



S/2235/2024
15 January 2024
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

CALL FOR NOMINATIONS FOR THE FIFTY-FIFTH OFFICIAL OPCW PROFICIENCY TEST

1. Following the Note by the Director-General announcing the tentative schedule for Official OPCW Proficiency Tests in 2024 and 2025 (S/2221/2023, dated 10 November 2023), the Technical Secretariat welcomes nominations for the Fifty-Fifth Official OPCW Proficiency Test, which will be conducted in April 2024.
2. Prospective first-time participants and those planning to take the test on a “trial” basis are requested to contact the OPCW Laboratory (see below for contact details) at their earliest convenience, as a more suitable introduction to Chemical Weapons Convention-related chemical analysis is available.
3. For the test, the Spiez Laboratory, Swiss NBC Defence Establishment, Switzerland, will prepare the test samples, and the Verification Laboratory, Defence Medical and Environmental Research Institute, DSO National Laboratories, Singapore, will assist in the evaluation of the results. The anticipated sample dispatch date is **19 April 2024**, and the samples will be shipped to the test participants from the sample preparation laboratory.
4. The test will be conducted in accordance with the following set of quality management system documents:
 - (a) “Standard Operating Procedure for the Organisation of OPCW Proficiency Tests” (QDOC/LAB/SOP/PT01);
 - (b) “Work Instruction for the Preparation of Test Samples for OPCW Proficiency Tests” (QDOC/LAB/WI/PT02);
 - (c) “Work Instruction for the Evaluation of Results of OPCW Proficiency Tests” (QDOC/LAB/WI/PT03); and
 - (d) “Work Instruction for the Reporting of the Results of the OPCW Proficiency Tests” (QDOC/LAB/WI/PT04).
5. Member States of the OPCW are invited to nominate participating laboratories by email (proficiency@opcw.org). The closing date for nominations is **30 March 2024**.

6. Nominations should contain the following information:
 - (a) the full name and address of the laboratory;
 - (b) the detailed sample delivery address (if different from the laboratory address);
 - (c) the name, telephone number, and email address of the laboratory contact person; and
 - (d) any other special requirements or information needed to ensure sample delivery.
7. The nomination form that is annexed to this document may be used to submit the nominations.
8. In order to confirm participation in the Fifty-Fifth Official OPCW Proficiency Test, previous test participants must, where required, submit to the OPCW Laboratory, **before 30 March 2024**, their follow-up action report stating the cause of the problem and the remedial actions they have taken as a result of their participation in the last proficiency test. Early submission of such reports is strongly encouraged.
9. Participants are required to contact the OPCW Laboratory by email (proficiency@opcw.org) before the sample dispatch date to confirm their contact details for the test sample delivery.
10. Participants are also requested to arrange internal customs clearance procedures for the samples in order to prevent any unnecessary delays during the sample delivery process.
11. The meeting to discuss the preliminary results of the test is tentatively scheduled to be held in the Netherlands on **16 July 2024** at either the OPCW Headquarters in The Hague or the Centre for Chemistry and Technology in Nootdorp.
12. Further information regarding participation in OPCW proficiency tests may be obtained by email from the OPCW Laboratory (proficiency@opcw.org; ferdinand.visser@opcw.org; daniel.noort@opcw.org; or sanila.velikeloth@opcw.org).

Annex: Fifty-Fifth Official OPCW Proficiency Test – Nomination Form

Annex**FIFTY-FIFTH OFFICIAL OPCW PROFICIENCY TEST – NOMINATION FORM****(CLOSING DATE FOR NOMINATIONS: 30 MARCH 2024)**

Name of the laboratory	
Address of the laboratory	
Nature of work related to the Chemical Weapons Convention	
Quality management system and accreditation body (if any)	
Full sample delivery address (if different from laboratory address)	
Special requirements for sample delivery (e.g., customs requirements, preferred courier agency)	
Primary contact person's name, telephone number, and email address	
Secondary contact person's name, telephone number, and email address	
Date of follow-up report submission (if applicable)	
Name, signature, and affiliation of the person nominating the laboratory	
Approval of the National Authority (official seal and signature)	