

**NOTE BY THE TECHNICAL SECRETARIAT****CALL FOR NOMINATIONS FOR A COURSE FOR ANALYTICAL CHEMISTS  
FROM LABORATORIES SUPPORTING CUSTOMS SERVICES  
OPCW LABORATORY, RIJSWIJK, THE NETHERLANDS  
28 MAY – 1 JUNE 2018****Purpose of the course**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the OPCW wishes to inform Member States that it will hold a course on the development of analytical skills for analytical chemists supporting customs services. The course is scheduled to be held at the OPCW Laboratory in Rijswijk, the Netherlands, from 28 May to 1 June 2018. The aim of the course is to assist qualified analytical chemists from laboratories that are in Member States whose economies are either developing or in transition and that support, or plan to support, customs services or offices in acquiring further experience and practical knowledge of the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”). In addition, the course will facilitate the adoption of good laboratory practices for the implementation of the Convention. The course will accommodate 10 participants.

**Content**

2. The training course will include a variety of lectures and laboratory work. The lectures will cover general aspects of the OPCW, the Convention, and the Verification Annex to the Convention. It will also cover the chemical structure and properties of scheduled chemicals, the methods of separation and structure elucidation, and the detection and analysis of scheduled chemicals at various concentration levels.
3. Practical laboratory work will include:
  - (a) gas chromatography-mass spectrometry (GC-MS) and analyte identification using the Automated Mass Spectrometry Deconvolution and Identification System (AMDIS) and the OPCW Central Analytical Database (OCAD);
  - (b) sampling and sample preparation methods for GC-MS analysis; and
  - (c) hand-held Fourier transform infrared (FTIR) and Raman spectroscopy for rapid identification.



### **Sponsorship**

4. The cost of the course and of 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 while the course is being conducted, in accordance with OPCW rules.
5. Participants are requested to obtain any necessary visas, including Schengen Area travel visas, before travelling to Netherlands. The Secretariat will cover the costs of these visas by reimbursing participants upon production of the original receipts. The Secretariat will also send information to the selected participants on how to apply for Schengen Area visas.

### **Admission requirements**

6. 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, including the use of GC and GC-MS;
  - (b) are citizens of Member States considered to be either developing countries or countries with economies in transition; and
  - (c) have at least three years of experience in an analytical laboratory, and currently work in a chemical laboratory providing support to customs services in their home country.
7. Applications will be reviewed only after being endorsed by the National Authority of the Member State (see section 7 of the application form).
8. The course will be conducted in English. Candidates must therefore have a good command of both written and spoken English. Any candidate who, upon arrival, is found not to meet this requirement might not be allowed to continue with the course.
9. Participants will be required to sign both a set of terms and conditions for participation in the course and a confidentiality agreement with the OPCW.

### **Application procedure**

10. Interested candidates are invited to fill out, in English only, the application form in Annex 2 to this Note and to submit it to the Secretariat via their National Authority or the Permanent Representation of their country to the OPCW. Applications must be received **no later than 1 April 2018**, and should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Applications should also be submitted by email to [icb@opcw.org](mailto:icb@opcw.org) with a reference to "Customs Laboratory Training" in the subject line of the message.

11. Applications must be accompanied by:
  - (a) a curriculum vitae;
  - (b) a one-page description of the candidate's practical experience (especially with respect to experience with GC and GC-MS and knowledge of chemicals relevant to the Convention); and
  - (c) a letter of recommendation from the supervisor of the candidate in his or her institution that addresses the candidate's qualifications in relation to paragraph 6 above and attests to the relevance of the course to the work of the institution.
12. Applications that are incomplete or incorrectly filled out cannot be considered.
13. Additional information about this course may be obtained from Ms Halimatussaadiah Mat Som, International Cooperation Officer (Tel: +31 (0) 70 416 3260; Email: [halimatus.matsom@opcw.org](mailto:halimatus.matsom@opcw.org)).

Annex 1: Provisional Programme  
Annex 2: Application Form

## Annex 1

**COURSE FOR ANALYTICAL CHEMISTS  
FROM LABORATORIES SUPPORTING CUSTOMS SERVICES  
OPCW LABORATORY, RIJSWIJK, THE NETHERLANDS  
28 MAY – 1 JUNE 2018**

**PROVISIONAL PROGRAMME**

Time	Activity
<b><i>Sunday, 27 May 2018</i></b>	
	Arrival of participants
<b><i>Monday, 28 May 2018</i></b>	
09:00 – 09:15	Registration
09:15 – 09:45	Welcome address
09:45 – 10:00	<i>Coffee/tea break</i>
10:00 – 10:30	Safety briefing
10:30 – 11:30	Introduction to the OPCW and the Convention and its Verification Annex
11:30 – 13:00	Scheduled chemicals and their chemistry
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Analysis strategy
14:30 – 15:00	Element-specific detectors
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 16:15	Sampling collection: Handling of toxic chemicals, chain of custody and security
16:15 – 17:00	Sample preparation
17:00 – 17:30	Tour of the OPCW Laboratory
<b><i>Tuesday, 29 May 2018</i></b>	
09:00 – 09:30	Retention indices
09:30 – 10:00	AMDIS and NIST <sup>1</sup>
10:00 – 10:30	OCAD
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 12:00	Practical uses of AMDIS and the OCAD for analyte identification
12:00 – 13:00	<i>Lunch</i>
13:00 – 17:00	Practical session: Working with and troubleshooting GC-MS instruments
<b><i>Wednesday, 30 May 2018</i></b>	
09:00 – 10:00	Hand-held instruments: FTIR, Raman, and LCD 3.3
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 12:00	Practical session: working with hand-held instruments
12:00 – 13:00	<i>Lunch</i>
13:00 – 15:00	Portable GC-MS instruments: Possibilities and limitations
15:00 – 15:15	<i>Coffee/tea break</i>
15:15 – 18:00	Discussion on analysis instruments: Portable vs laboratory-based instruments

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<sup>1</sup>

National Institute of Standards and Technology of the United States Department of Commerce.

<b><i>Thursday, 31 May 2018</i></b>	
09:00 – 18:00	Visit to a customs laboratory
<b><i>Friday, 1 June 2018</i></b>	
09:00 – 10:00	Role of customs in supporting the Convention
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 11:15	Role of analytical chemistry, specifically sampling and analysis, in the support of both customs and the Convention
11:15 – 13:00	Group work: How do we proceed from here?
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Evaluation and knowledge transfer session: – Discussion – Lessons learned and suggestions – Wrap-up of the training
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Closing ceremony
<b><i>Saturday, 2 June 2018</i></b>	
	Departure of participants

**Annex 2**

**COURSE FOR ANALYTICAL CHEMISTS  
FROM LABORATORIES SUPPORTING CUSTOMS SERVICES  
OPCW LABORATORY, RIJSWIJK, THE NETHERLANDS  
28 MAY – 1 JUNE 2018**

**APPLICATION FORM**

Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.

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.

The National Authority or the Permanent Representation should complete section 7 and forward the form to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, so that it is received **no later than 1 April 2018**.

**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			

\* Please give the first names and family names exactly as they appear in the applicant'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		
<b>SECTION 2. EDUCATION AND TRAINING</b>			
Please list each degree or other qualification you have obtained, starting with the most recent.			
1.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification obtained		
2.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification obtained		
3.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification obtained		
4.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification obtained		
5.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree or qualification obtained		

<b>SECTION 3. EMPLOYMENT HISTORY</b>			
What is your profession?			
Please give a brief description of your current work.			
Please list below all posts you have held, starting with the most recent.			
1.	Employer		
	Title		
	Dates	From	To
2.	Employer		
	Title		
	Dates	From	To
3.	Employer		
	Title		
	Dates	From	To
4.	Employer		
	Title		
	Dates	From	To
5.	Employer		
	Title		
	Dates	From	To
Have you received financial or other support from the OPCW within the past three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If yes, please give details.		
Have you applied for any other support from the OPCW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If yes, please give details.		
Please list the major items of analytical equipment in your laboratory. Please state clearly whether your institution/laboratory has GC and/or GC-MS equipment.			
Do you have knowledge of Convention-related chemicals and their analysis? If yes, please give details.			



**SECTION 4. SUPPORTING STATEMENT**

Please state briefly why you are applying for the course, and indicate both what you expect 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 speaks to your qualifications in light of paragraph 6 of the Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution;
- (b) an up-to-date 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. ENDORSEMENT BY THE NATIONAL AUTHORITY OR THE  
PERMANENT REPRESENTATION TO THE OPCW**


Signature, with seal or stamp, of an authorised  
representative of the National Authority or of the  
Permanent Representation to the OPCW

\_\_\_\_\_ Date: \_\_\_\_\_