

F. No. M-21012/19/2023-TECH

भारत सरकार / Government of India

मंत्रिमंडल सचिवालय / Cabinet Secretariat

राष्ट्रीय प्राधिकरण रासायनिक हथियार समझौता / National Authority Chemical Weapons Convention

प्रथम तल, चाणक्य भवन/ 1st Floor, Chanakya Bhavan

चाणक्य पुरी, नई दिल्ली-21/ Chanakya Puri, New Delhi-110021

Dated the 22nd April, 2025

OFFICE MEMORANDUM

Subject: - Invitation for an Online Proficiency Testing Course OPCW Centre for Chemistry and Technology 9th – 20th June, 2025- Regarding.

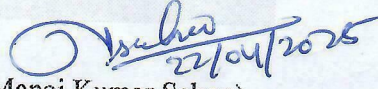
The undersigned is directed to inform that India is a signatory to the Chemical Weapons Convention (CWC). The Organization for the Prohibition of Chemical Weapons (OPCW), headquartered at The Hague, The Netherlands is the implementing body of CWC. National Authority Chemical Weapons Convention (NACWC), being the National Focal Point, facilitates participation of Government officials and other Indian national in training courses conducted by OPCW in the field of the Convention

2. The Technical Secretariat, of the OPCW, has invited nominations for the online Proficiency Testing Course OPCW Centre for Chemistry and Technology 9th – 20th June, 2025.

3. Accordingly, 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 29th April, 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


(Manoj Kumar Sahoo)

Adviser, NACWC

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Email: adviser-nacwc@gov.in

To,

1. The Director, Indian Institute of Chemical Technology, Uppal Road, Tarnaka, Hyderabad, Telangana- 500007

2. The Director, Institute of Pesticide Formulation Technology (IPFT), HSIDC, Sector 20, Udyog Vihar Opposite Ambience Mall, Gurugram, 122016
3. The Chairman, Defence Research & Development Organisation, DRDO Bhawan, Rajaji Marg, Vijay Chowk Area, Central Secretariat, New Delhi-110004.
4. Director (Revenue Laboratories) (Addl. Charge), Central Revenues Control Laboratory (Headquarter), Hill Side Road, Pusa New Delhi-110012, Phone: 011-25847926.
5. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi-110001.
6. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhawan, Raisina Road, Opposite Rail Bhawan, New Delhi-110001.
7. The Joint Secretary, Department of Science & Technology, Technology Bhawan, New Mehrauli Road, Block C, Adchini, New Delhi-110016.
8. The Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110002.
9. The Joint Secretary, Department of Biotechnology, Ministry of Science & Technology, 6th – 8th Floor, Block 2, CGO Complex, Lodhi Road, New Delhi-110003.
10. The Director General, Indian Chemical Council of Medical Research (ICMR), Post box no. 4911, Ansari Nagar, New Delhi-110011.
11. The President, Federation of Indian Chambers of Commerce & Industry (FICCI), 1, Federation House, Tansen Marg, Todermal Road Area, Mandi House, New Delhi-110001.



S/2383/2025
20 March 2025
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT**ONLINE PROFICIENCY TESTING COURSE
OPCW CENTRE FOR CHEMISTRY AND TECHNOLOGY
9 – 20 JUNE 2025****BACKGROUND**

1. The OPCW Technical Secretariat (the Secretariat) wishes to inform Member States that an online proficiency testing course will be held by the OPCW Centre for Chemistry and Technology (ChemTech Centre) via the Microsoft Teams and Talentsoft platforms from 9 to 20 June 2025.
2. The aim of this online proficiency testing course is to assist qualified analytical chemists from laboratories in OPCW Member States in acquiring the further knowledge and experience necessary for successful participation in the proficiency testing organised by the ChemTech Centre.
3. Participants who successfully complete the online proficiency testing course will be given priority in selection for on-site proficiency testing courses organised by the OPCW.

CONTENT

4. This course will be divided into three main parts:
 - (a) independent study of online training materials consisting of presentations (with audio) and videos (with subtitles);
 - (b) live, interactive online sessions; and
 - (c) an online test.
5. Participants will be granted online access to the training materials from 9 to 19 June 2025 for independent, self-paced study. The materials will consist of the following thematic modules:
 - (a) Module 1: The chemistry of scheduled chemicals;
 - (b) Module 2: The OPCW Central Analytical Database (OCAD); the Automated Mass Spectral Deconvolution and Identification System (AMDIS); and the National Institute of Standards and Technology (NIST) database;



- (c) Module 3: Proficiency testing types: Chemical Weapons Convention Chemical Analysis Competency Testing (CCACT); proficiency testing; and biomedical proficiency testing;
 - (d) Module 4: CCACT;
 - (e) Module 5: Proficiency testing strategy and general requirements; and
 - (f) Module 6: Proficiency testing reporting.
6. Live online sessions will be organised from 17 to 19 June 2025. They will be dedicated to discussion and question-and-answer sessions. Experts from the OPCW Laboratory will first summarise the content of each module, and participants will then have the opportunity to ask questions.
7. On 20 June 2025, participants will take an online test to verify the knowledge acquired during the course. Participants who pass the test will be awarded a certificate.
8. This training course will accommodate a maximum of 60 participants from OPCW Member States, who will be selected based on their qualifications and experience.

ADMISSION REQUIREMENTS

9. The course is open to those 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;
 - (b) preferably have previously participated in any of the analytical chemistry courses or laboratory support projects organised by the OPCW, or who work in a laboratory that applied for the Laboratory Twinning and Assistance Programme; and
 - (c) have been working in a chemical laboratory or research institution **for at least one year**.
10. This training course will be conducted in English. Candidates must therefore have a strong command of both written and spoken English.
11. The Secretariat strongly encourages Member States and National Authorities to seek, support, and endorse applications from qualified women candidates.

SELECTION PROCEDURE

12. Applications will be carefully screened based on the criteria specified in paragraphs 9 and 10 above.

APPLICATION PROCEDURE

13. Interested candidates are invited to submit their applications through Eventus, the OPCW event management system (<https://eventus.opcw.org/>). Applicants must first create an account and then register for the event. Only in exceptional circumstances involving technical difficulties may a complete set of application documents be submitted via email attachment (icb.events@opcw.org), with the reference “Online Proficiency Testing Course 2025” in the subject line of the message.
14. Only nominations endorsed by the National Authority or Permanent Representation of the nominee’s country to the OPCW will be considered. Each application must be endorsed digitally on the Eventus platform by the nominee’s respective National Authority. An up-to-date curriculum vitae must be uploaded during the online registration process. Nominees must indicate their practical and work experience in their curricula vitae.
15. Applications must be submitted to the Secretariat **no later than 2 May 2025**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact persons are Mr Roman Warchol, Senior Programme Officer (Tel: +31 (0)70 416 3476; Email: roman.warchol@opcw.org) and Mrs Rufaro Kambarami, Project Assistant (Tel: +31 (0)70 416 3272; Email: rufaro.kambarami@opcw.org).

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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.