



NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR AN ADVANCED LABORATORY
SKILLS TRAINING COURSE, ZEMIANSKE KOSTOL'ANY, SLOVAKIA
12 – 22 NOVEMBER 2018**

1. The Director General of the Organisation for the Prohibition of Chemical Weapons (OPCW) wishes to invite States Parties to nominate representatives to participate in an advanced laboratory skills training course, which will take place from 12 to 22 November 2018 in Zemianske Kostol'any, Slovakia.
2. The course is being jointly organised by the Technical Secretariat (hereinafter "the Secretariat") and the Government of Slovakia, and will provide training for up to nine qualified participants who may be called upon to respond to chemical emergencies within their home country. The course will cover the following topics:
 - (a) detection of chemical warfare agents;
 - (b) use of detection and analytical equipment;
 - (c) handling of chemical samples;
 - (d) decontamination in a controlled environment; and
 - (e) best practices for working in a laboratory setting.
3. Given the purpose of the course and its technical nature, candidates will be carefully selected according to the following criteria:
 - (a) All participants should have formal qualification in chemistry or laboratory sciences.
 - (b) All participants must have a good oral and written command of English, as all activities during the course will be conducted in English and no interpretation services of any kind will be available.
 - (c) Preference will be given to individuals who have demonstrable competency in the principles of analytical chemistry and a clear professional mandate to support their national capacity for chemical analysis under the Chemical Weapons Convention.
 - (d) Participants must be physically fit and capable of wearing individual protective gear for several hours at a time.



- (e) Selected participants will be required to supply a “confirmation of health status” from their personal healthcare provider, as required by the host facility.
 - (f) All nominations must be accompanied by a formal endorsement from the National Authority of the nominee’s State Party.
4. Applications will be carefully screened on the basis of the criteria specified in paragraph 3 above. Only the most suitable applicants will be selected.
 5. The Secretariat expects to be able to sponsor a limited number of participants from States Parties. For sponsored participants, it will cover the costs of transportation, accommodation and meals. Further details regarding the course venue and other specific arrangements will be issued to all confirmed participants at a later date.
 6. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to **arrive no earlier than Sunday, 11 November 2018, and to depart no later than Friday, 23 November 2018.**
 7. Sponsored participants must bear all costs not related to the course, or that result from any itinerary changes made without explicit approval from the Secretariat. Participants who have not been sponsored are requested to make their own travel arrangements according to paragraph 6 above. All participants are requested to obtain all necessary visas before travelling to Slovakia, including transit visas.
 8. Interested applicants are invited to register their nomination online **no later than 21 September 2018** through EVENTUS—the OPCW event management system. The EVENTUS registration link is accessible via the OPCW website (<http://apps.opcw.org/eventus>). Please note that all the questions marked with an asterisk (*) must be answered in order for the nomination to be received and for the candidate to be considered for this event. The National Authority endorsement form attached as Annex 2 to this Note must be uploaded during the registration process. Interested applicants who are unable to submit an application online because of technical problems are requested to submit the form by email attachment to the Assistance and Protection Branch (EmergAssistBr@opcw.org) with a reference to the name and location of the event in the subject line of the message. Those who have been selected to participate will be contacted within two weeks of the submission deadline.
 9. Additional information on the course may be obtained from the International Cooperation and Assistance Division. The contact person is Mr Guy Valente, who can be reached by telephone at +31 (0)70 416 3423.

Annexes:

- Annex 1: Provisional Programme
- Annex 2: National Authority Endorsement Form

Annex 1

**ADVANCED LABORATORY SKILLS TRAINING COURSE
ZEMIANSKE KOSTOL'ANY, SLOVAKIA
12 – 22 NOVEMBER 2018**

PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 11 November 2018</i>	
	Arrival of participants
<i>Monday, 12 November 2018</i>	
07:45	Departure from the hotel
08:15 – 12:30	Opening of the course <ul style="list-style-type: none"> – Introduction to the course – Health and safety instructions – Group photo – Setting up working groups – Demonstration of the laboratory – Distribution of equipment – Individual protective equipment (IPE) instructions
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:30	<ul style="list-style-type: none"> – Presentation and demonstration: Detection and sampling in field conditions – Demonstration: Transportation of samples – Evaluation of the day
19:00 –	<i>Dinner</i>
<i>Tuesday, 13 November 2018</i>	
08:15 – 12:30	<ul style="list-style-type: none"> – Gas mask fit test – Field exercise : Detection and sampling in field conditions – Field exercise: Transportation of samples
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:30	<ul style="list-style-type: none"> – Presentation: Preparation of samples for identification – Presentation: Different analytical techniques – Laboratory demonstration – First contact with chemical warfare agent (CWA) simulants – First contact with CWA – Decontamination and hygiene – Evaluation of the day
19:00 –	<i>Dinner</i>

Time	Activity
<i>Wednesday, 14 November 2018</i>	
08:15 – 12:30	<ul style="list-style-type: none"> – Demonstration: Preparation of samples – Individual work: Preparation of samples – Decontamination and hygiene
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:30	<ul style="list-style-type: none"> – Individual work: Preparation of samples – Decontamination and hygiene – Evaluation of the day
19:00 –	<i>Dinner</i>
<i>Thursday, 15 November 2018</i>	
08:15 – 12:30	<ul style="list-style-type: none"> – Presentation: Preparation of samples for identification – Presentation: Sample analysis – Presentation: Interpretation of results – Work in laboratory
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:30	<ul style="list-style-type: none"> – Work in laboratory – Preparation of samples for identification – Sample analysis – Interpretation of results
19:00 –	<i>Dinner</i>
<i>Friday, 16 November 2018</i>	
08:15 – 12:30	<ul style="list-style-type: none"> – Work in laboratory – Preparation of samples for identification – Sample analysis – Interpretation of results
12:30 – 13:30	<i>Lunch</i>
13:30 – 16:30	<ul style="list-style-type: none"> – Work in laboratory – Preparation of samples for identification – Sample analysis – Interpretation of results
19:00 –	<i>Dinner</i>
<i>Saturday, 17 November 2018</i>	
09:00 – 14:00	<ul style="list-style-type: none"> – Individual study day – Briefing with instructors – Summary of the week's work – Discussion
<i>Sunday, 18 November 2018</i>	
	<i>Free day</i>

Time	Activity
<i>Monday, 19 November 2018</i>	
08:15 – 12:30	<ul style="list-style-type: none"> – Work in laboratory – Preparation of samples for identification – Sample analysis – Interpretation of results
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:30	<ul style="list-style-type: none"> – Work in laboratory – Preparation of samples for identification – Sample analysis – Interpretation of results
19:00 –	<i>Dinner</i>
<i>Tuesday, 20 November 2018</i>	
08:15 – 12:30	<ul style="list-style-type: none"> – Work in laboratory – Preparation of samples for identification – Sample analysis – Interpretation of results
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:30	<ul style="list-style-type: none"> – Work in laboratory – Preparation of samples for identification – Sample analysis – Interpretation of results
19:00 –	<i>Dinner</i>
<i>Wednesday, 21 November 2018</i>	
08:15 – 12:30	<ul style="list-style-type: none"> – Work in laboratory – Preparation of samples for identification – Sample analysis – Interpretation of results
12:30 – 13:30	<i>Lunch</i>
13:30 – 17:30	<ul style="list-style-type: none"> – Work in laboratory – Preparation of samples for identification – Sample analysis – Interpretation of results
19:00 –	<i>Dinner</i>
<i>Thursday, 22 November 2018</i>	
08:15 – 12:30	<ul style="list-style-type: none"> – Final debriefing and course evaluation – IPE and equipment return – Closing and awarding of certificates ceremony
12:30 – 13:30	<i>Lunch</i>
13:30	Transport to Vienna

Annex 2

**ADVANCED LABORATORY SKILLS TRAINING COURSE
ZEMIANSKE KOSTOL'ANY, SLOVAKIA
12 – 22 NOVEMBER 2018**

NATIONAL AUTHORITY ENDORSEMENT FORM

This form must be signed, duly sealed and uploaded when submitting an application online
(<https://apps.opcw.org/eventus>)

Please type or use BLOCK LETTERS

I, _____, Head/Chief Coordinator of the
National Authority of the State Party of _____, on behalf
of the Government of _____, hereby endorse the nomination
of Mr/Ms _____, holding the
position/designation of _____ in the
Office/Division/Branch of _____,
to take part to the Advanced Laboratory Skills Training Course in Zemianske Kostol'any,
Slovakia from 12 to 22 November, 2018.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: