



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/858/2010

29 July 2010

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  
13 – 16 DECEMBER 2010**

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 (WCO) Regional Centre for West and Central Africa in Ouagadougou, Burkina Faso, from 13 to 16 December 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 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 WCO in regard to scheduled chemicals; and potential changes to the Harmonized 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;
  - (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; and
  - (g) international cooperation and assistance programmes and the OPCW Programme to Strengthen Cooperation with Africa.
3. Given that the key aim of the course will be for customs officials to share experiences and good practices and in order to ensure the maximum dissemination amongst the participants of the information that will be provided during the course, 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 nominees should be able to share the knowledge and information that they acquire during the course at the national level with other customs officials upon their return.
  4. Participants will be expected to make presentations on the various topics on which the course will focus and also 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. 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. 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, 12 December 2010**, and to depart **no later than Friday, 17 December 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 requested, 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)70 416 3228, or by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than Sunday, 26 September 2010**. Only successful candidates will be contacted. 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 Ms Floriane Leblond at +31 (0)70 416 3224.

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 TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
OUAGADOUGOU, BURKINA FASO  
13 – 16 DECEMBER 2010**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Monday, 13 December 2010</i></b>	
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 – 11:15	An overview of the Chemical Weapons Convention
11:15 – 11:45	Introduction to the Organisation for the Prohibition of Chemical Weapons (OPCW)
11:45 – 12:30	Status of implementation of the Convention
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"> <li>• Chemicals covered by the Convention</li> <li>• Main uses of selected Convention-related chemicals</li> </ul>
14:45 – 15:15	Transfer provisions of the Convention, and the trade in scheduled chemicals in Central and West Africa
15:15 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:30	Exercise 1 – Group discussion of import/export scenarios
<b><i>Tuesday, 14 December 2010</i></b>	
09:00 – 09:30	Introduction to the identification of Convention-related chemicals
09:30 – 10:00	Identification of Convention-related chemicals: Harmonized System <ul style="list-style-type: none"> <li>• Current World Customs Organization (WCO) recommendations</li> <li>• Possible future amendments to the Harmonized System</li> </ul>
10:00 – 10:30	Identification of Convention-related chemicals: the OPCW's Handbook on Chemicals and the OPCW Online Scheduled Chemicals Database <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Demonstration</li> </ul>
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"> <li>• Green Customs Guide<sup>1</sup></li> <li>• Brochure on the most commonly traded chemicals</li> <li>• Useful websites</li> </ul>
11:30 – 12:00	Identification of Convention-related chemicals: the analysis of suspicious chemicals <ul style="list-style-type: none"> <li>• On-site analysis</li> <li>• The role of customs laboratories</li> <li>• The OPCW Central Analytical Database (OCAD)</li> </ul>

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

<b>Time</b>	<b>Activity</b>
12:00 – 12:30	Round-table discussion on the problems in 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"> <li>• Reminder of the Handbook on Chemicals and the Online Scheduled Chemicals Database</li> <li>• Hands-on exercise</li> </ul>
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Common problems in reporting imports and exports <ul style="list-style-type: none"> <li>• Discrepancies in import/export reporting under the Convention</li> <li>• Free ports and free zones</li> <li>• Transhipments and transits of chemicals</li> <li>• Shipping chemicals: the country of origin vs. the country of dispatch</li> <li>• The OPCW decision<sup>2</sup> on voluntary guidelines on imports and exports</li> </ul>
<b><i>Wednesday, 15 December 2010</i></b>	
09:00 – 09:45	Practical issues in controlling the chemical trade <ul style="list-style-type: none"> <li>• Import/export licensing</li> <li>• Risk assessment</li> <li>• Customs-related software</li> <li>• Controlling transhipments and transits</li> <li>• Smuggling/diversion methods for chemicals</li> </ul>
09:45 – 10:15	Practical issues in controlling the chemical trade (continued) <ul style="list-style-type: none"> <li>• Case studies</li> </ul>
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:15	Exercise 3 – Group discussions of import/export scenarios
12:15 – 13:15	Exercise 3 (continued) – Presentation of conclusions
13:15 – 14:30	<i>Lunch break</i>
14:30 – 15:00	Presentation by the host country on its national customs measures
15:00 – 16:00	Presentations by participants, covering measures in their own customs services <ul style="list-style-type: none"> <li>• Licensing procedures for scheduled chemicals</li> <li>• Identification of scheduled chemicals</li> <li>• Risk assessment and customs-related software</li> <li>• Control of transits and transhipments</li> </ul>
16:00 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:15	Presentations by participants (continued)
<b><i>Thursday 16 December 2010</i></b>	
09:00 – 09:45	The role of the National Authority
09:45 – 10:30	International cooperation and assistance programmes of the OPCW
10:30 – 11:00	<i>Coffee/tea break</i>
11:30 – 12:30	The OPCW Programme to Strengthen Cooperation with Africa
12:30 – 13:00	Conclusion of the training course; summing up and evaluation

<sup>2</sup> “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 CUSTOMS OFFICIALS  
FROM CENTRAL AND WEST AFRICAN STATES PARTIES  
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
OUAGADOUGOU, BURKINA FASO  
13 – 16 DECEMBER 2010**

**NOMINATION FORM**

Please submit the completed form **by Sunday, 26 September 2010** to:

The Director, International Cooperation and Assistance Division,  
OPCW Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands

Fax: +31 (0)70 416 3228; e-mail: [ipb@opcw.org](mailto:ipb@opcw.org)

**Please type or use BLOCK LETTERS.**

1.	Government body 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.	Position			
12.	Employer			
13.	Employer's 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.	Has the nominee previously attended an OPCW course?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		If so, when and where?		
18.	Is sponsorship a condition for participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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

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