



OPCW

Technical Secretariat

International Cooperation and Assistance Division
S/1200/2014
16 July 2014
ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
OF THE STATES PARTIES IN EASTERN EUROPE
ON THE TECHNICAL ASPECTS OF THE TRANSFERS REGIME
OF THE CHEMICAL WEAPONS CONVENTION
PODGORICA, MONTENEGRO
28 – 31 OCTOBER 2014**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Montenegro, 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 Podgorica, Montenegro, from 28 to 31 October 2014, 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, have 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 online 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. All nominations from State Parties must be formally endorsed by the National Authority. 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 Monday, 27 October 2014** and to depart **no later than Saturday, 1 November 2014**. 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 Montenegro. When applying for any required visas, they should present the Embassy or Consulate of Montenegro with a copy of the acceptance letter from the OPCW in addition to any other documents required to obtain a visa for Montenegro, taking into account the established rules and procedures for each country. Participants are required to approach the Embassy or Consulate of Montenegro 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 and endorsement forms that are attached as Annexes 2 and 3 to this Note, making sure, in particular, to provide all the details they requests. The National Authorities are requested to nominate only candidates who have not attended any previous or similar courses organized by the OPCW. Completed nomination 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 or +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, 26 September 2014**. 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 Mr Vaclovas Semaskevicius (+31 (0)70 416 3270) and Ms Olukemi Adenuga (+31 (0)70 416 3923). They can also be reached by e-mail at ipb@opcw.org.

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form
- Annex 3: Endorsement by the National Authority

Annex 1

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES
OF THE STATES PARTIES IN EASTERN EUROPE
ON THE TECHNICAL ASPECTS OF THE TRANSFERS REGIME
OF THE CHEMICAL WEAPONS CONVENTION
PODGORICA, MONTENEGRO
28 – 31 OCTOBER 2014**

PROVISIONAL PROGRAMME

| Time | Activity |
|--|---|
| <i>Tuesday, 28 October 2014</i> | |
| 08:30 – 09:00 | Registration |
| 09:00 – 10:00 | Opening and introduction to the training course; group photo |
| 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 | Introduction to identifying Convention-related chemicals |
| 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 | Programmes of the International Cooperation and Assistance Division |
| <i>Wednesday, 29 October 2014</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 online 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 |

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

| Time | Activity |
|---|--|
| 10:30 – 11:00 | <i>Coffee/tea break</i> |
| 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 | Roundtable discussion on the identification of chemicals |
| 12:00 – 13:30 | Exercise 2: Identifying chemicals: <ul style="list-style-type: none"> • Hands-on exercise related to the identification of chemicals • Summary of Exercise 2 |
| 13:30 – 14:30 | <i>Lunch</i> |
| 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 • Transhipments and transit 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 |
| <i>Thursday, 30 October 2014</i> | |
| 09:00 – 10:30 | Practical issues in controlling the chemical trade: <ul style="list-style-type: none"> • Import/export licensing • Controlling transhipments and transits • Customs-related software • Risk assessment • The illegal trade in chemicals: Methods used to smuggle chemicals • Case studies |
| 10:30 – 11:00 | <i>Coffee/tea break</i> |
| 11:00 – 11:30 | Roundtable discussion on common problems encountered and the practical issues involved in controlling the trade in chemicals |
| 11:30 – 12:15 | Training of trainers: Presentations by the OPCW (methodology, types of presentations, approaches to instruction) |
| 12:15 – 13:00 | Training of trainers: Presentations by the OPCW (adult learning, presentation skills) |
| 13:00 – 14:00 | <i>Lunch</i> |
| 14:00 – 14:15 | Selecting groups (six groups) for 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 transhipments (common problems in reporting imports/exports) |

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 |
|---------------------------------------|---|
| | <ul style="list-style-type: none"> • Transfer provisions of the Convention • Engagement with the National Authority |
| 14:15 – 15:45 | Preparing presentations and training plans on assigned subjects |
| 15:45 – 16:15 | <i>Coffee/tea break</i> |
| 16:15 – 17:00 | Preparing presentations and training plans on assigned subjects (continued) |
| <i>Friday, 31 October 2014</i> | |
| 09:00 – 10:30 | Presentations by each group on the assigned topic (15 minutes each) |
| 10:30 – 11:00 | <i>Coffee/tea break</i> |
| 11:00 – 11:30 | Presentations by each group on the assigned topic (continued) |
| 11:30 – 12:00 | Question and answer session |
| 12:00 – 13:00 | Clinic facilitated by the OPCW: Representatives of States Parties present practical issues in controlling trade in chemicals |
| 13:00 – 14:00 | <i>Lunch</i> |
| 14:00 – 14:45 | Clinic (continued) |
| 14:45 – 15:15 | <i>Coffee/tea break</i> |
| 15:15 – 16:30 | Conclusion of the training course: Summing up and evaluation |

Annex 2

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES OF THE
STATES PARTIES IN EASTERN EUROPE ON THE TECHNICAL ASPECTS OF
THE TRANSFERS REGIME OF THE CHEMICAL WEAPONS CONVENTION
PODGORICA, MONTENEGRO
28 – 31 OCTOBER 2014**

NOMINATION FORM

Please submit the completed form by **Friday, 26 September 2014** 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 THE
STATES PARTIES IN EASTERN EUROPE ON THE TECHNICAL ASPECTS OF
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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 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 the States Parties in Eastern Europe on the Technical Aspects of the Transfers Regime of the Chemical Weapons Convention, being held in Podgorica, Montenegro, from 28 to 31 October 2014.

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

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: