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14 February 2017
ENGLISH only

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
OF THE CHEMICAL WEAPONS CONVENTION
THE HAGUE, THE NETHERLANDS
20 – 23 JUNE 2017**

1. On behalf of the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities from Member States 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 20 to 23 June 2017 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 Member States with respect to these same transfers.
3. In recent years, the Technical Secretariat (hereinafter “the Secretariat”) has organised training courses on the transfers regime in four OPCW regions to improve the ability of participating Member States to track transfers of chemicals listed in the Convention’s schedules of chemicals. Each year, one or two customs officials from interested Member States have been trained at regional and subregional events.
4. The training-of-trainers course is intended to ensure broader outreach and to improve the capacity of Member States 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 OPCW and the provisions of the Convention;
 - (b) the rights and obligations of States Parties to the Convention;
 - (c) the identification of chemicals relevant to the Convention, including those in the WCO Harmonized System;
 - (d) the recommendations of the WCO with regard to scheduled chemicals; and potential changes to the Harmonized System;
 - (e) the role and responsibilities 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 OPCW Handbook on Chemicals, the online scheduled chemicals database, the OPCW Central Analytical Database, and various 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 on the training programmes currently conducted for customs officers. Attendees are also expected to participate actively in group discussions on existing procedures governing the control of scheduled chemicals, share best practices in their 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) 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, where relevant, strengthening existing modules. The national-level training courses for customs officials based on revised curricula should be offered no later than 2018. Based on the invitations of the Member States involved, the Secretariat will consider providing further support to customs training institutions through follow-up visits to the training institutions and the sharing of 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 three participants with the profiles described below. The nomination package should include one customs trainer, one management-level official from a customs training institution, and one representative of the National Authority who will coordinate the necessary follow-up activities with the national customs training institution. Therefore, each Member State will have three nominees who will be eligible for sponsorship by 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 Member State to integrate Convention-related information into the training curriculum. The revised curriculum is to be offered to customs officers no later than 2018. Member States submitting a nomination package that does not include three nominees with relevant profiles will not be considered for participation in the programme.
11. The training-of-trainers is aimed at building the capacity of national customs training institutions, particularly in the regions of Africa, Asia, Eastern Europe, and Latin America and the Caribbean. Trainers and officials from the Western Europe and Other States Group are welcome to participate in the course as self-sponsored resource persons.
12. 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.
13. 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, 19 June 2017 and to depart no later than Saturday, 24 June 2017**. 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 must 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.
14. 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 or Consulate 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.

15. The training course will be conducted in English. All participants are therefore expected to have a good written and oral command of English.
16. Interested National Authorities are invited to complete one nomination and one endorsement form (Annexes 2 and 3 to this Note) for each of the three nominees, making sure in particular to provide all of the contact and other details requested. The nomination forms must be accompanied by a cover letter, which should describe the motivation for participation in the training course, the ongoing national customs training programmes in the area of security and strategic trade control, as well as cooperation between customs and National Authorities. This information should serve as the basis for the 10-minute presentations that the selected participants will be expected to make on the first day of the training course.
17. The nominees selected for the course will be requested, prior to their arrival in The Hague, to take the online Convention e-learning modules designed for customs officers. The modules are located on the WCO website and can be accessed through the following link: <http://clikc.wcoomd.org/login/>. In addition, selected participants will be asked to submit to the Secretariat their real-life cases concerning imports and exports of dual-use chemicals (particularly those involving transit or transshipment), so that they can be examined and discussed during the training programme.
18. As the participation in the course will be limited to 10 Member States, the quality of the applications will be a key selection criterion. Member States that are not selected for participation in the course in 2017 will have an opportunity to re-apply for a similar course in 2018. **Each Member State is eligible to participate in this particular training programme only once.**
19. Completed nomination forms should be submitted by email to ipb@opcw.org and addressed to the Director of the International Cooperation and Assistance Division. Nominations must be received by the Secretariat **no later than 3 April 2017**. National Authorities are kindly requested to note that the Secretariat **will not accept any nominations that are submitted after that date**. To make sure that the nominations have been received by the Secretariat, National Authorities are advised to request confirmation of receipt from the relevant Secretariat staff.
20. Additional information about the training course may be obtained from the Implementation Support Branch of the International Cooperation and Assistance Division. The contact persons are Mr Pavlo Byalyk (Tel: +31 (0)70 416 3376; Email: pavlo.byalyk@opcw.org) and Ms Olukemi Adenuga (Tel: +31 (0)70 416 3923; Email: olukemi.adenuga@opcw.org).

Annexes:

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

Annex 1

**TRAINING-OF-TRAINERS COURSE FOR REPRESENTATIVES OF CUSTOMS
TRAINING INSTITUTIONS ON TECHNICAL ASPECTS OF THE TRANSFERS
REGIME OF THE CHEMICAL WEAPONS CONVENTION
THE HAGUE, THE NETHERLANDS
20 – 23 JUNE 2017**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 20 June 2017</i>	
08:30 – 09:00	<i>Registration</i>
09:00 – 09:30	Opening ceremony
09:30 – 10:30	Introduction of participants, levelling of expectations, and presentation of the training programme and objectives
10:30 – 10:50	<i>Coffee/tea break</i>
10:50 – 11:30	An overview of the OPCW and the Chemical Weapons Convention
11:30 – 13:00	National presentations on cooperation between National Authorities and customs agencies and ongoing national customs training programmes in the area of security and strategic trade control
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Chemicals to be monitored under the Convention and their main uses
14.30 – 15:00	Transfer provisions of the Convention and the trade of scheduled chemicals in the regions
15:00 – 15:30	Introduction to customs control of chemical shipments
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Exercise 1: Group discussion of import/export scenarios
<i>Wednesday, 21 June 2017</i>	
09:00 – 09:30	Identification of Convention-related chemicals: the WCO Harmonized System: <ul style="list-style-type: none"> • Current WCO recommendations • The WCO's simplified recommendations • Possible future amendments to the Harmonized System
09:30 – 10:00	Identifying Convention-related chemicals: The OPCW's Handbook on Chemicals and the online scheduled chemicals database
10:00 – 10:30	Identifying Convention-related chemicals using other sources of information
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Exercise 2: Identifying chemicals: <ul style="list-style-type: none"> • Summary: the Handbook on Chemicals and the online scheduled chemicals database • Hands-on exercise
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 • Transhipments and transits • Voluntary guidelines on declaring imports/exports • Resolution of transfer discrepancies

Time	Activity
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	Discussion of import/export scenarios provided by the participants
<i>Thursday, 22 June 2017</i>	
09:00 – 10:30	Group discussions on Convention modules: challenges, opportunities, and needs
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Presentations of group discussions on Convention modules
12:30 – 13:30	<i>Lunch</i>
13:30 – 14:30	Preparation of country-specific presentations on the introduction of Convention modules
14:30 – 15:00	<i>Coffee/tea break</i>
15:00 – 17:00	Country presentations and discussion
<i>Friday, 23 June 2017</i>	
09:00 – 13:00	Study visit to the OPCW Laboratory and Equipment Store in Rijswijk
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Discussion of challenges to enforcement of the Convention transfers regime of scheduled chemicals at the national level
15:00 – 15:30	Conclusion and evaluation of the event

Annex 2

**TRAINING-OF-TRAINERS COURSE FOR REPRESENTATIVES OF CUSTOMS
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NOMINATION FORM

Please submit the completed form by **Monday, 3 April 2017** to:

Director

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
Date of expiry	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 this 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 of
the Chemical Weapons Convention, which is scheduled to be held in The Hague,
the Netherlands, from 20 to 23 June 2017.

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

Signature: _____

Name: _____

Designation: _____

Official seal of the organisation: