



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/694/2008

30 May 2008

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A SUBREGIONAL TRAINING COURSE
FOR CUSTOMS AUTHORITIES IN SOUTHEAST ASIA
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
MALACCA, MALAYSIA
6 – 9 OCTOBER 2008**

1. On behalf of the OPCW and the Government of Malaysia, the Director-General wishes to invite National Authorities from States Parties in Southeast Asia to nominate participants for a training course for customs authorities on technical aspects of the transfers regime of the Chemical Weapons Convention (hereinafter “the Convention”). The training course, which will be held at the Royal Malaysian Customs Academy (AKMAL) in Malacca, Malaysia, from 6 to 9 October 2008, 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 Convention’s schedules of chemicals.

2. 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. This training course will provide participating States Parties with information on the following topics:
 - (a) overview of the Convention and the Organisation for the Prohibition of Chemical Weapons;
 - (b) rights and obligations of States Parties to the Convention;
 - (c) role of the National Authority and effective interaction with stakeholders;
 - (d) identification of chemicals relevant to the Convention, including the Harmonised System, current recommendations of the World Customs Organisation (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: the Handbook on Chemicals, the OPCW Central Analytical Database and other useful databases; 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. Participants attending the training course are encouraged to make presentations on the various topics that the course will focus on, and are expected to participate actively in discussions. The provisional programme for the training course is included as Annex 1 to this Note.
4. The Secretariat expects to be able to sponsor the participation of up to two representatives from the customs authorities of each participating State Party. 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.
5. 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, 5 October 2008**, and to **depart no later than Friday, 10 October 2008**. 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 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.
6. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Malaysia. When applying for any entry visa required, they should present the Malaysian Embassy or Consulate with a copy of the acceptance letter from the OPCW.
7. The training course will be conducted in English, and no interpretation services of any kind will be provided. All participants are therefore expected to have a good oral and written command of English.
8. 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 Monday, 11 August 2008**. 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.

9. Additional information about the training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mr V.B. Dhavle, who can be reached at +31 (0)70 416 3823 or Mr Maharage Ananda Perera at +31 (0) 70 416 3818.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**SUBREGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES IN
SOUTHEAST ASIA ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
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PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 6 October 2008</i>	
09:00 – 09:30	Registration
09:30 – 10:00	Opening of training course
10:00 – 11:00	Introduction to the Chemical Weapons Convention and the Organisation for the Prohibition of Chemical Weapons
11:00 – 11:30	<i>Tea/Coffee Break</i>
11:30 – 11:45	The role of the National Authority and interaction with customs authorities
11:45 – 12:30	Legal framework for the transfers regime under the Convention
12:30 – 14:00	<i>Lunch break</i>
14:00 – 14:30	Chemicals to be monitored under the Convention <ul style="list-style-type: none"> • Chemicals covered • Main uses of selected Convention chemicals
14:30 – 15:00	<ul style="list-style-type: none"> • Transfer provisions of the Convention
15:00 – 15:30	<i>Tea/Coffee break</i>
15:30 – 17:15	Identification of Convention-related chemicals (1): Handbook on chemicals <ul style="list-style-type: none"> • Introduction • Demonstration • Practical hands-on exercise

Time	Activity
<i>Tuesday, 7 October 2008</i>	
09:00 – 09:45	Identification of Convention-related chemicals (2): Harmonised System <ul style="list-style-type: none"> • Current WCO recommendation • Simplified WCO recommendation • Possible future amendments to Harmonised System
09:45 – 10:15	Identification of Convention-related chemicals (3): Other information tools for customs officers and customs laboratories <ul style="list-style-type: none"> • OPCW Central Analytical Database (OCAD) • Most-traded chemicals • Other useful databases and websites
10:15 – 10:45	Identification of Convention-related chemicals (4): Analysis of suspect chemicals <ul style="list-style-type: none"> • On-site analysis • Role of customs laboratories
10:45 – 11:15	<i>Tea/Coffee break</i>
11:15 – 12:00	Common problems in reporting imports/exports <ul style="list-style-type: none"> • Discrepancies in import/export reporting under the Convention • Free ports/zones • Transshipment and transits • Country of origin vs. country of dispatch • Discussions in industry cluster
12:00 – 12:45	Round-table discussion on common problems
12:45 – 14:00	<i>Lunch break</i>
14:00 – 15:30	Exercise – group discussions of import/export scenarios
15:30 – 16:00	<i>Tea/Coffee break</i>
16:00 – 17:00	Exercise – conclusions from group discussions

Time	Activity
<i>Wednesday, 8 October 2008</i>	
09:00 – 09:45	Practical issues in controlling the chemical trade (1) <ul style="list-style-type: none"> • Risk assessment • Customs software • Smuggling methods for chemicals
09:45 – 10:30	Practical issues in controlling the chemical trade (2) <ul style="list-style-type: none"> • Import/export licensing • Control of transshipment and transits
10:30 – 11:00	<i>Tea/Coffee break</i>
11:00 – 11:30	Presentation by Host Country on national customs measures
11:30 – 12:30	Presentations by participants, covering measures in their own customs services: <ul style="list-style-type: none"> • Licensing procedures for scheduled chemicals • Identification of scheduled chemicals • Risk assessment and customs software • Control of transits and transshipments
12:30 – 14:00	<i>Lunch break</i>
14:00 – 15:30	Presentations by participants, covering measures in their own customs services (continued)
15:30 – 16:00	<i>Tea/Coffee break</i>
16:00 – 16:45	Round-table discussion on practical issues in controlling the chemical trade
16:45 – 17:30	Training course conclusions, summing up and evaluation
<i>Thursday, 9 October 2008</i>	
Day 4	Visit to local customs authorities

Annex 2

**SUBREGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES IN
SOUTHEAST ASIA ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
MALACCA, MALAYSIA
6 – 9 OCTOBER 2008**

NOMINATION FORM

Please submit the completed form **by 11 August 2008** 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 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.