

**NOTE BY THE TECHNICAL SECRETARIAT****INVITATION TO APPLY FOR A REGIONAL COURSE FOR ANALYTICAL CHEMISTS  
FROM LABORATORIES SUPPORTING CUSTOMS SERVICES  
IN THE ASIAN REGION, 7 – 11 APRIL 2014  
WARSAW, POLAND****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 for analytical chemists supporting customs services. The course is scheduled to be held at the Institute of Industrial Organic Chemistry (Instytut Przemysłu Organicznego (IPO)) in Warsaw, Poland, from 7 to 11 April 2014. The aim of the course is to assist qualified analytical chemists from laboratories that support, or plan to support, customs services or offices in Member States from the Asian Group of States Parties in acquiring further experience and practical knowledge of the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”). In addition, it will facilitate the adoption of good laboratory practices for the implementation of the Convention. The course will accommodate 10 participants.

**Content**

2. The training will include a balance of lectures and hands-on exercises. The lectures will cover general aspects of the OPCW, the Convention, and the Verification Annex to the Convention; the chemical structure and properties of scheduled chemicals; methods of separation and structure elucidation; and the detection and analysis of scheduled chemicals at various concentration levels. The role of customs-service laboratories in promoting chemical safety will also be discussed.
3. To ensure that participants gain experience in using relevant equipment, the IPO will offer them the option of choosing four exercises (from five), in which they will practise the following:
  - (a) gas chromatography-mass spectrometry (GC-MS);
  - (b) high-performance liquid chromatography with diode-array detection;
  - (c) Fourier transform infrared (FTIR) spectroscopy;



- (d) portable FTIR; and/or
  - (e) analysis of physicochemical properties of selected dangerous phosphorus, sulfur, or fluorine (PSF) chemicals.
4. Each exercise will consist of two parts: a presentation of the ways in which the technique can be used for customs purposes, and a practical analysis of selected compounds of sensitive materials.

### **Sponsorship**

5. 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, in accordance with OPCW rules.
6. Participants are requested to obtain any necessary visas, including Schengen Area travel visas, before travelling to Poland. The Secretariat will cover the costs of these visas by reimbursing participants upon production of the original receipts. The Secretariat will also send information to the selected participants on how to apply for Schengen Area visas.

### **Admission requirements**

7. The course is open to those who:
- (a) have a minimum of a first degree (BSc or equivalent) in chemistry or analytical chemistry from a recognised university or institution, with relevant practical and theoretical experience in analytical chemistry, including the use of GC and GC-MS;
  - (b) are citizens of Member States considered to be either developing countries or countries with economies in transition; and
  - (c) have at least three years of experience in an analytical laboratory, and currently work in a chemical laboratory providing support to customs services in their home country.
8. The application will be reviewed only after endorsement by the National Authority of the Member State (see Section 8 of the application form).
9. The course will be conducted in English. Candidates must therefore have a good command of both written and spoken English. Any candidate who, upon arrival, is found not to meet this requirement might not be allowed to continue with the course.
10. 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**

11. Applications will be carefully screened on the basis of the criteria specified in paragraph 7 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**

12. 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. Applications must be received **no later than 25 February 2014**, and 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 3279, or emailed to [icb@opcw.org](mailto:icb@opcw.org).
13. 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 addresses the candidate's qualifications in relation to paragraph 7 above, and attests to the relevance of the course to the work of the institution.
14. Applications that are incomplete or incorrectly filled out cannot be considered.
15. Additional information about this programme may be obtained from Ms Rufaro Kambarami, or the Head of the International Cooperation Branch. The contact details are as follows:

Tel.: +31 (0)70 416 3272  
Email: [icb@opcw.org](mailto:icb@opcw.org)

- Annex 1: Provisional Programme  
Annex 2: Application Form

**Annex 1**

**REGIONAL COURSE FOR ANALYTICAL CHEMISTS  
FROM LABORATORIES SUPPORTING CUSTOMS SERVICES  
WARSAW, POLAND  
7 – 11 APRIL 2014**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Sunday, 6 April 2014</i></b>	
	Arrival of participants
<b><i>Monday, 7 April 2014</i></b>	
08:00 – 08:30	Registration and distribution of background materials
08:30 – 09:00	Welcome address
09:00 – 10:00	Introduction to the Chemical Weapons Convention and to its Verification Annex
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:00	The contribution of the Polish customs service to chemical safety in the European Union
11:00 – 11:30	Overview of the course programme and its objectives
11:30 – 12:45	Introduction of participants and discussion of course expectations
12:45 – 13:30	<i>Lunch</i>
13:30 – 14:30	Administrative and safety rules to be observed during the training course
14:30 – 16:00	Visit to the IPO laboratories: Presentation of techniques and equipment
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 18:00	Preparation for the practical exercises: <ul style="list-style-type: none"> <li>• The schedule for the exercises</li> <li>• Participants' preferences</li> <li>• Rules</li> <li>• Supervisory personnel</li> </ul>
<b><i>Tuesday, 8 April 2014</i></b>	
09:00 – 10:30	Chemical structure and properties of scheduled chemicals
10:30 – 10:50	<i>Coffee/tea break</i>
10:50 – 12:00	Methods of separation and explanation of the structure of organic compounds
12:00 – 13:00	<i>Lunch</i>
13:00 – 17:00	Practical exercises in laboratories
17:00 – 18:00	Overview of the results of the exercises and wrap-up of the day's activities
<b><i>Wednesday, 9 April 2014</i></b>	
09:00 – 10:00	Customs-service laboratories in Poland: Their organisation, tasks, methods, and equipment
10:00 – 14:00	Visit to the Central Laboratory of the Polish customs service
14:00 – 14:30	<i>Lunch</i>

<b>Thursday, 10 April 2014</b>	
09:00 – 10:15	Role of the OPCW Laboratory in sampling and analysis-related activities under the Chemical Weapons Convention
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:00	Methods of detection and analysis of scheduled chemicals at various concentration levels
12:00 – 13:00	<i>Lunch</i>
13:00 – 17:00	Practical exercises in laboratories
17:00 – 18:00	Overview of the results of the exercises and wrap-up of the day's activities
<b>Friday, 11 April 2014</b>	
09:00 – 13:00	Practical exercises in laboratories
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	The OPCW as an international cooperation platform in the area of expertise related to the analysis of chemical-warfare agents
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Evaluation and knowledge transfer session: <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Lessons learned and suggestions</li> <li>• Wrap-up of the training</li> </ul>
17:00 – 19:00	<i>Break</i>
19:00 – 21:00	Reception and distribution of certificates
<b>Saturday, 12 April 2014</b>	
	Departure of participants

## Annex 2

**REGIONAL COURSE FOR ANALYTICAL CHEMISTS  
FROM LABORATORIES SUPPORTING CUSTOMS SERVICES  
WARSAW, POLAND  
7 – 11 APRIL 2014**

**APPLICATION FORM**

**Please type or use BLOCK LETTERS.**

Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.

Applicants should complete sections 1 to 5, attach the documents listed in section 6, and sign the form at section 7. The form should then be sent to either their National Authority or the Permanent Representation of their country to the OPCW in The Hague, with a request to complete section 8.

The National Authority or the Permanent Representation should complete section 8 and forward the form to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, so that it is received **no later than 28 February 2014**.

<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			
Email address			

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

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

Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
<b>SECTION 2. EDUCATION AND TRAINING</b>			
Please list each degree or other qualification you have obtained, starting with the most recent.			
1.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification obtained		
2.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification obtained		
3.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification obtained		
4.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification obtained		
5.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification obtained		

<b>SECTION 3. EMPLOYMENT HISTORY</b>			
What is your profession?			
Please give a brief description of your current work.			
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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 yes, please give details.	
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Have you applied for any other support from the OPCW?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes, please give details.	
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Please list the major items of analytical equipment in your laboratory. Please state clearly whether your institution/laboratory has GC and/or GC-MS equipment.			
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**SECTION 4. PREFERRED EXERCISES**

Please select the four exercises that you prefer / are most closely related to your work, out of the five choices below:

1. Gas chromatography-mass spectrometry (GC-MS)	<input type="checkbox"/>
2. High-performance liquid chromatography with diode-array detection (HPLC with DAD)	<input type="checkbox"/>
3. Fourier transform infrared (FTIR) spectroscopy	<input type="checkbox"/>
4. Use of portable FTIR spectrometer (mobile IR) for identification of unknown substances	<input type="checkbox"/>
5. Physiochemical properties of selected dangerous phosphorus, sulphur, and fluorine (PSF) chemicals: combustibility, self-ignition and thermogravimetry	<input type="checkbox"/>

**SECTION 5. SUPPORTING STATEMENT**

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

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**SECTION 6. SUPPORTING DOCUMENTATION**

Please attach the following documents to your application:

a letter of recommendation from your supervisor, which speaks to your qualifications in light of paragraph 7 of the Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution;

an up-to-date curriculum vitae;

a one-page description of your practical experience; and

a photocopy of the personal identification pages of your passport.

Applications without full supporting documentation cannot be accepted.

**SECTION 7. SIGNATURE OF APPLICANT**

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

**SECTION 8. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR  
THE PERMANENT REPRESENTATION**

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

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