



NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS
FOR THE FIRST OFFICIAL OPCW BIOMEDICAL PROFICIENCY TEST**

1. Following the decision by the Executive Council (EC-80/DEC.4, dated 8 October 2015) regarding the designation of laboratories for the analysis of authentic biomedical samples and the guidelines for the conduct of biomedical proficiency tests, the Technical Secretariat is initiating a proficiency testing programme for biomedical sample analysis.
2. The Director-General wishes to inform Member States of the schedule and arrangements for the First Official OPCW Biomedical Proficiency Test.
3. For the First Official OPCW Biomedical Proficiency Test, the dispatch of the samples is expected on 26 February 2016 from the Netherlands. The OPCW Laboratory will prepare the test samples and evaluate the test results for this first test.
4. Member States are invited to nominate laboratories with interest and/or expertise in the analysis of biomedical samples for participation in the test. Nominations should be sent to the OPCW Laboratory via e-mail (biopt@opcw.org) no later than 8 February 2016.
5. The nomination should contain the following information:
 - (a) the full name and address of the laboratory;
 - (b) the detailed sample delivery address (if different);
 - (c) the name, telephone number, and e-mail address of the laboratory contact person; and
 - (d) any other special requirements or information needed to ensure sample delivery.
6. The nomination form that is annexed to this document may be used for submitting the nominations.
7. Participants are requested to submit analysis reports within 15 calendar days of receiving the samples.



8. Participants are requested to contact the OPCW Laboratory through an e-mail to biopt@opcw.org before the sample dispatch date to confirm their contact details for the test sample delivery.
9. Participants are also requested to arrange internal customs clearance procedures for the samples in order to prevent any unnecessary delays during the sample delivery process.
10. The First Official OPCW Biomedical Proficiency Test will be conducted in accordance with the following set of quality-management system documents:
 - (a) “Standard Operating Procedure for the Organisation of OPCW Biomedical Proficiency Tests” (QDOC/LAB/SOP/BioPT01);
 - (b) “Work Instruction for the Preparation of Test Samples for OPCW Biomedical Proficiency Tests” (QDOC/LAB/WI/BioPT02);
 - (c) “Work Instruction for the Evaluation of Results of OPCW Biomedical Proficiency Tests” (QDOC/LAB/WI/BioPT03); and
 - (d) “Work Instruction for the Reporting of the Results of the OPCW Biomedical Proficiency Tests” (QDOC/LAB/WI/BioPT04).
11. A meeting to discuss the preliminary results of the First Official OPCW Biomedical Proficiency Test is tentatively scheduled for 25 May 2016 at the OPCW Headquarters in The Hague, the Netherlands.
12. Further information regarding participation in the First Official OPCW Biomedical Proficiency Test may be obtained from the OPCW Laboratory, Rijswijk, the Netherlands (Tel: +31 15 215 4605 or +31 15 215 4624; e-mail: biopt@opcw.org).

Annex: Nomination Form for the First Official OPCW Biomedical Proficiency Test

Annex**NOMINATION FORM FOR THE
FIRST OFFICIAL OPCW BIOMEDICAL PROFICIENCY TEST****Nomination deadline: 8 February 2016**

Name of the laboratory	
Address of the laboratory	
Nature of work related to the Chemical Weapons Convention	
Quality system management and accreditation body, if any	
Full sample delivery address (if different from the laboratory address)	
Special requirements for sample delivery (e.g. customs requirements, preferred courier agency)	
Primary contact person's name, telephone number and e-mail address	
Second contact person's name, telephone number and e-mail address	
Name, signature, and affiliation of the person nominating the laboratory	
Approval of the National Authority (official seal and signature)	