



S/2246/2024  
12 February 2024  
ENGLISH only

### NOTE BY THE TECHNICAL SECRETARIAT ONLINE BASIC ANALYTICAL CHEMISTRY COURSE

#### BACKGROUND

1. The Technical Secretariat of the OPCW (the Secretariat) wishes to inform Member States that an online basic analytical chemistry course will be held via Microsoft Teams and Talentsoft from 8 to 19 April 2024.
2. The aim of this analytical chemistry course is to assist qualified analytical chemists from Member States with economies that are developing or in transition in acquiring further knowledge and experience, specifically in the analysis of chemicals related to the Chemical Weapons Convention (the Convention), and to facilitate the adoption of good laboratory practices and quality standards among Member States.
3. Participants who successfully complete the online basic analytical chemistry course will be given priority in selection procedures for on-site analytical chemistry courses organised by the OPCW in 2024, if they decide to apply. It is envisaged that from 2025, successful completion of the online course will be a prerequisite for participation in on-site courses.

#### CONTENT

4. This course will be divided into three parts:
  - (a) independent study of online training materials consisting of presentations (with audio) and videos (with subtitles);
  - (b) live, interactive online sessions; and
  - (c) an online test.
5. Participants will be granted online access to the training materials from 8 to 18 April 2024 for independent, self-paced study. The materials will consist of five thematic modules:
  - (a) Module 1: Introduction to the Convention and the OPCW, and a video about the OPCW;
  - (b) Module 2: Introduction to scheduled chemicals and their chemical properties;
  - (c) Module 3: Analysis strategies and element-specific detectors;

- (d) Module 4: the OPCW Central Analytical Database (OCAD), the Automated Mass Spectral Deconvolution and Identification System (ADMIS), and the National Institute of Standards and Technology database (NIST); and
  - (e) Module 5: Sample preparation: solid phase extraction, simplified hydrocarbon clean-up, and derivatisation.
6. Live online sessions will be organised between 16 and 18 April. They are dedicated to discussion, as well as question-and-answer sessions. Experts from the OPCW Laboratory will first summarise the content of each module, and participants will then have the opportunity to ask questions.
  7. On 19 April 2024, participants will take an online test to verify the knowledge acquired during the course. The participants who pass the test will receive a certificate.
  8. This training course will accommodate a maximum of 60 participants from OPCW Member States who will be selected based on their qualifications and experience.

#### **ADMISSION REQUIREMENTS**

9. It is important to reiterate that the analytical skills development courses offered by the OPCW are aimed at building analytical skills specific to chemicals relevant to the Convention.
10. The course is open to those who:
  - (a) have a minimum of a first degree (BSc or equivalent) in analytical chemistry, chemistry, or related chemical sciences from a recognised university or institution;
  - (b) have theoretical and practical preparedness in analytical chemistry and are currently directly using gas chromatography and/or gas chromatography-mass spectrometry equipment on a regular basis for their job (or expect to do so in future);
  - (c) are citizens of Member States, the economies of which are developing or in transition; and
  - (d) have been working in a chemical laboratory or research institution in their home country **for at least one year**.
11. This training course will be conducted in English. Candidates must therefore have a strong command of both written and spoken English.
12. Female candidates are encouraged to apply.

#### **SELECTION PROCEDURE**

13. Applications will be carefully screened based on the criteria specified in paragraphs 10 and 11 above.

## APPLICATION PROCEDURE

14. Interested candidates are invited to submit their applications through Eventus—the OPCW event management system (<https://eventus.opcw.org/>). Applicants must first create an account and then register for the event. Only in exceptional circumstances involving technical difficulties may a complete set of application documents be submitted via email attachment ([icb.events@opcw.org](mailto:icb.events@opcw.org)), with the reference “Online Basic Analytical Chemistry Course 2024” in the subject line of the message.
15. Only nominations endorsed by a nominee’s National Authority or Permanent Representation will be considered. Each application must be endorsed digitally on the Eventus platform by the nominee’s respective National Authority. An up-to-date curriculum vitae must be uploaded during the online registration process. Nominees must indicate their practical and work experience in their curricula vitae.
16. Applications must be submitted to the Secretariat **no later than 22 March 2024**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact persons are Mr Roman Warchol, Senior Programme Officer (Tel: +31 (0)70 416 3476; Email: [roman.warchol@opcw.org](mailto:roman.warchol@opcw.org)) and Ms Rufaro Kambarami, Project Assistant (Tel: +31 (0)70 416 3272; Email: [rufaro.kambarami@opcw.org](mailto:rufaro.kambarami@opcw.org)).

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