



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/780/2009

4 August 2009

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
VIÑA DEL MAR, CHILE
29 SEPTEMBER – 1 OCTOBER 2009**

1. On behalf of the OPCW and the Government of the Republic of Chile, 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 workshop, which will be held in Viña del Mar, Chile, from 29 September to 1 October 2009, 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 these transfers. This training course will provide participating States Parties with information on the following topics:
 - (a) an overview of the Convention and the Organisation for the Prohibition of Chemical Weapons;
 - (b) the rights and obligations of States Parties to the Convention;
 - (c) the 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, including the following:
 - (i) the Handbook on Chemicals, the Online Scheduled Chemicals Database, the OPCW Central Analytical Database; and
 - (ii) useful websites;
 - (f) customs-related matters, such as discrepancies in the reporting of transfers of scheduled chemicals, free ports and free zones, risk assessment, transshipments, and software for customs services.
3. As the key aim of the course will be to share best practices amongst customs services and to ensure the maximum dissemination of the information provided throughout national customs services, States Parties are encouraged to nominate one participant from a relevant operational department within their respective customs authority dealing with control of chemicals and one participant from the national customs training centre who will be able to include the information gained in the training programmes conducted for customs officers at the national level (a “train-the-trainer” approach).
 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. 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, 28 September 2009**, and to depart **no later than Friday, 2 October 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.

8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Chile. When applying for any entry visa required, they should present the Chilean 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, that all the contact details it requests are provided. 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, 7 September 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.
10. Additional information about the training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Ms Hager Bassyouni, who can be reached at +31 (0)70 416 3709.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**TRAINING COURSE FOR CUSTOMS AUTHORITIES OF STATES PARTIES IN
LATIN AMERICA AND THE CARIBBEAN
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PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 29 September 2009</i>	
09.00 – 09.30	Registration
09.30 – 10.30	Introduction to the Chemical Weapons Convention and the Organisation for the Prohibition of Chemical Weapons <ul style="list-style-type: none"> • History of chemical weapons (i.e., the need for the Convention) • Brief overview of the Convention and the OPCW
10.30 – 11.00	The role of customs authorities and interaction with National Authority
11.00 – 11.45	Chilean experience: <i>The role of the customs authorities and interaction with the National Authority</i>
11.45 – 12.45	Opening 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"> • Basic chemistry • Chemicals covered Main uses of selected chemicals relevant to the Convention
14.45 – 15.15	Transfer provisions of the Convention
15.15 – 15.45	<i>Tea/coffee break</i>
15.45 – 17.30	Exercise 1 – Group discussions of import/export scenarios
<i>Wednesday, 30 September 2009</i>	
09.00 – 09.30	Introduction to identification of chemicals relevant to the Convention
09.30 – 10.00	Identification of Convention-related chemicals (1): Harmonised System <ul style="list-style-type: none"> • Current recommendations of the World Customs Organisation (WCO) • Simplified WCO recommendations • Possible future amendments to the Harmonised System
10.00 – 10.30	<i>Tea/coffee break</i>
10.30 – 11.15	Identification of Convention-related chemicals (2): Handbook on Chemicals and Online Scheduled Chemicals Database <ul style="list-style-type: none"> • Introduction • Demonstration
11.15 – 11.45	Identification of Convention-related chemicals (3): Other information tools for customs officers <ul style="list-style-type: none"> • Green Customs Guide • OPCW Central Analytical Database (OCAD) • Most traded chemicals • Other useful databases and websites

Time	Activity
11.45 – 12.15	Identification of Convention-related chemicals (4): Analysis of suspicious chemicals <ul style="list-style-type: none"> • On-site analysis • Role of customs laboratory
12.15 – 13.45	<i>Lunch break</i>
13.45 – 16.00	Exercise 2 – Identification of Convention-related chemicals using Handbook on Chemicals
16.00 – 16.30	<i>Tea/coffee break</i>
16.30 – 17.30	Common problems in reporting imports/exports <ul style="list-style-type: none"> • Discrepancies in Convention import/export reporting • Free ports/zones • Transshipment and transits • Country of origin vs. country of dispatch • Decision on voluntary guidelines on import and export
<i>Thursday, 1 October 2009</i>	
09.00 – 10.00	Practical issues in controlling chemical trade <ul style="list-style-type: none"> • Import/export licensing • Risk assessment • Customs software • Control of transshipments and transits • Smuggling/diversion methods for chemicals
10.00 – 10.30	Practical issues – Case studies
10.30 – 11.00	<i>Tea/coffee break</i>
11.00 – 11.30	Roundtable discussion on common problems and practical issues in controlling chemical trade
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 local customs authority

Annex 2

**TRAINING COURSE FOR CUSTOMS AUTHORITIES OF STATES PARTIES IN
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NOMINATION FORM

Please submit the completed form **by 7 September 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 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.