

F.No. M-21012/8/2024-TECH

भारत सरकार / Government of India

मंत्रिमंडल सचिवालय / Cabinet Secretariat

राष्ट्रीय प्राधिकरण रासायनिक हथियार समझौता / National Authority Chemical Weapons Convention

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प्रथम तल, चाणक्य भवन/ 1st Floor, Chanakya Bhavan  
चाणक्य पुरी, नई दिल्ली-21/ Chanakya Puri, New Delhi-110021

Date: 03<sup>rd</sup> March, 2025

**OFFICE MEMORANDUM**

**Subject: Call for nominations for a course for Analytical Chemists from laboratories supporting Customs Services at OPCW Centre for Chemistry and Technology, The Netherlands from 11-14 November 2025 - regarding.**

The undersigned is directed to inform that 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), being the national focal point facilitates the participation of its officials, other Indian officials and other Indian nationals in training courses conducted by OPCW in the field of the Convention.

2. The Technical Secretariat of the OPCW has invited nominations for a course for Analytical Chemists from laboratories supporting Customs Services at OPCW Centre for Chemistry and Technology, The Netherlands from 11-14 November 2025 vide Note no. S/2374/2025 dated 26 February 2025 (copy enclosed).

3. Accordingly, nomination of suitable, qualified and experienced candidates fulfilling the above requirements of the course, along with relevant supporting documents following the 'Relevant Guidelines for OPCW sponsored events issued by NACWC (enclosed) may please be sent to this office latest by **15<sup>th</sup> March, 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, the participant must submit a report and a copy of the OPCW certificate to the National Authority after attending the course/training/workshop/event.

Encl: As above



(Dr. Arjun Singh)

Joint Director, NACWC

Telephone: +91-11-24675465

Email: jd-nacwc@gov.in

To,

1. Joint Secretary (Customs), Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance, 156-B, North Block, New Delhi.
2. Director (Revenue Laboratories), Central Revenues Control Laboratory, Hill Side Road, Pusa, New Delhi- 110012
3. Director General, National Academy of Customs Indirect Taxes & Narcotics, NACIN Complex, Sector-29, Faridabad – 121 008, Haryana.



**OPCW**

**Technical Secretariat**

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S/2374/2025  
26 February 2025  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A COURSE FOR ANALYTICAL CHEMISTS  
FROM LABORATORIES SUPPORTING CUSTOMS SERVICES  
OPCW CENTRE FOR CHEMISTRY AND TECHNOLOGY  
THE NETHERLANDS  
11 – 14 NOVEMBER 2025**

**PURPOSE OF THE COURSE**

1. The Technical Secretariat of the OPCW (the Secretariat) wishes to inform Member States that the Secretariat, in collaboration with China, will hold a course on the development of analytical skills for analytical chemists from laboratories supporting customs services. The course is scheduled to be held at the OPCW Centre for Chemistry and Technology in Pijnacker-Nootdorp, the Netherlands, from 11 to 14 November 2025. The aim of the course is to assist qualified analytical chemists from laboratories that support, or plan to support, customs services or offices in acquiring further experience and practical knowledge of the analysis of chemicals relevant to the Chemical Weapons Convention (the Convention). In addition, the course will facilitate the adoption of good laboratory practices for the implementation of the Convention.

**COURSE CONTENT**

2. The training course will include a variety of lectures and laboratory work. The lectures will cover general aspects of the OPCW, the Convention, and the Verification Annex to the Convention. It will also cover the chemical structure and properties of scheduled chemicals, the methods of separation and structure elucidation, and the detection and analysis of scheduled chemicals at various concentration levels. The role of customs service laboratories in promoting chemical safety will also be discussed.
3. Practical laboratory work will include:
  - (a) gas chromatography-mass spectrometry (GC-MS) and analyte identification using the Automated Mass Spectral Deconvolution and Identification System (AMDIS) and the OPCW Central Analytical Database (OCAD);
  - (b) sampling and sample preparation methods for GC-MS analysis;
  - (c) hand-held Fourier transform infrared (FTIR) and Raman spectroscopy for rapid identification; and
  - (d) a visit to the Dutch Customs Laboratory.



### **SPONSORSHIP**

4. The cost of the course and of accommodation for all participants will be covered by the Secretariat. In addition, the Secretariat will pay for international travel, lunch, coffee breaks, and medical and travel insurance for all participants while the course is being conducted, in accordance with OPCW rules. The Secretariat will select the participants based on their qualifications and experience.
5. The Secretariat will not pay for medical assistance. Therefore, participants should be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the course.
6. Participants are requested to obtain any necessary visas, including Schengen Area travel visas, before travelling to the Netherlands. The Secretariat will cover the costs of these visas by reimbursing participants upon production of the original receipts to representatives of the Secretariat.
7. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the participants. Participants must keep their boarding passes and hand them to Secretariat representatives.

### **ADMISSION REQUIREMENTS**

8. It is important to reiterate that the analytical skills development courses offered by the OPCW are aimed at building analytical skills with regard to chemicals relevant to the Convention.
9. The course is open to those who:
  - (a) are citizens of OPCW Member States whose economies are developing or in transition;
  - (b) 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, specifically the use of GC and GC-MS; and
  - (c) have at least three years of experience in an analytical laboratory and currently work in a chemical laboratory providing support or planning to support customs services in their home country.
10. The course will be conducted in English. Candidates must therefore have a good command of both written and spoken English. Any candidate who, upon arrival, is found not to meet this requirement will not be allowed to continue with the course.
11. The Secretariat strongly encourages States Parties and National Authorities to seek, support, and endorse applications from qualified women candidates.

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#### **APPLICATION PROCEDURE**

12. Interested candidates are invited to submit their applications online via Eventus, the OPCW event management system (<https://eventus.opcw.org>). Applicants must first create an account and then register for the event.
13. Each application must be endorsed digitally on the Eventus platform by the nominee's respective National Authority or Permanent Representation. Only nominations endorsed by the National Authority or Permanent Representation of the candidate's country to the OPCW will be considered, and only selected candidates will be notified by the Secretariat. Nominees must attach their curriculum vitae with a detailed explanation of their work experience and the analytical techniques they are familiar with.
14. All applications must be received by the Secretariat no later than 25 March 2025. Candidates who have not been contacted by the OPCW by 30 April 2025 should consider that their application has been unsuccessful.
15. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact persons are Mr Farid Tata, Senior Project Assistant (Email: [farid.tata@opcw.org](mailto:farid.tata@opcw.org)), and Mr Massimo de Rienzo, Senior Programme Officer (Email: [massimo.derienzo@opcw.org](mailto:massimo.derienzo@opcw.org)).

Annex: Provisional Programme

## Annex

**COURSE FOR ANALYTICAL CHEMISTS  
FROM LABORATORIES SUPPORTING CUSTOMS SERVICES  
OPCW CENTRE FOR CHEMISTRY AND TECHNOLOGY  
THE NETHERLANDS  
11 – 14 NOVEMBER 2025**

**PROVISIONAL PROGRAMME**

Time	Agenda
<b>Day 1</b>	
09:30 – 13:00  (11:00 – 11:15 <i>coffee break</i> )	<ul style="list-style-type: none"> <li>• Opening session: Welcome addresses and group photo</li> <li>• Introduction to the OPCW, the Chemical Weapons Convention, and the Verification Annex to the Convention</li> <li>• Overview of International Cooperation Branch capacity-building programmes</li> <li>• Introduction to the OPCW Centre for Chemistry and Technology (ChemTech Centre)</li> <li>• Tour of the ChemTech Centre</li> </ul>
13:00 – 13:45	<i>Lunch</i>
13:45 – 16:30  (15:00 – 15:15 <i>coffee break</i> )	<ul style="list-style-type: none"> <li>• Designated laboratories and proficiency testing</li> <li>• Introduction to scheduled chemicals and their chemistry</li> <li>• Analysis strategy</li> <li>• Element-specific gas chromatography (GC) detectors</li> <li>• Use of gas chromatography-mass spectrometry (GC-MS), quality checks, and contamination control</li> </ul>
<b>Day 2</b>	
09:30 – 13:00  (11:00 – 11:15 <i>coffee break</i> )	<ul style="list-style-type: none"> <li>• Sample collection</li> <li>• Handling of toxic samples, chain of custody, and security</li> <li>• Sample preparation:               <ul style="list-style-type: none"> <li>✓ Solid phase extraction</li> <li>✓ Hydrocarbon clean-up</li> </ul> </li> <li>• Laboratory practical session: Sample clean-up and analysis by GC-MS before and after clean-up</li> </ul>
13:00 – 13:45	<i>Lunch</i>
13:45 – 16:30  (15:00 – 15:15 <i>coffee break</i> )	<ul style="list-style-type: none"> <li>• Derivatisation</li> <li>• Laboratory practical session: Sample derivatisation and analysis by GC-MS</li> </ul>
<b>Day 3</b>	
09:30 – 16:30	Visit to the Dutch Customs Laboratory in Amsterdam



Time	Agenda
<b>Day 4</b>	
09:30 – 13:00  (11:00 – 11:15 <i>coffee break</i> )	<ul style="list-style-type: none"><li>• Retention indices</li><li>• The Automated Mass Spectral Deconvolution and Identification System (AMDIS) and the National Institute of Standards and Technology (NIST)</li><li>• The OPCW Central Analytical Database (OCAD)</li><li>• Practical exercise with AMDIS/OCAD</li></ul>
13:00 – 13:45	<i>Lunch</i>
13:45 – 16:30  (15:00 – 15:15 <i>coffee break</i> )	<ul style="list-style-type: none"><li>• Introduction to hand-held devices for chemical warfare agent detection</li><li>• Discussion: Analysis strategies and unknowns</li><li>• Evaluation session, collection of questionnaires, and discussion</li><li>• Handing out of certificates</li></ul>

**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.gov.in>).

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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.