



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1205/2014

11 August 2014

ARABIC and ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A LABORATORY WORKSHOP
FOR THE MIDDLE EAST REGION TO BE HELD IN AQABA, JORDAN
19 – 30 OCTOBER 2014**

Purpose of the workshop

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States from the Middle East region that it will hold a laboratory workshop/training course for analytical chemistry professionals in English in 2014. The workshop will be supported jointly by the Secretariat and the Ben Hayyan-Aqaba International Laboratories (hereinafter “Ben Hayyan Laboratories”) in Aqaba, Jordan. The workshop itself will be held at the Ben Hayyan Laboratories.
2. The workshop is intended for chemistry professionals from industry, government, or academia who are involved in the analysis, synthesis, or quality control of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”). The workshop 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 workshop will accommodate a maximum of 12 participants.

Duration of the workshop

3. The workshop will be held from 19 to 30 October 2014. Successful candidates should be prepared to travel one or two days before the workshop begins in order to be able to register and complete pre-workshop formalities in a timely manner.

Content

4. The workshop will begin with the provision of basic training and hands-on experience in sample preparation, and with instruction in GC and GC-MS analytical techniques. This will include an explanation of the hardware involved, instrument testing and optimisation, basic maintenance, and troubleshooting.
5. The second part of the workshop will focus on the preparation of environmental samples and on how to use GC and GC-MS for the analysis of samples of chemicals related to the Convention. During this segment, participants will be provided with intensive hands-on training in the handling of different sample matrices for



subsequent analysis by GC with element-selective detectors and by GC-MS in electron ionisation mode. Participants will be introduced to the principles of conducting such analyses, as well as to a range of extraction, clean-up, and derivatisation procedures. Aspects on the importance of quality control of analytical data, including the use of libraries, will also be covered.

Sponsorship

6. The cost of the workshop, and of accommodation for all participants, will be covered by the Secretariat. In addition, the Secretariat will pay for international travel, visas, the provision of a daily subsistence allowance, and medical and travel insurance for all participants for the duration of the workshop.
7. Participants are requested to obtain any necessary visas, including travel visas, before travelling to Jordan. As noted above, the Secretariat will cover the costs of these visas by reimbursing participants upon production of the original receipts. The Secretariat will also send information to the selected participants on applying for Jordanian visas.

Admission requirements

8. Participants should:
 - (a) hold a degree or diploma in chemistry or analytical chemistry from a recognised university or institution;
 - (b) currently be working in a laboratory and have at least three years of work experience in analytical chemistry or in other relevant fields;
 - (c) have experience working with either GC or GC-MS techniques; and
 - (d) be citizens of OPCW Member States from the Middle East region.
9. All workshop 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, both written and oral.
10. Participants may be required to sign both a set of terms and conditions for participation in the workshop and a confidentiality agreement with the OPCW.

Selection procedure

11. Applications will be carefully screened on the basis of the criteria specified in paragraph 8 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

12. Applicants from laboratories from the Middle East 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 the contact details it requests. To facilitate communication

with the Secretariat and with the Ben Hayyan Laboratories, each applicant must provide an e-mail address. 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 Head, International Cooperation Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Applications may also be submitted by e-mail to: icb@opcw.org.

13. All applications must be received by the Secretariat **no later than 11 September 2014**. Additional information may be obtained from the International Cooperation Branch, International Cooperation and Assistance Division, at the contact telephone numbers given below.

Mr Dawsar Drissi: +31 (0)70 416 3592

Ms Anisoara Novacescu: +31 (0)70 416 3230

Annex: Application Form (English only)

Annex**LABORATORY WORKSHOP FOR THE MIDDLE EAST REGION****TO BE HELD IN, AQABA, JORDAN****19 – 30 OCTOBER 2014****APPLICATION FORM**

Please submit the completed form, along with a brief curriculum vitae,
by **11 September 2014** to:

The Head, International Cooperation Branch, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
E-mail: icb@opcw.org

Please type or use BLOCK LETTERS.

Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.

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.

The National Authority or the Permanent Representation should complete section 7 and forward the form to the International Cooperation Branch, OPCW, Johan de Wittlaan 32, NL 2517 JR The Hague, the Netherlands (e-mail: 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 **11 September 2014**.

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			
Gender ²	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			

¹ Please give the first and family names exactly as they appear in the nominee's passport.

² For this and all like items, please tick the appropriate box.

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		

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, which confirms your qualifications in light of paragraph 8 of the 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 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

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

_____ Date: _____