



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1114/2013

12 July 2013

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE REGIONAL TRAINING COURSE
FOR CUSTOMS AUTHORITIES OF STATES PARTIES IN ASIA
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
OF THE CHEMICAL WEAPONS CONVENTION
KUALA LUMPUR, MALAYSIA
22 – 25 OCTOBER 2013**

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 Asia 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 Kuala Lumpur, Malaysia, from 22 to 25 October 2013 and is intended for officials from the training academies engaged in training the officials of the customs authorities who are involved in implementing this regime. The training course is being organised with the support of the European Union.
2. The handling of scheduled chemicals by customs authorities, 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.
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 also be required to make presentations. 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. The candidates selected for the course will be required to complete the three OPCW e-learning modules prior to attending the course. These e-learning modules are available on the OPCW website (www.opcw.org).
- 7. 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 Monday, 21 October 2013** and to depart **no later than Saturday, 26 October 2013**. 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.
- 8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Malaysia. When applying for any required visas, they should present the Embassy or Consulate of Malaysia with a copy of the acceptance letter from the OPCW in addition to any other documents required to obtain a visa for Malaysia, taking into account the established rules and procedures for each country. Participants are required to approach the Embassy or Consulate of Malaysia immediately after receiving the acceptance letter issued by the OPCW.
- 9. The training course will be conducted in English. All participants are therefore expected to have a good written and oral command of English.

10. Interested National Authorities are invited to complete the nomination and endorsement forms that are attached as Annexes 2 and 3 to this Note, ensuring in particular that all the requested contact details are provided. Completed nomination forms and endorsement forms for all national participants should be forwarded by the relevant National Authority to the Secretariat. 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. All nominations must be received by the Secretariat **no later than Friday, 16 August 2013**. 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.
11. Additional information about the training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mr Pankaj Sharma, who can be reached at +31 (0)70 416 3818 and Ms Helen Andriessen, who can be reached at +31 (0)70 416 3771.

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form
- Annex 3: Endorsement Form

Annex 1

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
OF STATES PARTIES IN ASIA ON TECHNICAL ASPECTS OF THE TRANSFERS
REGIME OF THE CHEMICAL WEAPONS CONVENTION
KUALA LUMPUR, MALAYSIA
22 – 25 OCTOBER 2013**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 22 October 2013</i>	
08:30 – 09:00	Registration
09:00 – 10:00	Opening ceremony
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"> • Basic chemistry • Chemicals listed in the schedules • The main uses of selected scheduled chemicals
12:45 – 14:00	<i>Lunch</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 – 17:00	Exercise 1: Group discussions of import/export scenarios
17:00 – 17:30	Introduction to identifying Convention-related chemicals
<i>Wednesday, 23 October 2013</i>	
09:00 – 09:30	Using the Harmonized System of the World Customs Organization (WCO) to identify Convention-related chemicals: <ul style="list-style-type: none"> • WCO recommendations • Possible future amendments to the Harmonized System
09:30 – 10:00	Identifying Convention-related chemicals: The OPCW Handbook on Chemicals and the OPCW on-line scheduled chemicals database: <ul style="list-style-type: none"> • Introduction • Demonstration of the database
10:00 – 10:30	Identifying Convention-related chemicals: The use of other information tools/databases by customs officers and customs laboratories: <ul style="list-style-type: none"> • The Green Customs Guide¹ • Brochure on the most commonly traded chemicals • Other useful databases and websites
10:30 – 11:00	<i>Coffee/tea break</i>

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

Time	Activity
11:00 – 11:30	Identifying Convention-related chemicals: Analysis of suspect chemicals: <ul style="list-style-type: none"> • On-site analysis • The role of customs laboratories • The OPCW Central Analytical Database (OCAD)
11:30 – 12:00	Round-table discussion on the identification of chemicals
12:00 – 13:00	Exercise 2: Identifying chemicals: <ul style="list-style-type: none"> • Hands-on exercise related to the identification of chemicals
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Exercise 2: Identifying chemicals (continued): <ul style="list-style-type: none"> • Summary of Exercise 2
14:30 – 15:15	Common problems in reporting imports and exports: <ul style="list-style-type: none"> • Discrepancies in import/export reporting under the Convention • Free ports and free zones • Transshipments and transits of chemicals • Shipping chemicals: Country of origin vs. country of dispatch • The OPCW decision on voluntary guidelines on imports and exports²
15:15 – 15:45	<i>Coffee/tea break</i>
15:45 – 17:30	Exercise 3: Import/export scenarios <ul style="list-style-type: none"> • Group discussion of scenarios • Summary of Exercise 3
Thursday, 24 October 2013	
09:00 – 09:30	Practical issues in controlling the chemical trade: <ul style="list-style-type: none"> • Import/export licensing • Controlling transshipments and transits • Customs-related software
09:30 – 10:00	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 • Case studies
10:00 – 10:30	Round-table discussion on common problems encountered and the practical issues involved in controlling the trade in chemicals
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Training of trainers: Presentations by the OPCW (methodology, types of presentations, approaches to instruction)
11:45 – 12:45	Training of trainers: Presentations by the OPCW (adult learning, presentation skills)
12:45 – 13:00	Selecting groups (6 groups) and assigning topics to the groups
13:00 – 14:00	<i>Lunch</i>

2

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

Time	Activity
14:00 – 15:30	Preparing presentations and training plans on the following subjects: <ul style="list-style-type: none"> • Licensing procedures for scheduled chemicals • Identification of scheduled chemicals • Risk assessment and customs software (practical issues in controlling the chemical trade) • Control of transits and transshipments (common problems in reporting imports/exports) • Transfer provisions of the Convention • Engagement with the National Authority
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Preparing presentations and training plans on the assigned subjects (continued)
<i>Friday, 25 October 2013</i>	
09:00 – 11:00	Presentations by each group on the assigned topic (20 minutes each) and feedback by the OPCW (10 minutes)
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:00	Presentations by each group on the assigned topic (continued)
12:00 – 13:00	Presentation by the host country on customs procedures and handling of chemicals
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Clinic facilitated by the OPCW: Representatives of States Parties present practical issues in controlling trade in chemicals
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:00	Clinic (continued)
16:00 – 17:00	Conclusion of the training course: Summing up and evaluation

Annex 2

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES OF STATES
PARTIES IN ASIA ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME OF
THE CHEMICAL WEAPONS CONVENTION
KUALA LUMPUR, MALAYSIA
22 – 25 OCTOBER 2013**

NOMINATION FORM

Please submit the completed form by **Friday, 16 August 2013** 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

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 required?	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.

Annex 3

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES OF STATES
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ENDORSEMENT BY THE NATIONAL AUTHORITY

I, _____, Head/Chief Coordinator of the National Authority of the State Party of _____, on behalf of the Government of _____, hereby endorse the nomination form of Mr/Ms _____, holding the position/designation of _____ in the Office/Division/Branch of _____, as indicated in the attached nomination form for participation in the Regional Training Course for Customs Authorities of States Parties in Asia on Technical Aspects of the Transfers Regime of the Chemical Weapons Convention being held in Kuala Lumpur, Malaysia, from 22 to 25 October 2013.

I also certify that the above candidate has not attended any such or similar course conducted by the OPCW.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: