



**NOTE BY THE TECHNICAL SECRETARIAT**

**INVITATION TO APPLY FOR AN  
ANALYTICAL-SKILLS DEVELOPMENT COURSE 2011**

**Purpose of the course**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the OPCW wishes to inform Member States that it will hold a course on the development of analytical skills in 2011. The course will receive funding support from the European Union (EU) and is scheduled to be held at the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) from **27 May to 10 June 2011**. The aim of the course is to assist qualified analytical chemists from Member States that are either developing or have economies in transition, in acquiring further experience and practical knowledge of the analysis of chemicals related to national implementation of the Chemical Weapons Convention (hereinafter “the Convention”); to enhance national capacities in these Member States by offering training in analytical chemistry to personnel from industry, academic institutions, and government laboratories; to facilitate the adoption of good laboratory practices; and to broaden the pool of human resources from which National Authorities and the Secretariat can draw in the future. The course will accommodate 20 participants.

**Content of the course**

2. The course will have two parts:
  - (a) The first week will be focused on basic training and on providing hands-on experience in gas chromatography (GC) and gas chromatography-mass spectrometry (GC-MS). Participants will receive theoretical and practical training in GC and GC-MS, covering hardware, system validation and optimisation, and trouble-shooting.
  - (b) The focus during the second week will be on the preparation of environmental samples and on GC and GC-MS analyses of such samples for chemicals related to the Convention. During this week, participants will be provided with intensive hands-on training in the preparation of different sample matrices for later analysis by GC with element-selective detectors and by GC-MS in electron-impact and chemical-ionisation modes. Participants will also be introduced to a range of extraction, clean-up, and derivatisation procedures.



### **Sponsorship**

3. The cost of the course, and of accommodation for all participants, will be covered by the Secretariat. In addition, the Secretariat will pay for international travel, meals, and medical and travel insurance for all participants while the course is being conducted, as per OPCW rules.

### **Admission requirements**

4. The course is open to those who:
  - (a) have a minimum of a first degree (B.Sc. or equivalent) in chemistry or analytical chemistry from a recognised university or institution, with relevant practical and theoretical experience in analytical chemistry, including GC and GC-MS;
  - (b) are citizens of Member States that either are developing or have economies in transition; and
  - (c) have been working in a chemical laboratory or research institution in their home country for at least five years.
5. The course will be conducted in English. Candidates must therefore have a strong command of both written and spoken English. Any candidate who is found, upon arrival, not to meet this requirement might not be allowed to continue in the course.
6. Participants will be required to sign both a set of terms and conditions for participation in the course and a confidentiality agreement with the OPCW.

### **Selection procedure**

7. Applications will be carefully screened on the basis of the criteria specified in paragraph 4 above. Only the most suitable applicants will be interviewed. Eligible candidates from laboratories that have sought or are receiving support under the Laboratory Assistance Programme are especially encouraged to apply.

### **Application procedure**

8. Interested candidates are invited to fill out, in English only, the form that is annexed to this Note and to submit it to the Secretariat, via their National Authority or the Permanent Representation of their country to the OPCW, allowing enough time for the Secretariat to receive it **no later than 28 March 2011**. It should be sent to the Secretariat at the following address: OPCW, International Cooperation and Assistance Division, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. An advance copy of the application may be faxed to +31 (0)70 306 3535, or e-mailed to [icb@opcw.org](mailto:icb@opcw.org).

9. The application form must be accompanied by the following:
- (a) a curriculum vitae;
  - (b) a one-page description of the candidate's practical experience; and
  - (c) a letter of recommendation from the supervisor of the candidate in his or her institution that speaks to the candidate's qualifications in light of paragraph 5 above and that attests to the relevance of the course to the work of the institution.
10. Applications that are incomplete or improperly filled out cannot be considered.
11. Additional information about this programme may be obtained from Ms Natalia Gordienko and/or Mr Patrick Häggman, in the International Cooperation Branch. The contact details are as follows:
- Tel.: +31 (0)70 416 3274  
Fax: +31 (0)70 306 3535  
E-mail: [icb@opcw.org](mailto:icb@opcw.org)

Annex: Application Form

## Annex

## ANALYTICAL-SKILLS DEVELOPMENT COURSE 2011

## APPLICATION FORM

Please type or use **BLOCK LETTERS**.

1. Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.
2. Applicants should attach the documents listed in section 5 below, complete all other sections from 1 to 6, and send the form to either their National Authority or the Permanent Representation of their country to the OPCW in The Hague, with a request to complete section 7.
3. The National Authority or the Permanent Representation should complete section 7 and forward the form to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, NL 2517 JR The Hague, the Netherlands, so that it is received **no later than 28 March 2011**.

<b>SECTION 1. PERSONAL AND CONTACT DETAILS</b>			
Family name of nominee *			
First name(s) *			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender **	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
E-mail address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		

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

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





**SECTION 5. SUPPORTING DOCUMENTATION**

Please attach the following documents to your application:

- (a) a letter of recommendation from your supervisor, which speaks to your qualifications in light of paragraph 5 of the Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution;
- (b) an updated curriculum vitae;
- (c) a one-page description of your practical experience; and
- (d) a photocopy of the specification pages of your passport.

Applications without full supporting documentation cannot be accepted.

**SECTION 6. SIGNATURE OF APPLICANT**

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

**SECTION 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION**

Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW

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