



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/837/2010

19 April 2010

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR A SUBREGIONAL TRAINING COURSE FOR OFFICIALS FROM CUSTOMS
AUTHORITIES IN THE PACIFIC ISLANDS STATES
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
NADI, FIJI
30 JUNE – 2 JULY 2010**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Oceania Customs Organisation, the Director-General wishes to invite National Authorities from States Parties in the Pacific Islands region 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 will be held in Nadi, Fiji, from 30 June to 2 July 2010.
2. This course is intended for customs officials who are involved in implementing this regime, and 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.
3. 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) aids for the identification of chemicals relevant to the Convention, including:
 - (i) the Harmonized System (HS); 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 the online scheduled chemicals database;
 - (iii) the OPCW Central Analytical Database (OCAD); and
 - (iv) useful websites; and
 - (e) 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.
4. 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.
 5. Participants attending the training course are not only encouraged to make presentations on the various topics on which the course will focus, but are also expected to participate actively in discussions. Presentation topics will be forwarded to the participants at a later stage.
 6. The provisional programme for the training course is included as Annex 1 to this Note.
 7. The Technical Secretariat (hereinafter "the Secretariat") expects to be able to sponsor the participation of up to two representatives from each State Party in the region: one from the relevant customs authorities, and one from 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.
 8. 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 29 June 2010**, and to depart **no later than 3 July 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.

9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Fiji. When applying for any required visas, they should present the Embassy or Consulate of Fiji with a copy of the acceptance letter from the OPCW. Participants are required to approach the Embassy or Consulate of Fiji immediately after receiving their acceptance letter issued by the OPCW.
10. 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 command of the English language, both written and oral.
11. 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 need to 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. All nominations must be received by the Secretariat **no later than 28 May 2010**, and National Authorities are kindly requested to note that the Secretariat will not accept any nominations that require 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.
12. 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, who can be reached at +31 (0)70 416 3818.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**SUBREGIONAL TRAINING COURSE FOR OFFICIALS FROM CUSTOMS
AUTHORITIES IN THE PACIFIC ISLANDS STATES
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
NADI, FIJI
30 JUNE – 2 JULY 2010**

PROVISIONAL PROGRAMME

Time	Activity
<i>Wednesday, 30 June 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 – 11:00	History of the use of chemical weapons
11:00 – 11:30	Introduction to the OPCW
11:30 – 12:15	Introduction to the CWC ¹
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 CWC: <ul style="list-style-type: none"> • Basic chemistry • Chemicals listed in the schedules of chemicals • The main uses of selected scheduled chemicals
14:45 – 15:15	Transfer provisions of the CWC, and the trade in 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>Thursday, 1 July 2010</i>	
09:00 – 09:30	Introduction to the identification of CWC-related chemicals
09:30 – 10:00	Using the Harmonized System (HS) to identify CWC-related chemicals: <ul style="list-style-type: none"> • World Customs Organization (WCO) recommendations • Possible future amendments to the HS
10:00 – 10:30	Identifying CWC-related chemicals; the OPCW's Handbook on Chemicals, and the OPCW on-line scheduled chemicals database: <ul style="list-style-type: none"> • Introduction to the on-line scheduled chemicals database • Demonstration of the database
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Identification of CWC-related chemicals: The use of other information tools/databases by customs officers and customs laboratories: <ul style="list-style-type: none"> • The Green Customs Guide² • Brochure on the most commonly traded chemicals • Other useful databases and websites • CWC-related information on CD-ROM for customs officers
11:30 – 12:00	Identification of CWC-related chemicals (continued): 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 CWC = Chemical Weapons Convention

² The Green Customs Guide to Multilateral Environmental Agreements, a publication from the United Nations Environmental Programme (UNEP).

Time	Activity
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 CWC-related chemicals: <ul style="list-style-type: none"> • Hands-on exercise related to the identification of chemicals
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Exercise 2: Identification of CWC-related chemicals (continued): <ul style="list-style-type: none"> • Hands-on exercise (continued) • Discussion of the exercises
<i>Friday, 2 July 2010</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 CWC • Free ports and free zones • Transshipments and transits of chemicals • Shipping chemicals: The country of origin vs. the country of dispatch • The OPCW decision³ 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>Coffee/tea 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 control of 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>Coffee/tea break</i>
15:30 – 17:30	Exercise 3: Group discussions of import/export scenarios
17:30 – 18:00	Conclusion of the training course; summing up and evaluation

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

Annex 2

**SUBREGIONAL TRAINING COURSE FOR OFFICIALS FROM CUSTOMS
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NADI, FIJI

30 JUNE – 2 JULY 2010

NOMINATION FORM

Please submit the completed form by **28 May 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.	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	
8.	Date of issue	Day Month Year
9.	Expiry date	Day Month Year
10.	Place of issue	
11.	Areas of expertise relevant to the purpose of the training course (please describe)	
12.	Employer	
13.	Position	
14.	Contact address (Please do not give a post-office box number)	Street
Number Post code		
City		
Country		
15.	E-mail address	
16.	Telephone numbers, including country and city codes	Home
Work		
Mobile		
17.	Fax numbers, including country and city codes	Home
Work		
18.	Is sponsorship a condition of participation?	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.