



NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR TWO COURSES ON THE ENHANCEMENT
OF LABORATORY SKILLS AT THE FINNISH INSTITUTE OF VERIFICATION
OF THE CHEMICAL WEAPONS CONVENTION (VERIFIN)
HELSINKI, FINLAND
7 – 18 SEPTEMBER 2020**

Purpose of the courses

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that in 2020 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 with economies that 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 to be held are as follows:
 - (a) a course on the enhancement of laboratory skills on chemical weapons-related laboratory quality management (CW-LQM), from 7 to 18 September 2020; and
 - (b) a course on the enhancement of laboratory skills in liquid chromatography-mass spectrometry (CW-LC), from 7 to 18 September 2020.

Course on the enhancement of laboratory skills on chemical weapons-related laboratory quality management

3. The course on the enhancement of laboratory skills on CW-LQM will take place from 7 to 18 September 2020. During the course, the quality standard for testing laboratories (general requirements for the competence of testing and calibration laboratories, ISO/IEC 17025:2017) will be studied in detail. The standard will be



examined through lectures and practical exercises. Prior to the course, the participants will be asked to provide information on the quality assurance system in their laboratory and provide their current laboratory quality manual, if they already have one. The aim is for participants to continue working with their own quality manual or to start to prepare one during the course.

4. This course will accommodate a maximum of six participants from Member States with economies that are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

Course on the enhancement of laboratory skills in liquid chromatography-mass spectrometry (LC-MS)

5. The course on the enhancement of laboratory skills in LC-MS will take place from 7 to 18 September 2020. The goal of the course is to improve practical skills in analysing chemicals related to the Convention through LC-MS. For this reason, participants should have previous experience using LC and/or LC-MS. Participants will first be introduced to the preparation of samples and the theoretical aspects of LC and LC-MS. They will then be given demonstrations of LC and LC-MS techniques, and will pair up to do practical exercises.
6. The course will consist of the following elements:
 - (a) the preparation of samples;
 - (b) the theory of LC and LC-MS;
 - (c) demonstrations of LC and LC-MS techniques;
 - (d) practical exercises; and
 - (e) quality assurance and the maintenance of instruments.
7. The course will accommodate a maximum of four participants from Member States with economies that are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

Sponsorship

8. 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. Only selected candidates will be notified by the Secretariat.

Admission requirements

9. 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) laboratory quality assurance systems for the CW-LQM; and
 - (ii) liquid chromatography-mass spectrometry for the CW-LC.
 - (b) are citizens of Member States with economies that 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.
10. 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.
11. Participants will be required to sign a confidentiality agreement with the OPCW.

Selection procedure

12. 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

13. The application form 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 addressing the candidate's qualifications in line with paragraph 10 above, and attesting to the relevance of the course to the work of the institution.
14. Incomplete or improperly completed applications cannot be considered.
15. 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 nomination form (Annex 1) along with the endorsement from the National Authority to icb-event@opcw.org with reference to the name and location of the event in the subject line. All applications must be received by the Secretariat **no later than 17 May 2020**.

16. 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 (Tel: +31 (0)70 416 3615; email: rohan.perera@opcw.org).

Annexes:

- Annex 1: Application Form
- Annex 2: National Authority Endorsement Form

Annex 1

**TWO COURSES ON THE ENHANCEMENT OF LABORATORY SKILLS
AT THE FINNISH INSTITUTE FOR VERIFICATION OF THE
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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 in section 6. The form should then be sent to either the applicant's National Authority or the Permanent Representation of their country to the OPCW in The Hague, with a request to complete Annex 2.
4. The National Authority or the Permanent Representation should complete Annex 2 and upload it during the course registration process via the OPCW Event Management System (<https://apps.opcw.org/eventus>).

Course Title	Date	Deadline for Applications	Applying for
Course on the Enhancement of Laboratory Skills on Chemical Weapons-Related Laboratory Quality Management (CW-LQM)	7 to 18 September 2020	17 May 2020	<input type="checkbox"/>
Course on the Enhancement of Laboratory Skills on Liquid Chromatography-Mass Spectrometry (CW-LC)	7 to 18 September 2020	17 May 2020	<input type="checkbox"/>

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		
SECTION 2. EDUCATION AND TRAINING			
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		

* 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.		
SECTION 4. SUPPORTING STATEMENT		
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.		
SECTION 5. SUPPORTING DOCUMENTATION		
Please attach the following documents to your application:		
<ul style="list-style-type: none"> • a letter of recommendation from your supervisor confirming your qualifications in line with paragraph 10 of the Note to which this form is annexed, and attesting to the relevance of this course to the work of your institution of employment; • an updated curriculum vitae; • a one-page description of your practical experience; and • a photocopy of the personal identification pages of your passport. 		
Applications without full supporting documentation cannot be accepted.		

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
nomination of Mr/Ms _____, holding
the position/designation of _____
in the Office/Division/Branch of _____,
as indicated in the attached nomination form, for participation in the course on the
enhancement of laboratory skills at the Finnish Institute for Verification of the Chemical
Weapons Convention (VERIFIN) in Helsinki, Finland from 7 to 18 September 2020.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: