## **Technical Secretariat**



S/1384/2016 18 May 2016 ENGLISH only

### NOTE BY THE TECHNICAL SECRETARIAT

# CALL FOR NOMINATIONS FOR A COURSE ON ANALYTICAL SKILLS DEVELOPMENT AT THE SWEDISH DEFENCE RESEARCH AGENCY (FOI) UMEÅ, SWEDEN 22 AUGUST - 2 SEPTEMBER 2016

#### Purpose of the course

1. The OPCW Technical Secretariat (hereinafter "the Secretariat") wishes to inform Member States that in 2016 it will hold an analytical skills development course (ASDC) at the Swedish Defence Research Agency (FOI) in Umeå, Sweden from 22 August to 2 September 2016. The aims of the course are 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 will have two parts:
  - (a) The first week will be focused 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 troubleshooting.
  - (b) The second week will be focused 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 will accommodate a maximum of 20 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. The Secretariat encourages qualified female candidates to apply for this course.

## **Sponsorship**

4. The cost of the courses themselves, 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 whose economies 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 the form that is annexed to this Note (in English only). The form should then be submitted to the Secretariat via the candidates' National Authority or Permanent Representation of their country to the OPCW no later than 4 July 2016. Applications should be sent by post to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands or by email to icb@opcw.org. The subject line of the email should contain the words "FOI analytical skills development course 2016".

- 9. Application forms 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 by 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 P. Perera, Senior International Cooperation Officer, or from Mr Patrick Häggman in the International Cooperation Branch. The contact details are as follows:

Telephone: +31 (0)70 416 3274

Email: patrick.haggman@opcw.org or rohan.perera@opcw.org

Annex: Application Form

#### Annex

# COURSE ON ANALYTICAL SKILLS DEVELOPMENT AT THE SWEDISH DEFENCE RESEARCH AGENCY (FOI) UMEÅ, SWEDEN 22 AUGUST – 2 SEPTEMBER 2016

#### 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 4 July 2016.**

Please type or use BLOCK LETTERS

SECTION 1. PERSONAL AND CONTACT DETAILS				
Family name of nominee*				
First name(s)*				
Work address				
TT 11				
Home address				
Date of birth	Day	Month	Vacan	
	Day	Monui	Year	
Citizenship				
Gender**	Male	Female		
Passport number				
Date of issue	Day	Month	Year	
Date of expiry	Day	Month	Year	
Place of issue				
Email address				
Telephone numbers,	Home			
including country and city	Work			
codes	Mobile			
Fax numbers, including	Home			
country and city codes	Work			

<sup>\*</sup> 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.

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	То			
	Degree or					
	qualification obtained					
2.	Name and location of					
	institution					
	Main field(s) of study					
	Dates attended	From	То			
	Degree or					
	qualification obtained					
3.	Name and location of					
	institution					
	Main field(s) of study					
	Dates attended	From	То			
	Degree or					
	qualification obtained					
4.	Name and location of					
	institution					
	Main field(s) of study					
	Dates attended	From	То			
	Degree or					
	qualification obtained					
5.	Name and location of					
	institution					
	Main field(s) of study					
	Dates attended	From	То			
	Degree or					
	qualification obtained					
SE	CTION 3. EMPLOYMI	ENT HISTORY				
	at is your profession?					
Ple	ase give a brief description	on of your current work.				

D1 <sub>c</sub>	aga ligt balass all masts -	you have hald starting with the	a most recent		
Please list below all posts you have held, starting with the most recent.					
1.	Employer Title				
		Engas	То		
_	Dates	From	10		
2.	Employer				
	Title	E	T.		
	Dates	From	То		
3.	Employer				
	Title				
	Dates	From	То		
4.	Employer				
	Title		1		
	Dates	From	То		
5.	Employer				
	Title				
	Dates	From	То		
6.	Employer				
	Title				
	Dates	From	То		
Ha	ve you participated in	Yes	No 🗌		
	OPCW programmes	If yes, please give details.			
in 1	ast five years?				
Ha	ve you applied for any	Yes	No 🗌		
oth	er support from the	If yes, please give details.			
OP	CW?				
Ple	ase list the major analyt	tical equipment in your laborate	atory and clearly state whether your		
inst	titution/laboratory has G	C and/or GC-MS equipment.			
SE	CTION 4. SUPPORTI	NG STATEMENT			
Ple	ase state briefly why ye	ou are applying for the cours	se, and indicate what you expect to		
gain from it and how it would benefit your work, your institution, and your country.					

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 the light of paragraph 5 of the cover 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:			