



NOTE BY THE DIRECTOR-GENERAL

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
OF THE STATES PARTIES IN EASTERN EUROPE ON THE TECHNICAL ASPECTS
OF THE TRANSFERS REGIME OF THE CHEMICAL WEAPONS CONVENTION
KRAKOW, POLAND
27 – 30 SEPTEMBER 2016**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Poland, the Director-General wishes to invite National Authorities from States Parties in Eastern Europe 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 will be held in Krakow, Poland, from 27 to 30 September 2016, and is intended for officials from customs authorities involved in implementing this regime.
2. The way in which relevant customs authorities handle scheduled chemicals and interaction between customs authorities and National Authorities have 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. It is the expectation that through participation in the training course, participants should be able to share information within their respective customs authorities to ensure better coordination of monitoring and reporting the trade of scheduled chemicals.
3. The purpose of the training course is two-pronged: (1) to enhance the ability of customs officials from participating States Parties to implement the transfers regime of the Convention; and (2) to provide an opportunity for participants to enhance their skills and act as trainers themselves upon return to their respective workplaces, where they can transfer the knowledge they have gained to others. The specific objectives of the course are to:
 - (a) impart substantive information on the provisions of the transfers regime of the Convention and other relevant sources of information and online databases;
 - (b) provide an opportunity for hands-on practical exercises in identifying chemicals;
 - (c) provide a forum for customs officers in the region to share experiences with issues in controlling chemical trade; and



- (d) provide the necessary tools and information to participants to help them acquire the skills required of trainers.
4. Participants attending the training course will be expected to participate actively in the discussions on course topics and will be required to make presentations during the last two days of the course, when they will receive training to enable them to train others upon return to their respective workplaces. The provisional programme for the training course is included as Annex 1 to this Note.
5. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor a limited number of participants for the training course. Each nomination should specify whether sponsorship is a condition of the nominee’s participation. All nominations from State Parties must be formally endorsed by the National Authority. For sponsored participants, the Secretariat will cover the costs of travel, accommodation, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate such 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.
6. The Secretariat will not pay for medical assistance. Therefore, participants should be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
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 Monday, 26 September 2016** and to depart **no later than Saturday, 1 October 2016**. 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 unauthorised changes in travel arrangements. Sponsored participants shall bear all costs resulting from any 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 Poland. When applying for any required visas, they should present a copy of the acceptance letter from the OPCW to the Embassy or Consulate of Poland in addition to any other documents required to obtain a visa for Poland, taking into account the established rules and procedures for each country. Participants are required to approach the Embassy or Consulate of Poland immediately after receiving the acceptance letter issued by the OPCW.
9. The training course will be conducted in English, and interpretation into Russian will be provided. All participants are therefore expected to have good written and oral command of at least one of these languages.

10. Interested National Authorities are invited to complete the nomination and endorsement forms that are attached as Annexes 2 and 3 to this Note, making sure in particular to provide all of the details requested therein. The National Authorities are requested to nominate only candidates who have not attended any previous or similar courses organised by the OPCW. Completed forms for all participants should be forwarded by the relevant National Authority 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 email to ipb@opcw.org. All nominations must be received by the Secretariat **no later than Friday, 29 July 2016**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations for sponsorship submitted after that date. Please be advised that participants must present an OPCW acceptance letter in order to register for the training course.
11. Additional information about the training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Vaclovas Semaskevicius (+31 70 416 3270) and Ms Olukemi Adenuga (+31 70 416 3923), who may also be reached by email at ipb@opcw.org.

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form
- Annex 3: Endorsement by the National Authority

Annex 1

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
OF THE STATES PARTIES IN EASTERN EUROPE
ON THE TECHNICAL ASPECTS OF THE TRANSFERS REGIME
OF THE CHEMICAL WEAPONS CONVENTION
KRAKOW, POLAND
27 – 30 SEPTEMBER 2016**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 27 September 2016</i>	
09:00 – 09:30	Registration
09:30 – 10:00	Opening and introduction; group photo
10:00 – 10:30	History of the use of chemical weapons and introduction to the Convention
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Introduction to the OPCW
11:30 – 12:15	Chemicals to be monitored under the Convention: <ul style="list-style-type: none"> • Chemicals covered • Main uses of selected chemicals covered by the Convention
12:15 – 13:15	<i>Lunch</i>
13:15 – 13:45	Transfer provisions of the Convention and trade of scheduled chemicals in the region
13:45 – 14:15	The role of the National Authority and its interaction with customs authorities
14:15 – 14:45	<i>Coffee/tea break</i>
14:45 – 17:00	Exercise 1: Group discussions of import and export scenarios
<i>Wednesday, 28 September 2016</i>	
09:00 – 09:30	Introduction to the identification of Convention-related chemicals
09:30 – 10:00	Identification of Convention-related chemicals: the Harmonized System of the World Customs Organization (WCO): <ul style="list-style-type: none"> • Current WCO recommendations • The WCO's simplified recommendations • Possible future amendments to the Harmonized System
10:00 – 10:30	Identification of Convention-related chemicals: the OPCW Handbook on Chemicals and the OPCW online scheduled chemicals database: <ul style="list-style-type: none"> • Introduction • Demonstration
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Identification of Convention-related chemicals: an analysis of suspect chemicals: <ul style="list-style-type: none"> • On-site analysis • The role of customs laboratories • The OPCW Central Analytical Database (OCAD)

Time	Activity
11:30 – 12:00	Other information tools for customs officers: <ul style="list-style-type: none"> • The Green Customs Guide¹ • The Most Traded Chemicals brochure • Useful websites • Future e-learning modules
12:00 – 12:30	Roundtable discussion on the identification of chemicals
12:30 – 13:30	<i>Lunch</i>
13:30 – 16:00	Exercise 2: Identifying chemicals <ul style="list-style-type: none"> • Summary: the Handbook on Chemicals and the online scheduled chemicals database • Hands-on exercise
16:00 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:15	Common problems in reporting imports and exports: <ul style="list-style-type: none"> • Discrepancies in Convention import-export reporting • Free ports and zones • Transhipments and transits • Shipping chemicals: country of origin vs. country of dispatch • Voluntary guidelines on imports and exports • Resolution of transfer discrepancies
<i>Thursday, 29 September 2016</i>	
09:00 – 09:45	Practical issues in controlling the trade in chemicals: <ul style="list-style-type: none"> • Import-export licensing • Control of transhipments and transits • Customs software • Risk assessment • Smuggling and diversion of chemicals
09:45 – 10:15	Practical issues involved in controlling the chemical trade: case studies
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 13:15	Exercise 3: Group discussion of import-export scenarios
13:15 – 14:15	<i>Lunch</i>
14:15 – 18:00	Field trip
<i>Friday, 30 September 2016</i>	
09:00 – 09:45	Status of the implementation of the Convention
09:45 – 10:45	The programmes of the International Cooperation and Assistance Division
10:45 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Presentations by the host country on national customs measures
11:45 – 12:45	Group discussions on existing procedures for the control of scheduled chemicals, sharing best practices 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 transit and transhipment

¹ *The Green Customs Guide to Multilateral Environmental Agreements*, a publication of the United Nations Environment Programme.

Time	Activity
12:45 – 13:45	<i>Lunch</i>
13:45 – 14:30	Group discussions (continued)
14:30 – 15:30	Feedback from group discussions
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:30	Conclusion of the training course: summary and evaluation

Annex 2

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
OF THE STATES PARTIES IN EASTERN EUROPE
ON THE TECHNICAL ASPECTS OF THE TRANSFERS REGIME
OF THE CHEMICAL WEAPONS CONVENTION
KRAKOW, POLAND
27 – 30 SEPTEMBER 2016
NOMINATION FORM**

Please submit the completed form by **Friday, 29 July 2016** to:
The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Email: ipb@opcw.org

Please type or use BLOCK LETTERS

National Authority making the nomination			
Family name of nominee*			
First name(s)*			
Date of birth	Day	Month	Year
Citizenship			
Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Date of expiry	Day	Month	Year
Place of issue			
Areas of expertise relevant to the purpose of the training course (please describe)			
Employer			
Position			
Contact address (Please do not give a post-office box number)	Street		
	Number	Postcode	
	City		
	Country		
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Is sponsorship required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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

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

Annex 3

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
OF THE STATES PARTIES IN EASTERN EUROPE
ON THE TECHNICAL ASPECTS OF THE TRANSFERS REGIME
OF THE CHEMICAL WEAPONS CONVENTION
KRAKOW, POLAND
27 – 30 SEPTEMBER 2016**

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 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 the States Parties in Eastern Europe on the Technical
Aspects of the Transfers Regime of the Chemical Weapons Convention, being held in
Krakow, Poland, from 27 to 30 September 2016.

**I also certify that the above candidate has not attended any previous or similar course
conducted by the OPCW.**

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: