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ENGLISH only

## NOTE BY THE TECHNICAL SECRETARIAT

### LABORATORY EQUIPMENT MAINTENANCE COURSE FOR MEMBER STATES OF THE OPCW IN THE AFRICA REGION WROCLAW, POLAND 9 – 13 DECEMBER 2024

#### PURPOSE OF THE COURSE

1. The Technical Secretariat of the OPCW (the Secretariat) wishes to inform Member States in the Africa region that it will hold a laboratory equipment maintenance course from 9 to 13 December 2024 in Wroclaw, Poland. The course will be co-organised by the OPCW and Wroclaw University of Science and Technology, with support from the National Authority of Poland.
2. The objective of the course is to assist qualified personnel (namely, analytical chemists from industry, academic institutions, and government laboratories) in acquiring the experience and practical knowledge needed to develop their capacity to perform basic preventive and curative maintenance of laboratory equipment, and to facilitate the adoption of good practices in the area of preventive maintenance of equipment in analytical chemistry laboratories. This training is being implemented within the scope of the capacity-building programmes on the peaceful applications of chemistry under Article XI of the Chemical Weapons Convention.

#### COURSE CONTENT

3. The five-day programme will include theoretical lectures as well as practical sessions, among others on:
  - (a) the theory of gas chromatography-mass spectrometry (GC-MS) systems and the operating principles related thereto (electron ionisation and chemical ionisation mode), hardware considerations, tuning, mass calibration and instrument validation, and troubleshooting;
  - (b) sampling, sample preparation methods and GC-MS analysis, including spectra interpretation;
  - (c) aspects that lead to equipment failure in the event of an incident;
  - (d) the repair of parts and supplies for in-house use;
  - (e) basic information for GC-MS systems maintenance, the importance of maintenance schedules, and preventive maintenance plans; and
  - (f) practical steps in troubleshooting and other relevant aspects of laboratory maintenance.



4. The workshop will accommodate a maximum of 10 participants from OPCW Member States in the Africa region. Participants will be selected based on their qualifications and experience.

#### **ADMISSION REQUIREMENTS**

5. The workshop is open to those who:
  - (a) have a minimum of a first degree (BSc or equivalent) in chemical or environmental sciences or technologies or engineering from a recognised university or institution;
  - (b) have been working in research or academic institutions, chemical industry, or governmental agencies for at least one year; and
  - (c) are currently using GC and GC-MS equipment.
6. The workshop will be conducted in English. Candidates must therefore have a strong command of both written and spoken English.

#### **SELECTION PROCEDURE**

7. Applications will be carefully screened on the basis of the criteria specified in paragraphs 5 and 6 above. The Secretariat may decide to interview applicants.

#### **APPLICATION PROCEDURE**

8. Interested candidates are invited to submit their applications through Eventus—the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants must first create an account and then register for the event. Each application must be endorsed digitally in the Eventus platform by the respective National Authority or Permanent Representation of the applicant's country to the OPCW. Only nominations endorsed by the National Authority or Permanent Representation may be considered. The National Authorities are strongly encouraged to support and endorse applications from suitable female candidates for the course.
9. Applications must be accompanied by the following:
  - (a) an updated curriculum vitae;
  - (b) a photocopy of the personal identification pages of the candidate's passport;
  - (c) a one-page description of the candidate's practical experience; and
  - (d) a letter of recommendation from the supervisor of the candidate at his or her institution addressing the candidate's qualifications in line with paragraphs 5 and 6 above and attesting to the relevance of the course to the work of the institution.
10. Applications must be submitted to the Secretariat **no later than 22 October 2024**. Incomplete or improperly completed applications cannot be considered.
11. Additional information may be obtained by email from the International Cooperation Branch of the OPCW. The contact persons are Mr Farid Tata, Project Assistant (Email: [farid.tata@opcw.org](mailto:farid.tata@opcw.org)), and Mr Roman Warchol, Senior Programme Officer (Email: [roman.warchol@opcw.org](mailto:roman.warchol@opcw.org)).