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16 February 2024  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT****INVITATION TO APPLY FOR TWO RESEARCH FELLOWSHIPS IN ANALYTICAL CHEMISTRY SKILLS DEVELOPMENT TO BE HELD AT THE VERIFIN LABORATORY, FINLAND, IN 2024 AND 2025****Purpose of the fellowships**

1. The Technical Secretariat (the Secretariat) of the Organisation for the Prohibition of Chemical Weapons (OPCW) wishes to invite Member States to nominate two participants for research fellowships “Synthesis” and “Mass Spectrometry” for analytical and organic chemistry skills development at the Laboratory of the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) in Finland from 2024 to 2025.

**Description of the fellowships**

2. The programme is organised by VERIFIN and is designed for chemists with relevant practical and theoretical experience in synthesis and analytical chemistry. For the first research fellow (“Mass Spectrometry”), practical experience in analytical chemistry, including sample preparation, and gas/liquid chromatography, as well as a theoretical understanding of mass spectrometry, are an essential prerequisite. For the second research fellow (“Synthesis”), practical experience in organic synthesis and gas chromatography, as well as a theoretical understanding of organic reactions are an essential prerequisite. The selected research fellows must be prepared to work independently on a designated project. Although VERIFIN will propose the specific focus of the project, candidates may indicate their own areas of interest.
3. During the practical laboratory component, the first research fellow (“Mass Spectrometry”) will receive training on sample preparation and analysis methods of compounds related to chemical warfare agents, their precursors, degradation products, and by-products of selected scheduled chemicals, as well as on application of mass spectrometry in this field. The second research fellow (“Synthesis”) will receive training on synthetic methods and purification of compounds related to precursors, degradation products, and by-products of scheduled chemicals (with special emphasis on synthesis), as well as on the identification and confirmation of such compounds, mainly by gas and/or liquid chromatography and nuclear magnetic resonance spectroscopy. The programme will also include the aspects of quality assurance and work safety.



### **Time and duration**

4. The fellowships will be for a duration of six months, starting in the autumn of 2024 or early 2025. The exact date of commencement of the fellowships will be mutually agreed upon by the selected research fellows and VERIFIN.

### **Selection of the candidates**

5. Two candidates will be selected for the fellowships offered under this programme in two phases. The pre-selection of the candidates will be made before 14 May 2024. The final selection by the OPCW will be made before 31 May 2024. Only successful candidates will be informed by the OPCW.

### **Financial assistance**

6. VERIFIN will provide tutors, equipment, and infrastructure free of charge. The accommodation, daily allowances, travel costs, and medical insurance will be borne by the OPCW.
7. In this context, it should be mentioned that VERIFIN will pre-select at least four candidates for the fellowships, whose applications will be forwarded to the International Cooperation and Assistance Division of the OPCW. The Director of the International Cooperation and Assistance Division will select the research fellows to be supported by the OPCW, based on the recommendation of the Review Committee. Applications shall comply with the requirements of the OPCW Fellowship Programme, details of which are available on the OPCW website ([www.opcw.org](http://www.opcw.org)).

### **Eligibility**

8. The fellowship positions are open to citizens of the Member States of the OPCW (a list of which is available on the OPCW website) that are developing countries or countries with economies in transition. It is intended for relatively young chemists with an academic background and laboratory experience, as indicated earlier. The candidates should have practical experience with computers and basic software. A good working knowledge of English is a prerequisite. Female candidates are encouraged to apply.

### **Application procedure**

9. Interested candidates should submit their applications on plain paper and should attach the following:
  - (a) an up-to-date curriculum vitae;
  - (b) an essay (not exceeding 500 words) describing the applicants' scientific background and experience in the relevant topic, outlining the objectives and the type of work experience the candidate wishes to achieve during the fellowship, and relevant research topics they are interested in;
  - (c) a letter of recommendation from the supervisor of the candidate at the institution where they are currently working, indicating how the training will be of benefit to the candidate's present position, institution, and country;

- (d) a completed OPCW Fellowship Programme application form (attached as the Annex to this Note); and
- (e) a copy of the candidate's valid national passport.
10. Applications without valid contact information (including mailing address and email address) will not be considered. Applications should be received by VERIFIN by 1 May 2024. Incomplete applications or those received after the deadline will not be considered. The applicant should also clearly indicate which fellowship programme they prefer ("Mass Spectrometry" or "Synthesis"). Applications should be sent to the following address:
- Applications for "Mass Spectrometry":  
Arja Valtanen/Matti Kjellberg  
VERIFIN  
Department of Chemistry  
P.O. Box 55  
FI-00014 University of Helsinki, Finland  
Email: arja.valtanen@helsinki.fi / matti.kjellberg@helsinki.fi  
Tel: +358 50 473 5795 / +358 50 556 0224
- Applications for "Synthesis":  
Harri Kiljunen  
VERIFIN  
Department of Chemistry  
P.O. Box 55  
FI-00014 University of Helsinki, Finland  
Email: harri.kiljunen@helsinki.fi  
Tel: +358 50 448 6566
11. A copy of the completed OPCW Fellowship Programme application form (annexed to this Note) should be sent to the respective National Authority to the OPCW, which is requested to endorse the application and forward it to the Director, International Cooperation and Assistance Division, International Cooperation Branch, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by email (icb.events@opcw.org). Additionally, the endorsed application form should also be submitted directly to VERIFIN.
12. Additional information about this programme may be obtained from Arja Valtanen (arja.valtanen@helsinki.fi), Matti Kjellberg (matti.kjellberg@helsinki.fi), and Harri Kiljunen (harri.kiljunen@helsinki.fi).

Annex: Fellowship Programme Application Form

## Annex

## FELLOWSHIP PROGRAMME APPLICATION FORM

The applicant should complete sections 1 – 3 of this form, arrange for the endorsements by the home institution in section 4, and then send the form by **email to VERIFIN** and a copy to the respective **National Authority** with a request to complete section 5.

The respective National Authority should then forward the completed form to the International Cooperation and Assistance Division, OPCW, **by email to [icb.events@opcw.org](mailto:icb.events@opcw.org)** (directly or through the relevant Permanent Representation). The endorsed application should be received by the OPCW and VERIFIN **no later than 1 May 2024**.

**Please type or use BLOCK LETTERS**

1. PERSONAL INFORMATION								
Family name*								
First name(s)*								
Date of birth	Day	Month	Year					
Nationality								
Address (home)	Street							
	Number		Postcode					
	City							
	Country							
Address (work)	Street							
	Number		Postcode					
	City							
	Country							
Telephone and fax numbers, including country and city codes	Home							
	Work							
	Mobile							
	Fax							
Email address	Home							
	Work							
Passport number								
Date of issue	Day	Month	Year					
Date of expiry	Day	Month	Year					
Place of issue								
Mother tongue								
Knowledge of languages	Read		Write		Speak		Understand	
	Easily	Not easily	Easily	Not easily	Easily	Not easily	Easily	Not easily
1.								
2.								
3.								
4.								

\* Please give the first and family names exactly as they appear in the nominee's passport.



Have you received financial or other support from the OPCW for any activity during the past 36 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If “yes”, please give details
Have you applied for any other support from the OPCW?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If “yes”, please give details
<b>Bank details (candidate)</b>		
Account number		
Bank name, branch, and address		
IBAN		
SWIFT code		
<b>2. SUPPORTING DOCUMENTATION</b>		
Applications will not be accepted without both of the following:		
(a) <input type="checkbox"/> Yes <input type="checkbox"/> No	letter from the candidate’s present home institution confirming that he/she will be granted leave to undertake the fellowship; and	
(b) <input type="checkbox"/> Yes <input type="checkbox"/> No	photocopies of relevant pages from the candidate’s valid passport and updated curriculum vitae.	
<b>3. SIGNATURE OF THE CANDIDATE</b>		
_____		Date: _____
<b>4. SIGNATURE OF THE HEAD OF THE CANDIDATE’S HOME INSTITUTION/ LABORATORY</b>		
_____		Date: _____
<b>5. COMMENTS/RECOMMENDATION BY THE NATIONAL AUTHORITY OR PERMANENT REPRESENTATION TO THE OPCW</b>		