support under the above project are to be made on this form. Before completing the form, please read the guidelines presented in the accompanying Note by the Secretariat to confirm your eligibility.
- (ii) The last date for submission of applications is 15 February 2005.
- (iii) The applicant institution should complete this form, and send it to either the appropriate **National Authority**, or the **Permanent Representation to the OPCW** in The Hague, requesting that Part III be completed.
- (iv) The National Authority, or the Permanent Representation to the OPCW, 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.

PART I**1. The Laboratory**

1.1 Name of laboratory:

1.2 Postal address of laboratory:

Tel: Fax: E-mail:

1.3 Normal functions or mandate of the laboratory (What is its role?)

.....

1.4 Is the laboratory:

(a) Operated independently? Yes / No

(b) If it is part of another establishment (e.g. government department, research centre, hospital, university, municipality, etc.), please specify:

.....

1.5 Size of the laboratory (in square metres):

1.6 Source of financing of the laboratory - Government / Private / Other (please specify):
.....

1.7 How long has the laboratory been operational (number of years)?

2. Staff

(a)	Total number	
	(i) Part-time	
	(ii) Full-time	
(b)	Managerial level	
(c)	Professionals with university degrees	
(d)	Laboratory technicians	
(e)	Others	

3. Chemical analyses being undertaken

3.1 Purpose for which analyses are conducted (e.g. toxicological, standards, defence, food, forensic, occupational health, industrial hygiene, environmental, others):
.....
.....

3.2 Types of samples (industrial and commercial products, food, water, environmental, work-place related, others):
.....
.....

3.3 Number of samples / cases per month:

3.4 List types of analytes in the substances analysed in the space provided below (substances may be chemical weapons or their precursors, toxic chemicals, hazardous wastes, discrete organic chemicals, pesticides, persistent organic pollutants, customs-related drugs and pharmaceuticals, organic solvents, toxic gases, natural toxins, food chemicals, others):

	Analyte (type or group)	Chemical substance	Technique and equipment used
1			
2			
3			
...			

4. Equipment (Indicate equipment used with name of the manufacturer and model)

4.1 List the major equipment available for use by the laboratory in the table below:

	Equipment	Manufacturer	Model
1			
2			
3			
...			

4.2 Are there any formal relationships or agreements with equipment suppliers for maintenance and training? Yes / No

If "Yes" give details

.....

5. Reagents and Reference Materials

5.1 Source of reagents:

5.2 Any problems in availability: Yes / No

.....

5.3 Source of reference materials:

.....

5.4 Any problems in availability: Yes / No

.....

5.5 Comments:

.....

6. Research experience

6.1 Does the laboratory conduct research in the area for which the request for acquisition of equipment is being made (e.g. method development and validation, preparation of reference materials with reference to national or international standards, etc.)?

.....

If yes, please describe (attach a statement with list of recent publications on the subject and the specialisations of the technical staff):

.....

.....

.....

7. Quality Assurance Programmes

7.1 Does the laboratory have a formal quality system? Yes / No

7.2 Does the laboratory have an internal quality assurance programme? Yes / No

7.3 Does the laboratory take part in an external quality assurance programme? Yes / No
If "Yes", please describe.....

7.4 Does the laboratory take part in any type of inter-laboratory testing? Yes / No
If "Yes", please describe with results achieved.....

7.5 Comments

8. Accreditation

8.1 Is the laboratory formally accredited? Yes / No

8.2 If "Yes", by which accreditation body?
.....

8.3 If "Yes", describe the scope of accreditation and to which standard (e.g. ISO/IEC 17025). If not, describe the type of activities for which accreditation is desired:
.....
.....
.....

9. Relations with other Laboratories

9.1 Does the laboratory have cooperation with other laboratories? Yes / No

9.2 If "Yes", please give details:

9.3 Does the laboratory have quality-related community or customer feed-back for the service it renders? Yes / No

9.4 If "Yes", please give examples:

9.5 Does the staff of the laboratory belong to professional bodies? Yes / No
If "Yes", please give details:

12.2 Is any technical assistance being sought from the OPCW (reference paragraph 4 of the covering note)? If so, please specify (attach explanatory statement, if required):

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

12.3 Please explain, in detail, how the analytical equipment will be used by the laboratory. Attach a statement specifying the purposes for which it will be used, the methods to be used, and so on:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

12.4 Describe the benefits the laboratory expects from the assistance:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

13. Relevance of the proposed request

13.1 Indicate the relevance of the proposed request to your country's development goals:

.....
.....
.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

13.2 Indicate the relevance of the proposed request in relation to the implementation of the Convention:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

PART III (for National Authority/Permanent Delegation use only)

14. Comments/recommendation of the National Authority/Permanent Delegation to the OPCW (to be signed with the seal/stamp of the designated authority):

.....
.....
.....
.....
.....