



NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR A TRAINING-OF-TRAINERS COURSE
FOR REPRESENTATIVES OF CUSTOMS TRAINING INSTITUTIONS
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME
THE HAGUE, THE NETHERLANDS
26 – 28 JULY 2016**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities from States Parties to nominate participants for a training-of-trainers course for representatives of customs training institutions on technical aspects of the transfers regime of the Chemical Weapons Convention (hereinafter “the Convention”). The training course will be held in The Hague, the Netherlands, from 26 to 28 July 2016 in cooperation with the World Customs Organization (WCO).
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 with respect to these same transfers.
3. In recent years, the Technical Secretariat has organised training courses on the transfers regime in four OPCW regions to improve the ability of participating States Parties to track transfers of chemicals listed in the Convention’s schedules of chemicals. Each year, one or two customs officials from each interested State Party have been trained at regional and subregional events.
4. The new training-of-trainers course is intended to ensure broader outreach and impact the capacity of States Parties to enforce the transfers regime by engaging national and regional customs training institutions that are expected to incorporate Convention modules into their curricula.
5. For this reason, the course will focus on training trainers from customs training institutions, as well as certified trainers who are regularly employed by customs authorities to deliver training courses for customs officials. A key objective of the course is also to have representatives of customs training institutions share experiences and best practices on the subject.
6. 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 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 reporting transfers of scheduled chemicals, free ports and free zones, risk assessments, transshipments, and software used by customs services; and
 - (h) practical exercises, group discussions, and presentations.
7. Participants are expected to share information on how their authorities handle scheduled chemicals and 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, share best practices in the region, and make recommendations on how their customs authorities could make improvements in the following areas:
- (a) licensing procedures for scheduled chemicals;
 - (b) identifying scheduled chemicals;
 - (c) risk assessment and customs software; and
 - (d) the control of transits and transshipments.
8. At the end of the course, all participants should have developed follow-up plans for introducing the Convention module into their training curricula or, when relevant, strengthening existing modules. The national-level training courses for customs officials based on revised curricula should be offered no later than 2017. Per the invitations of involved States Parties, the Technical Secretariat will consider providing further support to customs training institutions via relevant materials and expertise.
9. The provisional programme for the training course can be found in Annex 1 to this Note.
10. Each Member State is encouraged to nominate one customs trainer and one management-level official responsible for customs training to attend the course. In addition, to support effective coordination and follow-up, one representative of the National Authority is also invited to attend. Therefore, each Member State will have

three nominees who will be provided with sponsorship by the Technical Secretariat (hereinafter “the Secretariat”). The aforementioned management-level official should be from the same institution as the nominated customs trainer and should have the authority to ensure that further steps are taken by the State Party to integrate Convention-related information into the training curriculum; this revised curriculum is to be offered to customs officers no later than 2017.

11. 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.
12. 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, 25 July 2016** and to depart **no later than Friday, 29 July 2016**. 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.
13. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands. When applying for any required visas, they should present the Embassy of the Netherlands 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.
14. The training course will be conducted in English. All participants are therefore expected to have a good written and oral command of English.
15. Interested National Authorities are invited to complete the nomination form (Annex 2) and the endorsement form (Annex 3) attached to this Note, making sure in particular to provide all of the contact and other details requested. The nomination forms should be accompanied with a cover letter, which should address in brief the on-going national customs training programmes. Completed nomination forms should be addressed to the Head, Implementation Support Branch, International Cooperation and Assistance Division and submitted by email to ipb@opcw.org. Nominations must be received by the Secretariat **no later than 7 June 2016**. National Authorities are kindly requested to note that the Secretariat will not accept any nominations that are submitted after that date.

16. Additional information about the training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Pavlo Byalyk, who can be reached by phone at +31 (0)70 416 3376, or by email: pavlo.byalyk@opcw.org; and Ms Helen Andriessen, who can be reached by phone at +31 (0)70 416 3771, or email: helen.andriessen@opcw.org.

Annexes:

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

Annex 1

**TRAINING-OF-TRAINERS COURSE
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PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 26 July 2016</i>	
08:30 – 09:00	<i>Registration</i>
09:00 – 09:30	Opening ceremony
09:30 – 10:30	Introduction of participants, levelling expectations, and presentation of objectives and training programme
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	An overview of the OPCW and the Chemical Weapons Convention
11:45 – 12:30	Cooperation between National Authorities and customs agencies: experience of the States Parties
12:30 – 13:00	Chemicals to be monitored under the Convention: <ul style="list-style-type: none"> • Chemicals covered • Main uses of selected chemicals covered by the Convention
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Transfer provisions of the Convention and the trade of scheduled chemicals in the region
14:30 – 15:30	Exercise 1: Group discussion of import/export scenarios
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:30	Introduction to customs control of chemical shipments
16:30 – 17:00	Identification of Convention-related chemicals: the Harmonized System of the WCO: <ul style="list-style-type: none"> • Current WCO recommendations • The WCO's simplified recommendations • Possible future amendments to the Harmonized System
<i>Wednesday, 27 July 2016</i>	
09:00 – 09:30	Identifying Convention-related chemicals: The OPCW's Handbook on Chemicals and the online scheduled chemicals database
09:30 – 10:00	Identifying Convention-related chemicals using other sources of information
10:00 – 10:30	Exercise 2: Identifying chemicals: <ul style="list-style-type: none"> • Summary: the Handbook on Chemicals and the online scheduled chemicals database • Hands-on exercise
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Exercise 2 (continuation)
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:30	Common problems in reporting imports/exports: <ul style="list-style-type: none"> • Discrepancies in Convention import/export reporting • Free ports/zones

Time	Activity
	<ul style="list-style-type: none"> • Transshipments and transits • Voluntary guidelines on declaring imports/exports Resolution of transfer discrepancies
14:30 – 15:30	Exercise 3: Group discussions of import/export scenarios
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Group discussions on Convention modules: challenges, opportunities and needs
<i>Thursday, 28 July 2016</i>	
09:00 – 10:30	Presentations of group discussions on Convention modules
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Preparation of country-specific presentations on introduction of Convention modules
12:30 – 13:30	<i>Lunch</i>
13:30 – 15:00	Country presentations and discussion
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:30	Country presentations and discussion (continuation)
16:30 – 17:00	Conclusion of the event and evaluation

Annex 2

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NOMINATION FORM

Please submit the completed form by **Tuesday, 7 June 2016** to:

The Head, Implementation Support Branch,
International Cooperation and Assistance Division,
email: ipb@opcw.org

Please type or use **BLOCK LETTERS**

Government body making the nomination	
Family name of nominee*	
First name(s)*	
Date of birth	Day Month Year
Citizenship	
Gender**	Male <input type="checkbox"/> Female <input type="checkbox"/>
Passport number	
Date of issue	Day Month Year
Expiry date	Day Month Year
Place of issue	
Position	
Employer	
Employer's address (Please do not give a post-office box number)	Street
	Number Postcode
	City
	Country
Email address	
Telephone numbers (including country and city codes)	Home
	Work
	Mobile
Fax numbers (including country and city codes)	Home
	Work
Has the nominee previously attended an OPCW course?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If so, when and where?
	----- -----
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

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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 training-of-trainers course for
representatives of customs training institutions on technical aspects of the transfers regime,
which is scheduled to be held in The Hague, the Netherlands, from 26 to 28 July 2016.

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

Signature: _____

Name: _____

Designation: _____

Official seal of the organisation: