



NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR AN ANALYTICAL SKILLS DEVELOPMENT
COURSE FOR MEMBER STATES IN THE AFRICA REGION AT THE FINNISH
INSTITUTE FOR VERIFICATION OF THE CHEMICAL WEAPONS CONVENTION
HELSINKI, FINLAND
23 MARCH – 3 APRIL 2020**

Purpose of the course

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States of the Africa Region that in 2020 it will hold an analytical skills development course (ASDC) at the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) in Helsinki, Finland from 23 March to 3 April 2020. The course, which is supported by a voluntary contribution from the European Union, aims to assist qualified analytical chemists from African Member States in acquiring further experience and practical knowledge; to facilitate the analysis of chemicals related to national implementation of the Chemical Weapons Convention (hereinafter “the Convention”); to enhance national capacities in these Member States by offering training in analytical chemistry to personnel from industry, academic institutions, and government laboratories; to facilitate the adoption of good laboratory practices; and to 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 on 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 later 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 African Member States. The Secretariat will select the participants based on their qualifications and experience.

Sponsorship

4. The Secretariat will cover the cost of the courses themselves and accommodation for all participants. 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 candidates 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 African Member States; 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, and candidates must therefore have a strong written and oral command of this language. Any candidate who is found upon arrival not to meet this requirement may not be allowed to continue in the course.

Selection procedure

7. Applications will be carefully screened on the basis of the criteria specified in paragraphs 5 and 6 above. Only the most suitable applicants will be interviewed. Applicants who have already participated in ASDC programmes **will NOT be considered** for selection. **Only selected candidates will be notified by the Secretariat.**

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 or Permanent Representation of the candidate's country to the OPCW must be attached in order for the nomination to be received and for the candidate to be considered for this course. 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 or Permanent Representation to 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 25 January 2020**.

9. The application form must be accompanied by:
 - (a) a curriculum vitae;
 - (b) a one-page description of the candidate's practical experience;
 - (c) a letter of recommendation from the candidate's supervisor at his or her institution, addressing the candidate's qualifications in accordance with paragraphs 5 and 6 above and attesting to the relevance of the course to the work of the institution;
 - (d) a photocopy of the personal identification pages of the candidate's passport; and
 - (e) an endorsement by the National Authority or Permanent Representation.
10. Incomplete or improperly filled-out applications cannot be considered.
11. Additional information about this course may be obtained from Mr Rohan Perera, Senior Programme Officer in the International Cooperation Branch, who can be reached by telephone (+31 (0)70 416 3615) or by email (icb@opcw.org).

Annexes:

- Annex 1: Application Form
Annex 2: Endorsement Form

Annex 1

ANALYTICAL SKILLS DEVELOPMENT COURSE FOR MEMBER STATES IN THE AFRICA REGION AT THE FINNISH INSTITUTE FOR VERIFICATION OF THE CHEMICAL WEAPONS CONVENTION HELSINKI, FINLAND, 23 MARCH – 3 APRIL 2020

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, 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 the form to the International Cooperation Branch, OPCW, Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands, so that it is received **no later than 25 January 2020**.

Please type or use **BLOCK LETTERS**

SECTION 1. PERSONAL AND CONTACT DETAILS			
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 light of paragraphs 5 and 6 of the cover Note, and that attests to the relevance of this course to the work of the institution where 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

**ANALYTICAL SKILLS DEVELOPMENT COURSE FOR MEMBER STATES IN
THE AFRICA REGION AT THE FINNISH INSTITUTE FOR VERIFICATION OF
THE CHEMICAL WEAPONS CONVENTION
HELSINKI, FINLAND, 23 MARCH – 3 APRIL 2020**

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

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/Permanent Representation 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 the analytical skills
development course at the Finnish Institute for Verification of the Chemical Weapons
Convention in Helsinki, Finland from 23 March to 3 April 2020.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: