



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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NOTE BY THE TECHNICAL SECRETARIAT

PROJECT ON LABORATORY ASSISTANCE IN 2006

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to inform the Member States that, thanks to funding available through the second European Union (EU) Joint Action on support for the OPCW’s activities in the framework of the EU Strategy against Proliferation of Weapons of Mass Destruction, it will launch a project to assist laboratories in 2006. This project seeks to develop the capacities of publicly funded analytical laboratories in developing countries, so that they can improve the quality and accuracy of their chemical analyses and upgrade their technical competence.
2. The project will be funded by the EU in accordance with the Joint Action adopted by the Council of the EU last December (2005/913/CFSP, dated 12 December 2005), in the framework of the EU Strategy against Proliferation of Weapons of Mass Destruction.

Background

3. According to Article XI of the Chemical Weapons Convention (hereinafter “the Convention”), States Parties shall facilitate, and have the right to participate in, the fullest possible exchange of chemicals, equipment and scientific and technical information related to the development and application of chemistry for purposes not prohibited under the Convention. Article XI forbids any restrictions among States Parties that would restrict or impede trade and the development and promotion of scientific and technological knowledge in chemistry for industrial, agricultural, research, medical, pharmaceutical, or other peaceful purposes. In order to meaningfully engage in such activities and fulfil various other obligations imposed by the Convention, each Member State is required to have a sound technical basis for managing chemicals (which includes the capability for adequate monitoring and analysis).
4. The Secretariat is currently running a laboratory-assistance programme (see S/328/2002, dated 19 December 2002) under which analytical laboratories that already have adequate infrastructure, but that could benefit from an increase in their technical competence that could in turn promote their economic and technological development, can apply for support from the OPCW. The programme provides



support in the form of grants to cover the costs of a technical evaluation or audit of a laboratory. The programme also provides for the training of technical personnel at advanced laboratories, or funds internships at accredited laboratories so as to support small-scale research projects on the development and validation of methods.

5. The programme does not, however, cover the cost of any new hardware required. Therefore, the Secretariat launched a laboratory-assistance project in 2005 to fund the purchase by eight publicly funded laboratories of essential analytical equipment and to provide technical assistance so as to enable them to improve their technical competence.
6. The Secretariat will run a similar project in 2006. The equipment that will be on offer under it is as follows:
 - (a) a basic bench-top gas chromatograph-mass spectrometer equipped with a liquid-injection system, electron-impact ionisation, a data-processing computer and software, and a standard mass-spectra library, with the following options:
 - (i) chemical- and electron-impact ionisation;
 - (ii) a special sample-injection systems: a multipurpose injector, or a dedicated injector (i.e. thermal desorption system); and
 - (iii) special mass-spectra libraries (on request).
 - (b) A basic bench-top gas chromatograph equipped with a liquid-injection system, one or two detectors, and a data-processing computer and software, with the following options:
 - (i) detectors available: flame ionisation, flame photometry, electron capture, atomic emission, and nitrogen phosphorus; and
 - (ii) special sample-injection systems: a multi-purpose injector, or a dedicated injector (i.e., a thermal desorption system).
7. The equipment to be supplied under the project shall be in accordance with the relevant EU regulations covering exports of dual-use items and technology.
8. The technical assistance to be provided under the project may, if necessary, include some on-site training of technical personnel and an evaluation of the benefits that have been derived from the programme.

Selection criteria

9. This project will support approximately five publicly funded laboratories, in accordance with the level of funding made available for the project by the EU.

10. Applications will be accepted from established publicly funded laboratories that work in any area related to the Convention and that are located in Member States whose economies are developing.
11. Laboratories applying for support should have adequate infrastructure and expertise in the area of chemical analysis in which for which they are applying for support.
12. Requests for support under this project will be considered by the Secretariat in consultation with the EU, as envisaged in the agreement between the Secretariat and the EU Commission. In addition to evaluating the application a laboratory submits, the panel will give due consideration to the status of implementation of the Convention in the Member State concerned, and the extent to which it is in arrears in respect of annual contributions assessed for previous years.

Application procedure

13. Interested laboratories are requested to complete the application form that is annexed to this Note, and to forward it either to the National Authority of the Member State concerned or to its Permanent Representation to the OPCW. The National Authority or the Permanent Representation should write a brief recommendation that also indicates how the application fits in with national objectives regarding the peaceful uses of chemistry. It should then forward the application to the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands. All applications must reach the Secretariat **no later than 30 April 2006**.

Waiver of taxes and duties

14. Before any equipment to be awarded can be shipped, the Member State in which the recipient laboratory is located must waive all taxes and customs duties on it, and a confirmation of this waiver must be received by the Secretariat **no later than one month** after the laboratory in question has been notified of the award.

Reports

15. Once it has received its equipment, the recipient laboratory must send a confirmation of receipt through the National Authority or the Permanent Representation of the Member State concerned, to the Secretariat at the address given in paragraph 13 above. The confirmation should indicate that the equipment was received in good working order or, if it was not, should indicate the nature of any damage.
16. In addition, six months after receiving its equipment, the laboratory must send a report through the same channels, indicating how it has used the equipment and what benefits it has derived from it.

Recognition

17. Recipient laboratories should include recognition of the support provided by the EU under the project at every appropriate opportunity, including in written material, statements, and publications.
18. Further information may be obtained from Mr Damian Tonon, International Cooperation Officer, International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands (fax: + 31 (0)70 306 3535, e-mail: IntCoopBr@opcw.org).

Annex: (English only): Application Form

Annex**PROJECT FOR LABORATORY ASSISTANCE IN 2006****APPLICATION FORM**

1. Applications for support under this project are to be made on this form. Before completing it, please read the guidelines presented in the accompanying Note by the Secretariat to confirm your eligibility.
2. Applications must be received **by 30 April 2006**.
3. The laboratory applying for support should complete this form, and send it to either the National Authority or the Permanent Representation to the OPCW of the Member State concerned.
4. The National Authority or the Permanent Representation should add the required recommendation and then submit the completed form to the International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands.

PART 1: DETAILS ON THE LABORATORY

Basic Information			
1.	Name of laboratory		
2.	Postal address of laboratory (Please do not give a post-office box number)	Street	
		Number	Post code
		City	
		Country	
3.	Telephone numbers	Work	
		Mobile	
4.	Fax number		
5.	E-mail address		
6.	Normal functions or mandate of the laboratory: What is its role?		
7.	Is the laboratory operated independently?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8.	If it is part of another establishment (e.g., a government department, a research centre, a hospital, a university, or a municipality), please provide details.		
9.	Size of the laboratory (in square meters)		

10.	Source of financing for the laboratory (government, private, or other)	
11.	For how many years has the laboratory been operating?	
Staff Members		
12.	Total number of staff	
13.	How many staff members are part-time?	
14.	How many are full-time?	
15.	How many staff members are managers?	
16.	How many are professionals with university degrees?	
17.	How many laboratory technicians are there?	
18.	Please list other roles, and how many staff members fulfil each one.	
Chemical Analyses Being Undertaken		
19.	Purpose for which analyses are conducted (e.g., toxicology, standards, defence, food, forensics, occupational health, industrial hygiene, environmental, other)	
20.	Types of samples that the laboratory handles (industrial and commercial products, food, water, environmental, workplace-related, other)	
21.	Number of samples or cases per month	
22.	List the types of analytes in the substances analysed (substances may be chemical-warfare agents or their precursors, toxic chemicals, hazardous wastes, discrete organic chemicals, pesticides, persistent organic pollutants, customs-related drugs and pharmaceuticals, organic solvents, toxic gases, natural toxins, food chemicals, and so on).	
	Analyte (Type or Group)	Chemical Substance
		Technique and Equipment Used

	Analyte (Type or Group)	Chemical Substance	Technique and Equipment Used
23.	Equipment		
	Indicate below what equipment is used, together with the name of the manufacturer and the model number.		
	Item	Manufacturer	Model
24.	Are there any formal relationships or agreements with suppliers of equipment for maintenance and training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, please provide details.	
Reagents and Reference Materials			
25.	Source of reagents		
26.	Are there any problems with availability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, please specify.	
27.	Source of reference materials		
28.	Are there any problems with availability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, please specify.	
29.	Please include any comments here.		
Research Experience			
30.	Does the laboratory conduct research in the area for which equipment is being requested, such as method development and validation, or preparation of reference materials in relation to national or international standards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, please describe, and attach a statement with a list of publications (by subject and staff specialisation).	

Quality-Assurance Programmes		
31.	Does the laboratory have a formal quality-assurance system?	Yes <input type="checkbox"/> No <input type="checkbox"/>
32.	Does the laboratory have an internal quality-assurance programme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
33.	Does the laboratory take part in an external quality-assurance programme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, please describe.
34.	Does the laboratory take part in any type of inter-laboratory testing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
35.	Please use this space for any additional comments.	
Accreditation		
36.	Is the laboratory formally accredited?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, please indicate the scope of the accreditation and the standard to which the laboratory is accredited, such as ISO/IEC 17025. Otherwise, describe any types of activity for which accreditation is desired.
Relations with Other Laboratories		
37.	Does the laboratory cooperate with other laboratories?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, please give details.
38.	Does the laboratory make provision for quality-related community or customer feedback for the services it renders?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, please give examples.

39.	Do members of the staff belong to any professional bodies or associations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, please provide details.	
40.	Do staff members take part in meetings, training sessions, or workshops related to laboratory quality management?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, please provide details.	
Hindrances or Problems			
41.	Describe any problems or hindrances relating to technical competence that the laboratory has experienced in providing the services.		
Name and Contact Details of Person Completing the Questionnaire			
42.	Name		
43.	Position or title		
44.	Contact address (office) (Please do not give a post-office box number.)		
45.	Telephone numbers, including country and city codes	Home	
		Work	
		Mobile	
46.	Fax numbers, including country and city codes	Home	
		Work	
47.	E-mail address		

PART II: EQUIPMENT REQUESTED OF THE OPCW

48.	Keeping in mind the equipment being offered under the project (see paragraph 6 of the cover Note), please list, in order of priority , the items of equipment the laboratory is seeking from the OPCW. Please indicate any options or preferences. Attach an explanatory statement if necessary.	
49.	Is any technical assistance being sought from the OPCW? (Please refer to paragraph 5 of the cover Note.) If so, please specify, and attach an explanatory statement if necessary.	
50.	Please explain in detail how the analytical equipment will be used by the laboratory. Attach a statement specifying the purposes for which it will be used, the methods to be used, and so on.	
51.	Describe the benefits the laboratory expects from the assistance.	

