



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division  
S/1019/2012  
25 May 2012  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR A REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES IN  
EASTERN EUROPE ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
OF THE CHEMICAL WEAPONS CONVENTION  
ZAGREB, CROATIA  
27 – 31 AUGUST 2012**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Croatia, the Director-General wishes to invite National Authorities from States Parties in Eastern Europe to nominate participants for a regional 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 Zagreb, Croatia, from 27 to 31 August 2012 and is intended for officials from the customs authorities who are involved in implementing this regime.
2. How the relevant customs authorities handle scheduled chemicals, and the engagement between customs authorities and national authorities, 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. It is the expectation that through participation in the training course, the participants should be able to share the information within their respective authorities to ensure better coordination for the monitoring and reporting of trade in scheduled chemicals.
3. The purpose of the training course is two-pronged: (1) to enhance the ability of customs officials from the participating States Parties to implement the transfers regime of the Convention and (2) to provide an opportunity for the participants to enhance their skills and to act as trainers themselves upon return to their respective workplaces, where they can transfer the knowledge they have gained to others. The specific objectives of the course are as follows:
  - (a) to impart substantive information regarding the provisions of the transfers regime of the Convention as well as other relevant sources of information and on-line databases;



- (b) to provide an opportunity for hands-on practical exercises on identifying chemicals;
  - (c) to provide a forum for the customs officers in the region to share experiences regarding issues in controlling the chemical trade; and
  - (d) to provide the necessary tools and information to the participants to help them acquire the skills required for trainers.
4. Participants attending the training course will be expected to participate actively in the discussions on the topics on which the course will focus and will be required to make presentations during the last two days of the course, when they will be trained to act as trainers upon return to their respective workplaces. 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 a limited number of participants for the training course. 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, accommodation, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. 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 August 2012** and to depart **no later than Saturday, 1 September 2012**. 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 Croatia. When applying for any required visas, they should present the Embassy or Consulate of Croatia with a copy of the acceptance letter from the OPCW in addition to any other documents required to obtain a visa for Croatia, taking into account the established rules and procedures for each country. Participants are required to approach the Embassy or Consulate of Croatia immediately after receiving the acceptance letter issued by the OPCW.
  8. **The training course will be conducted in English, and interpretation into Russian 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 nomination forms for all national participants should 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 and +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 Friday, 13 July 2012**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations for 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.
  
10. Additional information about the training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mrs Mina Senior-Faress, who can be reached at +31 (0)70 416 3277 and Mr Ananda Perera, who can be reached at +31 (0)70 416 3818.

Annexes:

- Annex 1: Provisional Programme  
Annex 2: Nomination Form

**Annex 1**

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES IN EASTERN  
EUROPE ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME OF THE  
CHEMICAL WEAPONS CONVENTION  
ZAGREB, CROATIA  
27 – 31 AUGUST 2012  
PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Monday, 27 August 2012</i></b>	
08:30 – 09:00	Registration
09:00 – 10:00	Opening and introduction to the training course
10:00 – 10:30	History of the use of chemical weapons and introduction to the Convention
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Introduction to the OPCW
11:30 – 12:00	Programmes of the International Cooperation and Assistance Division
12:00 – 12:45	Chemicals to be monitored under the Convention: <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>
12:45 – 14:00	<i>Lunch break</i>
14:00 – 14:30	Transfer provisions of the Convention and trade in chemicals in the region
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 – 17:30	Exercise 1: Group discussions of import/export scenarios
<b><i>Tuesday, 28 August 2012</i></b>	
09:00 – 09:30	Introduction to identifying Convention-related chemicals
09:30 – 10:00	Using the Harmonized System of the World Customs Organization (WCO) to identify Convention-related chemicals: <ul style="list-style-type: none"> <li>• WCO recommendations</li> <li>• Possible future amendments to the Harmonized System</li> </ul>
10:00 – 10:30	Identifying Convention-related chemicals: The OPCW Handbook on Chemicals and the OPCW on-line scheduled chemicals database: <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Demonstration of the database</li> </ul>
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Identifying Convention-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>1</sup></li> <li>• Brochure on the most commonly traded chemicals</li> <li>• Other useful databases and websites</li> </ul>

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

<b>Time</b>	<b>Activity</b>
11:30 – 12:00	Identifying Convention-related chemicals: Analysis of suspect 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>
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: <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><i>Wednesday, 29 August 2012</i></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 Convention</li> <li>• Free ports and free zones</li> <li>• Transshipments and transits of chemicals</li> <li>• Shipping chemicals: Country of origin vs. country of dispatch</li> <li>• The OPCW decision on voluntary guidelines on imports and exports<sup>2</sup></li> </ul>
09:45 – 10:30	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>
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	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>
11:45 – 12:15	Practical issues in controlling the chemical trade (continued): <ul style="list-style-type: none"> <li>• Case studies</li> </ul>
12:15 – 12:45	Round-table discussion on common problems encountered and the practical issues involved in controlling the trade in chemicals
12:45 – 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>2</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, 30 August 2012</i></b>	
09:00 – 10:30	Training of trainers: Presentations by the OPCW (methodology, types of presentations, approaches to instruction)
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Training of trainers: Presentations by the OPCW (adult learning, presentation skills)
12:30 – 12:45	Selecting groups (6 groups) and assigning topics to the groups
12:45 – 14:00	<i>Lunch break</i>
14:00 – 15:30	Preparing presentations and training plans on the following subjects: <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 (practical issues in controlling the chemical trade)</li> <li>• Control of transits and transshipments (common problems in reporting imports/exports)</li> <li>• Transfer provisions of the Convention</li> <li>• Engagement with the National Authority</li> </ul>
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Presentations by each group on the assigned topic (20 minutes each) and feedback by the OPCW (10 minutes)
<b><i>Friday, 31 August 2012</i></b>	
09:00 – 10:30	Presentations by each group on the assigned topic (continued)
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Presentations by each group on the assigned topic (continued)
11:30 – 12:30	Clinic facilitated by the OPCW: Representatives of States Parties present practical issues in controlling trade in chemicals
12:30 – 13:00	Conclusion of the training course: Summing up and evaluation
13:00 – 14:30	<i>Lunch</i>

## Annex 2

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES IN EASTERN  
EUROPE ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME OF THE  
CHEMICAL WEAPONS CONVENTION  
ZAGREB, CROATIA  
27 – 31 AUGUST 2012**

**NOMINATION FORM**

Please submit the completed form **by Friday, 13 July 2012** 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, +31 (0)70 416 3228; e-mail: [ipb@opcw.org](mailto: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	
	Date of issue	Day                      Month                      Year
	Expiry date	Day                      Month                      Year
	Place of issue	
8.	Areas of expertise relevant to the purpose of the training course (please describe)	
9.	Employer	
10.	Position	
11.	Contact address (Please do not give a post-office box number)	Street
		Number                      Post code
		City
		Country
12.	E-mail address	
13.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
14.	Fax numbers, including country and city codes	Home
		Work
15.	Is sponsorship required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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\* 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.