

No. M-21012/14/2023-TECH
भारत सरकार / Government of India
मंत्रिमंडल सचिवालय / Cabinet Secretariat
राष्ट्रीय प्राधिकरण रासायनिक हथियार समझौता / National Authority Chemical Weapons Convention

प्रथम तल, राष्ट्रपति भवन / 1st Floor, Rashtrapati Bhawan
नई दिल्ली-04/ New Delhi-04

Dated the 2nd March, 2026

OFFICE MEMORANDUM

Subject: Invitation to apply for Two Courses on the Enhancement of Laboratory Skills at the Finnish Institute for Verification of The Chemical Weapons Convention Helsinki, Finland from 14 – 25 September 2026 – reg.

The undersigned is directed to refer to Technical Secretariat's S/2504/2026 dated 10th March, 2026 (**copy enclosed**), seeking nominations on the above-mentioned subject.

2. The NACWC being the national focal point seeks nominations of suitable and qualified candidates who 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 and have been working in a chemical laboratory or research institution for at least five years. The relevant documents supporting the above-mentioned requirements and following the 'Guidelines for the OPCW sponsored events' issued by NACWC may please be sent to this office **latest by 24th March, 2026** through online portal - OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>).

3. The Head of the concerned Department/Organization may also certify that the applicant is clear from vigilance angle and no departmental proceeding against the nominee is contemplated or inquired into. Further, it may also please be ensured that nominated individuals have good command of English, both written and oral.

4. Applicant(s) who have already participated in the similar previous programme(s) may not be considered for the course. After attending the course, nominated individuals shall be expected to make a report and a brief presentation to the National Authority.

Encl.: 1


(Vivek Prakash)

Under Secretary & HoO
Phone: +91-11-23015528
Email: us-nacwc@gov.in

To

1. All Concerned Ministries/Departments (As per standard lists).
2. The Chairman, Defence Research & Development Organization (DRDO), DRDO Bhawan, Vijay Chowk Area, Central Secretariat, New Delhi – 110004.
3. The Director General, Council of Scientific and Industrial Research (CSIR) & Secretary, Department of Scientific and Industrial Research (DSIR), Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi – 110001.
4. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhawan, Raisina Road, Opposite Rail Bhawan, New Delhi – 110001.
5. The Director, Indian Institute of Technology – Gandhinagar, Palaj, Gandhinagar, Gujarat – 382355.
6. The Director, Indian Institute of Technology – Guwahati, Surjyamukhi Road, North Amingaon, Guwahati, Assam – 781039.

7. The Director, Indian Institute of Technology – Hyderabad, IITH Road, Near NH-65, Sangareddy, Kandi, Telangana – 502285.
8. The Director, Indian Institute of Technology – Indore, Khandwa Road, Simrol, Madhya Pradesh – 453552.
9. The Director, Indian Institute of Technology – Jodhpur, NH-62, Surpura Bypass Road, Karwar, Rajasthan – 342030.
10. The Director, Indian Institute of Technology – Kanpur, Kalyanpur, Kanpur, Uttar Pradesh – 208016.
11. The Director, Indian Institute of Technology – Kharagpur, Kharagpur, West Bengal – 721302.
12. The Director, Indian Institute of Technology – Madras, Indian Institute of Technology, Chennai, Tamil Nadu – 600036.
13. The Director, Indian Institute of Technology – Mandi, Parashar Road, Tehsil Sadar, Near Kataula, Kamand, Himachal Pradesh – 175005.
14. The Director, Indian Institute of Technology – Patna, Bihta, Patna, Bihar – 801103.
15. The Director, Indian Institute of Technology – Roorkee, Roorkee-Haridwar Highway, Roorkee, Uttarakhand – 247667.
16. The Director, Indian Institute of Technology (BHU) – Varanasi, Uttar Pradesh – 221005.
17. The Director, Indian Institute of Science (IISc), C.V. Raman Road, Bengaluru, Karnataka – 560012.
18. The Director, Indian Institute of Technology – Bhubaneswar, Argul-Jatni Road, Kansapada, Odisha – 752050.
19. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior – 474002. (Old Campus: Tansen Road, Gwalior – 474002.)
20. The Director, Indian Institute of Chemical Technology (IICT), Uppal Road, IICT Colony, Tarnaka, Hyderabad, Telangana – 500007.
21. The Director, Institute of Pesticide Formulation Technology (IPFT), HSIDC, Sector-20, Udyog Vihar, Opposite Ambience Mall, Gurugram – 122016.
22. The Director, National Chemical Laboratory, Dr. Homi Bhabha Road, Pune, Maharashtra – 411008.
23. The Director, Indian Institute of Technology – Bombay, Main Gate Road, IIT Area, Powai, Mumbai, Maharashtra – 400076.
24. The Director, Indian Institute of Technology – Delhi, IIT Delhi Main Road, IIT Campus, Hauz Khas, New Delhi – 110016.
25. The Director, North East Institute of Science & Technology (Formerly Regional Research Laboratory), Jorhat, Assam – 785006.
26. The Director, Indian Institute of Pesticide Formulation, Gurugram.
27. Shri Alok Mishra, Joint Secretary & DG, DGFASLI, N S Mankikar Marg, Sion, Mumbai 400022.
28. The Secretary, National Disaster Management Authority, Ministry of Home Affairs, New Delhi.
29. The Director General, NDRF, Ministry of Home Affairs, New Delhi.
30. The Director, Indian Institute of Science Education and Research (IISER) Pune, Dr. Homi Bhabha Road, Pashan, Pune, Maharashtra 411008
31. The Director, Indian Institute of Science Education and Research (IISER) Kolkata, Mohanpur, Nadia, West Bengal 741246
32. The Director, Indian Institute of Science Education and Research (IISER) Mohali, Knowledge City, Sector 81, Sahibzada Ajit Singh Nagar (Mohali), Punjab 140306

33. The Director, Indian Institute of Science Education and Research (IISER) Bhopal, Bhopal Bypass Road, Bhauri, Bhopal. Madhya Pradesh 462066
34. The Director, Indian Institute of Science Education and Research (IISER) Thiruvananthapuram, Maruthamala PO, Vithura, Thiruvananthapuram, Kerala. 695551
35. The Director, Indian Institute of Science Education and Research (IISER) Tirupati, Srinivasapuram, Jangalapalli Village, Panguru (G.P), Yerpedu Mandal, Tirupati District, Andhra Pradesh - 517619
36. The Director, Indian Institute of Science Education and Research (IISER) Berhampur, Govt. ITI Premises, Engg. School Junction, NH-59, Berhampur, Odisha, 760010
37. The Vice-Chancellor, Bharathiar University, Maruthamalai Road, Coimbatore, Tamil Nadu, 641046
38. The Helpdesks, Indian Chemical Council, 602 Sir Vithaldas Chambers, 6 Floor, 16 Mumbai Samachar Marg, Mumbai - 400 001.
39. The Director General, CSIR - Indian Institute Of Toxicology Research (IITR), Vishvigyan Bhawan, 31, Mahatma Gandhi Marg, Kaiser Bagh, Lucknow, Uttar Pradesh 226001
40. The Director, CSIR - National Environmental Engineering Research Institute, Nehru Marg, Nagpur, Maharashtra - 440 020
41. Any concerned organization related to chemical industries/research and academia, and dealing with hazardous chemicals.



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
HELSINKI, FINLAND
14 – 25 SEPTEMBER 2026**

PURPOSE OF THE COURSES

1. The OPCW Technical Secretariat (the Secretariat) wishes to inform Member States that in 2026 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. The courses, to be held from 14 to 25 September 2026, 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 International Organization for Standardization/International Electrotechnical Commission Standard ISO/IEC 17025:2017 Testing and calibration laboratories. Prior to the course, participants will be asked to provide information on the quality assurance system adopted in their laboratories. Then, through lectures, discussions, and practical exercises in the course, participants will learn how to better implement the requirements of the Standard in their laboratory quality management systems.
4. This course will accommodate a maximum of six participants from States Parties with economies that are developing or in transition, to be selected by the Secretariat 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, 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 event.

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 to Finland.

ADMISSION REQUIREMENTS

12. The analytical skills development courses offered by the OPCW are aimed at building the analytical capacities for chemicals relevant to the Convention.
13. Member States and National Authorities are strongly encouraged to support and endorse the applications or nominations of suitable women candidates.
14. 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) laboratory quality assurance systems (for the CW-LQM course); and
 - (ii) quantitative mass spectrometry (for the CW-QMS 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 a Member State with an economy that is developing or in transition 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 be disallowed from continuing in the courses.

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 through Eventus, the OPCW event management platform (<https://apps.opcw.org/eventus>). Applicants must first create an account and then register for the CW-LQM or CW-QMS 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.

18. 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 candidate's supervisor in his or her institution addressing the candidate's qualifications in line with paragraphs 14 and 15 above and attesting the relevance of the courses to the work of the institution.
19. Participants' personal information must match the name on their passport. Participants are responsible for providing and verifying the accuracy of their personal information, as this information will be used for the issuance of flight tickets. Any inaccuracies may result in exclusion from the course, or additional charges that will need to be borne by the participants.
20. Applications must be submitted in Eventus **no later than 30 March 2026**. 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) and Ms Ting Zhang, Senior Project Assistant (Email: ting.zhang@opcw.org).
21. Candidates who have not been contacted by the OPCW by 31 May 2026 should consider that their application has been unsuccessful.

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