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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](mailto: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](mailto:roman.warchol@opcw.org)) and Mrs Rufaro Kambarami, Project Assistant (Tel: +31 (0)70 416 3272; Email: [rufaro.kambarami@opcw.org](mailto:rufaro.kambarami@opcw.org)).

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