



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1043/2012

4 October 2012

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE REGIONAL TRAINING COURSE
FOR CUSTOMS AUTHORITIES OF STATES PARTIES IN ASIA
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
OF THE CHEMICAL WEAPONS CONVENTION
NEW DELHI, INDIA
10 – 13 DECEMBER 2012**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of the Republic of India, the Director-General wishes to invite National Authorities from States Parties in Asia to nominate participants for a regional training course for customs authorities on the technical aspects of the transfers regime of the Chemical Weapons Convention (hereinafter “the Convention”). The training course, which will be held in New Delhi, India from 10 to 13 December 2012, is intended for customs officials who are involved in implementing this regime. The training course will focus on imparting comprehensive knowledge about the Convention, including the provisions of the transfers regime, in order to improve the ability of participating States Parties to track transfers of chemicals listed in the schedules of chemicals.
2. How customs authorities handle scheduled chemicals has a practical impact on the implementation of the transfers regime of the Convention, 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. This training course will provide participating States Parties with information on the following topics:
 - (a) an overview of the Convention and of the OPCW;
 - (b) the rights and obligations of States Parties to the Convention;
 - (c) the role of the National Authority and its effective interaction with stakeholders;
 - (d) the identification of chemicals relevant to the Convention, including the Harmonized System (HS), current recommendations of the World Customs



Organization (WCO), and potential changes to that system and those recommendations as they concern scheduled chemicals;

- (e) sources of information for customs officials and customs laboratories, including:
 - (i) the Handbook on Chemicals, the Online Scheduled Chemicals Database, and the OPCW Central Analytical Database (OCAD); and
 - (ii) useful websites; and
 - (f) customs-related matters, such as discrepancies in the reporting of transfers of scheduled chemicals, free ports and free zones, risk assessments, transshipments, and software for customs services.
3. Given that the key aim of the course will be to share best practices amongst customs services, States Parties are encouraged to nominate one participant from a relevant operational department within their respective customs authority that deals with the control of chemicals.
 4. Participants attending the training course are encouraged to make presentations on the various topics on which the course will focus, and are expected to participate actively in discussions. The provisional programme for the training course is attached as Annex 1 to this Note.
 5. Course activities will be conducted in English. Participants are therefore expected to have a good command, both written and oral, of English.
 6. The Secretariat expects to be able to sponsor the participation of one participant from each State Party provided they meet the criteria as elaborated in paragraph 3 above. 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 the Secretariat does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation it has not arranged.
 7. 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 Sunday, 9 December 2012**, and to depart **no later than Friday, 14 December 2012**. The Secretariat's agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the training course or that result from changes in the travel arrangements it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, 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.

8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to India. When applying for any entry visa required, they should present the Embassy or Consulate of the Republic of India with a copy of the acceptance letter from the OPCW.
9. Interested National Authorities are invited to complete the nomination and endorsement forms that are attached as Annexes 2 and 3 to this Note, ensuring in particular to provide all the requested contact details. 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, 2 November 2012**. Please be advised that participants must present an OPCW acceptance letter in order to register for the training course. National Authorities are kindly requested to note that the Secretariat will not accept any nominations after the final date for receipt of nominations.
10. Additional information about the training course 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: Nomination Form
Annex 3: Endorsement Form

Annex 1

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
OF STATES PARTIES IN ASIA ON TECHNICAL ASPECTS OF THE
TRANSFERS REGIME OF THE CHEMICAL WEAPONS CONVENTION
NEW DELHI, INDIA
10 – 13 DECEMBER 2012**

PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 10 December 2012</i>	
09:00 – 09:30	Registration
09:30 – 10:00	Opening ceremony
10:00 – 10:30	<i>Tea/coffee break</i>
10:30 – 11:15	An overview of the Convention
11:15 – 11:45	Introduction to the OPCW
11:45 – 12:30	Chemicals to be monitored under the Convention <ul style="list-style-type: none"> • Chemicals covered • Main uses of selected chemicals covered by the Convention
12:30 – 13:30	<i>Lunch break</i>
13:30 – 14:00	Transfer provisions of the Convention and trade in scheduled chemicals in the region
14:00 – 14:45	The role of customs authorities as a stakeholder in the National Authority
14:45 – 15:15	<i>Tea/coffee break</i>
15:15 – 17:00	Exercise 1: group discussion of import/export scenarios
<i>Tuesday, 11 December 2012</i>	
09:00 – 09:30	Introduction to identification of Convention-related chemicals
09:30 – 10:00	Identification of Convention-related chemicals: Harmonized System <ul style="list-style-type: none"> • Current WCO recommendations • Simplified WCO recommendations • Possible future amendments to the Harmonized System
10:00 – 10:30	Identification of Convention-related chemicals: The OPCW's Handbook on Chemicals and the Online Scheduled Chemicals Database <ul style="list-style-type: none"> • Introduction • Demonstration
10:30 – 11:00	<i>Tea/coffee break</i>
11:00 – 11:30	Identification of Convention-related chemicals: Analysis of suspect chemicals <ul style="list-style-type: none"> • On-site analysis • Role of customs laboratories • OPCW Central Analytical Database (OCAD)
11:30 – 12:00	Other information tools for customs officers <ul style="list-style-type: none"> • Green Customs Guide • Most-traded-chemicals brochure • Useful websites • Future e-learning modules

Time	Activity
12:00 – 12:30	Round-up of identification issues <ul style="list-style-type: none"> • Brief reminder of main scheduled chemicals traded in the region • Round-table discussions on problems in identifying scheduled chemicals
12:30 – 13:30	<i>Lunch break</i>
13:30 – 16:00	Exercise 2: Identification of chemicals <ul style="list-style-type: none"> • Reminder of the Handbook on Chemicals and the Online Scheduled Chemicals Database • Hands-on exercise
16:00 – 16:15	<i>Tea/coffee break</i>
16:15 – 17:15	Common problems in reporting imports/exports <ul style="list-style-type: none"> • Discrepancies in the reporting of imports/exports of chemicals related to the Convention • Free ports/zones • Transhipments and transits • Voluntary guidelines on declaring imports/exports • Resolution of transfer discrepancies
<i>Wednesday, 12 December 2012</i>	
09:00 – 09:45	Practical issues in controlling the chemical trade (1) <ul style="list-style-type: none"> • Import/export licensing • Risk assessment • Customs software • Control of transhipments and transits • Smuggling/diversion methods for chemicals
09:45 – 10:15	Practical issues in controlling the chemical trade (2) <ul style="list-style-type: none"> • Case studies
10:15 – 10:30	<i>Tea/coffee break</i>
10:30 – 12:15	Exercise 3: Group discussions of import/export scenarios
12:15 – 13:15	Exercise 3: Group discussions of import/export scenarios (conclusions)
13:15 – 14:15	<i>Lunch break</i>
14:15 – 15:00	Status of implementation of the Convention
15:00 – 15:45	International Cooperation and Assistance programmes of the OPCW
15:45 – 16:00	<i>Tea/coffee break</i>
16:00 – 17:00	Presentation by the Host Country on national customs measures
<i>Thursday 13 December 2012</i>	
08:00 – 13:00	Visit to local customs facilities
13:00 – 14:30	<i>Lunch break</i>
14:30 – 15:30	Group discussions on existing procedures for control of scheduled chemicals, sharing of best practice in the region and recommendations for improvement in the following areas: <ul style="list-style-type: none"> • Licensing procedures for scheduled chemicals • Identification of scheduled chemicals • Risk assessment and customs software • Control of transits and transhipments
15:30 – 15:45	<i>Tea/coffee break</i>
15:45 – 16:15	Feedback from group discussions
16:15 – 17:00	Conclusion of the training course; summing up and evaluation

Annex 2

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
OF STATES PARTIES IN ASIA ON TECHNICAL ASPECTS OF THE
TRANSFERS REGIME OF THE CHEMICAL WEAPONS CONVENTION
NEW DELHI, INDIA
10 – 13 DECEMBER 2012**

NOMINATION FORM

Please submit the completed form **by 2 November 2012** 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 or +31 (0)70 416 3228; e-mail: ipb@opcw.org

Please type or use **BLOCK LETTERS**.

1.	Family name of nominee*			
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"/>	
18.	Signature of applicant	Date:		

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

** For these and all like items, please tick the appropriate box.

Annex 3

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
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ENDORSEMENT BY THE NATIONAL AUTHORITY

I, _____, Head/Chief Coordinator of the National Authority of the State Party of _____, on behalf of the Government of _____, hereby endorse the nomination form of Mr./Ms. _____, holding the position/designation of _____ in the Office/Division/Branch of _____ as indicated in the attached nomination form for participation in the **Regional Training Course for Customs Authorities of States Parties in Asia on Technical Aspects of the Transfers Regime of the Chemical Weapons Convention** being held in New Delhi, India from 10 to 13 December 2012.

Signature: _____

Name: _____

Designation: _____

Official Seal of the Organisation: