

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR A COURSE FOR ANALYTICAL CHEMISTS  
FROM LABORATORIES SUPPORTING CUSTOMS SERVICES  
OPCW LABORATORY, RIJSWIJK, THE NETHERLANDS  
8 – 12 JULY 2019****Purpose of the course**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the OPCW wishes to inform Member States that it will hold a course on the development of analytical skills for analytical chemists supporting customs services. The course is scheduled to be held at the OPCW Laboratory in Rijswijk, the Netherlands, from 8 to 12 2019. The aim of the course is to assist qualified analytical chemists from laboratories that support, or plan to support, customs services or offices in acquiring further experience and practical knowledge of the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”). In addition, the course will facilitate the adoption of good laboratory practices for the implementation of the Convention. The course will accommodate 10 participants—seven sponsored participants from countries whose economies are either developing or in transition, and three non-sponsored participants from developed countries.

**Content**

2. The training course will include a variety of lectures and laboratory work. The lectures will cover general aspects of the OPCW, the Convention, and the Verification Annex to the Convention. It will also cover the chemical structure and properties of scheduled chemicals, the methods of separation and structure elucidation, and the detection and analysis of scheduled chemicals at various concentration levels.
3. Practical laboratory work will include:
  - (a) gas chromatography-mass spectrometry (GC-MS) and analyte identification using the Automated Mass Spectral Deconvolution and Identification System (AMDIS) and the OPCW Central Analytical Database (OCAD);
  - (b) sampling and sample preparation methods for GC-MS analysis; and
  - (c) hand-held Fourier transform infrared (FTIR) and Raman spectroscopy for rapid identification.



### **Sponsorship**

4. The Secretariat expects to be able to sponsor a minimum of seven participants for the course. All sponsored participants must be citizens of Member States whose economies are developing or are in transition. The Secretariat will select the participants based on their qualifications and experience. Member States are welcome to nominate for participation in the course non-sponsored participants who meet the admission requirements. Each application form should specify whether sponsorship is a condition of the nominee's participation.
5. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance, and will provide a limited subsistence allowance to cover meals and sundry expenses. The Secretariat will also arrange and pay for accommodation of sponsored participants, as well as medical and travel insurance for the duration of the course.
6. When making travel arrangement for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the participants. Non-sponsored participants will be requested to arrange for their own travel and accommodation.
7. Sponsored participants are requested to obtain any necessary visas, including Schengen Area travel visas, before travelling to the Netherlands. The Secretariat will cover the costs of these visas by reimbursing participants upon production of the original receipts. The Secretariat will also send information to the selected participants on how to apply for Schengen Area visas.

### **Admission requirements**

8. The course is 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 the use of GC and GC-MS; and
  - (b) have at least three years of experience in an analytical laboratory, and currently work in a chemical laboratory providing support to customs services in their home country.
9. The course will be conducted in English. Candidates must therefore have a good command of both written and spoken English. Any candidate who, upon arrival, is found not to meet this requirement will not be allowed to continue with the course.
10. Participants will be required to sign both a set of terms and conditions for participation in the course and a confidentiality agreement with the OPCW.

### **Application procedure**

11. Interested candidates are invited to submit their applications online 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 2 and 3 to this Note) as an email attachment ([icb@opcw.org](mailto:icb@opcw.org)), with a reference to “Customs Laboratory Training” in the subject line of the message.
12. Only nominations endorsed by the National Authority or Permanent Representation of the candidate’s country to the OPCW will be considered. The endorsement form (Annex 2), together with an up-to-date curriculum vitae, must be uploaded during the online registration process. Nominees must include in their curricula vitae, in terms of their practical and work experience, the analytical techniques with which they have experience as well as a list of major items of analytical equipment in their laboratories.
13. Female candidates are encouraged to apply.
14. All applications must be received by the Secretariat **no later than 15 April 2019**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact person is Ms Halimatussaadiah Mat Som, Programme Officer (Tel: +31 (0) 70 416 3260; Email: [halimatus.matsom@opcw.org](mailto:halimatus.matsom@opcw.org)).

- Annex 1: Provisional Programme  
Annex 2: Endorsement Form  
Annex 3: Application Form

## Annex 1

**COURSE FOR ANALYTICAL CHEMISTS  
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8 – 12 JULY 2019**

**PROVISIONAL PROGRAMME**

Time	Activity
<b><i>Sunday, 7 July 2019</i></b>	
	Arrival of participants
<b><i>Monday, 8 July 2019</i></b>	
09:00 – 09:15	Registration
09:15 – 09:45	Welcome address
09:45 – 10:00	<i>Coffee/tea break</i>
10:00 – 10:30	Safety briefing
10:30 – 11:30	Introduction to the OPCW and the Chemical Weapons Convention and its Verification Annex
11:30 – 13:00	Scheduled chemicals and their chemistry
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Analysis strategy
14:30 – 15:00	Element-specific detectors
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 16:00	Sampling collection: Handling of toxic chemicals, chain of custody and security
16:00 – 16:30	Sample preparation
16:30 – 17:00	Tour of the OPCW Laboratory
<b><i>Tuesday, 9 July 2019</i></b>	
09:00 – 18:00	Visit to a customs laboratory
<b><i>Wednesday, 10 July 2019</i></b>	
09:00 – 09:30	Retention indices
09:30 – 10:00	AMDIS and NIST <sup>1</sup>
10:00 – 10:30	OCAD
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 12:00	Practical uses of AMDIS and the OCAD for analyte identification
12:00 – 13:00	<i>Lunch</i>
13:00 – 17:00	Practical session: Working with and troubleshooting GC-MS instruments
<b><i>Thursday, 11 July 2019</i></b>	
09:00 – 10:00	Hand-held instruments: FTIR, Raman, and LCD 3.3
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 12:00	Practical session: working with hand-held instruments
12:00 – 13:00	<i>Lunch</i>

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National Institute of Standards and Technology of the United States Department of Commerce.

13:00 – 15:00	Portable GC-MS instruments: Possibilities and limitations
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 17:00	Discussion on analysis instruments: Portable vs laboratory-based instruments
<b><i>Friday, 12 July 2019</i></b>	
09:00 – 10:00	Role of customs in supporting the Chemical Weapons Convention
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:15	Role of analytical chemistry, specifically sampling and analysis, in the support of both customs and the Convention
11:15 – 13:00	Group work: How do we proceed from here?
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Evaluation and knowledge transfer session: <ul style="list-style-type: none"> <li>– Discussion</li> <li>– Lessons learned and suggestions</li> <li>– Wrap-up of the training</li> </ul>
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Closing ceremony
<b><i>Saturday, 13 July 2019</i></b>	
	Departure of participants

**Annex 2**

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**ENDORSEMENT BY THE NATIONAL AUTHORITY  
OR PERMANENT REPRESENTATION**

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/Permanent Representation 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 Course for Analytical Chemists from Laboratories Supporting Customs Services, to be held at the OPCW Laboratory in Rijswijk, the Netherlands, from 8 to 12 July 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 3

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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**

**15 April 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](mailto: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"/>
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: \_\_\_\_\_