



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/927/2011

5 May 2011

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  
26 – 30 SEPTEMBER 2011**

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 26 to 30 September 2011, 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, 25 September 2011**, and to depart **no later than Saturday, 1 October 2011**. The agreement of the Secretariat 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](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than Friday, 1 July 2011**. 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, 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 CUSTOMS AUTHORITIES  
IN SOUTH AND SOUTHEAST ASIA ON  
TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
MALACCA, MALAYSIA  
26 – 30 SEPTEMBER 2011**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Monday, 26 September 2011</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 – 11:00	History of the use of chemical weapons
11:00 – 11:30	Introduction to the OPCW
11:30 – 12:15	Introduction to the CWC <sup>1</sup>
12:15 – 13:00	Chemicals to be monitored under the CWC: <ul style="list-style-type: none"> <li>• Basic chemistry</li> <li>• Chemicals listed in the schedules</li> <li>• The main uses of selected scheduled chemicals</li> </ul>
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
<b><i>Tuesday, 27 September 2011</i></b>	
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"> <li>• WCO<sup>2</sup> recommendations</li> <li>• Possible future amendments to the HS<sup>3</sup></li> </ul>
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"> <li>• Introduction</li> <li>• Demonstration of the databases</li> </ul>
10:30 – 11:00	<i>Coffee/tea break</i>

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<sup>1</sup> CWC = Chemical Weapons Convention

<sup>2</sup> WCO = World Customs Organization

<sup>3</sup> HS = Harmonized System

<b>Time</b>	<b>Activity</b>
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"> <li>• The Green Customs Guide<sup>4</sup></li> <li>• Brochure on the most commonly traded chemicals</li> <li>• Other useful databases and websites</li> </ul>
11:30 – 12:00	Identification of CWC-related chemicals; analysing suspicious chemicals: <ul style="list-style-type: none"> <li>• On-site analysis</li> <li>• The role of customs laboratories</li> <li>• The OCAD<sup>5</sup></li> </ul>
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"> <li>• Hands-on exercise related to the identification of chemicals</li> </ul>
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Exercise 2: Identifying chemicals (continued): <ul style="list-style-type: none"> <li>• Hands-on exercise (continued)</li> <li>• Discussion of the exercises</li> </ul>
<b>Wednesday, 28 September 2011</b>	
09:00 – 09:45	Common problems in reporting imports and exports: <ul style="list-style-type: none"> <li>• Discrepancies in import/export reporting under the CWC</li> <li>• Free ports and free zones</li> <li>• Transshipments and transits of chemicals</li> <li>• Shipping chemicals: The country of origin vs. country of dispatch</li> <li>• The OPCW decision<sup>6</sup> on voluntary guidelines on imports and exports</li> </ul>
09:45 – 10:15	Practical issues in controlling the chemical trade: <ul style="list-style-type: none"> <li>• Import/export licensing</li> <li>• Controlling transshipments and transits</li> <li>• Customs-related software</li> </ul>
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"> <li>• Risk assessment</li> <li>• The illegal trade in chemicals: Methods used to smuggle chemicals</li> </ul>
11:30 – 12:00	Practical issues in controlling the chemical trade (continued) <ul style="list-style-type: none"> <li>• Case studies</li> </ul>
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)

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

<sup>5</sup> OCAD = OPCW Central Analytical Database

<sup>6</sup> “Guidelines Regarding Declaration of Import and Export Data for Schedule 2 and 3 Chemicals” (C-13/DEC.4, dated 3 December 2008).

<b>Time</b>	<b>Activity</b>
<b><i>Thursday, 29 September 2011</i></b>	
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"> <li>• Licensing procedures for scheduled chemicals</li> <li>• Identification of scheduled chemicals</li> <li>• Risk assessment and customs software</li> <li>• Control of transits and transshipments</li> </ul>
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
<b><i>Friday, 30 September 2011</i></b>	
	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  
26 – 30 SEPTEMBER 2011**

**NOMINATION FORM**

Please submit the completed form **by Friday, 1 July 2011** 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	
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"/>

\* 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.