



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/965/2011

28 September 2011

ENGLISH and SPANISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR A TRAINING COURSE FOR CUSTOMS AUTHORITIES  
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN  
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
BRASILIA, BRAZIL  
13 – 15 DECEMBER 2011**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Brazil, the Director-General wishes to invite National Authorities from States Parties in Latin America and the Caribbean to nominate participants for a 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 Brasilia, Brazil, from 13 to 15 December 2011, 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, and interpretation services into Spanish will be provided. Participants are therefore expected to have a good command, both written and oral, of one of these two languages.
  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 Monday, 12 December 2011**, and to depart **no later than Friday, 16 December 2011**. 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 Brazil. When applying for any entry visa required, they should present the Brazilian Embassy or Consulate with a copy of the acceptance letter from the OPCW.
9. Interested National Authorities are invited to complete the nomination form that is attached as Annex 2 to this Note, ensuring 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](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than Friday, 4 November 2011**. 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 (English only)

**Annex 1**

**TRAINING COURSE FOR CUSTOMS AUTHORITIES  
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN  
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
BRASILIA, BRAZIL  
13 – 15 DECEMBER 2011**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Tuesday, 13 December 2011</i></b>	
09:00 – 09:30	Registration
09:30 – 10:30	Introduction to the Convention and to the OPCW: <ul style="list-style-type: none"> <li>• History of the Convention and why such a convention is needed</li> <li>• Brief overview of the Convention and of the OPCW</li> </ul>
10:30 – 11:00	The role of customs authorities and their interaction with the National Authority
11:00 – 11:45	The Brazilian experience: The role of its customs authorities and their interaction with the National Authority
11:45 – 12:45	Opening ceremony, and reception
13:00 – 14:00	<i>Lunch break</i>
14:00 – 14:45	Chemicals to be monitored under the Convention: <ul style="list-style-type: none"> <li>• Basic chemistry</li> <li>• The chemicals covered by the Convention</li> <li>• The main uses of selected chemicals covered by the Convention</li> </ul>
14:45 – 15:15	Transfer provisions of the Convention
15:15 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:30	Exercise 1: Group discussions of import/export scenarios
<b><i>Wednesday, 14 December 2011</i></b>	
09:00 – 09:30	Introduction to the identification of Convention-related chemicals
09:30 – 10:00	Identification of Convention-related chemicals (1): <ul style="list-style-type: none"> <li>• The WCO's Harmonized System (HS)</li> <li>• Current WCO recommendations</li> <li>• Simplified WCO recommendations</li> <li>• Possible future amendments to the HS</li> </ul>
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:15	Identification of Convention-related chemicals (2): <ul style="list-style-type: none"> <li>• The Handbook on Chemicals (introduction)</li> <li>• The Online Scheduled Chemicals Database (introduction and demonstration)</li> </ul>
11:15 – 11:45	Identification of Convention-related chemicals (3): Other information tools for customs officers: <ul style="list-style-type: none"> <li>• Green Customs Guide</li> <li>• The OCAD</li> <li>• Most-traded chemicals</li> <li>• Other useful databases and websites</li> </ul>

<b>Time</b>	<b>Activity</b>
11:45 – 12:15	Identification of Convention-related chemicals (4): Analysis of suspicious chemicals: <ul style="list-style-type: none"> <li>• On-site analysis</li> <li>• The role of the customs laboratory</li> </ul>
12:15 – 13:45	<i>Lunch break</i>
13:45 – 16:00	Exercise 2: The use of the Handbook on Chemicals for the identification of Convention-related chemicals
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Common problems in reporting imports/exports: Discrepancies in the reporting of imports/exports of chemicals related to the Convention: <ul style="list-style-type: none"> <li>• Free ports/free zones</li> <li>• Transshipments and transits</li> <li>• Country of origin vs. country of dispatch</li> <li>• Decision on voluntary guidelines on imports and exports</li> </ul>
<b><i>Thursday, 15 December 2011</i></b>	
09:00 – 10:00	Practical issues in controlling the chemical trade: <ul style="list-style-type: none"> <li>• Import/export licensing</li> <li>• Risk assessment</li> <li>• Customs software</li> <li>• Control of transshipments and transits</li> <li>• Smuggling/diversion methods for chemicals</li> </ul>
10:00 – 10:30	Practical issues: Case studies
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Round-table discussion on common problems and practical issues in controlling the trade in chemicals
11:30 – 12:00	International Cooperation and Assistance programmes of the OPCW
12:00 – 12:30	Customs workshop: Conclusions and summing up
12:30 – 14:00	<i>Lunch break</i>
Afternoon	Port visit: Visit to a local customs port

**Annex 2**

**TRAINING COURSE FOR CUSTOMS AUTHORITIES  
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ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
BRASILIA, BRAZIL  
13 – 15 DECEMBER 2010**

**NOMINATION FORM**

Please submit the completed form **by 4 November 2011** 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](mailto: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"/>

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\* 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.