



NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR AN ANALYTICAL SKILLS
DEVELOPMENT COURSE IN SPANISH FOR MEMBER STATES
IN THE LATIN AMERICAN AND CARIBBEAN REGION
MADRID, SPAIN
3 – 14 JUNE 2019**

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 to attend an analytical skills development course focusing on the analysis of chemicals and related compounds relevant to the Chemical Weapons Convention (hereinafter “the Convention”). 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 3 to 14 June 2019.
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 chemicals related to the Convention;
 - (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 Latin America and the Caribbean. 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 Latin America and Caribbean 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 Latin America and the Caribbean are invited to complete the application through EVENTUS—the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants must first create an account and then register for the event. Applicants who, for technical reasons, are not able to submit their applications online via EVENTUS are requested to complete and send the endorsement and application forms (attached as Annexes 1 and 2 to this Note) as an email attachment (icb@opcw.org), with the name of the event clearly indicated in the subject line of the message.

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. Only nominations endorsed by the National Authority³ will be considered. The endorsement form (see Annex 1), together with a curriculum vitae, must be uploaded during the online registration process.
11. All applications must be received by the Secretariat **no later than 25 March 2019**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the OPCW via email (icb@opcw.org) or telephone (Ms Julia González Rodríguez: +31 (0)70 416 3239 or Mr Sergey Zinoviev: +31 (0) 70 416 3611).

Annexes:

- Annex 1: National Authority Endorsement Form
Annex 2: Application form

³

Contacts are available online (<https://www.opcw.org/about-us/member-states>).

Annex 1

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ENDORSEMENT BY THE NATIONAL AUTHORITY

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

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 _____, as indicated in the online registration, for participation in the analytical skills development course in Spanish for Member States in the Latin America and Caribbean region to be held in Madrid, Spain from 3 to 14 June 2019.

I also certify that the above candidate fulfils all the requirements mentioned in the Invitation Note.

Signature: _____

Name: _____

Designation: _____

Telephone: _____

E-mail: _____

Official seal of the organisation:

Annex 2

**ANALYTICAL SKILLS DEVELOPMENT COURSE IN SPANISH
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APPLICATION FORM

Applications including the completed form, together with a detailed curriculum vitae and a an endorsement from the National Authority or the Permanent Representation of the applicant's country to the OPCW, should be received by the Secretariat **no later than**

25 March 2019 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		
Have you previously participated in a course of this kind?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If so, when and where?		

* 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.

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.		

Applicant's Signature: _____ Date: _____