



S/1978/2021
30 July 2021
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT**CALL FOR NOMINATIONS
FOR AN ANALYTICAL SKILLS DEVELOPMENT COURSE
HYDERABAD, INDIA
6 – 10 DECEMBER 2021****Purpose of the course**

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that it will hold an online analytical skills development course in collaboration with the Indian Institute of Chemical Technology in Hyderabad, India, from 6 to 10 December 2021. The aims of the course are to: assist qualified analytical chemists from Member States with economies that are developing or in transition 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 online 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.

Content

2. The online analytical skills development course will accommodate a maximum of 20 participants from Member States with economies that are developing or in transition. The Secretariat will select the participants based on their qualifications and experience. Only selected candidates will be notified by the Secretariat. The Secretariat encourages qualified female candidates to apply for this course.
3. This training programme is aimed at offering theoretical and experimental knowledge in the analysis of chemicals related to the Convention. The course includes basic lectures and demonstrations of sample preparation of environmental samples and analysis using gas chromatography (GC) and gas chromatography-mass spectrometry (GC-MS) techniques. Lecture topics include an introduction to Convention-related chemicals; nomenclature; classical sample preparation techniques for the extraction of Convention-related chemicals from environmental samples; clean-up procedures; derivatisation procedures; principles and components of GC and various detectors; the theory of GC-MS under electron ionisation (EI) and chemical ionization (CI); automated mass spectral deconvolution and identification system (AMDIS) and National Institute of Standards and Technology (NIST) searching; GC-retention index (GC-RI) calculation; introduction to liquid chromatography-mass spectrometry



techniques; the OPCW proficiency testing programme and challenges; and the OPCW reporting mechanism. The demonstrations (live streaming and videos) include the operation of GC with nitrogen phosphorous and flame photometric detectors; GC-MS under EI and CI conditions; sample preparation of organic, water, and soil samples; sample analysis by GC and GC-MS; data analysis by AMDIS; GC-RI calculation; and data reporting in accordance with the OPCW proficiency testing programme.

Admission requirements

4. 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, especially in GC and GC-MS;
 - (b) are citizens of Member States whose economies are developing or in transition; and
 - (c) have been working in a chemical laboratory or research institution in their home country for at least five 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 not to meet this requirement upon arrival may not be allowed to continue the course.

Selection procedure

6. Applications will be carefully screened on the basis of the criteria specified in paragraph 4 above. Only the most suitable applicants will be interviewed. Applicants who have already participated in analytical skills development programmes **will not be considered** for selection.

Application procedure

7. Interested applicants from National Authorities and their relevant stakeholders are invited to apply online through Eventus—the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants should create an account in Eventus and then register for the training course. Please note that all questions marked with an asterisk (*) in the online form must be answered and an endorsement letter from the National Authority must be attached in order for the nomination to be received and for the candidate to be considered for this event. The endorsement form, which is attached to this Note as Annex 2, must be uploaded during the course registration process. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to email the application form (Annex 1) along with the endorsement from the National Authority to icb@opcw.org, with a reference to the name and location of the event in the subject line of the message. All applications must be received by the Secretariat **no later than 4 October 2021**.

8. Application forms must be accompanied by the following:
 - (a) a curriculum vitae;
 - (b) a one-page description of the candidate's practical experience;
 - (c) a letter of recommendation from the supervisor of the candidate in his or her institution that addresses the candidate's qualifications in accordance with paragraph 4 above and attests to the relevance of the course to the work of the institution; and
 - (d) an endorsement by the National Authority.
9. Incomplete or improperly completed applications cannot be considered.
10. Additional information about the seminar may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the OPCW. The OPCW contact persons for the seminar are Mr Rohan Perera (Tel: +31 (0)70 416 3615) and Ms Ting Zhang (Tel: +31 (0)70 416 3534); they may also be reached by email (rohan.perera@opcw.org).
11. Candidates selected for this online training course will automatically qualify for the in-person training in 2022.

Annexes:

- Annex 1: Application Form
Annex 2: Endorsement Form

Annex 1

**ANALYTICAL SKILLS DEVELOPMENT COURSE
INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY
HYDERABAD, INDIA
6 – 10 DECEMBER 2021**

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, 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 the endorsement form (Annex 2).
3. The National Authority or the Permanent Representation should complete the endorsement form (Annex 2) and upload to the Eventus platform **no later than 4 October 2021**.

Please type or use BLOCK LETTERS

SECTION 1. PERSONAL AND CONTACT DETAILS			
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			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		

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

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

SECTION 5. SUPPORTING DOCUMENTATION

Please attach the following documents to your application:

- (a) a letter of recommendation from your supervisor, which confirms your qualifications in accordance with paragraph 4 of the cover Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution at which you are working;
- (b) an updated 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: _____

Annex 2

**ANALYTICAL SKILLS DEVELOPMENT COURSE
INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY
HYDERABAD, INDIA
6 – 10 DECEMBER 2021**

ENDORSEMENT BY THE NATIONAL AUTHORITY

This form must be signed, duly sealed, and uploaded when submitting your application online
(<https://apps.opcw.org/eventus>)

Please type or use BLOCK LETTERS

I, _____, Head/Chief Coordinator of the
National Authority of the State Party of _____, on behalf
of the Government of _____, hereby endorse the application
of Mr/Ms _____, holding
the position/designation of _____
in the Office/Division/Branch of _____,
as indicated in the attached application form, for participation in the analytical skills
development course organised by the Indian Institute of Chemical Technology in Hyderabad,
India, from 6 to 10 December 2021.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: