



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/954/2011

29 July 2011

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO APPLY FOR A REGIONAL COURSE
FOR ANALYTICAL CHEMISTS FROM LABORATORIES SUPPORTING
CUSTOMS SERVICES
17 TO 21 OCTOBER 2011
WARSAW, POLAND**

Purpose of the course

1. The Technical Secretariat (hereinafter “the Secretariat”) of the OPCW wishes to inform Member States that it will hold a course on the development of analytical skills for analytical chemists supporting customs services. The course is scheduled to be held at the Institute of Industrial Organic Chemistry (Instytut Przemysłu Organicznego – IPO) in Warsaw, Poland, from **17 to 21 October 2011**. The aim of the course is to assist qualified analytical chemists from laboratories that support or plan to support customs services or offices in Member States from the Eastern European Group of States Parties in acquiring further experience and practical knowledge of the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”), and to facilitate the adoption of good laboratory practices for implementation of the Convention. The course will accommodate 10 participants.

Content

2. The training will include a balance of lectures and hands-on exercises. The lectures will cover general aspects of the OPCW, the Convention, and the Verification Annex to the Convention (hereinafter “the Verification Annex”), chemical structure and properties of scheduled chemicals, methods of separation and structure elucidation, and detection and analysis of scheduled chemicals at various concentration levels. The role of customs-service laboratories in promoting chemical safety in the European Union will also be discussed.
3. To ensure that each participant gains experience with relevant equipment, the IPO will provide an option to choose four of five exercises on different techniques, using the following equipment:
 - (a) gas-chromatography-mass spectrometry (GC-MS);
 - (b) high-performance liquid chromatography with diode-array detection;



- (c) Fourier transform infrared (FT-IR) spectroscopy;
 - (d) use of portable FT-IR; and/or
 - (e) analysis of physicochemical properties of selected dangerous phosphorus, sulfur or fluorine (PSF) chemicals.
4. Each exercise will consist of two parts: presentation of the possibilities for using the technique for customs purposes and practical analysis of selected compounds of sensitive materials.

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, meals, and medical and travel insurance for all participants while the course is being conducted, in accordance with OPCW rules.
6. Participants are requested to obtain any necessary visas, including Schengen Area travel visas, before travelling to Poland. 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 how to apply for Schengen Area visas.

Admission requirements

7. The course is 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 or have economies in transition; and
 - (c) have at least three years of experience in an analytical laboratory and currently work in a chemical laboratory providing support to customs services in their home country.
8. The application will be reviewed only after endorsement by the National Authority of the Member State (see Section 8 of the application form).
9. The course 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 might not be allowed to continue in the course.
10. 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

11. 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

12. 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, allowing enough time for the Secretariat to receive it **no later than 7 September 2011**. 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 3279, or e-mailed to icb@opcw.org.
13. 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 light of paragraph 5 above and that attests to the relevance of the course to the work of the institution.
14. Applications that are incomplete or improperly filled out cannot be considered.
15. Additional information about this programme may be obtained from Ms Natalia Gordienko, Ms Rufaro Kambarami, and/or Mr Patrick Häggman, in the International Cooperation Branch. The contact details are as follows:

Tel.: +31 (0)70 416 3272 or 3274
Fax: +31 (0)70 306 3279
E-mail: icb@opcw.org

Annex 1 Provisional Programme
Annex 2: Application Form

Annex 1

**REGIONAL COURSE FOR ANALYTICAL CHEMISTS FROM LABORATORIES
SUPPORTING CUSTOMS SERVICES
17 TO 21 OCTOBER 2011
WARSAW, POLAND**

PROVISIONAL PROGRAMME

Time	Activity
<i>Sunday, 16 October</i>	
	Arrival of participants
<i>Monday, 17 October</i>	
08:00 – 08:30	Registration and distribution of background materials
08:30 – 09:00	Welcome address
09:00 – 10:00	The Chemical Weapons Convention and Verification Annex
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:00	The contribution of the Polish customs service to chemical safety in the European Union
11:00 – 11:30	Overview of the course programme and objectives
11:30 – 12:45	Introduction of participants, discussion, expectations
12:45 – 13:30	<i>Lunch</i>
13:30 – 14:30	Administrative and safety rules during the training
14:30 – 16:00	Visit to the IPO laboratories, presentation of techniques and equipment
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 18:00	Preparation for the practical exercises: schedule, participants' preferences, rules, supervisors
<i>Tuesday, 18 October</i>	
09:00 – 10:30	Chemical structure and properties of scheduled chemicals
10:30 – 10:50	<i>Coffee/tea break</i>
10:50 – 12:00	Methods of separation and explanation of the structure of organic compounds
12:00 – 13:00	<i>Lunch</i>
13:00 – 17:00	Practical exercises in laboratories
17:00 – 18:00	Overview of exercise result, wrap-up of the day's activities
<i>Wednesday, 19 October</i>	
09:00 – 10:00	Customs-service laboratories in Poland: organisation, tasks, methods, and equipment
10:00 – 14:00	Visit to the Central Laboratory of the Polish customs service
14:00 – 14:30	<i>Lunch</i>
<i>Thursday, 20 October</i>	
09:00 – 10:15	Role of the OPCW Laboratory in sampling and analysis-related activities under the Convention
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:00	Methods of detection and analysis of scheduled chemicals at various concentration levels
12:00 – 13:00	<i>Lunch</i>

13:00 – 17:00	Practical exercises in laboratories
17:00 – 18:00	Overview of the exercise result, wrap-up of the day's activities
<i>Friday, 21 October</i>	
09:00 – 13:00	Practical exercises in laboratories
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	The OPCW as an international cooperation platform in the area of expertise of analysis of chemical warfare agents
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Evaluation and knowledge transfer session – discussion, lessons learned and suggestions. Wrap-up of the training
17:00 – 19:00	<i>Break</i>
19:00 – 21:00	Reception and distribution of certificates
<i>Saturday, 22 October</i>	
	Departure of participants

Annex 2

**REGIONAL COURSE FOR ANALYTICAL CHEMISTS FROM LABORATORIES
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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, 2517 JR The Hague, the Netherlands, so that it is received **no later than 7 September 2011**.

SECTION 1. PERSONAL AND CONTACT DETAILS			
Family name of nominee *			
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			

* 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.

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 subject		
	Dates attended	From	To
	Degree or qualification earned		
2.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification earned		
3.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification earned		
4.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification earned		
5.	Name and location of institution		
	Main subject		
	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.

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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.		
Please list the major items of analytical equipment in your laboratory and clearly state whether your institution/laboratory has GC and/or GC-MS equipment.			
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.....			
SECTION 4. PREFERRED EXERCISES			
Please select the four exercises that you prefer / are most closely related to your work, out of the five choices below:			
1. Gas chromatography–mass spectrometry (GC-MS)			<input type="checkbox"/>
2. High-performance liquid chromatography with diode-array detection (HPLC with DAD)			<input type="checkbox"/>
3. Fourier transform infrared (FTIR) spectroscopy			<input type="checkbox"/>
4. Use of portable FTIR spectrometer (mobile IR) for identification of unknown substances			<input type="checkbox"/>
5. Physiochemical properties of selected dangerous phosphorus, salt and fluorine (PSF) chemicals: combustibility, self-ignition and thermogravimetry			<input type="checkbox"/>

SECTION 5. 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 6. SUPPORTING DOCUMENTATION

Please attach the following documents to your application:

- (a) a letter of recommendation from your supervisor, which speaks to your qualifications in 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 7. SIGNATURE OF APPLICANT

Signature: _____ Date: _____

SECTION 8. 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: _____

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