# **Technical Secretariat**



S/1440/2016 6 December 2016 ENGLISH only

#### NOTE BY THE TECHNICAL SECRETARIAT

# CALL FOR NOMINATIONS FOR A COURSE FOR MEMBER STATES IN THE AFRICA REGION ON ANALYTICAL SKILLS DEVELOPMENT AT THE FINNISH INSTITUTE FOR VERIFICATION OF THE CHEMICAL WEAPONS CONVENTION (VERIFIN) HELSINKI, FINLAND 20 - 31 MARCH 2017

#### **Purpose of the course**

1. The OPCW Technical Secretariat (hereinafter "the Secretariat") wishes to inform Member States of the Africa Region that in 2017 it will hold an analytical skills development course (ASDC) at the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) in Helsinki, Finland from 20 to 31 March 2017. The aims of the course are: to assist qualified analytical chemists from African Member States 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.

#### **Content**

- 2. The ASDC will have two parts:
  - (a) The first week will focus on basic training and 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 troubleshooting.
  - (b) The second week will focus 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.

3. The ASDC will accommodate a maximum of 20 participants from African Member States. The Secretariat will select the participants based on their qualifications and experience, and only selected candidates will be notified.

#### **Sponsorship**

4. The cost of the courses themselves and for 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**

- 5. The course is open to candidates 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, especially in GC and GC-MS;
  - (b) are citizens of African Member States; and
  - (c) have been working in a chemical laboratory or research institution in their home country for **at least FIVE years**.
- 6. The course will be conducted in English, and candidates must therefore have a strong written and oral command of this language. Any candidate who is found upon arrival not to meet this requirement may not be allowed to continue in the course.

### **Selection procedure**

7. Applications will be carefully screened on the basis of the criteria specified in paragraph 5 above. Only the most suitable applicants will be interviewed. Applicants who have already participated in ASDC programmes will **NOT** be considered for selection. Only selected candidates will be notified by the Secretariat.

## **Application procedure**

- 8. Interested candidates are invited to apply for the ASDC by filling out, in English only, the form that is annexed to this Note. The form should then be submitted to the Secretariat, via their National Authority or the Permanent Representation of their country to the OPCW, **no later than 30 January 2017**. The application should be sent to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands. Applications may also be emailed to **icb@opcw.org** and the subject line of the email should contain the words "VERIFIN—Analytical skills development course, 2017".
- 9. The application form must be accompanied by:
  - (a) a curriculum vitae;
  - (b) a one-page description of the candidate's practical experience;

- (c) a letter of recommendation from the candidate's supervisor at his or her institution, addressing the candidate's qualifications in accordance with paragraph 5 above and attesting to the relevance of the course to the work of the institution;
- (d) a photocopy of the personal identification pages of the candidate's passport; and
- (e) an endorsement by the National Authority.
- 10. Incomplete or improperly filled-out applications cannot be considered.
- 11. Additional information about this programme may be obtained from Mr Rohan Perera, Senior International Cooperation Officer in the International Cooperation Branch, who can be reached by telephone at +31 (0)70 416 3615 or by email at icb@opcw.org.

Annex: Application Form

#### Annex

# ANALYTICAL SKILLS DEVELOPMENT COURSE 2017 APPLICATION FORM

- 1. Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.
- 2. 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.
- 3. The National Authority or the Permanent Representation should complete section 7 and forward the form to the International Cooperation Branch, OPCW, Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands, so that it is received **no later than 30 January 2017.**

# Please type or use BLOCK LETTERS

SECTION 1. PERSONAL AND CONTACT DETAILS				
Family name of nominee*				
First name(s)*				
Work address				
Home address				
D	D	3.6 .4	X7	
Date of birth	Day	Month	Year	
Citizenship				
Gender**	Male	Female		
Passport number				
Date of issue	Day	Month	Year	
Date of expiry	Day	Month	Year	
Place of issue				
Email address				
Telephone numbers,	Home			
including country and city	Work			
codes	Mobile			
Fax numbers, including	Home			
country and city codes	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.

SEC	CTION 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	То			
	Degree or qualification					
	obtained					
2.	Name and location of					
	institution					
	Main field(s) of study					
	Dates attended	From	То			
	Degree or qualification					
	obtained					
3.	Name and location of					
	institution					
	Main field(s) of study					
	Dates attended	From	То			
	Degree or qualification					
	obtained					
4.	Name and location of					
	institution					
	Main field(s) of study		1			
	Dates attended	From	То			
	Degree or qualification obtained					
5.	Name and location of					
	institution					
	Main field(s) of study					
	Dates attended	From	То			
	Degree or qualification					
	obtained					
SEC	CTION 3. EMPLOYME	NT HISTORY				
Wh	at is your profession?					
	ase give a brief description	n of your current work.				

Please list below all posts you have held, starting with the most recent.						
1.	Employer					
	Title					
	Dates	From	То			
2.	Employer		1			
	Title					
	Dates	From	То			
3.	Employer		1			
	Title					
	Dates	From	То			
4.	Employer		•			
	Title					
	Dates	From	То			
5.	Employer					
	Title					
	Dates	From	То			
6.	Employer					
	Title					
	Dates	From	То			
Hav	ve you received	Yes	No 🗌			
	incial or other support	If yes, please give details.				
froi	n the OPCW within					
the	past three years?					
Hav	ve you applied for any	Yes	No 🗌			
other support from the		If yes, please give details.				
OP	CW?					
Please list the major analytical equipment in your laboratory and clearly state whether your institution/laboratory has GC and/or GC-MS equipment.						
SE	CTION 4. SUPPORTI	NG STATEMENT				
Ple	ase state briefly why yo	ou are applying for the course, an	nd indicate both what you expect			
to g	gain from it and how it v	would benefit your work, your ins	stitution, and your country.			

SECTION 5. SUPPORTING DOCUMENTATIO	N				
Please attach the following documents to your application:					
(a) a letter of recommendation from your supervisor, which confirms your qualifications in light of paragraph 5 of the cover Note, and that attests to the relevance of this course to the work of the institution where you are working;					
(b) an updated curriculum vitae;					
(c) a one-page description of your practical experien	nce; and	d			
(d) a photocopy of the personal identification pages	of you	r 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 TO THE OPCW					
	1				
Signature, with seal or stamp, of an authorised representative of the National Authority or Permanent Representation to the OPCW					
	Date:				