

File No. M-21012/5/2024-TECH  
Government of India  
Cabinet Secretariat  
National Authority Chemical Weapons Convention  
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1<sup>st</sup> Floor, Chanakya Bhawan, Chanakyapuri,  
New Delhi, dated 23 February, 2024.

OFFICE MEMORANDUM

**Subject:** Online Proficiency Testing Course from 03 to 14 June 2024 – regarding.

India is a signatory to the Chemical Weapons Convention (CWC). The Organization for the Prohibition of Chemical Weapons (OPCW), with headquarters 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 and other Indian nationals in training courses conducted by OPCW in the field of the Convention.

2. In this regard, please find enclosed herewith a copy of the Technical Secretariat Note No. S/2251/2024 dated 16 February 2024, received from OPCW, seeking nominations on the above-mentioned subject course.

3. In line with above, nominations of suitable, qualified and experienced candidates of suiting the requirements of the course, along with relevant documents, passport copies following the 'Revised Guidelines for OPCW sponsored events' issued by NACWC (enclosed) may please be sent to this office latest by 15 April 2024 through online portal – OPCW Training Management System (<https://training.nacwc.in>). Further, keeping in view the purpose of the course, selection will be done based on their qualifications and experience. Applicants who have already participated in the similar previous programme(s) may not be nominated for the course.

4. After attending the course, the participant has to submit a report and a presentation to the National Authority.

5. This issues with the approval of Competent Authority.

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*Saini*  
23/2/2024

(Dr. Arjun Singh)  
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To,

1. The Director General, Indian Chemical Council (ICC), Sir, Vithaldas Chambers, 6<sup>th</sup> Floor, Mumbai Samachar Marg, Mumbai – 400 001, Maharashtra.
2. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi – 110 001
3. The Secretary, Department of Defence R&D and Chairman, DRDO, DRDO Bhawan, Rajaji Marg, New Delhi-110011
4. The Secretary (DARE) & DG, Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers' Welfare, Krishi Bhawan, New Delhi – 110001
5. The Secretary, Department of Health Research and Director General, Indian Council of Medical Research (ICMR), Department of Health Research, 2nd Floor, IRCS Building, 1, Red Cross Road, New Delhi – 110001



S/2251/2024

16 February 2024

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT  
ONLINE PROFICIENCY TESTING COURSE**

**Background**

1. The OPCW Technical Secretariat (the Secretariat) wishes to inform Member States that an online proficiency testing course will be held via the Microsoft Teams and Talentsoft platforms from 3 to 14 June 2024.
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 OPCW Laboratory.
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 3 to 13 June 2024 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 database (NIST);
  - (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 between 11 and 13 June. 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 14 June 2024, participants will take an online test to verify the knowledge acquired during the course. Participants who pass the test will receive 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. Female candidates are encouraged to apply.

#### **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 2024" in the subject line of the message.

14. Only nominations endorsed by a nominee's National Authority or Permanent Representation 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 3 May 2024**. 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 Mr Farid Tata, Project Assistant (Tel: +31 (0)70 416 3807; Email: [farid.tata@opcw.org](mailto:farid.tata@opcw.org)).

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### Revised 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>).