



S/1655/2018

2 August 2018

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT**ANALYTICAL SKILLS COURSE IN SPANISH FOR MEMBER STATES
IN THE LATIN AMERICA AND THE CARIBBEAN REGION
MADRID, SPAIN
22 NOVEMBER – 5 DECEMBER 2018**

1. The Technical Secretariat of the OPCW (hereinafter “the Secretariat”) wishes to invite applications from representatives of laboratories in Member States in the Latin American and the Caribbean region (GRULAC) to attend an analytical skills course focusing on the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”) and related compounds. The course will be held at the Laboratorio de Verificación de Armas Químicas (LAVEMA) of the Instituto Nacional de Técnica Aeroespacial (INTA) in Madrid, Spain, from 22 November to 5 December 2018.
2. The goal of the course is to improve participants’ practical skills in analysing chemicals related to the Convention, and in using gas chromatography (GC) and gas chromatography—mass spectrometry (GC-MS). Participants will first be given an introduction to the chemicals related to the Convention, sample preparation techniques, and the theoretical aspects of GC and GC-MS. This will be followed by a presentation on sample analysis using GC equipment with different types of detectors, as well as GC-MS equipment. A discussion will then take place on how to interpret the mass spectra that have emerged as a result of the analyses. The participants will also familiarise themselves with how to maintain these instruments in a manner that ensures a high standard of performance. Finally, they will be instructed on how to report these results, including the requirements of the OPCW in this regard. The skills provided by the course may be used in analysing different types of environmental samples containing various types of chemicals.
3. The course will consist of the following elements:
 - (a) the preparation of environmental samples;
 - (b) the properties of Convention-related chemicals;
 - (c) an introduction to GC and GC-MS equipment;
 - (d) the interpretation of mass spectra;
 - (e) exercises on sample preparation;
 - (f) the use of GC and GC-MS equipment;
 - (g) an introduction to the Convention and related compounds synthesis;



- (h) an introduction to AMDIS¹ software;
 - (i) an introduction to the Quality Assurance System according to standard ISO/IEC 17025:2005;² and
 - (j) the reporting of results during OPCW proficiency tests.
4. The course will accommodate a maximum of 15 participants from Member States in the GRULAC region. The Secretariat will select participants in consultation with LAVEMA and will notify the successful candidates, who will then receive an official invitation to participate from the Secretariat.
5. For all participants, the Secretariat will cover the costs of tuition, international travel, medical insurance, accommodation, and meals and will provide a terminal allowance, as well as a daily allowance to cover incidental expenses, in accordance with OPCW rules. Tickets will be purchased directly by the Secretariat. When making international travel arrangements, the Secretariat will seek the most economical options. The Secretariat will not cover expenses unrelated to the course or those resulting from unauthorised changes to travel arrangements.
6. Participants should:
- (a) hold a degree or diploma in chemistry or analytical chemistry from a recognised university/institution;
 - (b) have at least three years of work experience in analytical chemistry or other relevant fields;
 - (c) have experience working with either GC or GC-MS techniques; and
 - (d) be citizens of Member States of the GRULAC region.
7. The course will be conducted in Spanish, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of both written and spoken Spanish.
8. Female candidates are encouraged to apply.
9. Applicants from laboratories in Member States in the GRULAC region are invited to complete the application form that is included as the Annex to this Note, making sure to provide all the information it requests, including contact details. The completed form, together with a detailed curriculum vitae and a recommendation from the National Authority or the Permanent Representation of the applicant's country to the OPCW, 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 submitted by email to icb@opcw.org (with reference to "GRULAC Course, LAVEMA, 2018" in the subject line). All applications must be received by the Secretariat **no later than 19 October 2018**.

¹ AMDIS = Automated Mass Spectral Deconvolution and Identification System.

² International Organization for Standardization/International Electrotechnical Commission standard ISO/IEC 17025:2005 – General requirements for the competence of testing and calibration laboratories.

10. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division, OPCW, at the email address icb@opcw.org or through the contact telephone numbers given below:

Ms Julia González Rodríguez: +31 (0)70 416 3239

Mr Sergey Zinoviev: +31 (0) 70 416 3611

Annex: Application form (English only)

Annex

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FOR MEMBER STATES IN THE LATIN AMERICA AND THE CARIBBEAN
REGION**

MADRID, SPAIN

22 NOVEMBER – 5 DECEMBER 2018

APPLICATION FORM

Applications including the completed form, together with a detailed curriculum vitae and a recommendation from the National Authority or the Permanent Representation of their country to the OPCW, should be received by the Technical Secretariat **no later than 19 October 2018** and should be addressed to:

The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Email: icb@opcw.org

Please type or use BLOCK LETTERS

Family name*			
First name(s)*			
Date of birth	Day	Month	Year
Citizenship			
Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Date of expiry	Day	Month	Year
Place of issue			
Areas of expertise			
Employer			
Contact address (Please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		

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

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

Have you previously participated in a course of this kind?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?
Do you wish to be sponsored by the OPCW?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would you like your name to be placed on our database for other courses?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please briefly describe your practical and work experience, making sure to mention the analytical techniques you are familiar with, and referring to your curriculum vitae as necessary.	
Please list the major items of analytical equipment in your laboratory.	
National Authority/Permanent Representative Endorsement	

Applicant's Signature: _____ Date: _____