



S/1360/2016  
29 February 2016  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**COURSE ON THE ENHANCEMENT OF LABORATORY SKILLS  
IN LABORATORY QUALITY MANAGEMENT  
HELSINKI, FINLAND  
5 – 16 SEPTEMBER 2016**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN), the Director-General wishes to invite applications from representatives of laboratories in Member States to attend a two-week course on the enhancement of skills in laboratory quality management, to be held at VERIFIN, the University of Helsinki, Finland, from 5 to 16 September 2016.
2. During the course, the quality standard for testing laboratories (general requirements for the competence of testing and calibration laboratories, ISO/IEC 17025:2005) is studied in detail. The standard is examined through lectures and practical work. Prior to the course, the participants are asked to supply their current laboratory quality manual, if they already have one. The aim is that during the course the participants continue working with their own quality manual or start to prepare it. This course is meant to be a tailored two-week course and the teaching will be individualised for each participant's institute. The course may be followed by expert-assistance visits to the participating laboratories for the audit of their laboratory quality system.
3. The course will accommodate a maximum of six participants from Member States whose economies are developing or in transition. The Technical Secretariat (hereinafter "the Secretariat") will select the participants in consultation with VERIFIN.
4. For all participants, the Secretariat will cover the costs of international travel, medical insurance, and visas, and will provide a terminal allowance and a daily allowance for meals and incidental expenses. When making international travel arrangements, the Secretariat will seek the most economical options. It will purchase tickets and send the e-tickets to the participants. The Secretariat will not cover expenses unrelated to the course or that result from unauthorised changes to travel arrangements.
5. The Secretariat will also pay for the accommodation that VERIFIN will reserve for all participants in a hotel close to the centre of Helsinki. Participants must cover the costs of any other hotel expenses they incur. Further information on hotel reservations will be communicated to the participants following the selection.



6. Participants are requested to obtain any necessary visas before travelling to Finland. As noted above, the Secretariat will cover the costs of these visas by reimbursing participants upon production of original receipts. VERIFIN will send information to the selected participants on applying for Schengen visas.
7. All course activities will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the English language, both written and oral.
8. Applicants from laboratories in Member States are invited to complete the form annexed hereto, making sure to provide all the information it requests, including contact details. To facilitate communication with the Secretariat and VERIFIN, each applicant must provide a valid email address. The completed form, together with a curriculum vitae and a recommendation from the National Authority or from the Permanent Representation of the applicant's country, should either be emailed to [icb@opcw.org](mailto:icb@opcw.org) or posted to the Head, International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. All applications must be received by the Secretariat **no later than 27 May 2016**.
9. Additional information about application and sponsorship procedures may be obtained from the OPCW by writing to the address given above, by sending an email message to [icb@opcw.org](mailto:icb@opcw.org), or by telephoning Mr Rohan Perera at +31 (0)70 416 3615 or Mr Patrick Häggman at +31 (0) 70 416 3274. Additional information on the course itself can also be found on the VERIFIN website, [www.verifin.helsinki.fi](http://www.verifin.helsinki.fi). Any questions about the content of the course or about local arrangements may be addressed to Ms Karoliina Joutsiniemi at VERIFIN by sending an email message to [karoliina.joutsiniemi@helsinki.fi](mailto:karoliina.joutsiniemi@helsinki.fi).

Annex:           Application Form

**Annex****COURSE ON THE ENHANCEMENT OF LABORATORY SKILLS  
IN LABORATORY QUALITY MANAGEMENT****HELSINKI, FINLAND  
5 – 16 SEPTEMBER 2016****APPLICATION FORM**

Applicants should complete and sign this form and submit it, together with a curriculum vitae and a recommendation from the National Authority or the Permanent Representation of their country, to both addresses below.

All materials must be received no later than **27 May 2016**, addressed to:

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

Phone: +31 (0)70 416 3274; Email: [icb@opcw.org](mailto:icb@opcw.org) and Karoliina Joutsiniemi, VERIFIN P.O. Box 55, FIN-00014, University of Helsinki, Finland

Email: [karoliina.joutsiniemi@helsinki.fi](mailto:karoliina.joutsiniemi@helsinki.fi)

**Please type or use BLOCK LETTERS**

Family name*			
First name(s)			
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			
Areas of expertise			
Employer			
Contact address (Please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			

\* Please give the first and family names 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
Have you previously participated in a course/event of this kind?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?
Do you wish to be sponsored by the OPCW?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please briefly describe your practical and work experience related to the laboratory quality management, making sure to mention the analytical techniques you are familiar with (Please attach a detailed curriculum vitae).	
Please list the major items of analytical equipment in your laboratory.	
Signature: _____	Date: _____