

**OPCW****Technical Secretariat**

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ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT**CALL FOR NOMINATIONS FOR TWO LABORATORY
SKILLS ENHANCEMENT COURSES AT THE FINNISH INSTITUTE
FOR VERIFICATION OF THE CHEMICAL WEAPONS CONVENTION
HELSINKI, FINLAND
15 – 26 SEPTEMBER 2025****PURPOSE OF THE COURSES**

1. The OPCW Technical Secretariat (the Secretariat) wishes to inform Member States that in 2025 it will hold two courses on the enhancement of laboratory skills at the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) in Helsinki, Finland. The courses, which will focus on the analysis of chemicals related to the Chemical Weapons Convention (the Convention), are intended for qualified analytical chemists from Member States with economies that are developing or in transition, and are aimed at:
 - (a) assisting them in acquiring further experience and practical knowledge;
 - (b) facilitating the analysis of chemicals related to national implementation of the Convention;
 - (c) enhancing national capacities in these Member States by offering training in analytical chemistry to personnel from industry, academic institutions, and government laboratories;
 - (d) facilitating the adoption of good laboratory practices; and
 - (e) broadening the pool of human resources from which National Authorities and the Secretariat can draw in the future.

COURSES

2. Both courses, to be held from 15 to 26 September 2025, are aimed at enhancing laboratory skills, one in liquid chromatography-mass spectrometry (LC-MS) and the other in nuclear magnetic resonance (NMR).



COURSE ON THE ENHANCEMENT OF LABORATORY SKILLS IN LIQUID CHROMATOGRAPHY-MASS SPECTROMETRY (CW LC-MS)

3. The goal of the course is to improve practical skills in analysing chemicals related to the Convention through LC-MS. For this reason, participants should have previous experience using LC and/or LC-MS. Participants will first be introduced to the preparation of samples and the theoretical aspects of LC and LC-MS. They will then be given demonstrations of LC and LC-MS 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 LC and LC-MS;
 - (c) demonstrations of LC and LC-MS techniques;
 - (d) practical exercises; and
 - (e) quality assurance and the maintenance of instruments.
5. The course will accommodate a maximum of four participants from Member States with economies that are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

COURSE ON THE ENHANCEMENT OF LABORATORY SKILLS IN NUCLEAR MAGNETIC RESONANCE (CW NMR)

6. The CW NMR course is aimed at improving the practical skills needed when using NMR spectroscopy to analyse chemicals related to the Convention. Therefore, participants must have previous experience using NMR. The course will be of benefit to those who regularly use NMR spectroscopy in their work, or who are planning to do so in the near future. Previous participation in 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.
7. The CW NMR 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.

8. The course will accommodate a maximum of four participants from Member States with economies that are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

SPONSORSHIP

9. The cost of the courses, as well as accommodation for sponsored participants, will be covered by the Secretariat. In addition, the Secretariat will pay for international travel, meals, and medical and travel insurance for sponsored participants.
10. The Secretariat will not pay for medical assistance. Therefore, participants should be fit for travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event. Only selected candidates will be notified by the Secretariat.
11. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to the participants. The Secretariat will not cover expenses that are not related to the courses or that result from changes to travel arrangements that it has not authorised. Sponsored participants must bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
12. Participants are responsible for obtaining any necessary visas (including transit visas) before travelling to Finland.

ADMISSION REQUIREMENTS

13. It is important to reiterate that the analytical skills development courses offered by the OPCW are aimed at building the analytical capacities for chemicals relevant to the Convention.
14. Member States and National Authorities are strongly encouraged to support and endorse the applications or nominations of suitable female candidates for the courses.
15. The courses are 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, including:
 - (i) NMR (for the CW NMR course); and
 - (ii) LC-MS (for the CW LC-MS course);
 - (b) are citizens of Member States with economies that 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.

16. The courses 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 in the courses.

SELECTION PROCEDURE

17. Applications will be carefully screened on the basis of the criteria specified in paragraphs 15 and 16 above. Only selected candidates will be notified by the Secretariat.

APPLICATION PROCEDURE

18. Interested candidates are invited to submit their applications through Eventus, the OPCW event management platform (<https://apps.opcw.org/eventus>). Applicants must first create an account and then register for the CW NMR or CW LC-MS course. Each application must be endorsed digitally on the Eventus platform by the respective National Authority or Permanent Representation of the nominee's country to the OPCW. Only nominations endorsed in this manner will be considered.
19. The application form must be accompanied by the following:
- (a) a 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 in his or her institution addressing the candidate's qualifications in line with paragraphs 15 and 16 above and attesting the relevance of the courses to the work of the institution.
20. Applications must be submitted in Eventus **no later than 27 February 2025**. Incomplete or improperly completed applications will not be considered. Additional information may be obtained from Mr Massimo de Rienzo, Senior Programme Officer (Email: massimo.derienzo@opcw.org) and Ms Rufaro Kambarami, Project Assistant (Email: rufaro.kambarami@opcw.org).
21. Candidates who have not been contacted by the OPCW by 31 May 2025 should consider that their application has been unsuccessful.