



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/797/2009

29 October 2009

ENGLISH and FRENCH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR A SUBREGIONAL TRAINING COURSE FOR CUSTOMS OFFICIALS
FROM CENTRAL AND WEST AFRICAN STATES PARTIES
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
OUAGADOUGOU, BURKINA FASO
14 – 17 DECEMBER 2009**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Burkina Faso, the Director-General wishes to invite National Authorities from States Parties in Central and West Africa 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 World Customs Organization Regional Centre for West and Central Africa in Ouagadougou, Burkina Faso, from 14 to 17 December 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 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 Authorities and their effective interaction with stakeholders in the Convention;
 - (d) identification of chemicals relevant to the Convention, including the Harmonized System; current recommendations of the World Customs



Organization (WCO), especially in regard to scheduled chemicals; and potential changes to that system;

- (e) sources of information for customs officials and customs laboratories, including the following: the OPCW's Handbook on Chemicals, the online scheduled chemicals database, the OPCW Central Analytical Database (OCAD), and other 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 used by customs services.
3. Given that the key aim of the course will be for customs officials to share experiences and best practices and in order to ensure the maximum dissemination amongst the participants of the information provided, each Member State is encouraged to nominate two participants for this training course: one from a relevant operational department within the State Party's respective customs authority that deals with controlling scheduled chemicals and one participant from its national customs-training programme/centre, both of whom should be able to share the information that is disseminated during the training programmes that are currently conducted at the national level for customs officers.
 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 included as Annex 1 to this Note.
 5. The Technical Secretariat (hereinafter "the Secretariat") expects to be able to sponsor the participation of up to two representatives from the customs authorities of each participating State Party from the two subregions. 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 Sunday, 13 December 2009**, and to depart **no later than Friday, 18 December 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 Burkina Faso. When applying for any required visas, they should present the Embassy or Consulate of Burkina Faso with a copy of the acceptance letter from the OPCW.
8. The training course will be conducted in English, and interpretation services into French will be provided. All participants are therefore expected to have a good written and oral command of one of these two languages.
9. 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, 16 November 2009**, and National Authorities are kindly requested to note that the Secretariat will not accept any nominations that are submitted after that date. Please be advised that participants must present an OPCW acceptance letter in order to register for the training course.
10. Additional information about the training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Bernard Amoh, who can be reached at +31 (0)70 416 3376, and Mr Maharage Ananda Perera at +31 (0)70 416 3818.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form (English only)

Annex 1

**SUBREGIONAL TRAINING COURSE FOR CUSTOMS OFFICIALS FROM
CENTRAL AND WEST AFRICAN STATES PARTIES ON
THE TECHNICAL ASPECTS OF THE TRANSFERS REGIME
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PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 14 December 2009</i>	
09:00 – 09:30	Registration
09:30 – 10:00	Opening of the training course
10:00 – 10:30	<i>Tea/coffee break</i>
10:30 – 11:00	History of the use of chemical weapons
11:00 – 11:30	Introduction to the OPCW
11:30 – 12:15	Introduction to the Chemical Weapons Convention
12:15 – 12:45	The role of the National Authority and its interaction with customs authorities
12:45 – 14:00	<i>Lunch break</i>
14:00 – 14:45	Chemicals to be monitored under the Convention: <ul style="list-style-type: none"> • Chemicals listed in the schedules • The main uses of selected scheduled chemicals
14:45 – 15:15	Transfer provisions of the Convention, and the trade in chemicals in Africa
15:15 – 15:45	<i>Tea/coffee break</i>
15:45 – 17:30	Exercise 1: group discussions of import/export scenarios
<i>Tuesday, 15 December 2009</i>	
09:00 – 09:30	Introduction to the identification of Convention-related chemicals
09:30 – 10:00	Using the Harmonized System to identify Convention-related chemicals: <ul style="list-style-type: none"> • Current World Customs Organization (WCO) recommendations • Simplified WCO recommendations • Possible future amendments to the Harmonized System
10:00 – 10:30	Identifying Convention-related chemicals; the OPCW's Handbook on Chemicals and the OPCW on-line scheduled chemicals database: <ul style="list-style-type: none"> • Introduction • Demonstration of the on-line scheduled chemicals database
10:30 – 11:00	<i>Tea/coffee break</i>
11:00 – 11:30	Identification of Convention-related chemicals: the use of other information tools/databases by customs officers and customs laboratories: <ul style="list-style-type: none"> • The Green Customs Guide¹ • Brochure on the most commonly traded chemicals • Other useful databases and websites • Convention-related information on CD-ROM for customs officers
11:30 – 12:00	Identification of Convention-related chemicals; the analysis of suspicious chemicals: <ul style="list-style-type: none"> • On-site analysis • The role of customs laboratories • The OPCW Central Analytical Database (OCAD)

¹ The Green Customs Guide to Multilateral Environmental Agreements, a publication from the United Nations Environmental Programme (UNEP).

Time	Activity
<i>Tuesday, 15 December 2009 (continued)</i>	
12:00 – 12:30	Round-table discussion on the identification of chemicals
12:30 – 14:00	<i>Lunch break</i>
14:00 – 15:30	Exercise 2: Identification of Convention-related chemicals: <ul style="list-style-type: none"> • Hands-on exercise related to the identification of chemicals
15:30 – 16:00	<i>Tea/coffee break</i>
16:00 – 17:00	Exercise 2: Identification of Convention-related chemicals (continued): <ul style="list-style-type: none"> • Hands-on exercise (continued) • Discussion of the exercises
<i>Wednesday, 16 December 2009</i>	
09:00 – 10:00	Common problems in reporting imports and exports: <ul style="list-style-type: none"> • Discrepancies in import/export reporting under the Convention • Free ports and free zones • Transshipments and transits of chemicals • Shipping chemicals: the country of origin vs. the country of dispatch • The OPCW decision² on voluntary guidelines on imports and exports
10:00 – 10:45	Practical issues in controlling the chemical trade: <ul style="list-style-type: none"> • Import/export licensing • Controlling transshipments and transits • Customs-related software • Risk assessment • The illegal trade in chemicals: methods used to smuggle chemicals
10:45 – 11:15	<i>Tea/coffee break</i>
11:15 – 11:45	Practical issues in controlling the chemical trade (continued) <ul style="list-style-type: none"> • Case studies
11:45 – 12:30	Panel discussion on the common problems encountered and the practical issues arising in regard to the control of the trade in chemicals: <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 – 15:00	Panel discussion on the common problems encountered and the practical issues arising in regard to the trade in chemicals (continued): <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
15:00 – 15:30	<i>Tea/coffee break</i>
15:30 – 17:30	Exercise 3: group discussions of import/export scenarios

² “Guidelines Regarding Declaration of Import and Export Data for Schedule 2 and 3 Chemicals” (C-13/DEC.4, dated 3 December 2008).

Time	Activity
<i>Thursday, 17 December 2009</i>	
09:00 – 09:30	Presentation by the host country on its national customs measures
09:30 – 10:30	Presentation by the WCO training centre on: <ul style="list-style-type: none">• Integration of the Convention into national training programmes• WCO networks to improve monitoring in chemical trade (such as ENVIRONET)
10:30 – 11:00	<i>Tea/coffee break</i>
11:00 – 11:45	Programmes and activities of the International Cooperation and Assistance Division of the OPCW
11:45 – 12:15	The OPCW Programme to Strengthen Cooperation with Africa
12:15 – 13:00	Conclusion of the training course; summing up and evaluation
13:00 – 14:00	<i>Lunch break</i>
14:00 – 17:00	Visit to local customs authorities

Annex 2

**SUBREGIONAL TRAINING COURSE FOR CUSTOMS OFFICIALS FROM
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NOMINATION FORM

Please submit the completed form **by Monday, 16 November 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
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

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* To avoid travel-related difficulties, 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.