



NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A BASIC ANALYTICAL
CHEMISTRY COURSE FOR WOMEN CHEMISTS
RIJSWIJK, NETHERLANDS
26 – 28 JUNE 2018**

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that it will hold a basic analytical chemistry course for women chemists at the OPCW Laboratory in Rijswijk, the Netherlands, from 26 to 28 June 2018.
2. The aim of the analytical chemistry course is to assist qualified women analytical chemists from Member States whose economies are developing or in transition in acquiring further knowledge and experience, specifically as it relates to the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”), and to facilitate the adoption of good laboratory practices and quality standards.
3. The three-day course will focus on basic training in gas chromatography-mass spectrometry (GC-MS), and will include study/demonstration tours related to the use of these and other techniques for the analysis of chemicals related to the Convention.
4. The analytical chemistry course is open to women who:
 - (a) have a minimum of a first degree (BSc or equivalent) in analytical chemistry, chemistry, or related chemical sciences from a recognised university or institution, with relevant practical and theoretical experience in analytical chemistry;
 - (b) have experience working with GC-MS techniques;
 - (c) are citizens of Member States whose economies are developing or in transition; and
 - (d) have been working in a chemical laboratory or research institution in their home country for **at least three years**.
5. 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 their participation in the event.



6. Applications will be carefully screened on the basis of the criteria specified in paragraphs 4 and 5 above. Applicants who have already participated in the OPCW Analytical Skills Development Course programme **will not be considered for the analytical chemistry course.**
7. Member States are welcome to nominate participants for whom sponsorship is not required.
8. The Secretariat expects to be able to sponsor a maximum of 10 participants for the course. All sponsored participants must be citizens of 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.
9. Each application form should specify whether sponsorship is a condition of the nominee's participation. All applications from Member States must be formally endorsed by the National Authority.
10. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance, and will provide a limited subsistence allowance to cover meals and sundry expenses. The Secretariat will also arrange and pay for the accommodation of sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate that as soon as possible, so that the Secretariat does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
11. The Secretariat will not pay for medical assistance. Therefore, participants should be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the events.
12. When making travel arrangement for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. Sponsored participants shall bear all costs resulting from any changes they make once the Secretariat has purchased the tickets. Non-sponsored participants will be requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive no earlier than **Monday, 25 June 2018** and to depart no later than **Friday, 29 June 2018.**
13. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Rijswijk. The Secretariat will cover the costs of these visas by reimbursing sponsored participants upon production of original receipts.
14. Candidates who are interested in applying for the analytical chemistry course are invited to fill out the application form in the Annex to this Note.

15. Applications that are incomplete or improperly filled out cannot be considered. Application forms must be accompanied by the following:
 - (a) a photocopy of the personal identification pages of the candidate's passport;
 - (b) an up-to-date curriculum vitae;
 - (c) a one-page description of the candidate's practical experience;
 - (d) (for analytical chemistry course candidates only) a letter of recommendation from the candidate's supervisor that addresses her qualifications and attests to the relevance of the course to the work of the institution; and
 - (e) an endorsement from the National Authority of the candidate's country.

16. Applications should be submitted to the Secretariat, via the respective Member State's National Authority or Permanent Representation to the OPCW, **no later than Monday, 30 April 2018**. Once endorsed, the Permanent Representation should then send the application to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Applications may also be sent by email to icb@opcw.org indicating "Women in Chemistry" in the subject line of the message. Please be advised that participants must present an OPCW acceptance letter in order to register for the events.

17. Additional information about this programme may be obtained from Ms Halimatussaadiyah Mat Som, International Cooperation Officer, (Tel: +31 (0)70 416 3260; email: halimatus.matsom@opcw.org).

Annex: Application Form

Annex

A BASIC ANALYTICAL CHEMISTRY COURSE FOR WOMEN CHEMISTS RIJSWIJK, NETHERLANDS 26 – 28 JUNE 2018

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 and sign the form in section 5. 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 6.
3. The National Authority or the Permanent Representation should complete section 6 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 30 April 2018**.

Please type or use BLOCK LETTERS

SECTION 1. PERSONAL AND CONTACT DETAILS			
Family name of nominee ¹			
First name(s) ¹			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
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		

¹ Please give the first and family names exactly as they appear in the nominee's passport.

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
6.	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 and clearly state whether your institution/laboratory has GC and/or GC-MS equipment.			
SECTION 4. SUPPORTING STATEMENT			
Please state briefly why you are applying for the course, and indicate both what you expect to gain from it and how it would benefit your work, your institution, and your country.			
SECTION 5. SIGNATURE OF APPLICANT			
Signature: _____		Date: _____	

SECTION 6. 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: _____