



S/1975/2021

21 July 2021

ENGLISH and SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR AN ANALYTICAL CHEMISTRY COURSE  
IN SPANISH FOR MEMBER STATES OF THE OPCW  
IN THE LATIN AMERICA AND THE CARIBBEAN REGION  
(ONLINE EVENT VIA 3CX OR ZOOM)  
22 NOVEMBER – 3 DECEMBER 2021**

1. The Technical Secretariat of the OPCW (hereinafter “the Secretariat”) wishes to invite applications from representatives of laboratories in Member States in the Latin America and the Caribbean region to attend an analytical chemistry course in Spanish via the 3CX or Zoom platform, from 22 November to 3 December 2021. The training will be co-organised by the OPCW and the Laboratorio de Verificación de Armas Químicas (LAVEMA) of the Instituto Nacional de Técnica Aeroespacial (INTA) from Madrid, Spain.
2. The goal of the course is to improve participants’ practical skills in analysing chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”) and in using gas chromatography (GC), gas chromatography-mass spectrometry (GC-MS), and high-performance liquid chromatography (HPLC). Participants will first be given an introduction to the chemicals related to the Convention, sample preparation techniques, and the theoretical aspects of GC, GC-MS, and HPLC. This will be followed by a presentation on Convention-related chemicals synthesis. A discussion will then take place on how to interpret the mass spectra that have emerged as a result of the analyses. Finally, the participants will be instructed on how to report these results in accordance with the OPCW’s proficiency testing requirements.
3. The course will consist of the following elements:
  - (a) the preparation of environmental samples;
  - (b) the properties of chemicals related to the Convention;
  - (c) an introduction to GC, GC-MS, and HPLC equipment;
  - (d) an introduction to the OPCW Central Analytical Database;
  - (e) an introduction to the Convention and related compounds synthesis;



- (f) an introduction to AMDIS<sup>1</sup> software; and
  - (g) the reporting of results during OPCW proficiency tests.
4. The course will accommodate a maximum of 15 participants from Member States in Latin America and the Caribbean. The Secretariat will select participants in consultation with LAVEMA and will notify the successful candidates, who will then receive an official invitation to participate from the Secretariat.
  5. Participants should:
    - (a) hold a degree or diploma in chemistry or analytical chemistry from a recognised university/institution;
    - (b) have at least three years of work experience in analytical chemistry or other relevant fields;
    - (c) have experience working with either GC, GC-MS, or HPLC techniques; and
    - (d) be citizens of Member States of the Latin America and the Caribbean region.
  6. The course will be conducted in Spanish and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of both written and spoken Spanish.
  7. Female candidates are encouraged to apply.
  8. Applicants from laboratories in Member States in Latin America and the Caribbean are invited to complete the application 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 application forms as an email attachment ([icb@opcw.org](mailto:icb@opcw.org)), with the name of the event clearly indicated in the subject line of the message.
  9. Application forms must be accompanied by:
    - (a) an updated curriculum vitae;
    - (b) a letter of recommendation from the candidate's supervisor in his or her institution, addressing the candidate's qualifications in relation to the criteria specified in paragraph 5 above, and attesting to the relevance of the training to the work of the applicant's institution;
    - (c) a copy of the personal identification pages of the candidate's passport; and

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<sup>1</sup> AMDIS = Automated Mass Spectral Deconvolution and Identification System.

- (d) an endorsement from the National Authority or Permanent Representation of the candidate's country to the OPCW (either in Section 7 of the application form in the Annex or as a separate letter).<sup>2</sup>
10. Only nominations endorsed by the National Authority or Permanent Representation of the candidate's country to the OPCW will be considered.
11. All applications must be received by the Secretariat **no later than 30 September 2021**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the OPCW via email ([icb@opcw.org](mailto:icb@opcw.org)), with the name of the event clearly indicated in the subject line of the message.

Annex (English only):            Application Form

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<sup>2</sup>

Applicants are advised to approach their country's National Authority or Permanent Representation to the OPCW. Contact details are available on the OPCW website (<https://www.opcw.org/about-us/member-states>).

**Annex****ANALYTICAL CHEMISTRY COURSE IN SPANISH FOR MEMBER STATES  
OF THE OPCW IN THE LATIN AMERICA AND THE CARIBBEAN REGION  
(ONLINE EVENT VIA 3CX OR ZOOM)****22 NOVEMBER – 3 DECEMBER 2021****APPLICATION FORM**

Please submit the completed form 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)

1. Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.
2. Applicants should attach the documents listed in section 5 below, complete sections 1 to 6, and send the form either to their National Authority or to the Permanent Representation of their country to the OPCW in The Hague, with a request that one of them complete section 7 and/or provide a letter of support.
3. The National Authority or Permanent Representation should complete section 7 and forward the form to the International Cooperation Branch, OPCW (to the email address provided above). The completed form, together with the nominee's curriculum vitae and the required recommendation, must be received by the Secretariat **no later than 30 September 2021**.

**Please type or use BLOCK LETTERS**

| <b>SECTION 1. PERSONAL AND CONTACT DETAILS</b> |                               |                                 |      |
|--|-------------------------------|---------------------------------|------|
| Family name of nominee <sup>3</sup>            |                               |                                 |      |
| First name(s)                                  |                               |                                 |      |
| Work address                                   |                               |                                 |      |
|  |                               |                                 |      |
|  |                               |                                 |      |
|  |                               |                                 |      |
| Home address                                   |                               |                                 |      |
|  |                               |                                 |      |
|  |                               |                                 |      |
|  |                               |                                 |      |
| Date of birth                                  | Day                           | Month                           | Year |
| Citizenship                                    |                               |                                 |      |
| Gender <sup>4</sup>                            | Male <input type="checkbox"/> | Female <input type="checkbox"/> |      |

<sup>3</sup> Please give the first and family names exactly as they appear in the applicant's passport.

<sup>4</sup> For this and all like items, please tick the appropriate box.

|  |                                  |       |      |
|--|----------------------------------|-------|------|
| Passport number  |                                  |       |      |
| Date of issue  | Day                              | Month | Year |
| Expiry date  | Day                              | Month | Year |
| Place of issue   |                                  |       |      |
| Email address  |                                  |       |      |
| Telephone numbers,<br>including country and city<br>codes  | Home                             |       |      |
|  | Work                             |       |      |
|  | Mobile                           |       |      |
| Fax numbers, including<br>country and city codes   | Home                             |       |      |
|  | Work                             |       |      |
| <b>SECTION 2. EDUCATION AND TRAINING</b>   |                                  |       |      |
| Please list each degree or other qualification you have obtained, starting with the most recent. |                                  |       |      |
| 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 |       |      |
| 6.   | Name and location of institution |       |      |
|  | Main field(s) of study           |       |      |
|  | Dates attended                   | From  | To   |
|  | Degree or qualification obtained |       |      |
| <b>SECTION 3. EMPLOYMENT HISTORY</b>   |                                  |       |      |
| 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   |

| <b>SECTION 4. SPONSORSHIP</b>  |   |
|--|---|
| Are you requesting OPCW sponsorship?   | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| Have you received financial or other support from the OPCW within the past three years?  | Yes <input type="checkbox"/> No <input type="checkbox"/><br>If so, please give details.<br>.....<br>..... |
| Have you applied for any support from other sources for attending this event?  | Yes <input type="checkbox"/> No <input type="checkbox"/><br>If so, please give details.<br>.....<br>..... |
| <b>SECTION 5. SUPPORTING DOCUMENTATION</b>   |   |
| Please attach the following documents to your application:   |   |
| (a) a letter of recommendation from your supervisor, which confirms your qualifications in the light of paragraph 5 of the 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 up-to-date 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.   |   |
| <b>SECTION 6. SIGNATURE OF APPLICANT</b>   |   |
| Signature: _____ Date: _____   |   |
| <b>SECTION 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION (HERE BELOW OR BY ATTACHED LETTER)</b>  |   |
|  |   |
|  |   |
| Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW  |   |
| _____ Date: _____  |   |