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23 June 2025  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT****ONLINE BASIC ANALYTICAL CHEMISTRY COURSE, SECOND EDITION 2025  
1 – 12 SEPTEMBER 2025****BACKGROUND**

1. The OPCW Technical Secretariat (the Secretariat) wishes to inform OPCW Member States that a second online basic analytical chemistry course has been organised for 2025 by the OPCW Laboratory and will be held via the Microsoft Teams and Talentsoft platforms from 1 to 12 September 2025.
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 the Member States.
3. Participants who successfully complete the online basic analytical chemistry course and pass the test will be given priority in selection procedures for on-site analytical chemistry courses organised by the OPCW, if they decide to apply.

**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 1 to 12 September 2025 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 9 and 11 September. Activities on these days will be dedicated to discussions and 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 12 September 2025, 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 40 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 experience 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 OPCW Member States with economies that are developing or in transition; and
  - (d) have been working at 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. The Secretariat strongly encourages States Parties and National Authorities to seek, support, and endorse applications from qualified women candidates.

#### **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 to [icb.events@opcw.org](mailto:icb.events@opcw.org), with the reference “Second online basic analytical chemistry course 2025” 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 1 August 2025**. 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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