



**NOTE BY THE DIRECTOR-GENERAL**

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES  
OF STATES PARTIES IN LATIN AMERICA AND THE CARIBBEAN  
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
OF THE CHEMICAL WEAPONS CONVENTION  
CARACAS, BOLIVARIAN REPUBLIC OF VENEZUELA  
25 – 28 OCTOBER 2016**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW) and the Government of the Bolivarian Republic of Venezuela, the Director-General wishes to invite National Authorities from States Parties in Latin America and the Caribbean 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 Caracas, the Bolivarian Republic of Venezuela, from 25 to 28 October 2016 and is intended for officials from the customs authorities who are involved in implementing this regime.
2. The handling by customs authorities of 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. Through their participation in the training course, the participants are expected to share 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 to enhance the ability of customs officials from the participating States Parties to implement the transfers regime of the Convention. 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; and
  - (c) provide a forum for the customs officers in the region to share experiences regarding issues in controlling the chemical trade.



4. Participants attending the training course will be expected to participate actively in the practical exercises and the discussions on the topics on which the course will focus. 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. 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, 24 October 2016** and to depart **no later than Saturday, 29 October 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. 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 the Bolivarian Republic of Venezuela. When applying for any required visas, they should present the Embassy or Consulate of the Bolivarian Republic of Venezuela with a copy of the acceptance letter from the OPCW in addition to any other documents required to obtain a visa for the Bolivarian Republic of Venezuela, taking into account the established rules and procedures for each country. Participants are required to approach the Embassy or Consulate of the Bolivarian Republic of Venezuela immediately after receiving the acceptance letter issued by the OPCW.
8. The training course will be conducted in English and Spanish and interpretation will be provided between these two languages. 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 form that is included as Annex 2 to this Note, making sure in particular to provide all the contact details it requests. 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 and

sent via email to [ipb@opcw.org](mailto:ipb@opcw.org). Alternatively, nominations may also be submitted by fax to +31 (0)70 306 3535 or +31 (0)70 416 3228. All nominations must be received by the Secretariat **no later than Thursday, 29 September 2016**. 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 Ms Sharon Rivera (Tel: +31 (0)70 416 3437; Email: [sharon.rivera@opcw.org](mailto:sharon.rivera@opcw.org)) and Mr Aldo Rodriguez (Tel: +31 (0)70 416 3438; Email: [aldo.rodriguez@opcw.org](mailto:aldo.rodriguez@opcw.org)).

Annexes:

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

**Annex 1**

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES  
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**PROVISIONAL PROGRAMME**

| <b>Time</b>                              | <b>Activity</b>  |
|--|--|
| <b><i>Tuesday, 25 October 2016</i></b>   |  |
| 09:00 – 09:15                            | Registration   |
| 09:15 – 10:00                            | Opening ceremony followed by 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                            | Programmes of the International Cooperation and Assistance Division  |
| 12:00 – 12:45                            | Scheduled chemicals to be monitored under the Convention: <ul style="list-style-type: none"> <li>• Basic chemistry</li> <li>• Chemicals listed in the schedules</li> <li>• The main uses of selected scheduled chemicals</li> </ul>  |
| 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   |
| <b><i>Wednesday, 26 October 2016</i></b> |  |
| 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"> <li>• WCO recommendations</li> <li>• Possible future amendments to the Harmonized System</li> </ul>                                   |
| 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"> <li>• Introduction</li> <li>• Demonstration</li> </ul>   |
| 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"> <li>• The Green Customs Guide<sup>1</sup></li> <li>• Brochure on the most commonly traded chemicals</li> </ul> |

<sup>1</sup> The *Green Customs Guide to Multilateral Environmental Agreements*, a publication from the United Nations Environment Programme.

| <b>Time</b>                      | <b>Activity</b>  |
|----------------------------------|--|
|                                  | <ul style="list-style-type: none"> <li>• Other useful databases and websites</li> </ul>  |
| 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"> <li>• On-site analysis</li> <li>• The role of customs laboratories</li> <li>• The OPCW Central Analytical Database (OCAD)</li> </ul>  |
| 11:30 – 12:00                    | Round-table discussion on the identification of chemicals  |
| 12:00 – 13:00                    | Exercise 2: Identifying chemicals:<br>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):<br>Summary of Exercise 2  |
| 14:30 – 15:15                    | Common problems in reporting imports and exports: <ul style="list-style-type: none"> <li>• Discrepancies in import/export reporting under the Convention</li> <li>• Free ports and free zones</li> <li>• Transhipments and transits of chemicals</li> <li>• Shipping chemicals: country of origin vs. country of dispatch</li> <li>• The OPCW decision on voluntary guidelines on imports and exports<sup>2</sup></li> </ul> |
| 15:15 – 15:45                    | <i>Coffee/tea break</i>  |
| 15:45 – 17:30                    | Exercise 3: Import/export scenarios <ul style="list-style-type: none"> <li>• Group discussion of scenarios</li> <li>• Summary of Exercise 3</li> </ul>   |
| <b>Thursday, 27 October 2016</b> |  |
| 09:00 – 11:30                    | Visit to Venezuelan port   |
| 11:30 – 12:30                    | Practical issues in controlling the chemical trade: <ul style="list-style-type: none"> <li>• Import/export licensing</li> <li>• Controlling transhipments and transits</li> <li>• Customs-related software</li> <li>• Risk assessment</li> <li>• The illegal trade in chemicals: methods used to smuggle chemicals</li> <li>• Case studies</li> </ul>  |
| 12:30 – 14:00                    | <i>Lunch</i>   |
| 14:00 – 15:00                    | Round-table discussion on common problems encountered and the practical issues involved in controlling the trade in chemicals  |
| 15:00 – 15:30                    | <i>Coffee/tea break</i>  |
| 15:30 – 16:15                    | Training of trainers: adult learning, presentation skills  |
| 16:15 – 17:00                    | Selection of six groups for preparing presentations and training plans on the following subjects: <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 (practical issues in controlling the</li> </ul>   |

2

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

| <b>Time</b>                           | <b>Activity</b>  |
|---------------------------------------|--|
|                                       | chemical trade) <ul style="list-style-type: none"><li>• Control of transits and transshipments (common problems in reporting imports/exports)</li><li>• Transfer provisions of the Convention</li><li>• Engagement with the National Authority</li></ul> |
| <b><i>Friday, 28 October 2016</i></b> |  |
| 09:00 – 10:30                         | Preparing presentations and training plans on the assigned subjects  |
| 10:30 – 11:00                         | <i>Coffee/tea break</i>  |
| 11:00 – 12:30                         | Presentations by each group on the assigned topic (15 minutes each)  |
| 12:30 – 14:00                         | <i>Lunch</i>   |
| 14:00 – 15:30                         | Clinic facilitated by the OPCW: Representatives of States Parties present practical issues in relation to controlling trade in chemicals   |
| 15:30 – 16:00                         | <i>Coffee/tea break</i>  |
| 16:00 – 17:00                         | Conclusion of the training course: summing up and evaluation   |

## Annex 2

**REGIONAL TRAINING COURSE FOR CUSTOMS AUTHORITIES  
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**NOMINATION FORM**

Please submit the completed form **by Thursday, 29 September 2016** 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 or +31 (0)70 416 3228; email: ipb@opcw.org

**Please type or use BLOCK LETTERS**

|   |   |
|---|---|
| National Authority 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                              |
| Date of expiry  | Day          Month          Year                              |
| Place of issue  |   |
| Areas of expertise relevant to the purpose of the training course (please describe) |   |
| Employer  |   |
| Position/title  |   |
| Contact address<br>(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  |

\* 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.

|  |   |
|--|---|
| Fax numbers, including country and city codes  | Home  |
|  | Work  |
| Has the nominee attended any such or similar course in the past?                     | Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when and which course: |
| Emergency contact person details, including country and city codes and email address | Name  |
|  | Relationship  |
|  | Home telephone  |
|  | Mobile  |
|  | Email   |
| Is sponsorship required?   | Yes <input type="checkbox"/> No <input type="checkbox"/>                                |



**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 States Parties in Latin America and the Caribbean on technical aspects of the transfers regime of the Chemical Weapons Convention, to be held in Caracas, the Bolivarian Republic of Venezuela, from 25 to 28 October 2016.

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

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

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

Official seal of the organisation: