



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/419/2004

27 April 2004

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**WORKSHOP AND LABORATORY EXERCISE ON THE ANALYSIS OF
CHEMICALS RELATED TO THE CHEMICAL WEAPONS CONVENTION
(CW-LABEX)
HELSINKI, FINLAND
6 – 10 SEPTEMBER 2004**

1. On behalf of the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite applications from representatives of laboratories in Member States to attend CW-LABEX, a workshop and laboratory exercise on the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”), to be held at VERIFIN, the University of Helsinki, Finland, from 6 to 10 September 2004.
2. The workshop, which will be organised by VERIFIN with the support of the OPCW, is intended both for laboratories that are active or plan to become active in the analysis of chemicals related to the Convention, and for those that are participating or intend to participate in OPCW proficiency testing.
3. The programme for the workshop will consist of the following elements:
 - (a) analytical strategies;
 - (b) preparation of samples;
 - (c) analysis of samples;
 - (d) identification of chemicals; and
 - (e) reporting.
4. Participants will be guided through the preparation and analysis of samples and the interpretation of results by a group of experts.



5. The workshop will accommodate a maximum of 10 participants from Member States whose economies are either developing or in transition. The Technical Secretariat (hereinafter “the Secretariat”) will select participants in consultation with VERIFIN.
6. For all participants, the Secretariat will cover the costs of international travel, medical insurance, and visas, and will provide a terminal allowance and a daily allowance towards accommodation, meals, and incidental expenses. When making international-travel arrangements, the Secretariat will seek the most-economical options. It will purchase tickets and send either the tickets themselves or prepaid-ticket advice to participants. The Secretariat will not cover expenses unrelated to the meeting or that result from unauthorised changes to travel arrangements.
7. Information on hotels in Helsinki can be found on Internet sites such as <http://helsinki.hotels-travel.net> and www.hotels-helsinki.com. However, participants requiring assistance with hotel reservations may also get in touch with the contact person at VERIFIN, Mr Martin Söderström, whose details are given in paragraph 11 below.
8. Participants are requested to obtain any necessary visas before travelling to Finland. As noted above, the Secretariat will cover the costs of visas. It will reimburse participants upon production of original receipts.
9. All activities during the workshop will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the English language, both written and oral.
10. Applicants from laboratories in Member States are invited to complete the form annexed hereto, making sure to provide all the information it requests, including contact details. The completed form, together with a curriculum vitae and a recommendation from the National Authority or the Permanent Representation of the applicant’s country, should either be posted to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, or faxed to +31 (0)70 306 3535. All applications must be received by the Secretariat **no later than 31 May 2004**. A copy of the application form should also be posted or faxed to Mr Martin Söderström at VERIFIN.
11. Additional information about application and sponsorship procedures may be obtained from the OPCW by writing to the address given above, by sending an e-mail message to IntCoopBr@opcw.org, or by telephoning Mr Damian Tonon, International Cooperation Officer, at +31 (0)70 416 3822. Additional information on the workshop itself can also be found on the VERIFIN website at www.verifin.helsinki.fi. Any questions about the content of the workshop or about local arrangements may be addressed to Mr Martin Söderström at VERIFIN by calling him at +358 (0)9 191 50437, by sending a fax to +358 (0)9 191 50437, or by sending an e-mail message to martin.soderstrom@helsinki.fi.

Annex: Application Form

Annex

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(CW-LABEX)
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APPLICATION FORM

Applicants should complete and sign this form and submit it, together with a curriculum vitae and a recommendation from the National Authority or the Permanent Representation of their country, to **both addresses below**. All materials must be received **no later than 31 May 2004**.

<p>The Director, International Cooperation and Assistance Division, OPCW Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands Fax: +31 (0)70 306 3535; and</p> <p>Mr Martin Söderström, VERIFIN, P.O. Box 55, FIN-00014, University of Helsinki, Finland Fax: +358 (0)9 191 50437.</p>
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Please use BLOCK LETTERS.

1.	Family name	
2.	First name(s)	
3.	Date of birth	Day Month Year
4.	Citizenship	
5.	Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/>
6.	Passport number	
7.	Date of issue	Day Month Year
8.	Expiry date	Day Month Year
9.	Place of issue	
10.	Areas of expertise	
11.	Employer	

* For this and all like items, please tick the appropriate box.

20.	Please list the major items of analytical equipment in your laboratory.	

Signature: _____

Date: _____