

**NOTE BY THE TECHNICAL SECRETARIAT****INVITATION TO APPLY FOR A COURSE ON ANALYTICAL-SKILLS DEVELOPMENT****1. Purpose of the course**

The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States of its intention to organise a course on analytical-skills development at a leading academic institution in Europe. The course will accommodate 20 participants. Its aims are to assist qualified analytical chemists from Member States that either are developing or have economies in transition in acquiring further experience and practical knowledge; to facilitate the analysis of chemicals related to the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”); to enhance national capacities in the Member States by offering training in analytical chemistry to personnel from the industry, academic institutions, and government laboratories; to facilitate the adoption of good laboratory practices; and to broaden the pool of manpower from which National Authorities and the Secretariat can draw in the future.

2. Duration of the course

The course will last about two weeks around July or August 2004. Selected candidates will be informed of the exact dates, the venue, and other details of the course. They should be prepared to travel three or four days before the course begins in order to be able to register for it and complete pre-course formalities.

3. Content

The course will have two parts:

- (a) The first week will be focused on basic training and on gaining hands-on experience in gas chromatography (GC). During it, participants will receive theoretical and practical training in GC, covering hardware, optimisation, system validation and trouble-shooting.
- (b) The second week will focus on the preparation of environmental samples and GC and gas chromatography-mass spectrometry (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 later analysis by GC with element-selective detectors and by GC/MS in electron-impact and chemical-ionization modes. Participants will also be introduced to a range of extraction, clean-up and derivatisation procedures.

4. Funding

The OPCW will cover the costs of international course-related travel, accommodation, meals, course fees, and medical and travel insurance for all participants while the course is being conducted, as per OPCW rules.

5. Requirements

5.1 The course is open to those who:

- (a) have a minimum of a first degree (B.Sc or equivalent) in chemistry or analytical chemistry from a recognised university or institution, with relevant practical and theoretical experience in analytical chemistry including GC and GC-MS;
- (b) are citizens of Member States that either are developing or have economies in transition; and
- (c) have been working in a chemical laboratory or research institution in their home country for at least five years.

5.2 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, upon arrival, not to meet this requirement may not be allowed to continue in the course.

5.3 Selected candidates will be required to sign both a set of terms and conditions for participation in the course, and a confidentiality agreement with the OPCW.

6. Application procedure

6.1 Applications for participation in the course should be submitted to the International Cooperation and Assistance Division in the Secretariat and received by the Secretariat no later than **15 March 2004**. Candidates should use the application form annexed to this Note.

6.2 Each candidate must attach the following to the application form:

- (a) a curriculum vitae accompanied by a one-page description of the candidate's practical experience; and

- (b) a letter of recommendation from the supervisor of the candidate in his or her institution that speaks to the candidate's qualifications in the light of paragraph 5 above and that attests to the relevance of the training to the work of the institution.
- 6.3 The completed application form must be submitted through either the National Authority or the permanent representation of the candidate's country to the OPCW. It should be sent to the Secretariat at the following address: Organisation for the Prohibition of Chemical Weapons, International Cooperation and Assistance Division, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. An advance copy of the application may be faxed to +31 (0)70 306 3535 or e-mailed to IntCoopBr@opcw.org.
- 6.4 Additional information about this programme may be obtained from Mr Damian Tonon, International Cooperation Officer in the International Cooperation Branch. His contact details are as follows:
- Tel.: +31 (0)70 416 3822
Fax: +31 (0)70 306 3535
E-mail: IntCoopBr@opcw.org.

Annex (English only):

Application Form

Annex

ANALYTICAL SKILLS DEVELOPMENT COURSE

APPLICATION FORM

Please use BLOCK LETTERS.

This form is to be used to apply for participation in the course. Before completing it, please read the guidelines presented in the accompanying Note by the Secretariat to confirm the applicant's eligibility.

The applicant should complete sections 1 to 4 of this form, attach the documents required as indicated in the Note, and send the form to either the National Authority or his or her country's Permanent Representation to the OPCW in The Hague, with a request to complete section 5.

The National Authority or the Permanent Representation to the OPCW should complete section 5 and then forward the form to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, NL 2517 JR The Hague, the Netherlands.

1. Personal information

Name _____
(Please underline family name)

Address
Home _____

Work _____

Telephone no. _____
Home Work Mobile

Fax no. _____

E-mail address _____

Date of birth _____
(dd/mm/yy):

Country of citizenship _____

Passport no. _____

Date of issue _____

Expiry date _____

Education and training

	Institution Name, Place and Country	Main Subject	Dates		Degree or Qualification
			From	To	
1.					
2.					
3.					
4.					
5.					

Profession _____

Present position _____

Please give the titles of previous posts you have held, with dates.

	Post Held	Dates	
		From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Please give a brief description of your current work: _____

Have you received financial or other support from the OCPW for any activity during the past 36 months? Yes No

If so, please describe: _____

If you have applied for any other support from the OPCW, please describe:

2. Supporting statement

Please state briefly why you are applying for the course, and indicate both what you expect from it and how it would benefit your work, your institution, and your country.

3. Supporting documentation

The following documents are to be attached. Applications without full supporting documentation cannot be accepted.

- (a) a letter of recommendation from your supervisor, which speaks to your qualifications in the light of paragraph 5 of the Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution;

- (b) an updated curriculum vitae;
- (c) a one-page description of your practical experience; and
- (d) a photocopy of the specification pages from your passport.

4. Signature of applicant **Date**

5. Recommendation from the National Authority

6. Signature, with seal or stamp, of the authorised representative of the National Authority or of the Permanent Representation to the OPCW **Date**
