



---

S/2140/2023  
22 February 2023  
ENGLISH only

**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  
HELSINKI, FINLAND  
11 – 22 SEPTEMBER 2023**

**Purpose of the courses**

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform States Parties that in 2023 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 States Parties with economies that are developing or in transition, and are aimed at:
  - (a) assisting them in acquiring further experience and practical knowledge;
  - (b) facilitating the analysis of chemicals related to national implementation of the Chemical Weapons Convention (hereinafter “the Convention”);
  - (c) enhancing national capacities in these States Parties by offering training in analytical chemistry to personnel from industry, academic institutions, and government laboratories;
  - (d) facilitating the adoption of good laboratory practices; and
  - (e) 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 from 11 to 22 September 2023, are as follows:
  - (a) a course on the enhancement of laboratory skills on chemical weapons-related laboratory quality management (CW-LQM); and
  - (b) a course on the enhancement of laboratory skills in liquid chromatography-mass spectrometry (LC-MS).



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

3. 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. The standard will be examined through lectures, discussions, and practical exercises. The goal is for the participants to learn how to better implement the requirements of the standard ISO/IEC 17025:2017 in their laboratory's quality management system. Prior to the course, the participants will be asked to provide information on the quality assurance system adopted at their laboratory.
4. This course will accommodate a maximum of six participants from States Parties 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**

5. 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 States Parties 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 sponsored participants, will be covered by the Secretariat. In addition, the Secretariat will pay for international travel, meals, and medical and travel insurance for sponsored participants.
9. The Secretariat will not pay for medical assistance. Therefore, participants should be fit for travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the events. Only selected candidates will be notified by the Secretariat.

10. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to the participants. The Secretariat will not cover expenses unrelated to the courses or that result from changes to travel arrangements that it has not authorised. Sponsored participants must bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
11. Participants are requested to and responsible for obtaining any necessary visas (including transit visas) before travelling.

#### **Admission requirements**

12. 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 course; and
    - (ii) liquid chromatography-mass spectrometry for the LC-MS course.
  - (b) are citizens of States Parties 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.
13. 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.
14. Participants will be required to sign a confidentiality agreement with the OPCW.

#### **Selection procedure**

15. Applications will be carefully screened on the basis of the criteria specified in paragraphs 12 and 13 above. Only selected candidates will be notified by the Secretariat.

#### **Application procedure**

16. Interested candidates are invited to submit their applications for the CW-LQM or LC-MS course through Eventus—the OPCW event management platform (<https://apps.opcw.org/eventus>). Applicants shall first create an account and then register for the CW-LQM or LC-MS course. Each application must be endorsed digitally on the Eventus platform by the nominee's respective National Authority. Only nominations endorsed by the National Authority or Permanent Representation will be considered. States Parties and National Authorities are strongly encouraged to support and endorse applications from suitable female candidates.

17. The application form must be accompanied by the following, and incomplete or improperly completed applications cannot be considered:
  - (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 paragraphs 12 and 13 above and attesting the relevance of the course to the work of the institution.
  
18. Applications must be submitted in Eventus no later than 13 April 2023. Incomplete or improperly completed applications will not be considered. Additional information may be obtained from Mr Massimo de Rienzo, Senior Programme Officer (Email: [massimo.derienzo@opcw.org](mailto:massimo.derienzo@opcw.org)) and Ms Rufaro Kambarami, Project Assistant (Email: [rufaro.kambarami@opcw.org](mailto:rufaro.kambarami@opcw.org)).

--- 0 ---