

File No. M-21012/13/2024-TECH
Government of India
Cabinet Secretariat
National Authority Chemical Weapons Convention

1st Floor, Chanakya Bhawan, Chanakyapuri,
New Delhi, dated 27th March, 2024.

OFFICE MEMORANDUM

Subject: Call for nominations for the two courses on the Enhancement of Laboratory Skills at the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) at Helsinki, Finland from 16 to 27 September 2024 – regarding.

India is a signatory to the Chemical Weapons Convention (CWC). The Organization for the Prohibition of Chemical Weapons (OPCW), with headquarters at the Hague, The Netherlands is the implementing body of CWC. National Authority Chemical Weapons Convention (NACWC) functions as the main agency responsible for facilitating the participation of its officials and other Indian nationals in training courses conducted by OPCW in the field of the Convention.

2. In this regard, please find enclosed herewith a copy of the Technical Secretariat Note No. S/2259/2024 dated 29 February 2024, received from OPCW, seeking nominations on the above-mentioned subject course.

3. In line with above, nominations of suitable, qualified and experienced candidates as per the requirements of the course, along with relevant documents, passport copies following the 'Revised Guidelines for OPCW sponsored events' issued by NACWC (enclosed) may please be sent to this office **latest by 04 April 2024** through online portal – OPCW Training Management System (<https://training.nacwc.in>). Further, keeping in view the purpose of the course, selection will be done based on their qualifications and experience. Applicants who have already participated in the similar previous programme(s) may not be nominated for the course.

4. After attending the course, the participant has to submit a report and a presentation to the National Authority.

5. This issues with the approval of Competent Authority.



Arjuni
27/3/2024

(Dr. Arjun Singh)
Joint Director-NACWC
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To,

1. The Director General, Indian Chemical Council (ICC), Sir, Vithaldas Chambers, 6th Floor, Mumbai Samachar Marg, Mumbai – 400 001, Maharashtra.
2. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi – 110 001
3. The Secretary, Department of Defence R&D and Chairman, DRDO, DRDO Bhawan, Rajaji Marg, New Delhi-110011
4. The Secretary (DARE) & DG, Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers' Welfare, Krishi Bhawan, New Delhi – 110001

5. The Secretary, Department of Health Research and Director General, Indian Council of Medical Research (ICMR), Department of Health Research, 2nd Floor, IRCS Building, 1, Red Cross Road, New Delhi – 110001
6. The Joint Secretary, Department of Science & Technology (DST), Technology Bhawan, New Mehrauli Road, Block C, Adchini, New Delhi – 110016.
7. The President, Association of Indian Universities (AIU), AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), Landmark: Opposite National Bal Bhawan, Near I.T.O', New Delhi -110002
8. The Chief Controller of Explosives, Petroleum and Explosives Safety Organisation (PESO), A-Block, CGO Complex, Fifth floor, Seminary Hills, Nagpur, Maharashtra - 440006
9. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhawan, Raisina Road, Opposite Rail Bhawan, New Delhi – 110001.
10. The Director General, Directorate General of NDRF, 6th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001.
11. The Director General (Life Sciences), Defence Research & Development Organisation, Room No. 338, DRDO Bhawan, New Delhi – 110 011.
12. Colonel PP (Concepts & Training), Directorate General of Perspective Planning (CBRN), General Staff Branch, IHQ of Ministry of Defence (MoD), (Army), Room No.-123, 'A' Wing, Sena Bhawan, New Delhi – 110011.
13. The Joint Secretary (IS-I), Internal Security-I Division, North Block, Ministry of Home Affairs, New Delhi – 110001.
14. The Joint Secretary (Admin), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi – 110003.
15. The Joint Secretary (Admin), Department of Biotechnology (DBT), Ministry of Science & Technology, 6th-8th Floor, Block-2, CGO Complex, Lodhi road, Pragati Vihar, New Delhi – 110003.
16. The Joint Secretary (Plant Protection), Department of Agriculture Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare, A-wing, Krishi Bhawan, New Delhi – 110001.
17. The Joint Secretary (Administration), Department of Atomic Energy (DAE), Anushakti Bhavan, Chhatrapati Shivaji Maharaj Marg, Mumbai – 400001, Maharashtra.
18. The Joint Secretary (Training) & CVO, Department of Defence, Ministry of Defence, South Block, Central Secretariat, Rajpath Marg, New Delhi – 110 011.
19. The Joint Secretary (Disaster Management), Hall 'B', 3rd Floor, NDCC-II Building, Jai Singh Road, New Delhi – 110 001
20. The Joint Secretary, Department of Chemicals & Petrochemicals (DCPC), ministry of Chemicals & Fertilizers, 344, A-Wing, 3rd floor, Room No. 341A, Shastri Bhawan, New Delhi – 110 001
21. The Director, Indian Institute of Technology - Bhubaneswar, Argul - Jatni Rd, Kansapada, Odisha 752050
22. The Director, Indian Institute of Technology - Bombay, Main Gate Rd, IIT Area, Powai, Mumbai, Maharashtra 400076
23. The Director, Indian Institute of Technology - Mandi, Parashar Road, Tehsil Sadar, Near Kataula, Kamand, Himachal Pradesh 175005
24. The Director, Indian Institute of Technology - Delhi, IIT Delhi Main Rd, IIT Campus, Hauz Khas, New Delhi, Delhi 110016
25. The Director, Indian Institute of Technology - Indore, Khandwa Rd, Simrol, Madhya Pradesh 453552.
26. The Director, Indian Institute of Technology - Kharagpur, Kharagpur, West Bengal – 721302
27. The Director, Indian Institute of Technology - Hyderabad, IITH Road, Near NH-65, Sangareddy, Kandi, Telangana 502285
28. The Director, Indian Institute of Technology - Jodhpur, NH 62, Surpura Bypass Rd, Karwar, Rajasthan 342030
29. The Director, Indian Institute of Technology - Kanpur, Kalyanpur, Kanpur, Uttar Pradesh 208016,

30. The Director, Indian Institute of Technology - Madras, Indian Institute Of Technology, Chennai, Tamil Nadu 600036
31. The Director, Indian Institute of Technology - Gandhinagar, Palaj, Gandhinagar, Gujarat - 382355,
32. The Director, Indian Institute of Technology - Patna, Indian Institute of Technology Patna, Bihta, Patna, Bihar - 801103
33. The Director, Indian Institute of Technology - Roorkee, Roorkee - Haridwar Highway, Roorkee, Uttarakhand - 247667
34. The Director, Indian Institute of Technology - Ropar, Nangal Road, Rupnagar, Punjab 140001
35. The Director, Indian Institute of Technology - (BHU) Varanasi, Uttar Pradesh 221005
36. The Director, Indian Institute of Technology - Guwahati, Surjyamukhi Road, North, Amingaon, Guwahati, Assam 781039
37. The Director, Indian Institute of Technology - Bhilai, IIT Bhilai, Government Engineering College Campus, Old Dhamtari Road, Sejbahar, Raipur, Chhattisharh, 492015
38. The Director, Indian Institute of Technology - Goa, IIT Goa, Goa Engineering College Campus "Bhausahab Bandodkar Technical Education Complex" Farmagudi, Ponda, Goa - 403401
39. The Director, Indian Institute of Technology - Palakkad, Ahalia Integrated Campus, Kozhippara, Palakkad 678557, Kerala
40. The Director, Indian Institute of Technology - Tirupati, Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, A.P - 517619
41. The Director, Indian Institute of Technology - Jammu, Jagti, NH-44 , PO Nagrota, Jammu, Jammu and Kashmir - 181 221
42. The Director, Indian Institute of Technology - Dharwad, IIT Dharwad, WALMI Campus Belur Industrial Area, PB Road Post Mummigatti, Dharwad-580001 Karnataka, India
43. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior-474 002, Madhya Pradesh.
44. The Director, Indian Institute of Chemical Technology (IICT), Uppal Rd, IICT Colony, Tarnaka, Hyderabad, Telangana – 500007.
45. The Director, Institute of Pesticide Formulation Technology (IPFT), HSIDC, Sector 20, Udyog Vihar Opposite Ambience Mall, Gurugram, 122016
46. The Director, National Chemical Laboratory (NCL), Dr. Homi Bhabha Road, Pune - 411 008, Maharashtra.
47. The Director, Indian Institute of Science (IISc), CV Raman Rd, Bengaluru, Karnataka – 560012.
48. The Director, National Physical Laboratory (NPL), Dr. KS Krishnan Marg, Pusa, New Delhi – 110012.
49. The Director, Tata Institute of Fundamental Research (TIFR), Homi Bhabha Road, Colaba, Mumbai – 400005.
50. All concerned



OPCW

Technical Secretariat

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S/2259/2024
29 February 2024
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
16 – 27 SEPTEMBER 2024**

PURPOSE OF THE COURSES

1. The Technical Secretariat of the OPCW (the Secretariat) wishes to inform States Parties that in 2024 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 States Parties 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 Chemical Weapons Convention (the Convention);
 - (c) enhancing national capacities in these States Parties 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. The courses, to be held from 16 to 27 September 2024 at VERIFIN, are as follows:
 - (a) a course on the enhancement of laboratory skills in chemical weapons-related laboratory quality management (CW-LQM); and
 - (b) a course on the enhancement of laboratory skills in chemical weapons-related quantitative mass spectrometry (CW-QMS).



Course on the enhancement of laboratory skills in chemical weapons-related laboratory quality management

3. The CW-LQM course will include study of the quality standard for testing laboratories—ISO/IEC 17025:2017 (General requirements for the competence of testing and calibration laboratories). This Standard of the International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) will be examined through lectures, discussions, and practical exercises. The goal is for the participants to learn how to better implement the requirements of Standard ISO/IEC 17025:2017 in their laboratory quality management systems. Prior to the course, participants will be asked to provide information on the quality assurance system adopted in their laboratories.
4. This course will accommodate a maximum of six participants from States Parties with economies that are developing or in transition. The Secretariat will select the participants in consultation with VERIFIN.

Course on the enhancement of laboratory skills in chemical weapons-related quantitative mass spectrometry

5. 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-tandem mass spectrometry (LC-MS/MS) and gas chromatography-tandem mass spectrometry (GC-MS/MS). For this reason, participants should have previous hands-on experience using LC, GC, and MS.
6. The course will consist of the following elements:
 - (a) sample preparation and the use of internal standards;
 - (b) method development, optimisation, and validation;
 - (c) quantitative/qualitative data processing and reporting;
 - (d) demonstrations of LC-MS/MS and GC-MS/MS techniques;
 - (e) hands-on exercises including environmental and biomedical samples; and
 - (f) quality assurance.
7. The course will accommodate a maximum of four participants from States Parties with economies that are developing or in transition. The Secretariat will select the participants in consultation with VERIFIN.

SPONSORSHIP

8. The cost of the courses themselves, 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.
9. 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. Only selected candidates will be notified by the Secretariat.

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10. 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.
11. Participants are responsible for obtaining any necessary visas (including transit visas) before travelling.

ADMISSION REQUIREMENTS

12. 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.
13. States Parties and National Authorities are strongly encouraged to support and endorse the applications or nominations of suitable female candidates for the courses.
14. The courses are open to candidates 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) laboratory quality assurance systems (for the CW-LQM course); and
 - (ii) quantitative mass spectrometry (for the CW-QMS course);
 - (b) are citizens of States Parties 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.
15. 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.

SELECTION PROCEDURE

16. Applications will be carefully screened on the basis of the criteria specified in paragraphs 14 and 15 above. Only selected candidates will be notified by the Secretariat.

APPLICATION PROCEDURE

17. Interested candidates are invited to submit their applications for the courses through Eventus, the OPCW event management platform (<https://apps.opcw.org/eventus>). Applicants must first create an account and then register for the courses (CW-LQM or CW-QMS). Each application must be endorsed digitally on the Eventus platform by the nominee's respective National Authority or Permanent Representation to the OPCW. Only nominations endorsed in this manner will be considered.

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18. 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 addressing the candidate's qualifications in line with paragraphs 14 and 15 above and attesting to the relevance of the course to the work of the institution.
19. Applications must be submitted via Eventus **no later than 8 April 2024**. Incomplete or incorrectly 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).

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Revised Guidelines For OPCW Sponsored Events

1. Organization for Prohibition of Chemical Weapons, Technical Secretariat (OPCW-TS) identifies requirements of different States Parties and invites nominations every year for Safety and Security of Chemical Industries, Laboratory Skill Development, Customs, Assistance and Protection against the use of Chemical Weapons and internship for University Students.
2. The event calendar for training/workshop/seminar/meeting etc. provided by the OPCW annually is being uploaded on the National Authority Chemical Weapons Convention (NACWC) website seeking nominations from various stakeholders. The aforesaid training calendar and related Office Memo's (OMs) are uploaded on NACWC's website along with OPCW-TS Note. Several subject specific trainings are also communicated to concerned Central/ State Departments and Private Institutions for seeking nominations.
3. The nominations of Central Government Departments/Institutions/Organizations while sending the nominations (in the format provided by TS, OPCW) are requested to adhere to the NACWC stated deadlines. Nominations of Central Government officials should invariably be accompanied with Departmental vigilance clearance certificate. The nominations from Central Government Departments/Institutions/Undertakings should fill the details through OPCW training management system, routing the application through the concerned Ministry. The details to be filled online are stated in Annexure-I.
4. The nominations of State Government Institutions/private entities/individuals should be routed through concerned Department/Ministry under the respective State Government filling the details online through OPCW training management system. The details to be filled online are stated in Annexure-II.
5. The nominations of Central/State/Private entities/individuals for the OPCW sponsored events on Chemical Emergencies/Disaster Management should be sent through proper channel and routed through concerned Department/Ministry under the respective Central/State Government by filling the details through OPCW training management system. The details to be filled online are stated in Annexure-III.
6. For chemical facilities Private entities/individuals for the OPCW sponsored events other than Chemical Emergencies/Disaster Management are required to be filled on line through OPCW training management system. The details to be filled online are stated in Annexure-IV.
7. The details of nominations for the OPCW sponsored events can be filled online through OPCW Training Management System (<https://training.nacwc.gov.in>) available on the NACWC web portal (<https://nacwc.nic.in>).

8. The nomination by NACWC for the concerned training/workshop/seminar/meeting etc. will be purely on the basis of merit i.e. preference will be given to Schedule-2 and 3 chemical facilities as well as candidates working with the National Authority or other Government Agency responsible for implementation of the Chemical Weapons Convention. The Endorsement letter, subsequent to the approval of Chairman, NACWC will be issued to nominee of Central/State/Private Entities. If the OPCW requests that the nominations are to be submitted online then it will be the responsibility of nominated individual(s) to fill the personal and other details on-line on the OPCW website (<http://apps.opcw.org/eventus>) and the nominee(s) should ensure that Performa prescribed in the Format of EVENTUS also is filled by them and the prescribed guidelines are required to be fulfilled by the nominee(s). The OPCW will communicate the invitation to the nominee(s) subject to fulfilling the requirement.
9. It is expected that the Nominee(s) exhibit excellent conduct while attending the concerned event. After completion of the training/seminar/workshop, a detailed report along with presentation is required to be submitted to the NACWC.
10. While proceeding to attend the concerned event organized by the OPCW, the nominee:
 - Should have basic knowledge of the CWC Act, 2000.
 - Make sure about the passport i.e. valid and protect the passport and report it promptly if it is lost, stolen or damaged during the period of a specific program.
 - Must familiarize with the visiting countries.
 - Make sure about the proper visas for the countries the participant is visiting or transiting and check any other entry or exit requirements.
 - Take personal responsibility for travel choices, safety, finances and behavior overseas, including obeying the laws of the visiting country.
 - If get arrested or detained for some reason, insist on Consular access (under the Vienna Convention) to a representative from the nearest Indian Embassy/Consulate.
 - Make sure of proper coordination with the NACWC (contact point JS/JD Tel. No: 24675763/24675691) and the Indian Embassy in the concerned visiting country.
 - Presentation may be given in the specific event by the participant(s) should be in consultation with the NACWC.
 - Should not illuminate irrelevant information which has national concern during the program.
 - Who is outside from the Government Sector should adhere to the instructions given by the representative from the NACWC.
 - From the Government Sector should adhere to the instructions given by the NACWC.
 - Should focus on the subject matter for which the event is being organized.
 - Are expected to implement the lessons learnt from the event attended in his day-to-day working/duties.
 - Should share their lessons/experiences acquired during the event attended with the NACWC and parent institution.
 - Must submit individual tour report to the NACWC within one week period after returning from the program attended.