

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR A COURSE  
FOR MEMBER STATES IN THE AFRICA REGION  
ON ANALYTICAL SKILLS DEVELOPMENT AT THE FINNISH INSTITUTE FOR  
VERIFICATION OF THE CHEMICAL WEAPONS CONVENTION (VERIFIN)  
HELSINKI, FINLAND  
20 - 31 MARCH 2017****Purpose of the course**

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States of the Africa Region that in 2017 it will hold an analytical skills development course (ASDC) at the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) in Helsinki, Finland from 20 to 31 March 2017. The aims of the course are: to assist qualified analytical chemists from African Member States 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 focus on basic training and 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 focus 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 African Member States. The Secretariat will select the participants based on their qualifications and experience, and only selected candidates will be notified.

### **Sponsorship**

4. The cost of the courses themselves and for 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 candidates 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 African Member States; 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, and candidates must therefore have a strong written and oral command of this language. 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. Only selected candidates will be notified by the Secretariat.

### **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. The form should then be submitted to the Secretariat, via their National Authority or the Permanent Representation of their country to the OPCW, **no later than 30 January 2017**. The application should be sent to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands. Applications may also be emailed to **icb@opcw.org** and the subject line of the email should contain the words “VERIFIN—Analytical skills development course, 2017”.
9. The application form must be accompanied by:
  - (a) a curriculum vitae;
  - (b) a one-page description of the candidate’s practical experience;

- (c) a letter of recommendation from the candidate's supervisor at his or her institution, addressing the candidate's qualifications in accordance with paragraph 5 above and attesting to the relevance of the course to the work of the institution;
  - (d) a photocopy of the personal identification pages of the candidate's passport; and
  - (e) an 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 Perera, Senior International Cooperation Officer in the International Cooperation Branch, who can be reached by telephone at +31 (0)70 416 3615 or by email at [icb@opcw.org](mailto:icb@opcw.org).

Annex: Application Form

**Annex****ANALYTICAL SKILLS DEVELOPMENT COURSE 2017  
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 Branch, OPCW, Johan de Wittlaan 32, 2517 JR, The Hague, the Netherlands, so that it is received **no later than 30 January 2017**.

**Please type or use BLOCK LETTERS**

<b>SECTION 1. PERSONAL AND CONTACT DETAILS</b>			
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
Date of expiry	Day	Month	Year
Place of issue			
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		

\* 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.





