



International Cooperation and Assistance Division

S/1063/2013

6 February 2013

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR FOUR COURSES ON THE DEVELOPMENT OF
ANALYTICAL SKILLS AT THE FINNISH INSTITUTE FOR VERIFICATION
OF THE CHEMICAL WEAPONS CONVENTION (VERIFIN)
HELSINKI, FINLAND**

Purpose of the courses

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that it will hold four courses on the development of analytical skills in 2013 at the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) in Helsinki, Finland. There will be two analytical-skills-development courses and two courses on the enhancement of laboratory skills. The aims of the courses are to assist qualified analytical chemists from Member States that are developing in acquiring further experience and practical knowledge; to facilitate 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.

List of courses

2. The courses to be held are as follows:
 - (a) an analytical-skills-development course for African Member States, 31 May to 14 June 2013 (under the European Union Council Decision 2012/166/CFSP);
 - (b) an analytical-skills-development course, 15 to 29 November 2013;
 - (c) a course on the enhancement of laboratory skills (CW-LSE) on LC-MS,¹ 2 to 13 September 2013; and
 - (d) a CW-LSE on laboratory quality management, 9 to 20 September 2013.

¹ LC-MS = liquid chromatography-mass spectrometry



Analytical-skills-development course

3. The first analytical-skills-development course (ASDC) in 2013 will be organised with the support of the European Union. It will take place from 31 May to 14 June and will be for Member States of the OPCW in the Africa region. The second ASDC will take place from 14 to 29 November 2013. Participants should be prepared to travel three or four days before the course begins in order to be able to register for it and complete pre-course formalities.

Content

4. Each ASDC course will have two parts:
 - (a) The first week will be focussed on basic training, and on gaining 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.
5. Both ASDCs will accommodate a maximum of twenty participants from Member States whose economies are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

Course for the enhancement of laboratory skills on LC-MS

6. The CW-LSE on LC-MS will take place from 2 to 13 September 2013. The goal of this 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 followed by practical exercises.
7. 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.
8. The course will accommodate a maximum of four participants each from Member States whose economies are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

Course for the enhancement of laboratory skills on laboratory quality management

9. The CW-LSE on laboratory quality management will take place from 9 to 20 September 2013. During the course, the quality standard for testing laboratories (general requirements for the competence of testing and calibration laboratories, ISO/IEC 17025:2005) is studied in detail. The standard is examined through lectures and practical work. Prior to the course, the participants are asked to supply their current laboratory quality manual, if they already have one. The aim is that during the course the participants continue working with their own quality manual or start to prepare it. This course is meant to be a tailored two-week course and the teaching will be individualised for each participant's institute. The course may be followed by expert-assistance visits to the participating laboratories for the audit of their laboratory quality system.
10. This CW-LSE course will accommodate a maximum of four participants from Member States whose economies are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

Sponsorship

11. The cost of the courses themselves, and of accommodation for all participants, will be covered by the Secretariat and, in the case of the ASDC for the Africa region, by the aforementioned European Union Council Decision. In addition, the Secretariat will pay for international travel, meals, and medical and travel insurance for all participants.

Admission requirements

12. The courses are 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 for the ASDCs; LC-MS for the CW-LSE on LC-MS; and experience on laboratory quality assurance systems for the CW-LSE on laboratory quality management;
 - (b) are citizens of Member States that are developing or in transition; and
 - (c) have been working in a chemical laboratory or research institution in their home country for at least five years.
13. The courses 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 may not be allowed to continue in the course.

14. Participants will be required to sign a confidentiality agreement with the OPCW.

Selection procedure

15. Applications will be carefully screened on the basis of the criteria specified in paragraph 11 above. Only the most suitable applicants will be interviewed. Eligible candidates from laboratories that have sought or are receiving support under the Project on Laboratory Assistance, which is funded separately by the European Union, are especially encouraged to apply.

Application procedure

16. Interested candidates are invited to apply for one or more of the courses listed above by filling out, in English only, the form that is annexed to this Note, indicating their preference for the courses, and submitting it to the Secretariat, via their National Authority or the Permanent Representation of their country to the OPCW, so that the Secretariat receives it no later than the deadline indicated for each course. 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 35279, or e-mailed to icb@opcw.org.
17. 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 the light of paragraph 11 above and that attests to the relevance of the course to the work of the institution.
18. Incomplete or improperly filled-out applications cannot be considered.
19. Additional information about this programme may be obtained from Mr Patrick Häggman, in the International Cooperation Branch. Mr Häggman's contact details are as follows:

Tel.: +31 (0)70 416 3274
Fax: +31 (0)70 306 3279
E-mail: patrick.haggman@opcw.org

Annex: Application Form

Annex**ANALYTICAL-SKILLS DEVELOPMENT COURSE 2013****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. Please indicate in the table below which courses you are interested in. Pay careful attention to the deadline for submission of applications for each course. Applications received after the deadline will not be considered.
3. 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.
4. 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, 2517 JR The Hague, the Netherlands.

Course Title	Date	Deadline for Application	Preference
Analytical-skills-development course for African Member States (sponsored by the European Union)	31 May to 14 June 2013	15 March 2013	
Analytical-skills-development course	15 to 29 November 2013	30 August 2013	
Course on the enhancement of laboratory skills (LC-MS)	2 to 13 September 2013	31 May 2013	
Course on the enhancement of laboratory skills (laboratory quality management)	9 to 20 September 2013	26 April 2013	

SECTION 1. PERSONAL AND CONTACT DETAILS

Family name of nominee *	
First name(s) *	
Work address	

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

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		
SECTION 2. EDUCATION AND TRAINING			
Please list each degree or other qualification you have earned, starting with the most recent.			
1.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
2.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
3.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
4.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		

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

5.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
SECTION 3. EMPLOYMENT HISTORY			
What is your profession?			
Please give a brief description of your current work.			
Please list below all posts you have held, starting with the most recent.			
1.	Employer		
	Title		
	Dates	From	To
2.	Employer		
	Title		
	Dates	From	To
3.	Employer		
	Title		
	Dates	From	To
4.	Employer		
	Title		
	Dates	From	To
5.	Employer		
	Title		
	Dates	From	To
6.	Employer		
	Title		
	Dates	From	To
Have you received financial or other support from the OPCW within the past three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If so, please give details.		
Have you applied for any other support from the OPCW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If so, please give details.		

Please list the major items of analytical equipment in your laboratory and clearly state whether your institution/laboratory has GC and/or GC-MS equipment (ASDC), LC and/or LC-MS equipment (LC-MS course) and quality assurance system (Laboratory Quality Management Course).

SECTION 4. SUPPORTING STATEMENT

Please state briefly why you are applying for the course, and indicate both what you expect to gain from it and how it would benefit your work, your institution, and your country.

SECTION 5. SUPPORTING DOCUMENTATION

Please attach the following documents to your application:

- a letter of recommendation from your supervisor, which confirms your qualifications in light of paragraph 11 of the Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution at which you are working;
- an updated curriculum vitae;
- a one-page description of your practical experience; and
- 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**

<p>Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW</p> <p>_____</p>	<p>Date: _____</p>
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