



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/503/2005

17 June 2005

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**COURSE ON THE ENHANCEMENT OF LABORATORY SKILLS IN ANALYSING
CHEMICALS RELATED TO THE CHEMICAL WEAPONS CONVENTION**

(CW-LSE)

HELSINKI, FINLAND

26 SEPTEMBER – 7 OCTOBER 2005

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 a two-week course on the enhancement of skills in analysing chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”), to be held at VERIFIN, the University of Helsinki, Finland, from 26 September to 7 October 2005.
2. The course, 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 goal of the course is to improve practical skills in analysing chemicals related to the Convention through such techniques as gas chromatography-mass spectrometry (GC-MS). Participants will first be introduced to the preparation of samples and to theoretical aspects of GC and GC-MS. They will then be given demonstrations of GC and GC-MS techniques, and will pair up to do practical exercises.
4. The course will consist of the following elements:
 - (a) the preparation of samples;
 - (b) the theory of GC and GC-MS;
 - (c) demonstrations of GC and GC-MS techniques;
 - (d) practical exercises; and
 - (e) quality assurance and the maintenance of instruments.
5. The course will accommodate a maximum of four participants from Member States whose economies are either developing or in transition. The Technical Secretariat



(hereinafter “the Secretariat”) will select the 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 for 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 course or that result from unauthorised changes to travel arrangements.
7. The Secretariat will also pay for the accommodation that VERIFIN will reserve for all participants in a hotel close to the centre of Helsinki. Participants must cover the costs of any other hotel expenses they incur. Further information on hotel reservations can be obtained from 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 these visas by reimbursing participants upon production of original receipts. VERIFIN will send information to the selected participants on applying for Schengen visas.
9. All course activities 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. To facilitate communication with the Secretariat and VERIFIN, each applicant is requested to provide an e-mail address or a fax number. 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 15 July 2005**. A copy of the application form should also be posted or faxed to Mr Martin Söderström at the address that appears on the form.
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 course itself can also be found on the VERIFIN Web site, www.verifin.helsinki.fi. Any questions about the content of the course or about local arrangements may be addressed to Mr Martin Söderström at VERIFIN by calling him at +358 (0)9 191 50438, by sending a fax to +358 (0)9 191 50437, or by sending an e-mail message to martin.soderstrom@helsinki.fi.

Annex**COURSE ON THE ENHANCEMENT OF SKILLS IN ANALYSING CHEMICALS
RELATED TO THE CHEMICAL WEAPONS CONVENTION****HELSINKI, FINLAND****26 SEPTEMBER – 7 OCTOBER 2005****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 15 July 2005**.

<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			

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

[illegible]

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

Signature: _____

Date: _____

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