



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/840/2010

7 May 2010

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A SUBREGIONAL TRAINING COURSE
FOR CUSTOMS AUTHORITIES IN SOUTH AND SOUTHEAST ASIA
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
MALACCA, MALAYSIA
27 SEPTEMBER – 1 OCTOBER 2010**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Malaysia, the Director-General wishes to invite National Authorities from States Parties in South and Southeast Asia 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 Royal Malaysian Customs Academy (AKMAL) in Malacca, Malaysia, from 27 September to 1 October 2010, 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 Authority and its effective interaction with stakeholders in the Convention;
 - (d) the identification of chemicals relevant to the Convention, including the application of the Harmonized System (HS) of the World Customs Organization (WCO), current recommendations by the WCO in this regard, and potential changes to the HS;



- (e) sources of information for customs officials and customs laboratories: The OPCW's Handbook on Chemicals, the OPCW Central Analytical Database (OCAD), and other useful databases; and
 - (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 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 (who will be able to share the information that is disseminated during the course in Malaysia during 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. Topics of the presentations will be forwarded to the participants at a later stage. The provisional programme is included as Annex 1 to this Note.
 5. 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 South and Southeast Asia. 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, 26 September 2010**, and to depart **no later than Saturday, 2 October 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 Malaysia. When applying for any required entry visa, they should present the Malaysian Embassy or Consulate with a copy of the acceptance letter from the OPCW. Participants are required to approach the Malaysian Embassy or Consulate immediately after receiving their acceptance letter issued by the OPCW.
8. The training course will be conducted in English, and no interpretation services of any kind will be provided. All participants are therefore expected to have a good command of the English language, both written and oral.
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 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 Monday, 9 August 2010**. 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 for sponsorship 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 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

**SUBREGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES IN SOUTH
AND SOUTHEAST ASIA ON
TECHNICAL ASPECTS OF THE TRANSFERS REGIME
MALACCA, MALAYSIA
27 SEPTEMBER – 1 OCTOBER 2010**

PROVISIONAL PROGRAMME

| Time | Activity |
|--|---|
| <i>Monday, 27 September 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 – 13:00 | Chemicals to be monitored under the CWC: <ul style="list-style-type: none"> • Basic chemistry • Chemicals listed in the schedules • The main uses of selected scheduled chemicals |
| 13:00 – 14:00 | <i>Lunch break</i> |
| 14:00 – 14:30 | Transfer provisions of the CWC and the trade in chemicals in the subregions of South and Southeast Asia |
| 14:30 – 15:00 | The role of the National Authority and its interaction with customs authorities |
| 15:00 – 15:30 | <i>Coffee/tea break</i> |
| 15:30 – 17:15 | Exercise 1: Group discussions of import/export scenarios |
| <i>Tuesday, 28 September 2010</i> | |
| 09:00 – 09:30 | Introduction to identifying CWC-related chemicals |
| 09:30 – 10:00 | Using the HS to identify CWC-related chemicals: <ul style="list-style-type: none"> • WCO² recommendations • Possible future amendments to the HS³ |
| 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 • Demonstration of the databases |
| 10:30 – 11:00 | <i>Coffee/tea break</i> |

¹ CWC = Chemical Weapons Convention

² WCO = World Customs Organization

³ HS = Harmonized System

| Time | Activity |
|--|---|
| 11:00 – 11:30 | Identifying 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 Guide⁴ • Brochure on the most commonly traded chemicals • Other useful databases and websites |
| 11:30 – 12:00 | Identification of CWC-related chemicals; analysing suspicious chemicals: <ul style="list-style-type: none"> • On-site analysis • The role of customs laboratories • The OCAD⁵ |
| 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: Identifying chemicals (continued): <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: Identifying chemicals (continued): <ul style="list-style-type: none"> • Hands-on exercise (continued) • Discussion of the exercises |
| <i>Wednesday, 29 September 2010</i> | |
| 09:00 – 09:45 | 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 • Transhipments and transits of chemicals • Shipping chemicals: The country of origin vs. country of dispatch • The OPCW decision⁶ on voluntary guidelines on imports and exports |
| 09:45 – 10:15 | Practical issues in controlling the chemical trade: <ul style="list-style-type: none"> • Import/export licensing • Controlling transhipments and transits • Customs-related software |
| 10:15 – 10:45 | <i>Coffee/tea break</i> |
| 10:45 – 11:30 | Practical issues in controlling the chemical trade (continued): <ul style="list-style-type: none"> • Risk assessment • The illegal trade in chemicals: Methods used to smuggle chemicals |
| 11:30 – 12:00 | Practical issues in controlling chemical trade (continued) <ul style="list-style-type: none"> • Case studies |
| 12:00 – 12:30 | Round-table discussion on common problems encountered and the practical issues involved in controlling the trade in chemicals |
| 12:30 – 14:00 | <i>Lunch break</i> |
| 14:00 – 15:30 | Exercise 3: Group discussions of import/export scenarios |
| 15:30 – 16:00 | <i>Coffee/tea break</i> |
| 16:00 – 17:00 | Exercise 3: Group discussions of import/export scenarios (continued) |

⁴ The Green Customs Guide to Multilateral Environmental Agreements, a publication from the United Nations Environmental Programme (UNEP).

⁵ OCAD = OPCW Central Analytical Database

⁶ “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, 30 September 2010</i> | |
| 09:00 – 09:30 | Presentation by the host country on its national customs measures |
| 09:30 – 10:30 | Presentations by participants relating to measures applied by 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 |
| 10:30 – 11:00 | <i>Coffee/tea break</i> |
| 11:00 – 12:30 | Presentations by participants on measures applied by their own customs services (continued) |
| 12:30 – 14:00 | <i>Lunch break</i> |
| 14:00 – 15:00 | Presentations by participants on measures applied by their own customs services (continued) |
| 15:00 – 15:30 | Round-table discussion on practical issues in controlling the trade in chemicals |
| 15:30 – 16:00 | <i>Coffee/tea break</i> |
| 16:00 – 16:45 | Programmes and activities of the International Cooperation and Assistance Branch of the OPCW |
| 16:45 – 17:30 | Conclusion of the training course; summing up and evaluation |
| <i>Friday, 1 October 2010</i> | |
| | Visit to local customs authorities |

Annex 2

**SUBREGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES IN SOUTH
AND SOUTHEAST ASIA ON TECHNICAL ASPECTS OF THE TRANSFERS
REGIME**

**MALACCA, MALAYSIA
27 SEPTEMBER – 1 OCTOBER 2010**

NOMINATION FORM

Please submit the completed form **by Monday, 9 August 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 use **BLOCK LETTERS**.

| | | |
|-----|---|---|
| 1. | National Authority making the nomination | |
| 2. | Family name of nominee ⁷ | |
| 3. | First name(s) | |
| 4. | Date of birth | Day Month Year |
| 5. | Citizenship | |
| 6. | Gender ⁸ | 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 |

⁷ Please give the first and family names exactly as they appear in the nominee's passport.

⁸ For this and all like items, please tick the appropriate box.

| | | |
|-----|---|--|
| 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"/> |

--- 0 ---