



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/650/2007

13 July 2007

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
24 SEPTEMBER – 5 OCTOBER 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 wishes to invite applications from representatives of laboratories in Member States to attend (CW-LSE), a two-week course on the enhancement of skills in analysing chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”), which will be held at VERIFIN, the University of Helsinki, Finland, from 24 September to 5 October 2007.
2. The course 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 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 focus on 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 developing. The Technical Secretariat (hereinafter “the Secretariat”) will select participants in consultation with VERIFIN, and 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 course 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 in the aforementioned invitation.
9. The course 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 language.
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)70 416 3279. All applications must be received by the Secretariat **no later than 10 August 2007**.
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-LSE 2007" 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 the course itself can also be found on the VERIFIN Web site, www.verifin.helsinki.fi/verifin. Any questions about the content of the course itself, or about local arrangements, may be addressed to Mr Martin Söderström at VERIFIN by e-mail, martin.soderstrom@helsinki.fi, or, if that is not possible, by fax: +358 9 191 50437.

Annex: Application Form

Annex**COURSE ON THE ENHANCEMENT OF SKILLS IN ANALYSING CHEMICALS
RELATED TO THE CHEMICAL WEAPONS CONVENTION****HELSINKI, FINLAND****24 SEPTEMBER – 5 OCTOBER 2007****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)70 416 3279; e-mail: IntCoopBr@opcw.org.

All materials must be received **no later than 10 August 2007**.

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			
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: _____

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