



S/1784/2019  
12 August 2019  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A COURSE ON ANALYTICAL SKILLS  
DEVELOPMENT AT THE INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY  
HYDERABAD, INDIA  
25 NOVEMBER – 6 DECEMBER 2019**

**Purpose of the course**

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that it will hold an analytical skills development course (ASDC) at the Indian Institute of Chemical Technology (IICT) in Hyderabad, India from 25 November to 6 December 2019. The aims of the course are to: assist qualified analytical chemists from Member States with economies that are developing or in transition in acquiring further experience and practical knowledge; facilitate the analysis of chemicals related to national implementation of the Chemical Weapons Convention (hereinafter “the Convention”); enhance national capacities in these Member States by offering training in analytical chemistry to personnel from industry, academic institutions, and government laboratories; facilitate the adoption of good laboratory practices; and broaden the pool of human resources from which National Authorities and the Secretariat can draw in the future.

**Content**

2. The ASDC will have two parts:
  - (a) The first week will focus on basic training and gaining hands-on experience in gas chromatography (GC) and gas chromatography-mass spectrometry (GC-MS). Participants will receive theoretical and practical training in GC and GC-MS, covering hardware, system validation and optimisation, and troubleshooting.
  - (b) The second week will focus on the preparation of environmental samples and GC and GC-MS analyses of such samples for chemicals related to the Convention. During this week, participants will be provided with intensive hands-on training in the preparation of different sample matrices for subsequent analysis by GC with element-selective detectors and by GC-MS in electron-impact and chemical-ionisation modes. Participants will also be introduced to a range of extraction, clean-up, and derivatisation procedures.
3. The ASDC will accommodate a maximum of 20 participants from Member States with economies that are developing or in transition. The Secretariat will select the



participants based on their qualifications and experience. Only selected candidates will be notified by the Secretariat. The Secretariat encourages qualified female candidates to apply for this course.

### **Sponsorship**

4. 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**

5. 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, especially in GC and GC-MS;
  - (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.
6. The course will be conducted in English. Candidates must therefore have a strong command of both written and spoken English. Any candidate who is found not to meet this requirement upon arrival may not be allowed to continue the course.

### **Selection procedure**

7. Applications will be carefully screened on the basis of the criteria specified in paragraph 5 above. Only the most suitable applicants will be interviewed. Applicants who have already participated in ASDC programmes will NOT be considered for selection.

### **Application procedure**

8. Interested applicants from National Authorities and their relevant stakeholders are invited to apply online through Eventus—the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants should create an account in Eventus and then register for the training course. Please note that all questions marked with an asterisk (\*) in the online form must be answered and an endorsement letter from the National Authority must be attached in order for the nomination to be received and for the candidate to be considered for this event. The endorsement form, which is attached to this Note as Annex 2, must be uploaded during the course registration process. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to email the application form (Annex 1) along with the endorsement from the National Authority to [icb@opcw.org](mailto:icb@opcw.org) with a reference to the name and location of the event in the subject line of the message. All applications must be received by the Secretariat **no later than 14 October 2019**.

9. Application forms must be accompanied by the following:
  - (a) a curriculum vitae;
  - (b) a one-page description of the candidate's practical experience;
  - (c) a letter of recommendation from the supervisor of the candidate in his or her institution that addresses the candidate's qualifications in accordance with paragraph 5 above and attests to the relevance of the course to the work of the institution; and
  - (d) an endorsement by the National Authority.
10. Incomplete or improperly completed applications cannot be considered.
11. Additional information about the seminar may be obtained from the International Cooperation Branch in the International Cooperation and Assistance Division of the OPCW. The OPCW contact persons for the seminar are Mr Rohan Perera (Tel: +31 (0)70 416 3615) and Ms Julia González (Tel: +31 (0)70 416 3239); they may also be reached by email ([icb@opcw.org](mailto:icb@opcw.org)).

Annexes:

- Annex 1: Application Form  
Annex 2: Endorsement Form

## Annex 1

**COURSE ON ANALYTICAL SKILLS DEVELOPMENT  
AT THE INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY  
HYDERABAD, INDIA  
25 NOVEMBER – 6 DECEMBER 2019**

**APPLICATION FORM**

1. Before completing this form, applicants should read the guidelines presented in the cover note to confirm their eligibility.
2. 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 the endorsement form (Annex 2).
3. The National Authority or the Permanent Representation should complete the endorsement form (Annex 2) and forward it to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, so that it is received **no later than 14 October 2019**.

**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		

\* 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.





**SECTION 5. SUPPORTING DOCUMENTATION**

Please attach the following documents to your application:

- (a) a letter of recommendation from your supervisor, which confirms your qualifications in accordance with paragraph 5 of the cover 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.

**SECTION 6. SIGNATURE OF APPLICANT**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Annex 2**

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**ENDORSEMENT BY THE NATIONAL AUTHORITY**

This form must be signed, duly sealed, and uploaded while submitting your 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 application  
of Mr/Ms \_\_\_\_\_, holding  
the position/designation of \_\_\_\_\_  
in the Office/Division/Branch of \_\_\_\_\_,

as indicated in the attached application form, for participation in analytical skills development course (ASDC) at the Indian Institute of Chemical Technology (IICT) in Hyderabad, India from 25 November to 6 December 2019.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official seal of the Organisation: