



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/615/2007*

7 February 2007

ENGLISH and RUSSIAN only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A WORKSHOP
FOR CUSTOMS AUTHORITIES IN SOUTHEASTERN EUROPE
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
CAVTAT, DUBROVNIK, CROATIA
14 AND 15 APRIL 2007**

1. On behalf of the OPCW and the Government of Croatia, the Director-General is pleased to invite National Authorities to nominate participants for a workshop for customs authorities in Southeastern Europe on technical aspects of the transfers regime of the Chemical Weapons Convention (hereinafter “the Convention”). The workshop, which will be held in Cavtat, Dubrovnik, Croatia, on 14 and 15 April 2007, is intended for customs officials who are involved in implementing this regime, and will focus on best practices in that area. It should also help improve the ability of participating States Parties to track transfers of chemicals listed in the Convention’s schedules of chemicals.
2. At its Eighth Session, the Conference of the States Parties (hereinafter “the Conference”) approved a plan of action regarding the implementation of Article VII obligations, *inter alia* agreeing “that it is imperative that those States Parties that still need to do so take the necessary steps and set realistic target dates for these steps leading to the enactment of the necessary legislation, including penal legislation, and/or the adoption of administrative measures to implement the Convention no later than the Tenth Session of the Conference of the States Parties, scheduled for November 2005” (C-8/DEC.16, dated 24 October 2003). At its Tenth Session the Conference adopted a decision on follow-up to the plan (C-10/DEC.16, dated 11 November 2005) and, at its Eleventh, extended for one year the provisions of that decision (C-11/DEC.4, dated 6 December 2006).
3. How customs authorities handle scheduled chemicals has a practical impact on the implementation of the Convention’s transfers regime, and can play a key role in diminishing and eventually eliminating discrepancies between the quantities of scheduled chemicals declared by importing and exporting States Parties in respect of the same transfers. The workshop will provide participating States Parties with an opportunity to discuss amongst themselves and with personnel from the Technical Secretariat (hereinafter “the Secretariat”) such topics as:

* Reissued in English and Russian only for technical reasons.



- (a) the identification of chemicals relevant to the Convention, including in the Harmonised System; current recommendations of the World Customs Organization (WCO); and potential changes to that System and those recommendations as they concern scheduled chemicals;
 - (b) sources of information for customs officials and customs laboratories: the Handbook on Chemicals, the OPCW Central Analytical Database and other useful databases; and
 - (c) customs-related matters, such as discrepancies in the reporting of transfers of scheduled chemicals, free ports and free zones, risk assessment, transshipments, and software for customs services.
4. Participants are encouraged to make presentations on the various topics the workshop will focus on, and are expected to participate actively in discussions. The provisional programme for the workshop is included as Annex 1 to this Note.
5. The Secretariat expects to be able to sponsor the participation of a limited number of representatives from the customs authorities of participating States Parties in Southeastern Europe. Each nomination should specify whether sponsorship is a condition of the nominee's participation. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate that as soon as possible, so that it does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation it has not arranged.
6. When making travel arrangements for sponsored participants, the Secretariat will seek the most-economical options. It will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. In order for the Secretariat to keep costs to a minimum, participants are expected to **arrive no earlier than Friday, 13 April 2007**, and to **depart no later than Monday, 16 April 2007**. The Secretariat's agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the workshop or that result from unauthorised changes to travel arrangements. Sponsored participants shall bear all costs resulting from changes they make once the Secretariat has purchased tickets. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates.
7. Participants are requested to obtain any visas required (including transit visas) before travelling to Croatia. When applying for any entry visa, they should present the Croatian Embassy or Consulate with a copy of the acceptance letter from the OPCW.
8. The workshop will be conducted in English, and Russian-language interpretation services may be provided. All participants are therefore expected to have a good oral and written command of either English or Russian.

9. Interested National Authorities are invited to complete the nomination form that is included as Annex 2 to this Note, making sure in particular to provide all the contact details it requests. Completed forms should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax to +31 (0)70 306 3535, or by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat **no later than Friday, 16 March 2007**. Please be advised that participants must present the aforementioned OPCW acceptance letter in order to register for the workshop.

10. Additional information about the workshop may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mr Maharage Ananda Perera, who can be reached at +31 (0)70 416 3818.

Annexes:

Annex 1: Provisional Programme

Annex 2 (English only): Nomination Form

Annex 1

**WORKSHOP
FOR CUSTOMS AUTHORITIES IN SOUTHEASTERN EUROPE
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
CAVTAT, DUBROVNIK, CROATIA
14 AND 15 APRIL 2007**

PROVISIONAL PROGRAMME

Time	Activity
<i>Saturday, 14 April 2007</i>	
09:00 – 09:30	Registration, and introduction to the workshop
09:30 – 10:00	Opening of the workshop
10:00 – 10:45	The Chemical Weapons Convention and the OPCW
10:45 – 11:15	<i>Break for tea or coffee</i>
11:15 – 12:00	The legal framework for controls and enforcement with respect to transfers: import-and-export provisions, and cooperation between the National Authority and customs authorities
12:00 – 12:30	Chemicals to be monitored under the Convention, and their principal uses
12:30 – 14:00	<i>Lunch break</i>
14:00 – 14:30	Identification of scheduled chemicals, and the Harmonised System: <ul style="list-style-type: none"> • current recommendations of the World Customs Organization • potential changes to the Harmonised System and to WCO recommendations concerning scheduled chemicals
14:30 – 15:00	Sources of information for customs officials on the identification of scheduled chemicals: <ul style="list-style-type: none"> • the Handbook on Chemicals • the OPCW Central Analytical Database, and other useful databases
15:00 – 15:30	<i>Break for tea or coffee</i>
15:30 – 16:30	Customs-related issues: <ul style="list-style-type: none"> • discrepancies in the reporting of transfers of scheduled chemicals • free ports and free zones • software for use by customs services • risk assessments • transshipments
16:30 – 17:00	Croatia's experience in monitoring imports and exports of scheduled chemicals
<i>Sunday, 15 April 2007</i>	
09:00 – 11:00	Presentations by States Parties on practical implementation issues under the transfers regime: free ports and free zones, regional free-trade agreements, risk assessment, identification of chemicals, and licences for import and export
11:00 – 11:30	<i>Break for tea or coffee</i>
11:30 – 12:30	Roundtable discussions on practical implementation matters
12:30 – 13:00	Conclusions and summing-up
13:00 – 14:30	<i>Lunch, and closure</i>

Annex 2

**WORKSHOP
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ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
CAVTAT, DUBROVNIK, CROATIA
14 AND 15 APRIL 2007**

NOMINATION FORM

Please submit the completed form by **16 March 2007** to:
The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: +31 (0)70 306 3535; e-mail: ipb@opcw.org.

Please type or use BLOCK LETTERS.

1.	Family name of nominee ¹	
2.	First name(s)	
3.	Date of birth	Day Month Year
4.	Citizenship	
5.	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
6.	Passport number	
7.	Date of issue	Day Month Year
8.	Expiry date	Day Month Year
9.	Place of issue	
10.	Areas of expertise	
11.	Employer	
12.	Position	
13.	Contact address (Please do not give a post-office box number)	Street
		Number Post code
		City
		Country
14.	E-mail address	
15.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
16.	Fax numbers, including country and city codes	Home
		Work
17.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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¹ Please give the first and family names exactly as they appear in the nominee's passport.