



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/915/2011

22 March 2011

ENGLISH and RUSSIAN only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO APPLY FOR AN ANALYTICAL-SKILLS TRAINING COURSE
KYIV, UKRAINE
6 – 11 JUNE 2011**

Purpose of the course

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that, with its support, the Taras Shevchenko National University of Kyiv, Ukraine, will be organising an analytical-skills training course **for Russian-speaking participants**. The course will be held at the Department of Analytical Chemistry at Taras Shevchenko National University from 6 to 11 June 2011.
2. The course is intended for chemistry professionals from industry, government, or academia who are involved in the analysis, synthesis, or quality control of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”). The course will enable participants to gain a sound working knowledge of the principles, procedures, and applications of gas chromatography (GC), gas chromatography-mass spectrometry (GC-MS), and other hyphenated GC-MS analytical techniques for the analysis of chemicals related to the Convention. The course will accommodate 12 participants.

Content of the course

3. The course will cover basic training and hands-on experience in sample preparation and GC and GC-MS analysis of chemicals related to the Convention. It will also include an explanation of the hardware involved, method optimisation, basic maintenance, and trouble-shooting. The participants will be provided with intensive hands-on training in the handling of different sample matrices for subsequent analysis by GC with flame-ionisation detectors and by GC-MS in electron ionisation mode.
4. In particular, the course will provide information and training on sample-preparation techniques, such as solid phase extraction and derivatisation. The topics related to GC will include lectures on columns and conditions, injectors, sample introduction, detectors, qualitative and quantitative analysis, and trouble shooting and maintenance. Courses and exercises relating to GC-MS will include the MS fragmentation pattern of compounds related to the Convention, and the processing of GC-MS data. Finally,



the course will include a session on sensors for the quick detection of chemicals related to the Convention.

Sponsorship

5. The cost of the course, and of accommodation for all participants will be covered by the Secretariat. In addition, the Secretariat will pay for international travel, visas, the provision of a daily subsistence allowance (DSA), and medical and travel insurance for all participants for the duration of the course.
6. Participants are requested to obtain any necessary visas, including travel visas, before travelling to Ukraine. As noted above, the Secretariat will cover the costs of these visas by reimbursing participants upon production of the original receipts. The Secretariat will also send information to the selected participants on applying for Ukrainian visas.

Admission requirements

7. Participants should:
 - (a) hold a degree or diploma in chemistry or analytical chemistry from a recognised university or institution;
 - (b) have at least three years of work experience in analytical chemistry or in other relevant fields;
 - (c) have experience working with either GC or GC-MS techniques; and
 - (d) be citizens of a Member State.
8. All course activities will be conducted in Russian, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the Russian language, both written and oral.
9. Participants will be required to sign both a set of terms and conditions for participation in the course and a confidentiality agreement with the OPCW.

Selection procedure

10. Applications will be carefully screened on the basis of the criteria specified in paragraph 7 above. Only the most suitable applicants will be interviewed. Eligible candidates from laboratories that have sought or are receiving support under the Laboratory-Assistance Programme are especially encouraged to apply.

Application procedure

11. Applicants from laboratories in Member States are invited to complete the application form that is included as the annex to this Note, making sure in particular to provide all the contact details it requests. To facilitate communication with the Secretariat and with the Taras Shevchenko National University of Kyiv, each applicant must provide

an e-mail address or a fax number. The completed form, together with a curriculum vitae and a recommendation from the National Authority or the Permanent Representation of the applicant's country, should be sent to the Head, International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Applications may also be submitted by fax to: +31 (0)70 416 3279 or +31 (0)70 306 3084, or by email to: ICB@opcw.org.

12. All applications must be received by the Secretariat no later than **27 April 2011**. Additional information may be obtained from the International Cooperation Branch, International Cooperation and Assistance Division, at the contact telephone numbers given below:

Ms Natalya Gordienko: +31 (0)70 416 3260

Ms Rufaro Kambarami: +31 (0)70 416 3272

Annex:

Application Form

Annex

**ANALYTICAL-SKILLS TRAINING COURSE
KYIV, UKRAINE
6 – 11 JUNE 2011**

APPLICATION FORM

Please submit the completed form, along with a brief curriculum vitae, by **27 April 2011** to:

The Head, International Cooperation Branch, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: +31 (0)70 416 3279 or +31 (0)70 306 3084; e-mail: icb@opcw.org

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 sections 1 to 6, and send the form either to their National Authority or to the Permanent Representation of their country to the OPCW in The Hague, with a request that one of them complete section 7.
3. The National Authority or the Permanent Representation should complete section 7 and forward the form to the International Cooperation Branch, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands (fax: +31 (0)70 416 3279 or +31 (0)70 306 3084; e-mail: icb@opcw.org). The completed form, together with the nominee's curriculum vitae and the required recommendation, must be received by the Secretariat **no later than 27 April 2011**.

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 ²	Male <input type="checkbox"/>	Female <input type="checkbox"/>	

¹ Please give the first and family names exactly as they appear in the nominee's passport.

² For this and all like items, please tick the appropriate box.

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				
SECTION 2. EDUCATION AND TRAINING					
Please list each degree or other qualification you have earned, starting with the most recent.					
1.	Name and location of institution				
	Main field(s) of study				
	Dates attended	From		To	
	Degree or qualification earned				
2.	Name and location of institution				
	Main field(s) of study				
	Dates attended	From		To	
	Degree or qualification earned				
3.	Name and location of institution				
	Main field(s) of study				
	Dates attended	From		To	
	Degree or qualification earned				
4.	Name and location of institution				
	Main field(s) of study				
	Dates attended	From		To	
	Degree or qualification earned				
5.	Name and location of institution				
	Main field(s) of study				
	Dates attended	From		To	
	Degree or qualification earned				

SECTION 3. EMPLOYMENT HISTORY			
What is your profession?			
Please give a brief description of your current work. Please list the major items of analytical equipment in your laboratory and clearly state whether your institution/laboratory has GC and/or GC-MS.			
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.....			
.....			
.....			
Please list below all posts you have held, starting with the most recent.			
1.	Employer		
	Title		
	Dates	From	To
2.	Employer		
	Title		
	Dates	From	To
3.	Employer		
	Title		
	Dates	From	To
4.	Employer		
	Title		
	Dates	From	To
5.	Employer		
	Title		
	Dates	From	To
6.	Employer		
	Title		
	Dates	From	To
Have you received financial or other support from the OPCW within the past three years?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, please give details.		
.....			
Have you applied for any other support from the OPCW?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, please give details.		
.....			
Would you like your name to be placed on our database for other courses?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 4. SUPPORTING STATEMENT

Please state briefly why you are applying for the course, and indicate both what you expect from it and how it would benefit your work, your institution, and your country.

SECTION 5. SUPPORTING DOCUMENTATION

Please attach the following documents to your application:

- (a) a letter of recommendation from your supervisor, which confirms your qualifications in light of paragraph 7 of the Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution at which you are working;
- (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: _____