



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
BELGRADE, SERBIA
8 – 11 SEPTEMBER 2015**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of Serbia, 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 the technical aspects of the transfers regime of the Chemical Weapons Convention (hereinafter “the Convention”). The training course will be held in Belgrade, Serbia, from 8 to 11 September 2015, 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 to:
 - (a) 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) provide an opportunity for hands-on practical exercises on identifying chemicals;



- (c) provide a forum for customs officers in the region to share experiences regarding issues in controlling the chemical trade; and
 - (d) 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. The Secretariat will not pay for medical assistance. Therefore participants should be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
- 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, 7 September 2015** and to depart **no later than Saturday, 12 September 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. 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 Serbia. When applying for any required visas, they should present the Embassy or Consulate of Serbia with a copy of the acceptance letter from the OPCW in addition to any other documents required to obtain a visa for Serbia, taking into account the established rules and procedures for each country. Participants are required to approach the Embassy or Consulate of Serbia immediately after receiving the acceptance letter issued by the OPCW.

9. 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 at least one of these languages.
10. 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 request. The National Authorities are requested to nominate only candidates who have not attended any previous or similar courses organised 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 70 306 3535 or +31 70 416 3228, or by email to ipb@opcw.org. All nominations must be received by the Secretariat **no later than Friday, 24 July 2015**. 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 persons are Mr Vaclovas Semaskevicius (+31 70 416 3270) and Ms Olukemi Adenuga (+31 70 416 3923). They can also be reached by email 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
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PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 8 September 2015</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, 9 September 2015</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 and 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>
11:00 – 11:30	Identifying Convention-related chemicals. Analysis of suspect chemicals:

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

Time	Activity
	<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 – 13:30	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
Thursday, 10 September 2015	
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	Round-table 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	Selection of 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) • Transfer provisions of the Convention • Engagement with the National Authority

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

Time	Activity
14:15 – 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, 11 September 2015</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

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NOMINATION FORM

Please submit the completed form by **Friday, 24 July 2015** to:
The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: +31 70 306 3535, +31 70 416 3228; Email: 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
	Date of expiry	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	Postcode	
		City		
		Country		
12.	Email 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"/>	

* 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

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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 Belgrade, Serbia, from 8 to 11 September 2015.

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: