

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR A COURSE FOR ANALYTICAL CHEMISTS FROM  
LABORATORIES SUPPORTING CUSTOMS SERVICES  
OPCW LABORATORY, RIJSWIJK, THE NETHERLANDS  
15 – 19 JUNE 2020****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 15 to 19 June 2020. 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 nine participants—seven sponsored participants from countries whose economies are either developing or in transition, and two 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 for the duration of the course, 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.
6. When making travel arrangements 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. Participants are requested to obtain any necessary visas, including Schengen Area travel visas, before travelling to the Netherlands. 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. Only in exceptional circumstances involving technical difficulties, application documents may be obtained from the International Cooperation Branch; a complete set should then be

returned via email attachment to ([icb.events@opcw.org](mailto:icb.events@opcw.org)), with the reference “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 16 March 2020**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact persons are Ms Halimatussaadiah Mat Som, Programme Officer (Tel: +31 (0) 70 416 3260) and Ms Ting Zhang, Senior Administrative Assistant, (Tel: +31 (0)70 416 3534). They can also be contacted by email at [icb.events@opcw.org](mailto:icb.events@opcw.org).

Annexes:

- Annex 1: Provisional Programme  
Annex 2: Endorsement Form

## Annex 1

**COURSE FOR ANALYTICAL CHEMISTS  
FROM LABORATORIES SUPPORTING CUSTOMS SERVICES  
OPCW LABORATORY, RIJSWIJK, THE NETHERLANDS  
15 – 19 JUNE 2020**

**PROVISIONAL PROGRAMME**

Time	Activity
<b><i>Sunday, 14 June 2020</i></b>	
	Arrival of participants
<b><i>Monday, 15 June 2020</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, 16 June 2020</i></b>	
09:00 – 18:00	Visit to a customs laboratory
<b><i>Wednesday, 17 June 2020</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, 18 June 2020</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>

<sup>1</sup> 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, 19 June 2020</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, 20 June 2020</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 15 to 19 June 2020.

**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: