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26 February 2019
ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR A TRAINING-OF-TRAINERS COURSE
FOR REPRESENTATIVES OF CUSTOMS TRAINING INSTITUTIONS
IN ASIAN MEMBER STATES ON TECHNICAL ASPECTS OF THE
TRANSFERS REGIME OF THE CHEMICAL WEAPONS CONVENTION
VIENTIANE, LAO PEOPLE'S DEMOCRATIC REPUBLIC
16 – 19 JULY 2019**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities from Asian Member States to nominate participants for a training-of-trainers course for representatives of customs training institutions on technical aspects of the transfers regime of the Chemical Weapons Convention (hereinafter “the Convention”). The training course will be held in Vientiane, the Lao People’s Democratic Republic, from 16 to 19 July 2019, in cooperation with the World Customs Organization (WCO).
2. The manner in which 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 Member States with respect to these same transfers.
3. The training-of-trainers course is intended to ensure broader outreach and to improve the capacity of Member States to enforce the transfers regime, by engaging national and regional customs training institutions that are expected to incorporate Convention modules into their curricula.
4. For this reason, the course will focus on training trainers from customs training institutions, as well as certified trainers who are regularly employed by customs authorities to deliver training courses for customs officials. During the course, representatives of customs training institutions are also expected to share experiences and best practices on the subject.
5. The course will focus on the following areas:
 - (a) the OPCW and the provisions of the Convention;
 - (b) the rights and obligations of States Parties to the Convention;



- (c) the identification of chemicals relevant to the Convention, including those in the WCO Harmonized System;
 - (d) the recommendations of the WCO with regard to scheduled chemicals; and potential changes to the Harmonized System;
 - (e) the role and responsibilities of National Authorities and their stakeholders (including customs authorities) under the provisions of the Convention;
 - (f) sources of information for customs officials and customs laboratories, including the OPCW Handbook on Chemicals, the online scheduled chemicals database, the OPCW Central Analytical Database, and various useful websites;
 - (g) customs-related matters such as discrepancies in reporting transfers of scheduled chemicals, free ports and free zones, risk assessments, transshipments, and software used by customs services; and
 - (h) practical exercises, group discussions, and presentations.
6. Participants are expected to share information on how their authorities handle scheduled chemicals and on the training programmes currently conducted for customs officers. Attendees are also expected to participate actively in group discussions on existing procedures governing the control of scheduled chemicals, to share best practices in their region, and to make recommendations on how their customs authorities could make improvements in the following areas:
- (a) licensing procedures for scheduled chemicals;
 - (b) identification of scheduled chemicals;
 - (c) risk assessment and customs software; and
 - (d) control of transits and transshipments.
7. At the end of the course, all participants should have developed follow-up plans for introducing the Convention module into their training curricula or, where relevant, strengthening existing modules. The national-level training courses for customs officials based on revised curricula should be offered no later than 2020. Based on the invitations of the Member States involved, the Technical Secretariat (hereinafter “the Secretariat”) will consider providing further support to customs training institutions through follow-up visits to the training institutions and the sharing of relevant materials and expertise.
8. The provisional programme for the training course is attached as Annex 1 to this Note.
9. Each Member State is encouraged to nominate three participants. The nomination package should include **one customs trainer, one management-level official from a customs training institution, and one representative of the National Authority**, who will coordinate the necessary follow-up activities with the national customs training institution. Therefore, each Member State will have three nominees who will

be eligible for sponsorship by the Secretariat. The aforementioned management-level official should be from the same institution as the nominated customs trainer, and should have the authority to ensure that further steps are taken by the Member State to integrate Convention-related information into the training curriculum. The revised curriculum is to be offered to customs officers no later than 2020. Member States submitting a nomination package that does not include three nominees with relevant profiles will not be considered for participation in the programme.

10. Each nomination should specify whether sponsorship is a condition for the nominee's participation, and should be supported by an endorsement from the National Authority (Annex 3). 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. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate this as soon as possible, so that the Secretariat does not incur hotel cancellation fees. The Secretariat will not cover the costs of any accommodation it has not arranged.
11. 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, 15 July 2019 and to depart no later than Saturday, 20 July 2019**. 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 must bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets. Non-sponsored participants are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates.
12. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Lao People's Democratic Republic. When applying for any required visas, they should present the Embassy or Consulate of the Lao People's Democratic Republic with a copy of the acceptance letter from the OPCW. Please be advised that participants must present an OPCW acceptance letter in order to register for the training course.
13. The training course will be conducted in English. All participants are therefore expected to have a good written and oral command of English.
14. Interested National Authorities and representatives of customs training institutions are invited to register their nominations online **no later than 3 May 2019** through Eventus, the OPCW event management system (<https://apps.opcw.org/eventus>). Please note that all questions marked with an asterisk (*) in the online registration form must be answered in order for the candidate to be eligible to apply for this course. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to send the completed nomination form (Annex 2) and an endorsement form (Annex 3) via email attachment (ipb@opcw.org)

with the reference to “Training-of-trainers course for representatives of customs training institutions” in the subject line of the message. **Each nomination must be accompanied by an endorsement form from the candidate’s respective National Authority.**

15. Each National Authority interested in the course **should submit a cover letter**, which should specify the roles of the three nominees (as required in paragraph 9 above). The letter should also describe in detail the motivation for participation in the training course, the ongoing national customs training programmes in the area of security and strategic trade control, and cooperation between customs and National Authorities. This information should serve as the basis for the **10-minute presentations** that the selected participants will be expected to make on the first day of the training course. In addition, selected participants will be asked to submit to the Secretariat their real-life cases concerning imports and exports of dual-use chemicals (particularly those involving transit or transshipment), so that they can be examined and discussed during the training course. The cover letter and real-life cases should be sent directly to Mr Pavlo Byalyk, the officer in charge of the course (see paragraph 19 below for contact details).
16. The nominees selected for the course will be requested, prior to their arrival in the Lao People’s Democratic Republic, to complete the online Convention e-learning modules designed for customs officers. The modules are located on the WCO website and can be accessed online (<http://clikc.wcoomd.org/login/>).
17. Participation in the course is limited to Asian Member States. The quality of the applications will be a key selection criterion. Member States that are not selected for participation in the course in 2019 will have an opportunity to re-apply for a similar course in the future. **Each Member State is eligible to participate in this particular training programme only once.**
18. Additional information about the training course may be obtained from the Implementation Support Branch of the International Cooperation and Assistance Division. The contact persons are Mr Pavlo Byalyk (Tel: +31 (0)70 416 3376; Email: pavlo.byalyk@opcw.org) and Mr Aldo Rodriguez (Tel: +31 (0)70 416 3438; Email: aldo.rodriguez@opcw.org).

Annexes:

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| Annex 1: | Provisional Programme |
| Annex 2 | Nomination Form |
| Annex 3: | National Authority Endorsement Form |

Annex 1

**TRAINING-OF-TRAINERS COURSE FOR REPRESENTATIVES
OF CUSTOMS TRAINING INSTITUTIONS IN ASIAN MEMBER STATES
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
OF THE CHEMICAL WEAPONS CONVENTION
VIENTIANE, LAO PEOPLE'S DEMOCRATIC REPUBLIC
16 – 19 JULY 2019**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 16 July 2019</i>	
08:30 – 09:00	<i>Registration</i>
09:00 – 09:30	Opening ceremony
09:30 – 10:30	Introduction of participants, levelling of expectations, and presentation of the training programme and objectives
10:30 – 10:50	<i>Coffee/tea break</i>
10:50 – 11:30	An overview of the OPCW and the Chemical Weapons Convention
11:30 – 13:00	National presentations on cooperation between National Authorities and customs agencies and ongoing national customs training programmes in the area of security and strategic trade control
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Chemicals to be monitored under the Chemical Weapons Convention and their main uses
14.30 – 15:00	Transfer provisions of the Chemical Weapons Convention and the trade of scheduled chemicals in the regions
15:00 – 15:30	Introduction to customs control of chemical shipments
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Exercise 1: Group discussion of import/export scenarios
<i>Wednesday, 17 July 2019</i>	
09:00 – 09:30	Identification of Chemical Weapons Convention-related chemicals: the WCO Harmonized System <ul style="list-style-type: none"> • Current WCO recommendations • The WCO's simplified recommendations • Possible future amendments to the Harmonized System
09:30 – 10:00	Identifying Chemical Weapons Convention-related chemicals: The OPCW's Handbook on Chemicals and the online scheduled chemicals database
10:00 – 10:30	Identifying Convention-related chemicals using other sources of information
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Exercise 2: Identifying chemicals <ul style="list-style-type: none"> • Summary: the Handbook on Chemicals and the online scheduled chemicals database • Hands-on exercise
12:30 – 13:30	<i>Lunch</i>

Time	Activity
13:30 – 14:30	Common problems in reporting imports/exports <ul style="list-style-type: none"> • Discrepancies in Chemical Weapons Convention import/export reporting • Free ports/zones • Transshipments and transits • Voluntary guidelines on declaring imports/exports • Resolution of transfer discrepancies
14:30 – 15:30	Exercise 3: Group discussions of import/export scenarios
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Discussion of import/export scenarios provided by the participants
Thursday, 18 July 2019	
09:00 – 10:30	Group discussions on Chemical Weapons Convention modules: challenges, opportunities, and needs
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Presentations of group discussions on Chemical Weapons Convention modules
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:30	Preparation of country-specific presentations on the introduction of the Chemical Weapons Convention modules
14:30 – 15:00	<i>Coffee/tea break</i>
15:00 – 17:00	Country presentations and discussion
Friday, 19 July 2019	
09:00 – 13:00	Study visit
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Discussion of challenges to enforcement of the Chemical Weapons Convention transfers regime of scheduled chemicals at the national level
15:00 – 15:30	Conclusion and evaluation of the event

Annex 2

**TRAINING-OF-TRAINERS COURSE FOR REPRESENTATIVES
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NOMINATION FORM

Please type or use **BLOCK LETTERS**

Government body 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	
Position	
Employer	
Employer's address (please do not give a post-office box number)	Street
	Number Postcode
	City
	Country
Email address	
Airport of departure	
Telephone numbers (including country and city codes)	Home
	Work
	Mobile
Emergency contact: name, telephone number or email	
Phone numbers	Home
	Work
Has the nominee previously attended an OPCW course?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If so, when and where?

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

**TRAINING-OF-TRAINERS COURSE FOR REPRESENTATIVES
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This form must be signed, duly sealed, and uploaded when submitting your application electronically (<https://apps.opcw.org/eventus>)

ENDORSEMENT BY THE NATIONAL AUTHORITY

I, (name) _____,
(designation) _____ of the National Authority of
(State Party) _____, on behalf of the Government of
(State Party) _____, hereby endorse the nomination of
Mr/Ms (nominee) _____, who has
been nominated by (nominating agency) _____
in the attached nomination form to participate in the training-of-trainers course for
representatives of customs training institutions in Asian Member States on technical aspects
of the transfers regime of the Chemical Weapons Convention, which is scheduled to be held
in Vientiane, the Lao People's Democratic Republic, from 16 to 19 July 2019.

I also certify that the above candidate has not attended any such course in the past.

Signature: _____

Name: _____

Designation: _____

Official seal of the organisation: