



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/813/2010

16 February 2010

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR A SUBREGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
OF STATES PARTIES IN EAST AND SOUTHERN AFRICA
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
KAMPALA, UGANDA
12 – 15 APRIL 2010**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Uganda, the Director-General wishes to invite National Authorities from States Parties in East and Southern 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 from 12 to 15 April 2010 in Kampala, Uganda, is intended for customs officials who are involved in implementing this regime. It 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; recommendations of the World Customs Organization



- (WCO) 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 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, 11 April 2010**, and to depart **no later than Friday, 16 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 Uganda. When applying for any required visas, they should present the Embassy or Consulate of Uganda with a copy of the acceptance letter from the OPCW.
8. The training course will be conducted in English. All participants are therefore expected to have a good written and oral command of this language.
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 Friday, 5 March 2010**. 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 person is Mr Bernard Amoh, who can be reached at +31 (0)70 416 3376.

Annexes:

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

Annex 1

**SUBREGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
OF STATES PARTIES IN EAST AND SOUTHERN AFRICA
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
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12 – 15 APRIL 2010**

PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 12 April 2010</i>	
09:00 – 09:30	Registration
09:30 – 10:00	Opening of the training course
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:30	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 • Brief overview of the Convention and the OPCW
11:30 – 12:30	The role of the National Authority and interaction with customs authorities
12:30 – 14:00	<i>Lunch break</i>
14:00 – 14:45	Chemicals to be monitored under the Convention <ul style="list-style-type: none"> • Chemicals covered • Main uses of selected Convention-related chemicals
14:45 – 15:15	Transfer provisions of the Convention and trade in scheduled chemicals in the region
15:15 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:30	Exercise 1: Group discussions of import/export scenarios
<i>Tuesday, 13 April 2010</i>	
09:00 – 09:30	Introduction to the identification of Convention-related chemicals
09:30 – 10:00	Identifying Convention-related chemicals: Harmonized System of the World Customs Organization (WCO) <ul style="list-style-type: none"> • Current WCO recommendations • Simplified WCO recommendations • Possible future amendments to the Harmonized System
10:00 – 10:30	Identification of Convention-related chemicals: The OPCW's Handbook on Chemicals and the online Scheduled Chemicals Database <ul style="list-style-type: none"> • Introduction • Demonstration
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Identification of Convention-related chemicals: Other information tools for customs officers <ul style="list-style-type: none"> • The Green Customs Guide¹ • Most traded chemicals brochure • Useful websites
11:30 – 12:00	Identification of Convention-related chemicals: Analysis of suspect 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 of the United Nations Environment Programme (UNEP).

Time	Activity
12:00 – 12:30	Round-table discussion on problems with identifying scheduled chemicals
12:30 – 14:00	<i>Lunch break</i>
14:00 – 16:00	Exercise 2: Identification of chemicals <ul style="list-style-type: none"> Recap of the Handbook on Chemicals and the online Scheduled Chemicals Database Practical exercise
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Common problems in reporting imports/exports: <ul style="list-style-type: none"> Discrepancies in import/export reporting under the Convention Free ports/zones Transshipments and transits Country of origin vs. country of dispatch Discussions in the Industry Cluster
Wednesday, 14 April 2010	
09:00 – 09:45	Practical issues in controlling the chemical trade (1): <ul style="list-style-type: none"> Import/export licensing Risk assessment Customs software Control of transshipments and transits Smuggling/diversion methods for chemicals
09:45 – 10:15	Practical issues in controlling the chemical trade (2): <ul style="list-style-type: none"> Sample cases
10:15 – 10:45	<i>Coffee/tea break</i>
10:45 – 12:30	Exercise 3: Group discussions of import/export scenarios
12:30 – 14:00	<i>Lunch Break</i>
14:00 – 15:00	Exercise 3: Group discussions of import/export scenarios (conclusions)
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:00	Presentation by the host country on national customs measures
16:00 – 17:00	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
Thursday, 15 April 2010	
09:00 – 10:00	Presentations by participants, covering measures in their own customs services (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
10:00 – 10:45	International Cooperation and Assistance programmes of the OPCW
10:45 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	The OPCW Programme to Strengthen Cooperation with Africa
11:45 – 12:30	Conclusion of the training course; summing up and evaluation

Annex 2

**SUBREGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
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NOMINATION FORM

Please submit the completed form by **Friday, 5 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

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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* 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.