

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS
FOR A COURSE ON ANALYTICAL SKILLS DEVELOPMENT
AT THE SWEDISH DEFENCE RESEARCH AGENCY (FOI)
UMEÅ, SWEDEN
24 AUGUST – 4 SEPTEMBER 2015**

Purpose of the course

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that in 2015 it will hold an analytical-skills-development course (ASDC), at the Swedish Defence Research Agency (FOI) in Umeå, Sweden, from 24 August to 4 September 2015. The aim of the course is to assist qualified analytical chemists from Member States whose economies are developing or in transition in acquiring further experience and practical knowledge; to facilitate the analysis of chemicals related to national implementation of the Chemical Weapons Convention (hereinafter “the Convention”); to enhance national capacities in these Member States by offering training in analytical chemistry to personnel from industry, academic institutions, and government laboratories; to facilitate the adoption of good laboratory practices; and to broaden the pool of human resources from which National Authorities and the Secretariat can draw in the future.

Content

2. The ASDC course will have two parts:
 - (a) The first week will be focussed on basic training, and on gaining hands-on experience in gas chromatography (GC) and gas chromatography-mass spectrometry (GC-MS). Participants will receive theoretical and practical training in GC and GC-MS, covering hardware, system validation and optimisation, and trouble-shooting; and
 - (b) The focus during the second week will be on the preparation of environmental samples and on GC and GC-MS analyses of such samples for chemicals related to the Convention. During this week, participants will be provided with intensive hands-on training in the preparation of different sample matrices for later analysis by GC with element-selective detectors and by GC-MS in electron-impact and chemical-ionisation modes. Participants will also be introduced to a range of extraction, clean-up, and derivatisation procedures.



3. The ASDC course will accommodate a maximum of twenty participants from Member States whose economies are developing or are in transition. The Secretariat will select the participants based on their qualifications and experience. Only selected candidates will be notified by the Secretariat.

Sponsorship

4. The cost of the course itself, as well as 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.

Admission requirements

5. The course is open to those who:
 - (a) have a minimum of a first degree (BSc or equivalent) in chemistry or analytical chemistry from a recognised university or institution, with relevant practical and theoretical experience in analytical chemistry, especially in GC and GC-MS;
 - (b) are citizens of Member States that are developing or in transition; and
 - (c) have been working in a chemical laboratory or research institution in their home country for at least **five** years.
6. 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 may not be allowed to continue in the course.

Selection procedure

7. Applications will be carefully screened on the basis of the criteria specified in paragraph 5 above. Only the most suitable applicants will be interviewed. **Applicants who have already participated in ASDC programmes will NOT be considered for selection.**

Application procedure

8. Interested candidates are invited to apply for the ASDC by filling out, in English only, the form that is annexed to this Note. It should then be submitted to the Secretariat, via their National Authority or the Permanent Representation of their country to the OPCW, **no later than 6 July 2015**. The application should be sent to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands or emailed to **icb@opcw.org**. In this case, the subject line of the email should contain the words "FOI-Analytical-skills-development course, 2015".
9. The application form must be accompanied by the following:
 - (a) a curriculum vitae;
 - (b) a one-page description of the candidate's practical experience;

- (c) a letter of recommendation from the supervisor of the candidate in his or her institution that addresses the candidate's qualifications in the light of paragraph 5 above, and attests to the relevance of the course to the work of the institution; and
 - (d) endorsement from the National Authority.
10. Incomplete or improperly filled-out applications cannot be considered.
11. Additional information about this programme may be obtained from Mr Rohan Perera, Senior International Cooperation Officer, or Mr Patrick Häggman, in the International Cooperation Branch. Mr Häggman's contact details are as follows:

Tel.: +31 (0)70 416 3274

Email: icb@opcw.org

Annex: Application Form

Annex

**CALL FOR NOMINATIONS
FOR A COURSE ON ANALYTICAL SKILLS DEVELOPMENT
AT THE SWEDISH DEFENCE RESEARCH AGENCY (FOI)
UMEÅ, SWEDEN
24 AUGUST – 4 SEPTEMBER 2015**

APPLICATION FORM

1. Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.
2. Applicants should complete sections 1 to 4, attach the documents listed in section 5, and sign the form at section 6. The form should then be sent 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 6 July 2015**.

Please type or use BLOCK LETTERS.

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			
Email 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 obtained, starting with the most recent.		
1.	Name and location of institution	
	Main field(s) of study	
	Dates attended	From <input type="text"/> To <input type="text"/>
	Degree or qualification obtained	<input type="text"/>
2.	Name and location of institution	
	Main field(s) of study	
	Dates attended	From <input type="text"/> To <input type="text"/>
	Degree or qualification obtained	<input type="text"/>
3.	Name and location of institution	
	Main field(s) of study	
	Dates attended	From <input type="text"/> To <input type="text"/>
	Degree or qualification obtained	<input type="text"/>
4.	Name and location of institution	
	Main field(s) of study	
	Dates attended	From <input type="text"/> To <input type="text"/>
	Degree or qualification obtained	<input type="text"/>
5.	Name and location of institution	
	Main field(s) of study	
	Dates attended	From <input type="text"/> To <input type="text"/>
	Degree or qualification obtained	<input type="text"/>
SECTION 3. EMPLOYMENT HISTORY		
What is your profession?	<input type="text"/>	
Please give a brief description of your current work.		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

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 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 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 personal identification 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: _____