



S/1633/2018

6 June 2018

ENGLISH and FRENCH only

NOTE BY THE TECHNICAL SECRETARIAT**CALL FOR NOMINATIONS FOR AN ANALYTICAL CHEMISTRY COURSE IN FRENCH UNDER THE PROGRAMME TO STRENGTHEN COOPERATION WITH AFRICA ON THE CHEMICAL WEAPONS CONVENTION TO BE HELD AT INRAP LABORATORIES IN TUNISIA
16 – 26 OCTOBER 2018****Purpose of the course**

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform French-speaking African Member States that in 2018 it will hold an analytical chemistry course in French under the Programme to Strengthen Cooperation with Africa on the Chemical Weapons Convention at the National Institute for Research and Physical and Chemical Analysis (INRAP), Tunisia, from 16 to 26 October 2018.
2. The aims of the course are to: assist qualified analytical chemists from French-speaking African Member States in acquiring further experience and practical knowledge; facilitate the analysis of chemicals related to national implementation of the Chemical Weapons Convention (hereinafter “the Convention”); enhance national capacities in these Member States by offering training in analytical chemistry to personnel from industry, academic institutions, and government laboratories; facilitate the adoption of good laboratory practices; and broaden the pool of human resources from which National Authorities and the Secretariat can draw in the future.
3. The course is intended for chemistry professionals from industry, government, or academia who are involved in the analysis, synthesis, or quality control of chemicals relevant to the Convention. The course will enable participants to gain a sound working knowledge of the principles, procedures, and applications of gas chromatography (GC) and gas chromatography-mass spectrometry (GC-MS) for the analysis of chemicals related to the Convention. The course will accommodate a maximum of 15 participants.

Content

4. This analytical skills development course (ASDC) will have two parts:
 - (a) The first week will focus on basic training and gaining hands-on experience in GC and GC-MS. Participants will receive theoretical and practical training in GC and GC-MS, and will address 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 chemical samples relevant to the Convention. During this week, participants will be provided with intensive hands-on training in the preparation of different sample matrices for subsequent analysis using GC with element-selective detectors, and using GC-MS in electron-impact and chemical-ionisation modes. Participants will also be introduced to a range of extraction, clean-up, and derivatisation procedures.
5. The ASDC will accommodate a maximum of 15 participants from French-speaking African Member States. The Secretariat will select the participants based on their qualifications and experience. Only selected candidates will be notified by the Secretariat.

Sponsorship

6. The cost of the course and accommodation for all participants will be covered by the Secretariat, using a voluntary contribution from the European Union. This voluntary contribution will also cover international travel, the provision of a daily subsistence allowance, and medical and travel insurance for all participants for the duration of the course.
7. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to participants. Participants are required to arrive **no earlier than Monday, 15 October 2018** and to depart **no later than Saturday, 27 October 2018**. The agreement of the Secretariat is required for any changes to the arrival and departure dates. **The Secretariat will not cover expenses unrelated to the seminar or that result from changes to travel arrangements that have not been authorised.** Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
8. Participants are requested to obtain any necessary visas, including transit visas, before travelling to Tunisia. The Secretariat will also send information to selected participants on applying for Tunisian visas.

Admission requirements

9. Participants should:
- (a) hold a degree or diploma in chemistry or analytical chemistry from a recognised university or institution;
 - (b) have at least three years of work experience in analytical chemistry or another relevant field;
 - (c) have experience working with either GC or GC-MS techniques; and
 - (d) be citizens of French-speaking African Member States.

10. All course activities will be conducted in French, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the French language, both written and oral.
11. Participants may be required to sign a set of terms and conditions for participation in the course and a confidentiality agreement with the OPCW.

Selection procedure

12. Applications will be carefully screened on the basis of the criteria specified in paragraph 9 above. Only the most suitable applicants will be interviewed. Eligible candidates from laboratories that have sought or are receiving support under the Laboratory Assistance Programme are especially encouraged to apply.

Application procedure

13. Applicants from laboratories in French-speaking African Member States are invited to complete the application form that is included as the Annex to this Note, making sure in particular to provide all requested contact details. To facilitate communication with the Secretariat and with INRAP Laboratories, each applicant must provide an email address or a fax number. The completed form, together with a curriculum vitae and a recommendation from the National Authority or the Permanent Representation of the applicant's country, 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 (icb@opcw.org).
14. All applications must be received by the Secretariat **no later than 14 September 2018**. Additional information may be obtained from the International Cooperation Branch, International Cooperation and Assistance Division, at the contact telephone numbers given below.

Mr Rohan Perera: +31 (0)70 416 3615

Mr Farid Tata: +31 (0)70 416 3807

Annex: Application Form

Annex

**ANALYTICAL CHEMISTRY COURSE IN FRENCH UNDER THE
PROGRAMME TO STRENGTHEN COOPERATION
WITH AFRICA ON THE CHEMICAL WEAPONS CONVENTION
TO BE HELD AT INRAP LABORATORIES IN TUNISIA
16 – 26 OCTOBER 2018**

APPLICATION FORM

Please submit the completed form, along with a brief curriculum vitae,
by 14 September 2018 to:

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

1. Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.
2. Applicants should attach the documents listed in section 5 below, complete sections 1 to 6, and send the form either to their National Authority or to the Permanent Representation of their country to the OPCW in The Hague, with a request that one of them 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 (email: icb@opcw.org). The completed form, together with the nominee's curriculum vitae and the required recommendation, must be received by the Secretariat **no later than 14 September 2018**.

Please type or use BLOCK LETTERS

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

¹

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

Gender ²	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
E-mail address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
SECTION 2. EDUCATION AND TRAINING			
Please list each degree or other qualification you have earned, starting with the most recent.			
1.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
2.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
3.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
4.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		
5.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification earned		

2

For this and all like items, please tick the appropriate box.

SECTION 3. EMPLOYMENT HISTORY			
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
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 so, please give details.	

Have you applied for any other support from the OPCW?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, please give details.	

Would you like your name to be placed on our database for other courses?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

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, confirming your qualifications in light of paragraph 9 of the Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution where you are employed;
- (b) an updated curriculum vitae;
- (c) a one-page description of your practical experience; and
- (d) a photocopy of the specification 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**

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

_____ Date: _____