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S/1463/2017

14 February 2017

ENGLISH and SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**COURSE FOR MEMBER STATES IN THE LATIN AMERICA AND THE  
CARIBBEAN REGION ON THE ANALYSIS OF CHEMICALS RELATED TO  
THE CHEMICAL WEAPONS CONVENTION IN THE FRAMEWORK  
OF OPCW PROFICIENCY TESTING  
MADRID, SPAIN  
5 – 16 JUNE 2017**

1. The Technical Secretariat of the OPCW (hereinafter “the Secretariat”) wishes to invite applications from representatives of laboratories in Member States in the Latin American and the Caribbean region (GRULAC) to attend a course on the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”) and related compounds, and on how the results of these analyses are reported during OPCW proficiency testing. The course will be held at the Laboratorio de Verificación de Armas Químicas (LAVEMA) of the Instituto Nacional de Técnica Aeroespacial in Madrid, Spain, from 5 to 16 June 2017.
2. The course will be organised by LAVEMA with the support of the OPCW, and is intended both for laboratories that are active, or plan to become active, in the analysis of chemicals related to the Convention, and for those that are participating, or intend to participate, in the OPCW proficiency test.
3. The goal of the course is to improve participants’ practical skills in analysing chemicals related to the Convention, and in using gas chromatography (GC) and gas chromatography-mass spectrometry (GC-MS). Participants will first be given an introduction to the chemicals related to the Convention, sample preparation techniques, and the theoretical aspects of GC and GC-MS. This will be followed by a presentation on sample analysis using GC equipment with different types of detectors, as well as GC-MS equipment. A discussion will then take place on how to interpret the mass spectra that have emerged as a result of the analyses. The participants will also familiarise themselves with how to maintain these instruments in a manner that ensures a high standard of performance. Finally, they will be instructed on how to report these results during the OPCW proficiency tests. The skills provided by the course may be used in analysing different types of environmental samples containing various types of chemicals.



4. The course will consist of the following elements:
  - (a) the preparation of environmental samples;
  - (b) the properties of Convention-related chemicals;
  - (c) an introduction to GC and GC-MS equipment;
  - (d) the interpretation of mass spectra;
  - (e) exercises on sample preparation;
  - (f) the use of GC and GC-MS equipment;
  - (g) an introduction to the Convention and related compounds synthesis;
  - (h) an introduction to high-performance liquid chromatography/mass spectrometry (HPLC-MS);
  - (i) an introduction to the Quality Assurance System according to standard ISO/IEC 17025:2005;<sup>1</sup> and
  - (j) the reporting of results during OPCW proficiency tests.
5. The course will accommodate a maximum of 15 participants from Member States in the GRULAC region. The Secretariat will select participants in consultation with LAVEMA and will notify the successful candidates, who will then receive an official invitation to participate from the Secretariat.
6. For all participants, the Secretariat will cover the costs of international travel, medical insurance, and visas, and will provide a terminal allowance, as well as a daily allowance to cover meals and incidental expenses, in accordance with OPCW rules. When making international travel arrangements, the Secretariat will seek the most economical options. The Secretariat will not cover expenses unrelated to the course or those resulting from unauthorised changes to travel arrangements.
7. LAVEMA will provide accommodation in Madrid for all participants. Information regarding the accommodation will be sent to participants together with the invitation.
8. Participants are requested to obtain necessary visas before travelling to Spain. As noted above, the Secretariat will cover the costs of visas. It will reimburse participants upon production of original receipts. Information on applying for Schengen Area visas will be provided to participants once they have been selected.

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<sup>1</sup> International Organization for Standardization/International Electrotechnical Commission standard ISO/IEC 17025:2005 – General requirements for the competence of testing and calibration laboratories.

9. Participants should:
  - (a) hold a degree or diploma in chemistry or analytical chemistry from a recognised university/institution;
  - (b) have at least three years of work experience in analytical chemistry or other relevant fields;
  - (c) have experience working with either GC or GC-MS techniques; and
  - (d) be citizens of Member States of the GRULAC region.
10. The course will be conducted in Spanish, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of both written and spoken Spanish.
11. Female candidates are encouraged to apply.
12. Applicants from laboratories in Member States in the GRULAC region are invited to complete the application form that is included as the Annex to this Note, making sure to provide all the information it requests, including contact details. The completed form, together with a detailed curriculum vitae and a recommendation from the National Authority or the Permanent Representation of the applicant's country to the OPCW, 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 submitted by email to [icb@opcw.org](mailto:icb@opcw.org) (with a reference to "Spain Course, LAVEMA, 2017" in the subject line). All applications must be received by the Secretariat **no later than 6 March 2017**.
13. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division, OPCW, at the email address [icb@opcw.org](mailto:icb@opcw.org) or through the contact telephone numbers given below:

Ms Julia González Rodríguez: +31 (0)70 416 3239

Mr Sergey Zinoviev: +31 (0) 70 416 3611

Annex: Application form (English only)

**Annex**

**COURSE FOR MEMBER STATES IN THE LATIN AMERICA AND  
THE CARIBBEAN REGION ON THE ANALYSIS OF CHEMICALS  
RELATED TO THE CHEMICAL WEAPONS CONVENTION  
IN THE FRAMEWORK OF OPCW PROFICIENCY TESTING  
MADRID, SPAIN  
5 – 16 JUNE 2017**

**APPLICATION FORM**

Applicants should submit the completed form, together with a detailed curriculum vitae and a recommendation from the National Authority or the Permanent Representation of their country to the OPCW, **by 6 March 2017** to:

The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Email: [icb@opcw.org](mailto:icb@opcw.org)

All documentation must be received **no later than 6 March 2017**.

**Please type or use BLOCK LETTERS**

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|--|-------------------------------|---------------------------------|------|
| 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 |
| Date of expiry   | Day                           | Month                           | Year |
| Place of issue   |                               |                                 |      |
| Areas of expertise   |                               |                                 |      |
|  |                               |                                 |      |
|  |                               |                                 |      |
| Employer   |                               |                                 |      |
|  |                               |                                 |      |
| Contact address<br>(Please do not give a<br>post-office box<br>number) | Street                        |                                 |      |
|  | Number                        | Postcode                        |      |
|  | City                          |                                 |      |
|  | Country                       |                                 |      |
| Email address  |                               |                                 |      |
| Telephone numbers,<br>including country and<br>city codes              | Home                          |                                 |      |
|  | Work                          |                                 |      |
|  | Mobile                        |                                 |      |

\* Please give the first and family names exactly as they appear in the nominee's passport.

\*\* For this and all similar items, please tick the appropriate box.

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| Have you previously participated in a course of this kind?   | Yes <input type="checkbox"/> No <input type="checkbox"/><br>If so, when and where? |
| Do you wish to be sponsored by the OPCW?   | Yes <input type="checkbox"/> No <input type="checkbox"/>                           |
| Would you like your name to be placed on our database for other courses?   | Yes <input type="checkbox"/> No <input type="checkbox"/>                           |
| Please briefly describe your practical and work experience, making sure to mention the analytical techniques you are familiar with, and referring to your curriculum vitae as necessary. |  |
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| Please list the major items of analytical equipment in your laboratory.  |  |
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| <b>National Authority/Permanent Representative Endorsement</b>   |  |
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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_