



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/806/2010

22 January 2010

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR A REGIONAL TRAINING COURSE FOR OFFICIALS FROM LICENSING,  
CUSTOMS, AND BORDER CONTROL AUTHORITIES IN EASTERN EUROPE  
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
PRAGUE, CZECH REPUBLIC  
27 – 29 APRIL 2010**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of the Czech Republic, the Director-General wishes to invite National Authorities from States Parties in Eastern Europe to nominate participants for a training course for licensing, customs, and border control authorities on technical aspects of the transfers regime of the Chemical Weapons Convention (hereinafter “the Convention”). The training course, which will be held in Prague, the Czech Republic, from 27 to 29 April 2010, is intended for relevant officials from the licensing, customs, and border control authorities who are involved in implementing this regime. The training course will focus on imparting comprehensive knowledge about the Convention, especially 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 the relevant licensing, customs, and border control 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) aids for the identification of chemicals relevant to the Convention, including:



- (i) the Harmonized System; current recommendations of the World Customs Organization (WCO), especially in regard to scheduled chemicals; and potential changes to that system;
  - (ii) the OPCW's Handbook on Chemicals and online scheduled chemicals database;
  - (iii) the OPCW Central Analytical Database (OCAD); and
  - (iv) useful websites.
- (e) the role played by licensing authorities and practical issues in assessing license applications; and
- (f) customs-related matters, such as discrepancies in the reporting of transfers of scheduled chemicals, free ports and free zones, risk assessments, transhipments, and software used by customs services.
3. Given that the key aim of the course will be for relevant officials from licensing, customs, and border control authorities 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 participants for this training course from the relevant operational department within the State Party's respective customs or border control authority that deals with controlling scheduled chemicals, its licensing authority dealing with the issue of permits for import/export of chemicals, and its National Authority. It is the expectation that through participation in the training course, the participants should be able to share the information within their respective authorities to ensure better coordination for the monitoring and reporting of trade in scheduled chemicals.
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 topics for these presentations will be forwarded to the participants at a later stage. 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 three representatives—one from a relevant operational department within the State Party's respective customs or border control authority that deals with controlling scheduled chemicals, one participant from its licensing authority dealing with the issue of permits for the import/export of chemicals, and one representative of the National Authority. Applications from qualified female candidates are strongly encouraged. 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 Monday, 26 April 2010** and to depart **no later than Friday, 30 April 2010**. 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 the Czech Republic. When applying for any required visas, they should present the Embassy or Consulate of the Czech Republic with a copy of the acceptance letter from the OPCW. Participants are required to approach the Embassy or Consulate of the Czech Republic immediately after receiving their acceptance letter issued by the OPCW.
  8. The training course will be conducted in English, and no interpretation services into other languages will be provided. All participants are therefore expected to have a good written and oral command of English.
  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 nomination forms for all national participants should be forwarded by the relevant National Authority. The 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](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than Monday, 15 March 2010**, and National Authorities are kindly requested to note that the Secretariat will not accept any nominations for sponsorship 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 V.B. Dhavle, who can be reached at +31 (0)70 416 3823, and Mr Maharage Ananda Perera at +31 (0)70 416 3818.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

**Annex 1**

**REGIONAL TRAINING COURSE FOR OFFICIALS FROM LICENSING,  
CUSTOMS, AND BORDER CONTROL AUTHORITIES IN EASTERN EUROPE  
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
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**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Tuesday, 27 April 2010</i></b>	
09:00 – 09:30	Registration
09:30 – 10:00	Opening of training course
10:00 – 10:30	<i>Tea/coffee break</i>
10:30 – 11:00	History of the use of chemical weapons
11:00 – 11:45	Introduction to the Chemical Weapons Convention and its provisions
11:45 – 12:15	Introduction to the Organisation for the Prohibition of Chemical Weapons (OPCW)
12:15 – 13:00	Chemicals to be monitored under the Convention <ul style="list-style-type: none"> <li>• Basic chemistry</li> <li>• Chemicals covered</li> <li>• Main uses of selected Convention chemicals</li> </ul>
13:00 – 14:00	<i>Lunch break</i>
14:00 – 14:30	Transfer provisions of the Convention and trade in the region
14:30 – 15:00	The role of the National Authority and interaction with licensing and customs authorities
15:00 – 15:30	<i>Tea/coffee break</i>
15:30 – 17:30	Exercise 1 – Group discussions of import/export scenarios
<b><i>Wednesday, 28 April 2010</i></b>	
09:00 – 09:15	Identification of Convention-related chemicals (1): Introduction
09:15 – 09:45	Identification of Convention-related chemicals (2): Harmonized System of the World Customs Organization (WCO) <ul style="list-style-type: none"> <li>• Current WCO recommendation</li> <li>• Simplified WCO recommendation</li> <li>• Possible future amendments to Harmonized System</li> </ul>
09:45 – 10:15	Identification of Convention-related chemicals (3): Handbook on Chemicals and on-line scheduled chemicals database <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Demonstration</li> </ul>
10:15 – 10:45	<i>Tea/coffee break</i>
10:45 – 11:00	Identification of Convention-related chemicals (4): Other information tools <ul style="list-style-type: none"> <li>• Green Customs Guide</li> <li>• Most-traded chemicals</li> <li>• Other useful databases and websites</li> </ul>

<b>Time</b>	<b>Activity</b>
11:00 – 12:30	Exercise 2 – Identification of chemicals <ul style="list-style-type: none"> <li>• Recap of Handbook on Chemicals and on-line scheduled chemicals database</li> <li>• Hands-on exercise</li> </ul>
12:30 – 14:00	<i>Lunch break</i>
14:00 – 14:30	Identification of Convention-related chemicals (5): Analysis of suspect chemicals <ul style="list-style-type: none"> <li>• On-site analysis</li> <li>• Role of customs laboratories</li> </ul>
14:30– 15:15	Common problems in reporting imports/exports <ul style="list-style-type: none"> <li>• Discrepancies in import/export reporting under the Convention</li> <li>• Free ports/zones</li> <li>• Transshipment and transits</li> <li>• Country of origin vs. country of dispatch</li> <li>• Decision on voluntary guidelines on import and export</li> </ul>
15:15 – 15:45	<i>Tea/coffee break</i>
15:45 – 16:15	Practical issues of controlling the chemical trade (1): Import/export licensing <ul style="list-style-type: none"> <li>• Advantages and disadvantages</li> <li>• Assessing licence applications</li> </ul>
16:15 – 16:45	Practical issues of controlling the chemical trade (2): Customs control <ul style="list-style-type: none"> <li>• Control of transshipments and transits</li> <li>• Customs software</li> <li>• Risk assessment</li> <li>• Smuggling methods for chemicals</li> </ul>
<b><i>Thursday, 29 April 2010</i></b>	
09:00 – 09:45	Practical issues of controlling the chemical trade (3): Case studies
09:45 – 10:15	Presentation by host country on national customs and licensing measures
10:15 – 10:45	<i>Tea/coffee break</i>
10:45 – 11:45	Round-table discussions on measures adopted at the national level by customs and licensing authorities
11:45 – 12:45	Exercise 3 – Group discussions of import/export scenarios
12:45 – 14:00	<i>Lunch break</i>
14:00 – 15:00	Exercise 3 – Group discussions of import/export scenarios (continued)
15:00 – 16:00	Evaluation of training course and opportunity for participants to provide feedback
16:00 – 16:30	Closing of training course

## Annex 2

**REGIONAL TRAINING COURSE FOR OFFICIALS FROM LICENSING,  
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**NOMINATION FORM**

Please submit the completed form by **Monday, 15 March 2010** 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](mailto:ipb@opcw.org).

Please use **BLOCK LETTERS**.

1.	National Authority making the nomination	
2.	Family name of nominee*	
3.	First name(s)	
4.	Date of birth	Day                      Month                      Year
5.	Citizenship	
6.	Gender**	Male <input type="checkbox"/> Female <input type="checkbox"/>
7.	Passport number	
	Date of issue	Day                      Month                      Year
	Expiry date	Day                      Month                      Year
	Place of issue	
8.	Areas of expertise relevant to the purpose of the training course (please describe)	
9.	Employer	
10.	Position	
11.	Contact address (Please do not give a post-office box number)	Street
		Number                      Post code
		City
		Country
12.	E-mail address	
13.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
14.	Fax numbers, including country and city codes	Home
		Work
15.	Is sponsorship required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

\* 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.