



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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14 February 2014

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

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

Purpose of the courses

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that in 2014 it will hold five courses on the development of analytical skills, at the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) in Helsinki, Finland. There will be two analytical-skills-development courses and three courses on the enhancement of laboratory skills. The aims of the courses are to assist qualified analytical chemists from Member States whose economies are developing or in transition, 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) ASDC
 - (i) an analytical-skills-development course (ASDC), from 30 May to 13 June 2014; and
 - (ii) an analytical-skills-development course (ASDC), from 7 to 21 November 2014.
 - (b) Enhancement of laboratory skills
 - (i) a course on the enhancement of laboratory skills on nuclear magnetic resonance (CW-NMR) 5 to 16 May 2014;



- (ii) a course on the enhancement of laboratory skills on laboratory quality management (CW-LQM), from 8 to 19 September 2014; and
- (iii) a course on the enhancement of laboratory skills on quantitative mass spectrometry (CW-QMS), from 22 September to 3 October 2014.

Analytical-skills-development course (ASDC)

3. The first analytical-skills-development course (ASDC) in 2014 will take place from 30 May to 13 June and the second from 7 to 21 November 2014. One of the courses will be organised with funding from the European Union through the European Union Council Decision 2012/166/CFSP. 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. Each ASDC course 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 on the enhancement of laboratory skills on NMR (CW-NMR)

6. The course on the enhancement of laboratory skills for the use of NMR to analyse chemicals related to the Convention (CW-NMR) will take place from 5 to 16 May 2014. The goal of the course is to improve the practical skills needed when using NMR spectroscopy to analyse chemicals related to the Convention. For this reason, participants must have previous experience using NMR. The course will be of benefit to those who regularly use NMR spectroscopy in their work, or who are planning to do so in the near future. Previous participation on any courses organised by VERIFIN will be considered an advantage. Participants will first be introduced to the preparation of samples and the theoretical aspects of NMR. They will then be given demonstrations of NMR techniques, and will pair up to do practical exercises.

7. The course will consist of the following elements:
 - (a) preparation of samples;
 - (b) theory of NMR;
 - (c) demonstrations of NMR techniques;
 - (d) practical exercises; and
 - (e) quality assurance and maintenance of instruments.
8. The course will accommodate a maximum of four participants from Member States whose economies are developing or are in transition. The Technical Secretariat will select participants in consultation with VERIFIN.

Course on the enhancement of laboratory skills on laboratory quality management (CW-LQM)

9. The course on the enhancement of laboratory skills on laboratory quality management will take place from 8 to 19 September 2014. 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 provide 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 intended to be a customised 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 an audit of their laboratory quality system.
10. This 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.

Course on the enhancement of laboratory skills on Quantitative Mass Spectrometry (CW-QMS)

11. The course on the enhancement of laboratory skills on QMS will take place from 22 September to 3 October 2014. The goal of this course is to improve practical skills in the quantitative analysis of chemicals related to the Convention through such techniques as liquid chromatography (LC)-MS/MS and GC-MS/MS. For this reason, participants should have previous hands-on experience using LC, GC and MS. Participants will be introduced to sample preparation, use of internal standards, method development, optimisation, method validation, and data processing and reporting. They will then be given demonstrations of LC-MS/MS and GC-MS/MS techniques, followed by hands-on exercises including environmental and biomedical samples.

12. The course will consist of the following elements:
 - (a) sample preparation and use of internal standards;
 - (b) method development, optimisation, and validation;
 - (c) quantitative/qualitative data processing and reporting;
 - (d) hands-on exercises; and
 - (e) quality assurance.
13. The course will accommodate a maximum of eight participants from Member States whose economies are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

Sponsorship

14. The cost of the courses themselves, as well as 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.

Admission requirements

15. The courses are 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:
 - (i) GC and GC-MS, for the ASDCs;
 - (ii) NMR for the CW-NMR;
 - (iii) laboratory quality assurance systems for the CW-LQM on laboratory quality management; and
 - (iv) quantitative mass spectrometry for the CW-QMS;
 - (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.
16. 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.
17. Participants will be required to sign a confidentiality agreement with the OPCW.

Selection procedure

18. Applications will be carefully screened on the basis of the criteria specified in paragraph 15 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

19. 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. It should then be submitted to the Secretariat, via their National Authority or the Permanent Representation of their country to the OPCW. The Secretariat should receive the information no later than the deadline indicated for each course. It should be sent to the Secretariat at OPCW, International Cooperation and Assistance Division, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. An advance copy of the application may be emailed to icb@opcw.org. In this case, the subject line of the email should contain the words "Analytical-skills-development course 2014".
20. 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 the light of paragraph 15 above, and attests to the relevance of the course to the work of the institution.
21. Incomplete or improperly filled-out applications cannot be considered.
22. 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
Email: patrick.haggman@opcw.org

Annex: Application Form

Annex**ANALYTICAL-SKILLS-DEVELOPMENT COURSE 2014
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 complete sections 1 to 4, attach the documents listed in section 5, and sign the form at section 6. 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 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	Applying for
Course on the Enhancement of Laboratory Skills on NMR (CW-NMR)	5 to 16 May 2014	21 March 2014	
Analytical Skills Development Course (ASDC)	30 May to 13 June 2014	4 April 2014	
Course on the Enhancement of Laboratory Skills on Laboratory Quality management (CW-LQM)	8 to 19 September 2014	9 May 2014	
Course on the Enhancement of Laboratory Skills on Quantitative Mass Spectrometry (CW-QMS)	22 September to 3 October 2014	25 July 2014	
Analytical Skills Development Course (ASDC)	7 to 21 November 2014	12 September 2014	

SECTION 1. PERSONAL AND CONTACT DETAILS			
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			
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 obtained, starting with the most recent.			
1	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification obtained		
2	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification obtained		
3	Name and location of institution		
	Main field(s) of study		

* 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.

	Dates attended	From	To
	Degree or qualification obtained		
4	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification obtained		
5	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification obtained		
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 yes, please give details.	
Have you applied for any other support from the OPCW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, 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 15 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 personal identification 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: _____