



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/575/2006

7 June 2006

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
4 – 8 SEPTEMBER 2006**

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 a laboratory exercise on the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”), which will be held at VERIFIN, the University of Helsinki, Finland, from 4 to 8 September 2006.
2. The workshop and exercise will be organised by VERIFIN with the support of the OPCW. It 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 workshop and exercise will focus on the following elements:
 - (a) analytical strategies;
 - (b) the preparation of samples;
 - (c) the analysis of samples;
 - (d) the identification of chemicals; and
 - (e) reporting.
4. A group of experts will offer instruction in the preparation and analysis of samples and the interpretation of results. Because no hands-on training can be offered, the programme will comprise demonstrations, discussions, and a practical reporting exercise. This offering is quite technical, and participants are therefore expected to have a practical knowledge of analytical techniques such as gas chromatography-mass spectrometry.
5. CW-Labex will accommodate a maximum of 10 participants from Member States whose economies are developing. The Technical Secretariat (hereinafter “the



Secretariat”) will select participants in consultation with VERIFIN, and will notify the successful candidates, who will then receive an official invitation to participate from VERIFIN.

6. For all participants, the Secretariat will cover the costs of international travel, medical insurance, and visas, and will provide a terminal allowance, as well as a daily allowance to cover 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. VERIFIN will reserve reasonably priced hotel rooms in Helsinki for all participants. Participants will meet the cost of this accommodation from the aforementioned daily allowance. VERIFIN will send information on the hotel together with the aforementioned invitation. Immediately upon receiving the official invitation, participants who wish to arrange their own accommodation should indicate this to 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. Information on applying for Schengen visas will be included with the aforementioned invitation.
9. The workshop and exercise will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good written and oral command of English.
10. Applicants from laboratories in Member States whose economies are developing are invited to complete the form that is annexed hereto, making sure to provide all the information it requests, including contact details. The completed form, together with a detailed 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 3 July 2006**.
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, (with “CW-Labex 2006” in the subject line), or by telephoning Mr Bimal N. Patel in the International Cooperation Branch at +31 (0)70 416 3822. Additional information on CW-Labex itself can also be found on the VERIFIN Web site, www.verifin.helsinki.fi. Any questions about the content of the workshop and exercise, or about local arrangements, may be addressed to Mr Martin Söderström at VERIFIN either by e-mail, martin.soderstrom@helsinki.fi, or, if that is not possible, by fax: +358 9 191 50437.

Annex: Application Form

Annex

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APPLICATION FORM

Applicants should submit the completed form, along with a detailed curriculum vitae and a recommendation from the National Authority or the Permanent Representation of their country, to:

The Director, 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.
All materials must be received **no later than 3 July 2006**.

Please type or 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 below, please tick the appropriate box.

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

Signature: _____

Date: _____