



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1239/2015

5 February 2015

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**COURSE FOR MEMBER STATES IN THE LATIN AMERICA AND CARIBBEAN
REGION ON THE ANALYSIS OF CHEMICALS RELATED TO THE CHEMICAL
WEAPONS CONVENTION IN THE FRAMEWORK OF OPCW PROFICIENCY TESTING
MADRID, SPAIN
18 – 29 MAY 2015**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the OPCW wishes to invite applications from representatives of laboratories in Member States in the Latin America and Caribbean region to attend a course on the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”), and related compounds, and on how the results of these analyses are reported during OPCW proficiency testing. The course will be held at the Laboratorio de Verificación de Armas Químicas, LAVEMA, of the Instituto Tecnológico La Marañosa, Madrid, Spain, from 18 to 29 May 2015.
2. The course will be organised by the Laboratorio de Verificación de Armas Químicas, LAVEMA, of the Instituto Tecnológico La Marañosa, with the support of the OPCW, and 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 participants’ practical skills in analysing chemicals related to the Convention, and using gas chromatography (GC) and gas chromatography-mass spectrometry (GC-MS). Participants will first be given an introduction to the chemicals related to the Convention, sample preparation techniques, and the theoretical aspects of GC and GC-MS. This will be followed by a presentation on sample analysis using GC equipment with different types of detectors, as well as GC-MS equipment. A discussion will then take place on how to interpret the mass spectra that have emerged as a result of the analyses. The participants will also familiarise themselves with how to maintain these instruments in a manner that ensures a high standard of performance. Finally, they will be instructed on how to report these results during OPCW proficiency tests. The skills provided by the course may be utilised in analysing different types of environmental samples containing various types of chemicals.



4. The course will consist of the following elements:
 - (a) the preparation of environmental samples;
 - (b) the properties of Convention-related chemicals;
 - (c) an introduction to GC and GC-MS equipment;
 - (d) the interpretation of mass spectra;
 - (e) exercises on sample preparation;
 - (f) the use of GC and GC-MS equipment;
 - (g) an introduction to the Convention and related compounds synthesis;
 - (h) an introduction to high-performance liquid chromatography/mass spectroscopy (HPLC-MS);
 - (i) exercises in quality assurance and the maintenance of instruments; and
 - (j) reporting of results during OPCW proficiency tests.
5. The course will accommodate a maximum of 15 participants from Member States in the Latin America and Caribbean region. The Secretariat will select participants in consultation with the Laboratorio de Verificación de Armas Químicas, LAVEMA, of the Instituto Tecnológico La Marañosa, and will notify the successful candidates, who will then receive an official invitation to participate from the Secretariat.
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 meals and incidental expenses, in accordance with OPCW rules. 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 meeting or that result from unauthorised changes to travel arrangements.
7. The Laboratorio de Verificación de Armas Químicas, LAVEMA, of the Instituto Tecnológico La Marañosa, will provide accommodation in Madrid for all participants. Information regarding the accommodation will be sent to participants, together with the invitation.
8. Participants are requested to obtain any necessary visas before travelling to Spain. 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 Area visas will be provided to participants once they have been selected.

9. Participants should:
- (a) hold a degree or diploma in chemistry or analytical chemistry from a recognised university/institution;
 - (b) have at least three years of work experience in analytical chemistry or other relevant fields;
 - (c) have experience working with either GC or GC-MS techniques; and
 - (d) be citizens of Member States of the Latin America and Caribbean region.
10. The workshop and exercises will be conducted in Spanish, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of both written and spoken Spanish.
11. Applicants from laboratories in Member States in the Latin America and Caribbean region are invited to complete the application form that is included as the Annex to this Note, 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 Permanent Representation of the applicant's country to the OPCW, should be sent to 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 e-mail to icb@opcw.org (quoting "Spain Course, La Marañosa, 2015" in the subject line). All applications must be received by the Secretariat **no later than 13 March 2015**.
12. Additional information may be obtained from the International Cooperation Branch, International Cooperation and Assistance Division, at the e-mail address icb@opcw.org or at the contact telephone numbers given below:

Ms Julia González Rodríguez: +31 (0)70 416 3239

Mr Sergey Zinoviev: +31 (0) 70 416 3611

Annex: Application form (English only)

Annex

**COURSE FOR MEMBER STATES IN THE LATIN AMERICA AND CARIBBEAN
REGION ON THE ANALYSIS OF CHEMICALS RELATED TO
THE CHEMICAL WEAPONS CONVENTION IN THE FRAMEWORK OF
OPCW PROFICIENCY TESTING
MADRID, SPAIN
18 – 29 MAY 2015**

APPLICATION FORM

Applicants should submit the completed form, together with a detailed curriculum vitae and a recommendation from the National Authority or Permanent Representation of their State Party to the OPCW, by **13 March 2015** to:

The Head, International Cooperation Branch,
International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands

Email: icb@opcw.org

All documentation must be received **no later than 13 March 2015**.

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	Postcode	
		City		
		Country		
13.	E-mail address			
14.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		

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

** For this and all similar items, please tick the appropriate box.

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?
17.	Do you wish to be sponsored by the OPCW?	Yes <input type="checkbox"/> No <input type="checkbox"/>
18.	Would you like your name to be placed on our database for other courses?	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, and referring to your curriculum vitae as necessary.	
20.	Please list the major items of analytical equipment in your laboratory.	
21.	National Authority/Permanent Representative Endorsement	

Applicant's Signature: _____ Date: _____

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