



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/743/2009

10 March 2009

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A REGIONAL SENSITISATION WORKSHOP
FOR CUSTOMS AND BORDER AUTHORITIES IN EASTERN EUROPE ON THE
TECHNICAL ASPECTS OF THE TRANSFERS REGIME
GRODNO, BELARUS
6 – 8 MAY 2009**

1. On behalf of the OPCW and the Government of the Republic of Belarus, the Director-General wishes to invite National Authorities from States Parties in Eastern Europe to nominate participants for a regional sensitisation workshop for customs and border authorities on the technical aspects of the transfers regime of the Chemical Weapons Convention (hereinafter “the Convention”). The training workshop, which will be held at the Ozerny Centre in Grodno, Belarus, from 6 to 8 May 2009, is intended for customs and border 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 and border 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 (OPCW);
 - (b) effective coordination between the National Authority and border and customs authorities;
 - (c) identification of chemicals relevant to the Convention, the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), current recommendations of the World Customs Organization (WCO), and potential changes to the GHS, especially in relation to scheduled chemicals;
 - (d) implementation of transfers provisions, including existing regional and subregional measures already in place;



- (e) the legal basis for the implementation of the transfers provisions of the Convention;
 - (f) sources of information for customs officials and customs laboratories: The Handbook on Chemicals, the OPCW Central Analytical Database (OCAD), and other relevant databases; and
 - (g) practical issues for border and customs officials in controlling the trade in chemicals; discrepancies in import/export reporting under the Convention, free ports/zones, customs software, risk assessment, transshipments, and software for customs services.
3. 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 training workshop will also include a half-day, on-site training exercise at a selected border post. The provisional programme for the training course is attached as Annex 1 to this Note.
 4. Course activities will be conducted in English, and interpretation services into Russian will be provided. Participants are therefore expected to have a good command, both written and oral, of one of these two languages.
 5. 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.
 6. 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 Tuesday, 5 May 2009**, and to depart **no later than Saturday, 9 May 2009**. 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.
 7. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Belarus. When applying for any entry visa required, they should

present the Belarus Embassy or Consulate with a copy of the acceptance letter from the OPCW.

8. 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. All nominations must be received by the Secretariat **no later than Sunday, 5 April 2009**. 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 Mrs Mina Senior-Faress, who can be reached at +31 (0)70 416 3277, or Ms Hager Bassyouni, who can be reached at +31 (0)70 416 3709.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**REGIONAL WORKSHOP REGIONAL SENSITISATION WORKSHOP FOR
CUSTOMS AND BORDERS AUTHORITIES
IN EASTERN EUROPE
GRODNO, BELARUS
6 – 8 MAY 2009**

PROVISIONAL PROGRAMME

Time	Activity
<i>Wednesday, 6 May 2009</i>	
09:00 – 09:30	Registration
09:30 – 10:00	Opening of workshop
10:00 – 10:30	<i>Tea/coffee break</i>
10:30 – 11:30	Introduction to the Chemical Weapons Convention, and to the OPCW: <ul style="list-style-type: none"> • The history of chemical weapons, and the need for the Convention • Brief overview of the Convention and of the OPCW
11:30 – 12:15	The role of National Authorities and their interaction with customs authorities
12:15 – 14:00	<i>Lunch</i>
14:00 – 14:45	The legal framework for the transfers regime under the Convention
14:45 – 15:30	Chemicals to be monitored under the Convention: <ul style="list-style-type: none"> • Chemicals covered by the Convention • The main uses of selected chemicals covered by the Convention
15:30 – 16:00	<i>Tea/coffee break</i>
16:00 – 16:30	Transfer provisions of the Convention, and the trade in chemicals in the region
16:30 – 17:15	Identification of chemicals covered by the Convention: <ul style="list-style-type: none"> • The WCO's Harmonized System • Current WCO recommendations • Simplified WCO recommendations • Possible future amendments to the Harmonized System
<i>Thursday, 7 May 2009</i>	
09:00 – 11:00	Visit to the Grodno-Azot chemical enterprise
11:00 – 11:30	<i>Tea/coffee break</i>
11:30 – 12:15	Identification of chemicals covered by the Convention The Handbook on Chemicals and other information tools for customs officers: <ul style="list-style-type: none"> • Introduction to the Handbook • Exercise on the Handbook • The OCAD • The most commonly traded chemicals • Other useful databases and websites
12:15 – 12:30	Discussions
12:30 – 14:00	<i>Lunch</i>

Time	Activity
14:00 – 15:00	Common problems related to the reporting of imports/exports: <ul style="list-style-type: none"> • Discrepancies in the reporting of the import/export of chemicals covered by the Convention • Free ports/free zones • Transshipment and transits • Discussion of the country of origin/the country of dispatch in relation to the shipment of chemicals • Guidelines approved by the Conference of the States Parties at its Thirteenth Session (C-13/DEC/CRP.1, dated 7 November 2008)
15:00 – 16:00	Practical issues relating to the control of the chemical trade: <ul style="list-style-type: none"> • Import/export licencing • Risk assessment • Customs software • Control of transshipments and transits • Smuggling and methods for diverting chemicals from their intended destination
16:00 – 16:30	<i>Tea/coffee break</i>
16:30 – 17:30	Presentation (by a resource person from the Belarus customs authority) on measures for controlling the chemical trade in Belarus
<i>Friday, 8 May 2009</i>	
09:00 – 11:30	Visit to the local customs authority: <ul style="list-style-type: none"> • Demonstration of equipment used to detect possible chemical weapons and other scheduled chemicals • Demonstration of customs software and of risk-assessment procedures
11:30 – 12:30	Roundtable discussion on common problems encountered and practical issues involved in the control of the trade in chemicals
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:00	Exercise: Group discussions of import/export scenarios
15:00 – 15:30	<i>Tea/coffee break</i>
15:30 – 16:15	Roundtable: Conclusions emerging from the group discussions
16:15 – 17:00	OPCW International Cooperation and Assistance Programmes
17:00 – 17:30	Conclusion, and summing up

Annex 2

**REGIONAL SENSITISATION WORKSHOP FOR CUSTOMS AND BORDERS
AUTHORITIES IN EASTERN EUROPE
GRODNO, BELARUS
6 – 8 MAY 2009**

NOMINATION FORM

Please submit the completed form **by 5 April 2009** 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 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.