



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/616/2007

15 February 2007

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR
THREE COURSES ON THE DEVELOPMENT OF ANALYTICAL SKILLS**

Purpose of the courses

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that it will hold three courses on the development of analytical skills in 2007. The courses, which will receive funding support from the European Union (EU), will be held at specialised institutions in Europe. The aims of the courses are to assist qualified analytical chemists from Member States that are developing in acquiring further experience and practical knowledge; to facilitate the analysis of chemicals related to national implementation of the Chemical Weapons Convention (hereinafter “the Convention”); to enhance national capacities in these Member States by offering training in analytical chemistry to personnel from industry, academic institutions, and government laboratories; to facilitate the adoption of good laboratory practices; and to broaden the pool of human resources from which National Authorities and the Secretariat can draw in the future. Each course will accommodate 20 participants.

Duration of the courses

2. The courses are tentatively scheduled to be held in June, July, or later in 2007, and each will last about two weeks. Successful candidates will be informed of the exact dates, the venue, and other details of the course in which they have been placed. 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.

Content

3. Each course will have two parts:
 - (a) The first week will be focussed on basic training, and on gaining hands-on experience in gas chromatography (GC) and gas chromatography-mass spectrometry (GC-MS). Participants will receive theoretical and practical training in GC and GC-MS, covering hardware, system validation and optimisation, and trouble-shooting.



- (b) The focus during the second week will be on the preparation of environmental samples and on GC and 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-ionisation modes. Participants will also be introduced to a range of extraction, clean-up, and derivatisation procedures.

Sponsorship

4. The cost of the courses themselves, and of accommodation for all participants, will be covered by the Secretariat and by the aforementioned EU grant. In addition, the Secretariat will pay for international travel, meals, and medical and travel insurance for all participants.

Admission requirements

5. The courses are 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; and
 - (c) have been working in a chemical laboratory or research institution in their home country for at least five years.
6. The courses 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.
7. Participants will be required to sign a confidentiality agreement with the OPCW.

Selection procedure

8. Applications will be carefully screened on the basis of the criteria specified in paragraph 5 above. Only the most-suitable applicants will be interviewed. Eligible candidates from laboratories that have sought or are receiving support under the Project on Laboratory Assistance, which is being funded separately by the EU, are especially encouraged to apply.

Application procedure

9. Interested candidates are invited to fill out, in English only, the form that is annexed to this Note and to submit it to the Secretariat, via their National Authority or the Permanent Representation of their country to the OPCW, so that the Secretariat receives it **no later than 23 March 2007**. It should be sent to the Secretariat at the following address: OPCW, 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.
10. The application form must be accompanied by the following:
 - (a) a curriculum vitae;
 - (b) a one-page description of the candidate's practical experience; and
 - (c) 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 course to the work of the institution.
11. Incomplete or improperly filled-out applications cannot be considered.
12. Additional information about this programme may be obtained from Ms Rufaro Kambarami, in the International Cooperation Branch. Ms Kambarami's contact details are as follows:

Tel.: +31 (0)70 416 3272
Fax: +31 (0)70 306 3535
E-mail: IntCoopBr@opcw.org.

Annex: Application Form

Annex

THREE COURSES ON THE DEVELOPMENT OF ANALYTICAL SKILLS**APPLICATION FORM**

Please type or use BLOCK LETTERS.

1. Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.
2. Applicants should attach the documents listed in section 5 below, complete all other sections from 1 to 6, and send the form to either their National Authority or the Permanent Representation of their country to the OPCW in The Hague, with a request to complete section 7.
3. The National Authority or the Permanent Representation should complete section 7 and forward the form to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, NL 2517 JR The Hague, the Netherlands, so that it is received **no later than 23 March 2007**.

SECTION 1. PERSONAL AND CONTACT DETAILS			
Family name of nominee ¹			
First name(s)			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender*	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
E-mail address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		

¹ Please give the first and family names exactly as they appear in the nominee's passport.
^{*} For this and all like items, please tick the appropriate box.

SECTION 5. SUPPORTING DOCUMENTATION

Please attach the following documents to your application:

- (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 of your passport.

Applications without full supporting documentation cannot be accepted.

SECTION 6. SIGNATURE OF APPLICANT

Signature _____ Date: _____

SECTION 7. RECOMMENDATION FROM THE NATIONAL AUTHORITY OR THE PERMANENT REPRESENTATION

Signature, with seal or stamp, of an authorised representative of the National Authority or of the Permanent Representation to the OPCW

_____ Date: _____