



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/639/2007

14 May 2007

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR APPLICATIONS
FOR A WORKSHOP ON THE ANALYSIS OF CHEMICALS
RELATED TO THE CHEMICAL WEAPONS CONVENTION
TO MARK THE TENTH ANNIVERSARY
OF THE ENTRY INTO FORCE OF THE CONVENTION
TUUSULA, FINLAND
5 – 7 SEPTEMBER 2007**

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 invites applications from representatives of laboratories in States Parties to attend a workshop on the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”), on the occasion of the tenth anniversary of the entry into force of the Convention. The workshop will be held in Tuusula, Finland, from 5 to 7 September 2007.
2. The workshop is intended for laboratories that are currently active or plan to become active in the analysis of chemicals related to the Convention, and that are participating or intend to participate in OPCW proficiency testing. It will be organised by VERIFIN with the support of the Technical Secretariat (hereinafter “the Secretariat”).
3. The workshop will include presentations accompanied by a poster session on the preparation and analysis of samples, and on the identification of chemicals related to the Convention. The presentations will also cover issues related to the Second Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention. The speakers are experts from the OPCW Laboratory and from laboratories that have participated in OPCW proficiency testing.
4. The following sessions will be held at the workshop:
 - (a) basic tools for the analysis of chemicals related to the Convention;
 - (b) perspectives on future developments in chemistry and in chemicals relevant to the Convention;



- (c) challenges in the verification-related analysis of chemical-warfare agents; and
 - (d) new developments in the analysis of chemical-warfare agents.
5. Participants are invited to submit presentations and posters on the analysis of chemicals relevant to the Convention and on related issues. The procedures for the submission of abstracts of these presentations are explained in paragraphs 11 to 17 below. Abstracts should not exceed 300 words. The programme for the workshop, and further guidelines for abstracts, can be found on VERIFIN's Web site, www.verifin.helsinki.fi.
 6. The Secretariat expects to be able to sponsor the attendance of a limited number of participants from States Parties whose economies are developing. For sponsored 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.
 7. The Secretariat will make travel arrangements for sponsored participants. In doing so, it 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 workshop or that result from unauthorised changes to travel arrangements.
 8. Participants who are not sponsored are requested to make their own travel and accommodation arrangements. However, VERIFIN can also be of assistance in this regard. Any participants who require such assistance are requested to indicate this on the application form that is annexed hereto.
 9. Participants are requested to obtain any necessary visas, including transit visas, before travelling to Finland. As noted above, the Secretariat will cover the costs of visas for sponsored participants, by reimbursing them upon production of original receipts. Information on applying for Schengen visas will be provided to participants in due course.
 10. The workshop will be conducted in English, and no interpretation services will be provided. Participants are therefore expected to have a good written and oral command of English.

Application procedures

11. Applicants from laboratories in States Parties are invited to complete the form that is annexed hereto, making sure to provide all the information it requests, including contact details.
12. Which procedure applicants should follow in submitting their applications depends on whether they are seeking the Secretariat's sponsorship.

Procedures for applicants not seeking sponsorship

13. Applicants who do not need to be sponsored are requested to send the application form annexed hereto and, as applicable, the abstract referred to in paragraph 5 above, to VERIFIN, whose contact information is given in paragraph 19 below. All materials must be received **no later than 31 July 2007**.
14. Such applicants are required to pay a registration fee of EUR 200, which must be received by VERIFIN **no later than 30 August 2007**. Payment details are as follows:

Bank name:	Nordea Bank Finland Plc,
Account number:	166030-104987
IBAN:	FI44 3000 1049 87
Swift code:	NDEAFIHH
Reference:	“Analysis of chemical weapons”, and the participant’s name.

Procedures for applicants seeking sponsorship

15. These applicants are requested to mail or fax the form annexed hereto, a detailed curriculum vitae, and a separate recommendation from the National Authority or the Permanent Representation of the applicant’s country, to:

The Director, International Cooperation and Assistance Division
OPCW
Johan de Wittlaan 32, 2517 JR The Hague
The Netherlands
Fax: +31 (0)70 416 3279.

16. All applications must be received by the Secretariat **no later than 30 June 2007**.
17. Successful applicants will be notified by the Secretariat in due course, and at that point will be invited to submit the abstract referred to paragraph 5 above to VERIFIN so that it is received **no later than 31 July 2007**.

Venue, and contact information

18. The workshop will be held at Conference Hotel Gustavelund (www.gustavelund.fi), which is approximately 30 kilometres north of Helsinki. As noted above, participants who are not seeking sponsorship may wish to contact VERIFIN for assistance in finding accommodation. They may also find information on hotels in Helsinki on the Internet (for example, at helsinki.hotels-travel.net or www.hotels-helsinki.com).

Contact information for VERIFIN

19. The contact person at VERIFIN is Ms Satu Sankkila, whose contact details are as follows:

e-mail: satu.sankkila@helsinki.fi;
telephone: +358 9 191 50443;
fax: +358 9 191 50437.

20. VERIFIN's postal address is as follows:

P.O. Box 55
FIN-00014 University of Helsinki
Helsinki, Finland

Contact information for the Technical Secretariat

21. The contact person at the Secretariat is Mr Bimal N. Patel, whose details are as follows:

e-mail: IntCoopBr@opcw.org;
telephone: +31 (0)70 416 3822;
fax: +31 (0)70 416 3279.

Annex: Application Form

Annex

**WORKSHOP ON THE ANALYSIS OF CHEMICALS
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APPLICATION FORM

Please see paragraphs 11 to 17 above for application procedures.

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		
12.	Contact address (Please do not give a post-office box number)	Street	
		Number	Post code
		City	
		Country	
13.	E-mail address		
14.	Telephone numbers, including country and city codes	Home	
		Work	
		Mobile	
15.	Fax numbers, including country and city codes	Home	
		Work	
16.	Have you previously participated in an exercise of this kind?	Yes <input type="checkbox"/>	No <input type="checkbox"/> If so, when and where?

*

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

17.	Do you wish to be sponsored by the OPCW? ¹	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18.	Do you need VERIFIN's assistance in finding accommodation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19.	Please briefly describe your practical and work experience, making sure to mention the analytical techniques you are familiar with.		
20.	Please list the major items of analytical equipment in your laboratory.		

Signature: _____

Date: _____

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¹ Please see the section on application procedures above.