



S/1721/2019  
19 February 2019  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR TWO COURSES ON THE ENHANCEMENT  
OF LABORATORY SKILLS AT THE FINNISH INSTITUTE FOR VERIFICATION  
OF THE CHEMICAL WEAPONS CONVENTION (VERIFIN)  
HELSINKI, FINLAND  
9 – 20 SEPTEMBER 2019**

**Purpose of the courses**

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that in 2019 it will hold two courses on the enhancement of laboratory skills at the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) in Helsinki, Finland. The courses are intended for qualified analytical chemists from Member States whose economies are developing or in transition, and are aimed at assisting them in acquiring further experience and practical knowledge; facilitating the analysis of chemicals related to national implementation of the Chemical Weapons Convention (hereinafter “the Convention”); enhancing national capacities in these Member States by offering training in analytical chemistry to personnel from industry, academic institutions, and government laboratories; facilitating the adoption of good laboratory practices; and broadening the pool of human resources from which National Authorities and the Secretariat can draw in the future.

**Courses**

2. The courses, both to be held from 9 to 20 September 2019, are as follows:
  - (a) a course on the enhancement of laboratory skills on chemical weapons-related nuclear magnetic resonance (CW-NMR); and
  - (b) a course on the enhancement of laboratory skills in chemical-weapons related quantitative mass spectrometry (CW-QMS).

3. **Course on the enhancement of laboratory skills on nuclear magnetic resonance**

The CW-NMR course is aimed at improving 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 in 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.

4. The CW-NMR 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.
5. 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 in quantitative mass spectrometry**

6. The CW-QMS course is aimed at improving practical skills in the quantitative analysis of chemicals related to the Convention, through such techniques as liquid chromatography-mass spectrometry/mass spectrometry (LC-MS/MS) and gas chromatography-mass spectrometry/mass spectrometry (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 and the use of internal standards, method development, optimisation, and 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.
7. 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.
8. The course will accommodate a maximum of six participants from Member States whose economies are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

### **Sponsorship**

9. 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**

10. 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) NMR for the CW-NMR course; and
    - (ii) QMS for the CW-QMS course;
  - (b) are citizens of Member States whose economies 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.
11. 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.
12. Participants will be required to sign a confidentiality agreement with the OPCW.

### **Selection procedure**

13. Applications will be carefully screened on the basis of the criteria specified in paragraph 10 above. Only the most suitable applicants will be interviewed.

### **Application procedure**

14. Interested candidates are invited to apply for one or both 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. The form 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 17 May 2019**. The form should be sent to the Director, 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 the International Cooperation Branch (icb@opcw.org), in which case the subject line of the email should contain the words "Analytical skills development course 2019".

15. Application forms must be accompanied by the following:
  - (a) a curriculum vitae;
  - (b) a photocopy of the personal identification pages of the candidate's passport;
  - (c) a one-page description of the candidate's practical experience; and
  - (d) 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 10 above, and that attests to the relevance of the course to the work of the institution.
16. Incomplete or improperly filled-out applications cannot be considered.
17. Additional information about this programme may be obtained from Mr Rohan Perera, Senior Programme Officer in the International Cooperation Branch of the International Cooperation and Assistance Division (telephone:+31 (0)70 416 3615; Email: [icb@opcw.org](mailto:icb@opcw.org)).

Annex: Application Form

**Annex**

**TWO COURSES ON THE ENHANCEMENT OF LABORATORY SKILLS  
AT THE FINNISH INSTITUTE FOR VERIFICATION OF THE  
CHEMICAL WEAPONS CONVENTION (VERIFIN)  
HELSINKI, FINLAND  
9 – 20 SEPTEMBER 2019**

**APPLICATION FORM**

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 course 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 Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands.

<b>Course Title</b>	<b>Date</b>	<b>Deadline for Applications</b>	<b>Applying for</b>
Course on the Enhancement of Laboratory Skills on Chemical Weapons-Related Nuclear Magnetic Resonance (CW-NMR)	9 to 20 September 2019	17 May 2019	<input type="checkbox"/>
Course on the Enhancement of Laboratory Skills on Chemical Weapons-Related Quantitative Mass Spectrometry (CW-QMS)	9 to 20 September 2019	17 May 2019	<input type="checkbox"/>

**Please type or use BLOCK LETTERS**

<b>SECTION 1. PERSONAL AND CONTACT DETAILS</b>			
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
Date of expiry	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		
<b>SECTION 2. EDUCATION AND TRAINING</b>			
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		

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\* 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.

3.	Name and location of institution		
	Main field(s) of study		
	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 participated for any other course in the OPCW within the past five years?	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, and LC and/or LC-MS equipment.		
<b>SECTION 4. SUPPORTING STATEMENT</b>		
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.		
<b>SECTION 5. SUPPORTING DOCUMENTATION</b>		
Please attach the following documents to your application:		
(a) a letter of recommendation from your supervisor, which confirms your qualifications in light of paragraph 10 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;		
(b) an updated curriculum vitae;		
(c) a one-page description of your practical experience; and		
(d) a photocopy of the personal identification pages of your passport.		
Applications without full supporting documentation cannot be accepted.		



<b>SECTION 6. SIGNATURE OF APPLICANT</b>	
Signature: _____	Date: _____
<b>SECTION 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION TO THE OPCW</b>	
Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW          _____	Date: _____