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F.No. M-21012/9/2019-TECH
Government of India
Cabinet Secretariat
National Authority Chemical Weapons Convention

1st Floor, Chanakya Bhawan, Chanakya Puri,
New Delhi, dated 15th March 2019

OFFICE MEMORANDUM

Subject: Call for Nominations for Two Courses on the Enhancement of Laboratory Skills at the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN), Helsinki, Finland, 9 – 20 September 2019 - regarding.

Please find enclosed herewith a copy of the TS Note S/1721/2019 dated 19th February 2019, received from Technical Secretariat, Organization for Prohibition of Chemical Weapons (OPCW), seeking nominations on the above mentioned subject.

2. It is therefore requested that, nominations of a suitable, qualified and experienced officer of an appropriate level may be sent to this office latest by 15th April 2019. Head of the concerned Department/ Organization may also certify that the applicant is clear from vigilance angle and that no departmental proceeding against the nominee is contemplated. It may also certified that the training Programme would enhance the skills of the implementation of CWC in India.

3. It is further informed that, the 'Revised Guidelines for OPCW sponsored Events' issued and hosted by National Authority Chemical Weapons Convention (NACWC), Delhi on its website must be followed while forwarding the nomination to this office. This is issued with the approval of the Competent Authority.

Yours Sincerely

Encl: As above


15th May 2019

(Amit Kumar Singh)

Technical Officer

Tel: 011-24675524

Email: amit.singh46@gov.in


To,

1. The Director General, Indian Chemical Council (ICC), Sir Vithaldas Chambers, 6th Floor, 16, Mumbai Samachar Marg, Mumbai - 400 001, Maharashtra, with a request to place the OM their website.
2. The President, Federation of Indian Chambers of Commerce & Industry (FICCI), 1, Federation House, Tansen Marg, Todermal Road Area, Mandi House, New Delhi-110001, with a request to place the OM their website.
3. The Joint Secretary (Disaster Management), Hall 'B' 3rd Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001, Phone- 011-23438087, Email- jsdm@nic.in

4. The Deputy Director General, Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, 344, A-wing, 3rd floor, Shastri Bhawan, New Delhi-110001, Phone- 011-23386752
5. The Joint Secretary (Plant Protection), Department of Agriculture Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, A-Wing, Krishi Bhavan, New Delhi-110001
6. The Director General (Life Sciences), Defence Research & Development Organization, Room No. 338, DRDO Bhawan, New Delhi-110011, Phone- 011-23014873, 23016976, Fax- 011-23014259, Email- dgls@hqr.drdo.in
7. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi-110001, Phone: 011- 23710472, 23717053, Fax: 011-23710618, Email: dgcsir@csir.res.in, dg@csir.res.in
8. The President, Confederation of Indian Industry (CII), The Mantosh Sondhi Centre, 23, Institutional Area, Lodi Road, New Delhi-110 003, with a request to place the OM on their website.
9. The Joint Secretary, Department of Science & technology, Technology Bhavan, New Mehrauli Road, Block C, Adchini, New Delhi-110016, Phone- 011-26590427, Email- bs.rawat57@nic.in
10. The Joint Secretary (Training) & CVO, Department of Defence, Ministry of Defence, South Block, Central Secretariat, Rajpath Marg, New Delhi-110011
11. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhavan, Raisina Road, Opposite Rail Bhavan, New Delhi-110001
12. The Joint Secretary, AYUSH Bhawan, B Block, GPO Complex, INA Colony, New Delhi-110023
13. The Joint Secretary (MSME), Ministry of Micro, Small and Medium Enterprises, HQ, Office of DC-MSME "A" Wing, 7th Floor, Room No. 712, Nirman Bhawan, New Delhi-110108
14. The Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110002
15. The Chairman, National Institute of Disaster Management, Paryavaran Parisar, E-5, Arera Colony, Bhopal, Madhya Pradesh-462016
16. The Vice Chancellor, Harcourt Butler Technical University, Nawabganj, Kanpur, Uttar Pradesh-208002
17. The Director, Indian Institutes of Technology-Gandhinagar, Vishwakarma Government Engineering College Complex, Chandkheda, Visat-Gandhinagar Highway, Ahmedabad, Gujarat-382424
18. The Director, Indian Institutes of Technology-Guwahati, Dr. Brajendra Nath Raychoudhury Road, IIT Guwahati-781039, Assam
19. The Director, Indian Institute of Technology-Hyderabad, Ordnance Factory Estate, Yeddumailaram-502205, Telangana
20. The Director, Indian Institute of Technology-Indore, IET-DAVV Campus: IIT INDORE (IITI), M-Block, IET-DAVV Campus, Khandwa Road, Indore-452 017, Madhya Pradesh
21. The Director, Indian Institute of Technology-Jodhpur, Old Residency Road, Ratanada, Jodhpur-342011, Rajasthan
22. The Director, Indian Institute of Technology-Kanpur, Kalyanpur, Kanpur-208016, Uttar Pradesh

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23. The Director, Indian Institute of Technology-Kharagpur, Kharagpur-721302, West Bengal
24. The Director, Indian Institute of Technology-Madras, IIT Post, Chennai-600036, Tamil Nadu
25. The Director, Indian Institute of Technology-Mandi, PWD Rest House, Near Bus Stand, Mandi-175001, Himachal Pradesh
26. The Director, Indian Institute of Technology-Patna, Navin Government Polytechnic Campus, Patliputra Colony, Patna-800 013, Bihar
27. The Director, Indian Institute of Technology-Roorkee, Roorkee-247667, Uttarakhand
28. The Director, Indian Institute of Technology-(Banaras Hindu University), Varanasi-221005, Uttar Pradesh
29. The Director, Indian Institute of Science, Bangalore-560 012, Karnataka
30. The Director, Indian Institutes of Technology Bhubaneswar, Samantapuri Rear side of Hotel Swosti Plaza, Bhubaneswar-751013, Orissa
31. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior-474002, Madhya Pradesh
32. The Director, Indian Institute of Chemical Technology, Uppal Road, Tarnaka, Hyderabad- 500007, Telangana
33. The Director, Institute of Pesticide Formulation Technology (IPFT), Udyog Vihar, Sector-20, Gurugram-122016, Haryana
34. Director, National Chemical Laboratory, Dr. Homi Bhabha Road, Pune-411 008, Maharashtra
35. The Director, Indian Institutes of Technology-Bombay, Powai, Mumbai-400076, Maharashtra
36. The Director, Indian Institutes of Technology-Delhi, Hauz Khas, New Delhi-110016
37. The Principal Secretary (Industry) (All the State/UT Governments of India)


15/Mar/2019
(Amit Kumar Singh)



S/1721/2019
19 February 2019
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR TWO COURSES ON THE ENHANCEMENT
OF LABORATORY SKILLS AT THE FINNISH INSTITUTE FOR VERIFICATION
OF THE CHEMICAL WEAPONS CONVENTION (VERIFIN)
HELSINKI, FINLAND
9 – 20 SEPTEMBER 2019**

Purpose of the courses

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that in 2019 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 are intended for qualified analytical chemists from Member States whose economies are developing or in transition, and are aimed at assisting them in acquiring further experience and practical knowledge; facilitating the analysis of chemicals related to national implementation of the Chemical Weapons Convention (hereinafter “the Convention”); enhancing national capacities in these Member States by offering training in analytical chemistry to personnel from industry, academic institutions, and government laboratories; facilitating the adoption of good laboratory practices; and broadening the pool of human resources from which National Authorities and the Secretariat can draw in the future.

Courses

2. The courses, both to be held from 9 to 20 September 2019, are as follows:
 - (a) a course on the enhancement of laboratory skills on chemical weapons-related nuclear magnetic resonance (CW-NMR); and
 - (b) a course on the enhancement of laboratory skills in chemical-weapons related quantitative mass spectrometry (CW-QMS).

3. **Course on the enhancement of laboratory skills on nuclear magnetic resonance**

The CW-NMR course is aimed at improving the practical skills needed when using NMR spectroscopy to analyse chemicals related to the Convention. For this reason, 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.

4. 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.
5. This course will accommodate a maximum of four participants from Member States whose economies are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

Course on the enhancement of laboratory skills in quantitative mass spectrometry

6. The CW-QMS course is aimed at improving practical skills in the quantitative analysis of chemicals related to the Convention, through such techniques as liquid chromatography-mass spectrometry/mass spectrometry (LC-MS/MS) and gas chromatography-mass spectrometry/mass spectrometry (GC-MS/MS). For this reason, participants should have previous hands-on experience using LC, GC, and MS. Participants will be introduced to sample preparation and the use of internal standards, method development, optimisation, and validation, and data processing and reporting. They will then be given demonstrations of LC-MS/MS and GC-MS/MS techniques, followed by hands-on exercises including environmental and biomedical samples.
7. The course will consist of the following elements:
 - (a) sample preparation and use of internal standards;
 - (b) method development, optimisation, and validation;
 - (c) quantitative/qualitative data processing and reporting;
 - (d) hands-on exercises; and
 - (e) quality assurance.
8. The course will accommodate a maximum of six participants from Member States whose economies are developing or are in transition. The Secretariat will select the participants in consultation with VERIFIN.

Sponsorship

9. The cost of the courses themselves, as well as accommodation for all participants, will be covered by the Secretariat. In addition, the Secretariat will pay for international travel, meals, and medical and travel insurance for all participants.

Admission requirements

10. 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) QMS for the CW-QMS course;
 - (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.
11. 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 course.
12. Participants will be required to sign a confidentiality agreement with the OPCW.

Selection procedure

13. Applications will be carefully screened on the basis of the criteria specified in paragraph 10 above. Only the most suitable applicants will be interviewed.

Application procedure

14. Interested candidates are invited to apply for one or both of the courses listed above by filling out (in English only) the form that is annexed to this Note, indicating their preference for the courses. The form should then be submitted to the Secretariat via their National Authority or the Permanent Representation of their country to the OPCW. The Secretariat should receive the information **no later than 17 May 2019**. The form should be sent to the Director, International Cooperation and Assistance Division, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. An advance copy of the application may be emailed to the International Cooperation Branch (icb@opcw.org), in which case the subject line of the email should contain the words "Analytical skills development course 2019".

15. Application forms 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 that addresses the candidate's qualifications in the light of paragraph 10 above, and that attests to the relevance of the course to the work of the institution.
16. Incomplete or improperly filled-out applications cannot be considered.
17. Additional information about this programme may be obtained from Mr Rohan Perera, Senior Programme Officer in the International Cooperation Branch of the International Cooperation and Assistance Division (telephone:+31 (0)70 416 3615; Email: icb@opcw.org).

Annex: Application Form

Annex

**TWO COURSES ON THE ENHANCEMENT OF LABORATORY SKILLS
AT THE FINNISH INSTITUTE FOR VERIFICATION OF THE
CHEMICAL WEAPONS CONVENTION (VERIFIN)
HELSINKI, FINLAND
9 – 20 SEPTEMBER 2019**

APPLICATION FORM

1. Before completing this form, applicants should read the guidelines presented in the cover Note to confirm their eligibility.
2. Please indicate in the table below which course you are interested in. Pay careful attention to the deadline for submission of applications for each course. Applications received after the deadline will not be considered.
3. 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 section 7.
4. The National Authority or the Permanent Representation should complete section 7 and forward the form to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands.

Course Title	Date	Deadline for Applications	Applying for
Course on the Enhancement of Laboratory Skills on Chemical Weapons-Related Nuclear Magnetic Resonance (CW-NMR)	9 to 20 September 2019	17 May 2019	<input type="checkbox"/>
Course on the Enhancement of Laboratory Skills on Chemical Weapons-Related Quantitative Mass Spectrometry (CW-QMS)	9 to 20 September 2019	17 May 2019	<input type="checkbox"/>

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		
SECTION 2. EDUCATION AND TRAINING			
Please list each degree or other qualification you have obtained, starting with the most recent.			
1.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification obtained		
2.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification obtained		

* 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.

3.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification obtained		
4.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification obtained		
5.	Name and location of institution		
	Main field(s) of study		
	Dates attended	From	To
	Degree or qualification obtained		

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 yes, please give details.	
Have you participated for any other course in the OPCW within the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please give details.	
Please list the major items of analytical equipment in your laboratory and clearly state whether your institution/laboratory has GC and/or GC-MS equipment, and LC and/or LC-MS equipment.		
SECTION 4. SUPPORTING STATEMENT		
Please state briefly why you are applying for the course, and indicate both what you expect to gain 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 10 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 personal identification pages of your passport.		
Applications without full supporting documentation cannot be accepted.		

