



**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A BASIC  
ANALYTICAL CHEMISTRY COURSE FOR WOMEN CHEMISTS  
RIJSWIJK, THE NETHERLANDS  
12 – 15 MAY 2020**

**Background**

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that it will hold a basic analytical chemistry course for women chemists at the OPCW Laboratory in Rijswijk, the Netherlands, from 12 to 15 May 2020.
2. The aim of the analytical chemistry course is to assist qualified women analytical chemists from Member States whose economies are developing or in transition in acquiring further knowledge and experience, specifically as it relates to the analysis of chemicals related to the Chemical Weapons Convention (hereinafter “the Convention”), and to facilitate the adoption of good laboratory practices and quality standards.

**Content**

3. The three-day course will focus on basic training in gas chromatography-mass spectrometry (GC-MS), and will include study/demonstration tours related to the use of these and other techniques for the analysis of chemicals related to the Convention.

**Admission requirements**

4. The analytical chemistry course is open to women who:
  - (a) have a minimum of a first degree (BSc or equivalent) in analytical chemistry, chemistry, or related chemical sciences from a recognised university or institution, with relevant practical and theoretical experience in analytical chemistry;
  - (b) have experience working with GC-MS techniques;
  - (c) are citizens of Member States whose economies are developing or in transition; and
  - (d) have been working in a chemical laboratory or research institution in their home country for **at least three years**.



5. All course activities will be conducted in English, and no interpretation services of any kind will be provided. 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 their participation in the course.

### **Selection procedure**

6. Applications will be carefully screened on the basis of the criteria specified in paragraph 4 above. Applicants who have already participated in the OPCW Analytical Skills Development Course Programme will not be considered for the analytical chemistry course.

### **Sponsorship**

7. The Secretariat expects to be able to sponsor a maximum of nine participants for the course. All sponsored participants must be citizens of Member States whose economies are developing or are in transition. The Secretariat will select the participants based on their qualifications and experience. Only selected candidates will be notified by the Secretariat.
8. Each application form should specify whether sponsorship is a condition of the nominee's participation. All applications from Member States must be formally endorsed by the National Authority or Permanent Representation of the candidate's country to the OPCW.
9. For sponsored participants, the Secretariat will cover the costs of travel and medical insurance, and will provide a limited subsistence allowance to cover meals and sundry expenses. The Secretariat will also arrange and pay for the accommodation of sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate this as soon as possible, so that the Secretariat does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
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 events.
11. When making travel arrangement for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to the participants.
12. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands.

### **Application procedure**

13. 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. Only in exceptional circumstances involving technical difficulties, application documents may be obtained from the International Cooperation Branch; a complete set should then be returned via

email attachment ([icb.events@opcw.org](mailto:icb.events@opcw.org)), with the reference “Women in Chemistry” in the subject line of the message.

14. Only nominations endorsed by the National Authority or Permanent Representation will be considered. The endorsement form (attached as the Annex to this Note), together with an up-to-date curriculum vitae, must be uploaded during the online registration process. Nominees must include in their curricula vitae, in terms of their practical and work experience, the analytical techniques with which they have experience as well as a list of major items of analytical equipment in their laboratories.
15. Applications must be submitted to the Secretariat **no later than Monday, 2 March 2020**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact person is Ms Halimatussaadiah Mat Som, Programme Officer, (Tel: +31 (0)70 416 3260; Email: [halimatus.matsom@opcw.org](mailto:halimatus.matsom@opcw.org)).

Annex:           Endorsement Form

**Annex**

**BASIC ANALYTICAL CHEMISTRY COURSE FOR WOMEN CHEMISTS  
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**ENDORSEMENT BY THE NATIONAL AUTHORITY  
OR PERMANENT REPRESENTATION**

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

I, \_\_\_\_\_, Head/Chief Coordinator of the National  
Authority/Permanent Representation of the State Party of \_\_\_\_\_,  
on behalf of the Government of \_\_\_\_\_, hereby  
endorse the nomination of Ms \_\_\_\_\_,  
holding the position/designation of \_\_\_\_\_  
in the Office/Division/Branch of \_\_\_\_\_,

as indicated in the online registration, for participation in the basic analytical chemistry  
course for women chemists, to be held at the OPCW Laboratory in Rijswijk, the Netherlands,  
from 12 to 15 May 2020.

**I also certify that the above candidate fulfils all the requirements mentioned in the  
Invitation Note.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Official seal of the organisation: