

**NOTE BY THE TECHNICAL SECRETARIAT****INVITATION TO APPLY FOR AN ANALYTICAL SKILLS DEVELOPMENT  
COURSE AT THE INSTITUTE OF PESTICIDE FORMULATION TECHNOLOGY  
GURUGRAM, INDIA  
22 SEPTEMBER – 3 OCTOBER 2025****PURPOSE OF THE COURSE**

1. The OPCW Technical Secretariat (the Secretariat) wishes to inform States Parties that it will hold an analytical skills development course at the Institute of Pesticide Formulation Technology (IPFT) in Gurugram, India, from 22 September to 3 October 2025. The course aims to help qualified analytical chemists from States Parties with economies that are developing or in transition gain further experience in and practical knowledge of the analysis of chemicals related to national implementation of the Chemical Weapons Convention (the Convention).
2. More specifically, the course will enable participants to broaden their knowledge of the principles, procedures, and applications of gas chromatography (GC) and gas chromatography-mass spectrometry (GC-MS) for the analysis of chemicals related to the Convention. It will build awareness through applications of analytical chemistry and help strengthen the adoption of good laboratory practices in States Parties. The course primarily targets eligible personnel from industry, academia, and government laboratories, and aims to help broaden the pool of human resources for advancing national efforts in the implementation of the Convention.

**COURSE CONTENT**

3. The analytical skills development course will have two parts:
  - (a) The first week will focus on brief basic training and gaining in-depth, hands-on experience in GC and GC-MS. Participants will receive theoretical and practical training in GC and GC-MS, covering hardware, system validation and optimisation, and troubleshooting.
  - (b) The second week will focus on the preparation of environmental samples and GC and GC-MS analyses of such samples for chemicals related to the Convention. During this week, participants will be provided with intensive hands-on training in the preparation of different sample matrices for subsequent analysis by GC with element-selective detectors, and by GC-MS in electron-impact and chemical-ionisation modes. Participants will also be introduced to a range of extraction, clean-up, and derivatisation procedures.



4. The analytical skills development course will accommodate a maximum of 20 participants from States Parties with economies that are developing or in transition. The Secretariat will select the participants based on their qualifications and experience. **Only selected candidates will be notified by the Secretariat.**

#### **SPONSORSHIP**

5. The cost of the course and accommodation will be covered by the Secretariat for all sponsored participants. In addition, the Secretariat will pay for international travel, meals, and medical and travel insurance for all sponsored participants.
6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to participants. For the Secretariat to keep costs to a minimum, participants are expected to arrive no earlier than Sunday, 21 September 2025 and to depart no later than Saturday, 4 October 2025. The Secretariat will not cover expenses unrelated to the course 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.
7. The Secretariat will not pay for medical assistance. Participants should be fit to travel, and those taking prescribed medication should arrive with sufficient supplies for the duration of the event.
8. Participants are responsible for obtaining all necessary visas (including transit visas, if needed) before travelling to India. When applying for an entry visa, participants should present the Embassy or Consulate of India with a copy of their OPCW acceptance letter. A visa support letter, if needed, may also be issued by the OPCW. The Secretariat will reimburse the costs of visa applications upon the production of original receipts.

#### **ADMISSION REQUIREMENTS**

9. It is important to reiterate that analytical skills development courses offered by the OPCW are aimed at building analytical skills specific to chemicals relevant to Convention.
10. With this understanding, the course is open to citizens of States Parties with economies that are developing or in transition, 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;
  - (b) are currently using GC and/or GC-MS equipment (or expect to do so in future); and
  - (c) have been working in a chemical laboratory or research institution or similar, preferably for at least three years.
11. In the selection process, priority will be given to applicants who have successfully participated in the two-week online basic analytical chemistry course offered by the OPCW.

12. The course will be conducted in English. Candidates must therefore have a strong command of both written and spoken English. Any candidate who is found not to meet this requirement upon arrival may not be allowed to continue the course.
13. The Secretariat strongly encourages States Parties and National Authorities to seek, support, and endorse applications from qualified women candidates.

#### **SELECTION PROCEDURE**

14. Applications will be screened carefully on the basis of the criteria specified in paragraphs 10 to 12 above. Applicants who have already participated in an analytical skills development course or similar programmes will not be considered for selection.

#### **APPLICATION PROCEDURE**

15. Interested candidates are invited to submit their applications through Eventus—the OPCW event management system (<https://eventus.opcw.org>)—by the stipulated deadline of Friday, 27 June 2025. Applicants may need to first create an account and then register for the event.
16. Only nominations endorsed by the National Authority or Permanent Representation of the applicant's country to the OPCW will be considered. Each application must be endorsed digitally on the Eventus platform by the nominee's respective National Authority or Permanent Mission and be accompanied by a curriculum vitae. A photocopy of the personal identification page of the applicant's passport is also requested. **Only selected candidates will be notified by the Secretariat.**
17. **The deadline for the receipt of endorsed applications in Eventus is Friday, 27 June 2025. Late applications will not be considered.** Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The focal point for this event is Ms Jo Eun Kim, Associate Programme Officer (Email: [joeun.kim@opcw.org](mailto:joeun.kim@opcw.org); Tel: +31 6 54918332).

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