

**F.No. M-21012/14/2023-TECH**  
**Government of India**  
**Cabinet Secretariat**  
**National Authority Chemical Weapons Convention**

1<sup>st</sup> Floor, Chanakya Bhawan, Chanakya Puri,  
New Delhi, dated 28<sup>th</sup> January, 2025

**OFFICE MEMORANDUM**

**Subject:-** Call for Nominations for two Courses on the Enhancement of Laboratory Skills at the Finnish Institute of Verification of the Chemical Weapons Convention Helsinki, Finland 15 – 26 September 2025- regarding.

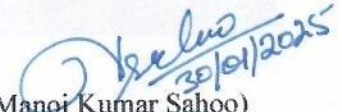
India is a signatory to the Chemical Weapons Convention (CWC). The Organization for the Prohibition of Chemical Weapons (OPCW), headquartered at The Hague, The Netherlands is the implementing body of CWC. National Authority Chemical Weapons Convention (NACWC) functions as the main agency responsible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

2. The Technical Secretariat, Organisation for the Prohibition of Chemical Weapons (OPCW), is seeking nominations on the above-mentioned training course and invite States Parties to nominate participants for two Courses on the Enhancement of Laboratory Skills at the Finnish Institute of Verification of the Chemical Weapons Convention Helsinki, Finland 15 – 26 September 2025.

3. Nomination of suitable qualified and experienced candidates fulfilling the above requirements of the course, along with relevant supporting documents following the 'Guidelines for OPCW sponsored events issued by NACWC (enclosed) may please be sent to this office latest by 17<sup>th</sup> February, 2025 through the online portal – OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>). Applicants who have already participated in the similar previous programme(s) may not be nominated for the course.

4. If selected, after attending the course/training/workshop/event the participant must submit a report and a copy of the OPCW certificate to the National Authority.

Encl: As above

  
(Manoj Kumar Sahoo)  
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To,

1. The Chairman, Defence Research & Development Organization, DRDO Bhawan, Rajaji Marg, Vijay Chowk Area, Central Secretariat, New Delhi-110004

2. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi-110001
3. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhavan, Raisina Road, Opposite Rail Bhavan, New Delhi, Delhi 110001
4. The Director General, Indian Chemical Council (ICC), Sir Vithaldas Chambers, 6<sup>th</sup> Floor, 16, Mumbai Samachar Marg, Mumbai - 400 001, Maharashtra
5. The Joint Secretary (Chemicals), Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, 341-(C), A-wing, 3rd floor, Shastri Bhawan, New Delhi
6. The Joint Secretary (Disaster Management), Hall 'B' 3<sup>rd</sup> Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001
7. The Joint Secretary (Plant Protection), Department of Agriculture Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, A-Wing, Krishi Bhavan, New Delhi-110001
8. The Joint Secretary, Department of Science & technology, Technology Bhavan, New Mehrauli Road, Block C, Adchini, New Delhi, Delhi 110016
9. The Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110002
10. The Deputy Commissioner (Training), Ministry of Health & Family Welfare, Nirman Bhawan, Room No. 404, D-Wing, Maulana Azad Road, New Delhi 110001
11. The Joint Secretary, Department of Biotechnology, Ministry of Science & Technology, 6th-8th Floor, Block 2, CGO Complex, Lodhi Road, New Delhi 110003
12. The Director General, Indian Council of Medical Research (ICMR), Post Box No. 4911, Ansari Nagar, New Delhi 110011
13. The Joint Secretary (Higher Education), 107-C, Shastri Bhawan, New Delhi-110001

  
(Manoj Kumar Sahoo)

**OPCW****Technical Secretariat**

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S/2359/2025  
27 January 2025  
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](mailto:massimo.derienzo@opcw.org)) and Ms Rufaro Kambarami, Project Assistant (Email: [rufaro.kambarami@opcw.org](mailto: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.

## 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.