



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/1236/2015

7 January 2015

ENGLISH and FRENCH only

**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR A SUBREGIONAL TRAINING COURSE FOR  
CUSTOMS OFFICIALS FROM NORTH, CENTRAL, AND WEST AFRICAN  
STATES PARTIES ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
DAKAR, SENEGAL  
24 – 27 MARCH 2015**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Senegal, the Director-General wishes to invite National Authorities from States Parties in North, 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 will be held in Dakar, Senegal, from 24 to 27 March 2015.
2. The manner in which 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.
3. For this reason, the training is intended for customs officials who are involved in implementing the transfers regime of the Convention and will focus on imparting comprehensive knowledge about it (including its provisions). It is expected that this will help improve the ability of the participating States Parties to track transfers of chemicals listed in the schedules of chemicals of the Convention. A key objective of the course is also for customs officials to share experiences and best practices.
4. The course will focus on the following areas:
  - (a) the provisions of the Convention, and the OPCW;
  - (b) the rights and obligations of States Parties to the Convention;
  - (c) the identification of chemicals relevant to the Convention, including those in the Harmonized System;
  - (d) the recommendations of the World Customs Organization (WCO) with regard to scheduled chemicals; and potential changes to the Harmonized System;



- (e) the responsibilities and role of National Authorities and their stakeholders (including customs authorities) under the provisions of the Convention;
  - (f) 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;
  - (g) 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;
  - (h) the role and possible support of relevant regional and subregional institutions; and
  - (i) practical exercises, group discussions, scenarios, and a field visit.
5. Participants are expected to share information on how their authorities handle scheduled chemicals and on the training programmes for customs officers currently conducted by their authorities. Attendees are also expected to participate actively in group discussions on existing procedures governing the control of scheduled chemicals, to share best practices in the region, and to make recommendations on how their customs authorities could make improvements in the following areas:
- (a) licensing procedures for scheduled chemicals;
  - (b) the identification of scheduled chemicals;
  - (c) risk assessment and customs software; and
  - (d) the control of transits and transshipments.
6. The training is structured as a train-the-trainers course and nominees should be able to share the knowledge, information, and skills that they acquire during the course with other customs officers upon their return.
7. The provisional programme for the training course is included as Annex 1 to this Note.
8. Each Member State is encouraged to nominate at least one participant to attend the course. The Technical Secretariat (hereinafter "the Secretariat") expects to be able to provide sponsorship for no more than two nominees from each State Party. For sponsorship, preference will be given to nominees from Member States that actually have national customs-training programmes or centres, or plan to establish such facilities in the near future.
9. Each nomination should specify whether sponsorship is a condition for the nominee's participation and should be supported by an endorsement from the National Authority (Annex 3). 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.

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.

10. 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, 23 March 2015** and to depart **no later than Saturday, 28 March 2015**. 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. Non-sponsored participants are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates.
11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Senegal. When applying for any required visas, they should present the Embassy or Consulate of Senegal with a copy of the acceptance letter from the OPCW. Please be advised that participants must present an OPCW acceptance letter in order to register for the training course.
12. The training course will be conducted in English, with interpretation into French. All participants are therefore expected to have a good written and oral command of one of these languages.
13. Interested National Authorities are invited to complete the nomination form (Annex 2) and the endorsement form (Annex 3) that are attached to this Note, making sure in particular to provide all the contact and other details requested. 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). Nominations must be received by the Secretariat **no later than 13 February 2015**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations that are submitted after that date.
14. Additional information about the training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mr Bernard Amoh (Tel.: +31 (0)70 416 3376 and e-mail: [bernard.amoh@opcw.org](mailto:bernard.amoh@opcw.org)).

Annexes:

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

## Annex 1

**SUBREGIONAL TRAINING COURSE FOR CUSTOMS OFFICIALS  
FROM NORTH, CENTRAL, AND WEST AFRICAN STATES PARTIES  
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
DAKAR, SENEGAL  
24 – 27 MARCH 2015**

**PROVISIONAL PROGRAMME**

Time	Activity
<b><i>Tuesday, 24 March 2015</i></b>	
09:00 – 09:30	<i>Registration</i>
09:30 – 10:00	Opening of the course
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:15	An overview of the Chemical Weapons Convention (the “Convention”)
11:15 – 11:45	Introduction to the Organisation for the Prohibition of Chemical Weapons (OPCW)
11:45 – 12:30	Chemicals to be monitored under the Convention: <ul style="list-style-type: none"> <li>• Chemicals covered</li> <li>• Main uses of selected chemicals covered by the Convention</li> </ul>
12:30 – 13:30	<i>Lunch</i>
13.30 – 14.00	Transfer provisions of the Convention and the trade in scheduled chemicals in the region
14:00 – 14:45	The role of the National Authority and its interaction with customs authorities
14:45 – 15:15	<i>Coffee/tea break</i>
15:15 – 17:00	Exercise 1: Group discussion of import/export scenarios
<b><i>Wednesday, 25 March 2015</i></b>	
09:00 – 09:30	Introduction to the identification of Convention-related chemicals
09:30 – 10:00	Identification of Convention-related chemicals: The Harmonized System of the WCO: <ul style="list-style-type: none"> <li>• Current WCO recommendations</li> <li>• The WCO’s simplified 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 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: Analysis of suspect chemicals: <ul style="list-style-type: none"> <li>• On-site analysis</li> <li>• The role of customs laboratories</li> <li>• The OCAD</li> </ul>
11:30 – 12:00	Other information tools for customs officers: <ul style="list-style-type: none"> <li>• Green Customs Guide</li> <li>• Most-traded chemicals brochure</li> <li>• Useful websites</li> <li>• Future e-learning modules</li> </ul>

<b>Time</b>	<b>Activity</b>
12:00 – 12:30	Roundtable discussions on problems in identifying scheduled chemicals
12:30 – 13:30	<i>Lunch</i>
13:30 – 16:00	Exercise 2: Identifying chemicals: <ul style="list-style-type: none"> <li>• Summary: Handbook on Chemicals and the online scheduled chemicals database</li> <li>• Hands-on exercise</li> </ul>
16:00 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:15	Common problems in reporting imports/exports: <ul style="list-style-type: none"> <li>• Discrepancies in Convention import/export reporting</li> <li>• Free ports/zones</li> <li>• Transhipments and transits</li> <li>• Voluntary guidelines on declaring imports/exports</li> <li>• Resolution of transfer discrepancies</li> </ul>
<b><i>Thursday, 26 March 2015</i></b>	
09:00 – 09:45	Practical issues in controlling the trade in chemicals: <ul style="list-style-type: none"> <li>• Import/export licensing</li> <li>• Risk assessment</li> <li>• Customs software</li> <li>• Control of transhipments and transits</li> <li>• Smuggling/diversion of chemicals</li> </ul>
09:45 – 10:15	Practical issues in controlling the chemical trade: case studies
10:15 – 10:30	<i>Coffee/tea break</i>
10:30 – 13:15	Exercise 3: Group discussions of import/export scenarios
13:15 – 14:15	<i>Lunch</i>
14:15 – 15:00	Status of implementation of the Convention
15:00 – 16:00	The programmes of the International Cooperation and Assistance Division (ICA) and an update on the OPCW Programme to Strengthen Cooperation with Africa on the Chemical Weapons Convention (the Africa Programme)
16:00 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:00	Presentation by Host Country on national customs measures
<b><i>Friday, 27 March 2015</i></b>	
08:00 – 12:30	Visit to local customs facilities
12.30 – 14:00	<i>Lunch</i>
14:00 – 15:00	Group discussions on existing procedures for the control of scheduled chemicals, sharing of best practices in the region, and recommendations for improvement in the following areas: <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 transhipments</li> </ul>
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:15	Feedback from group discussions
16:15 – 17:00	Conclusion of the training course; summing up and evaluation

## Annex 2

**SUBREGIONAL TRAINING COURSE FOR CUSTOMS OFFICIALS  
FROM NORTH, CENTRAL, AND WEST AFRICAN STATES PARTIES  
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
DAKAR, SENEGAL  
24 – 27 MARCH 2015**

**NOMINATION FORM**

Please submit the completed form by *Friday, 13 February 2015* 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

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 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 these and all like items, please tick the appropriate box.

**Annex 3**

**SUBREGIONAL TRAINING COURSE FOR CUSTOMS OFFICIALS  
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**ENDORSEMENT BY THE NATIONAL AUTHORITY**

I, (name) \_\_\_\_\_,  
(designation) \_\_\_\_\_ of the National Authority  
of (State Party) \_\_\_\_\_, on behalf of the Government  
of (State Party) \_\_\_\_\_, hereby endorse the nomination  
of Mr/Ms (nominee) \_\_\_\_\_, who has  
been nominated by (nominating agency) \_\_\_\_\_

in the attached nomination form to participate in the subregional training course for customs officials from North, Central, and West African States Parties on technical aspects of the transfers regime, which is scheduled to be held in Dakar, Senegal from 24 to 27 March 2015.

I also certify that the above candidate has not attended any such course in the past.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Official seal of the Organisation:**