



**OPCW**

**Technical Secretariat**

International Cooperation and Assistance Division

S/802/2009

16 December 2009

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**COURSE ON THE ENHANCEMENT OF LABORATORY SKILLS IN USING  
LIQUID CHROMATOGRAPHY-MASS SPECTROMETRY TO ANALYSE  
CHEMICALS RELATED TO THE CHEMICAL WEAPONS CONVENTION  
(CW-LSE), HELSINKI, FINLAND  
10 – 21 MAY 2010**

1. On behalf of the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite applications from representatives of laboratories in Member States to attend a two-week course on the enhancement of skills in analysing chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”) using liquid chromatography-mass spectrometry (LC-MS), to be held at VERIFIN, the University of Helsinki, Finland, from 10 to 21 May 2010.
2. The course, which will be organised by VERIFIN with the support of the OPCW, is intended both for laboratories that are active or plan to become active in the analysis of chemicals related to the Convention, and for those that are participating or intend to participate in OPCW proficiency testing.
3. The goal of the course is to improve practical skills in analysing chemicals related to the Convention through such techniques as LC-MS. For this reason, participants should have previous experience using LC or MS. Participants will first be introduced to the preparation of samples and to theoretical aspects of LC and LC-MS. They will then be given demonstrations of LC and LC-MS techniques, and will pair up to do practical exercises.
4. The course will consist of the following elements:
  - (a) the preparation of samples;
  - (b) the theory of LC and LC-MS;
  - (c) demonstrations of LC and LC-MS techniques;
  - (d) practical exercises; and
  - (e) quality assurance and the maintenance of instruments.



5. The course will accommodate a maximum of four participants from Member States whose economies are developing. The Technical Secretariat (hereinafter “the Secretariat”) will select the participants in consultation with VERIFIN.
6. For all participants, the Secretariat will cover the costs of international travel, medical insurance, and visas, and will provide a terminal allowance and a daily allowance for meals and incidental expenses. When making international travel arrangements, the Secretariat will seek the most economical options. It will purchase tickets and send either the tickets themselves or prepaid-ticket advice or e-tickets to the participants. The Secretariat will not cover expenses unrelated to the course or that result from unauthorised changes to travel arrangements.
7. The Secretariat will also pay for the accommodation that VERIFIN will reserve for all participants in a hotel close to the centre of Helsinki. Participants must cover the costs of any other hotel expenses they incur. Further information on hotel reservations can be obtained from the contact person at VERIFIN, Ms Ullastiina Hakala, whose details are given in paragraph 11 below.
8. Participants are requested to obtain any necessary visas before travelling to Finland. As noted above, the Secretariat will cover the costs of these visas by reimbursing participants upon production of original receipts. VERIFIN will send information to the selected participants on applying for Schengen visas.
9. All course activities will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the English language, both written and oral.
10. Applicants from laboratories in Member States are invited to complete the form annexed hereto, making sure to provide all the information it requests, including contact details. To facilitate communication with the Secretariat and VERIFIN, each applicant must provide an e-mail address or a fax number. The completed form, together with a curriculum vitae and a recommendation from the National Authority or from the Permanent Representation of the applicant’s country, should either be posted to the Head, International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, or faxed to +31 (0)70 416 3279 or +31 (0)70 306 3535. All applications must be received by the Secretariat **no later than 5 February 2010**.
11. Additional information about application and sponsorship procedures may be obtained from the OPCW by writing to the address given above, by sending an e-mail message to [IntCoopBr@opcw.org](mailto:IntCoopBr@opcw.org), or by telephoning Ms Julia Gonzales at +31 (0)70 416 3239. Additional information on the course itself can also be found on the VERIFIN website, [www.verifin.helsinki.fi](http://www.verifin.helsinki.fi). Any questions about the content of the course or about local arrangements may be addressed to Ms Ullastiina Hakala at VERIFIN by sending a fax to +358 (0)9 191 50437, or by sending an e-mail message to [ullastiina.hakala@helsinki.fi](mailto:ullastiina.hakala@helsinki.fi).

Annex: Application Form

**Annex**

**COURSE ON THE ENHANCEMENT OF LABORATORY SKILLS  
IN USING LIQUID CHROMATOGRAPHY-MASS SPECTROMETRY  
TO ANALYSE CHEMICALS RELATED TO THE  
CHEMICAL WEAPONS CONVENTION (CW – LSE)  
HELSINKI, FINLAND  
10 – 21 MAY 2010**

**APPLICATION FORM**

Applicants should complete and sign this form and submit it, together with a curriculum vitae and a recommendation from the National Authority or from the Permanent Representation of their country, to **both addresses below**. All materials must be received **no later than 5 February 2010**.

Head, International Cooperation Branch, International Cooperation and Assistance Division, OPCW Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands Fax: +31 (0)70 416 3279 or +31 (0)70 306 3535; and  Ms Ullastiina Hakala, VERIFIN, P.O. Box 55, FIN-00014, University of Helsinki, Finland Fax: +358 (0)9 191 50437
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**Please use BLOCK LETTERS.**

1.	Family name *			
2.	First name(s)			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Areas of expertise			

\* Please give the first and family names as they appear in the applicant's passport.

\*\* For this and all like items, please tick the appropriate box.

11.	Employer		
12.	Contact address (Please do not give a post-office box number)	Street	
		Number	Post code
		City	
		Country	
13.	E-mail address		
14.	Telephone numbers, including country and city codes	Home	
		Work	
		Mobile	
15.	Fax numbers, including country and city codes	Home	
		Work	
16.	Have you previously participated in a course/event of this kind?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, when and where?	
17.	Do you wish to be sponsored by the OPCW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18.	Please briefly describe your practical and work experience, making sure to mention the analytical techniques you are familiar with. (Please attach a detailed curriculum vitae)		

19.	Please list the major items of analytical equipment in your laboratory	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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