



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/980/2012

1 February 2012

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**COURSE ON THE ENHANCEMENT OF LABORATORY SKILLS IN USING
NUCLEAR MAGNETIC RESONANCE SPECTROSCOPY TO ANALYSE
CHEMICALS RELATED TO THE CHEMICAL WEAPONS CONVENTION
HELSINKI, FINLAND
7 – 18 MAY 2012**

1. On behalf of the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) and the OPCW, the Director-General wishes to invite applications from representatives of laboratories in Member States to attend a two-week course on the enhancement of skills in analysing chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”) using nuclear magnetic resonance spectroscopy (NMR), to be held at VERIFIN, the University of Helsinki, Finland, from 7 to 18 May 2012.
2. The course, which will be organised by VERIFIN with the support of the OPCW, is intended for laboratories that are active or planning to become active in the analysis of chemicals related to the Convention, and for those that are participating or intending to participate in OPCW proficiency testing.
3. The goal of the course is to improve the practical skills needed in using NMR spectroscopy to analyse chemicals related to the Convention. For this reason, participants must have previous experience using NMR. The course will most benefit those who regularly use NMR spectroscopy in their work, or who are planning to do so in the near future. Previous participation on any courses organised by VERIFIN will be considered an advantage. Participants will first be introduced to the preparation of samples and the theoretical aspects of NMR. They will then be given demonstrations of NMR techniques, and will pair up to do practical exercises.
4. The course will consist of the following elements:
 - (a) preparation of samples;
 - (b) theory of NMR;
 - (c) demonstrations of NMR techniques;
 - (d) practical exercises; and
 - (e) quality assurance and maintenance of instruments.



5. The course will accommodate a maximum of four participants from Member States whose economies are developing or are in transition. The Technical Secretariat (hereinafter “the Secretariat”) will select participants in consultation with VERIFIN.
6. For all participants, the Secretariat will cover the costs of international travel, medical insurance, and visas, and will provide a terminal allowance and a daily allowance for meals and incidental expenses. When making international travel arrangements, the Secretariat will seek the most economic options. It will purchase tickets and send either the tickets themselves or prepaid-ticket advice or e-tickets to the participants. The Secretariat will not cover expenses unrelated to the course or resulting from unauthorised changes to travel arrangements.
7. The Secretariat will also pay for the accommodation that VERIFIN will reserve for all participants in a hotel close to the centre of Helsinki. Participants must cover the costs of any other hotel expenses they incur. Further information on hotel reservations can be obtained from the contact person at VERIFIN, Mr Harri Koskela, whose contact details are given in paragraph 11 below.
8. Participants are requested to obtain any necessary visas before travelling to Finland. As noted above, the Secretariat will cover the costs of these visas by reimbursing participants upon production of original receipts. VERIFIN will send information to the selected participants on applying for Schengen visas.
9. All course activities will be conducted in English, and no interpretation services of any kind will be provided. Participants are therefore expected to have a good command of the English language, written and oral.
10. Applicants from laboratories in Member States are invited to complete the form annexed hereto, making sure to provide all the information requested, including contact details. To facilitate communication with the Secretariat and VERIFIN, each applicant must provide an e-mail address or a fax number. The completed form, together with a curriculum vitae and a recommendation from the National Authority or from the Permanent Representation of the applicant’s country, should be posted to the Head, International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, or faxed to +31 (0)70 416 3279 or +31 (0)70 306 3535, or e-mailed to icb@opcw.org. All applications must be received by the Secretariat **no later than 7 March 2012**.
11. Additional information about application and sponsorship procedures may be obtained from the OPCW by writing to the postal address above, or e-mailing icb@opcw.org, or by telephoning Mr Patrick Häggman on +31 (0)70 416 3274. Additional information on the course itself can also be found on the VERIFIN website, www.verifin.helsinki.fi. Any questions concerning the content of the course or local arrangements in Helsinki may be addressed to Mr Harri Koskela at VERIFIN by faxing a message to +358 (0)9 191 50437, or e-mailing Harri.T.Koskela@helsinki.fi.

Annex: Application Form

Annex

**COURSE ON THE ENHANCEMENT OF LABORATORY SKILLS
IN USING NUCLEAR MAGNETIC RESONANCE SPECTROSCOPY
TO ANALYSE CHEMICALS RELATED TO THE
CHEMICAL WEAPONS CONVENTION
HELSINKI, FINLAND
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APPLICATION FORM

Applicants should complete and sign the form below and submit it, together with a curriculum vitae and recommendation from the National Authority or Permanent Representation of their country, to the address below. All materials must be received **no later than 7 March 2012**.

Head, International Cooperation Branch, International Cooperation and Assistance Division,
OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: +31 (0)70 416 3279 or +31 (0)70 306 3535; e-mail: icb@opcw.org

Please use BLOCK LETTERS

1.	Family name*			
2.	First name(s)			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Areas of expertise			
11.	Employer			
12.	Contact address (Please do not give a post-office box number)	Street		
		Number	Post code	
		City		
		Country		
13.	E-mail address			
14.	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		

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

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

15.	Fax numbers, including country and city codes	Home
		Work
16.	Have you previously participated in a course/event of this kind?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?
17.	Do you wish to be sponsored by the OPCW?	Yes <input type="checkbox"/> No <input type="checkbox"/>
18.	Please briefly describe your practical and work experience, making sure to mention the analytical techniques you are familiar with. (Please attach a detailed curriculum vitae)	
19.	Please list the major items of analytical equipment in your laboratory	

Signature: _____

Date: _____