



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/611/2007

22 January 2007

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A SUBREGIONAL WORKSHOP  
FOR CUSTOMS AUTHORITIES IN SOUTHEAST ASIA  
ON TECHNICAL ASPECTS OF THE TRANSFERS REGIME  
HANOI, VIET NAM  
23 – 25 APRIL 2007**

1. On behalf of the OPCW and the Government of Viet Nam, the Director-General wishes to invite National Authorities from States Parties in Southeast Asia to nominate participants for a workshop for customs authorities on technical aspects of the transfers regime of the Chemical Weapons Convention (hereinafter “the Convention”). The workshop, which will be held in Hanoi, Viet Nam, from 23 to 25 April 2007, is intended for customs officials who are involved in implementing this regime, will focus on best practices in that area. It should also help improve the ability of participating States Parties to track transfers of chemicals listed in the Convention’s schedules of chemicals.
2. At its Eighth Session, the Conference of the States Parties (hereinafter “the Conference”) approved a plan of action regarding the implementation of Article VII obligations, *inter alia* agreeing “that it is imperative that those States Parties that still need to do so take the necessary steps and set realistic target dates for these steps leading to the enactment of the necessary legislation, including penal legislation, and/or the adoption of administrative measures to implement the Convention no later than the Tenth Session of the Conference of the States Parties, scheduled for November 2005” (C-8/DEC.16, dated 24 October 2003). At its Tenth Session the Conference adopted a decision on follow-up to the plan (C-10/DEC.16, dated 11 November 2005) and, at its Eleventh, extended for one year the provisions of that decision (C-11/DEC.4, dated 6 December 2006).
3. How customs authorities handle scheduled chemicals has a practical impact on the implementation of the Convention’s transfers regime, 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. This workshop will provide participating States Parties with an opportunity to discuss amongst themselves and with the personnel of the Technical Secretariat (hereinafter “the Secretariat”) such topics as the following:



- (a) the identification of chemicals relevant to the Convention, including the Harmonised System, current recommendations of the World Customs Organization (WCO), and potential changes to that System and those recommendations as they concern scheduled chemicals;
  - (b) sources of information for customs officials and customs laboratories: the Handbook on Chemicals, the OPCW Central Analytical Database and other useful databases; and
  - (c) customs-related matters, such as discrepancies in the reporting of transfers of scheduled chemicals, free ports and free zones, risk assessments, transshipments, and software for customs services.
4. Participants are encouraged to make presentations on the various topics the workshop will focus on, and are expected to participate actively in discussions. The provisional programme for the workshop is included as Annex 1 to this Note.
5. The Secretariat expects to be able to sponsor the participation of up to two representatives from the customs authorities of each participating State Party. 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, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. 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 it 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 Sunday, 22 April 2007**, and to **depart no later than Thursday, 26 April 2007**. The Secretariat's agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the workshop 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 Viet Nam. When applying for any entry visa required, they should present the Vietnamese Embassy or Consulate with a copy of the acceptance letter from the OPCW.
8. The workshop will be conducted in English, and no interpretation services of any kind will be provided. All participants are therefore expected to have a good oral and written command of English.

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 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)70 306 3535, or by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than Friday, 23 February 2007**. Please be advised that participants must present an OPCW acceptance letter in order to register for the workshop.
10. Additional information about the workshop may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Ms Kim Oorebeek, who can be reached at +31 (0)70 416 3709.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

**Annex 1**

**SUBREGIONAL WORKSHOP  
FOR CUSTOMS AUTHORITIES IN SOUTHEAST ASIA ON TECHNICAL  
ASPECTS OF THE TRANSFERS REGIME  
HANOI, VIET NAM  
23 – 25 APRIL 2007**

**PROVISIONAL PROGRAMME**

| Time                                 | Activity  |
|--------------------------------------|---|
| <b><i>Monday, 23 April 2007</i></b>  |   |
| 9:00 – 9:30                          | Registration, and introduction to the workshop  |
| 9:30 – 10:00                         | Opening of the workshop   |
| 10:00 – 10:45                        | The Chemical Weapons Convention and the OPCW  |
| 10:45 – 11:15                        | <i>Break for tea or coffee</i>  |
| 11:15 – 12:30                        | The legal framework for controls and enforcement with respect to transfers: import-and-export provisions, and cooperation between the National Authority and customs authorities  |
| 12:30 – 14:30                        | <i>Lunch break</i>  |
| 14:30 – 15:00                        | Chemicals to be monitored under the Convention, and their principal uses  |
| 15:00 – 15:30                        | Identification of scheduled chemicals, and the Harmonised System: <ul style="list-style-type: none"> <li>• current recommendations of the World Customs Organization</li> <li>• potential changes to the Harmonised System and to WCO recommendations concerning scheduled chemicals</li> </ul> |
| 15:30 – 16:00                        | <i>Break for tea or coffee</i>  |
| 16:00 – 16:30                        | Sources of information for customs officials on the identification of scheduled chemicals: <ul style="list-style-type: none"> <li>• the Handbook on Chemicals</li> <li>• the OPCW Central Analytical Database, and other useful databases</li> </ul>  |
| 16:30 – 17:00                        | Customs-related issues: <ul style="list-style-type: none"> <li>• enforcement of controls on imports and exports</li> <li>• free ports and free zones</li> <li>• software for use by customs services</li> <li>• risk assessments</li> <li>• transshipments</li> </ul>                           |
| <b><i>Tuesday, 24 April 2007</i></b> |   |
| 9:00 – 9:30                          | Viet Nam's experience in monitoring imports and exports of scheduled chemicals  |
| 9:30 – 11:00                         | Presentations by States Parties on practical implementation issues under the transfers regime: free ports and free zones, regional free-trade agreements, risk assessments, identification of chemicals, licences for import and export   |
| 11:00 – 11:30                        | <i>Break for tea or coffee</i>  |

| <b>Time</b>                            | <b>Activity</b>  |
|--|--|
| 11:30 – 12:30                          | Presentations by participating States Parties on software used by their customs authorities for tracking imports and exports, and on the relevance of the use of this software to the requirements of the Convention         |
| 12:30 – 14:00                          | <i>Lunch break</i>   |
| 14:00 – 15:00                          | Presentations (continued)  |
| 15:00 – 15:30                          | <i>Break for tea or coffee</i>   |
| 15:30 – 16:00                          | Presentation on how customs authorities might work in a coordinated way both with the Harmonised System of the WCO and with the Chemical Abstracts Service, which the OPCW uses, to monitor imports and exports of chemicals |
| 16:00 – 16:30                          | Roundtable discussion  |
| 16:30 – 17:00                          | Conclusions and summing up   |
| <b><i>Wednesday, 25 April 2007</i></b> |  |
| 9:00 – 12:00                           | Bilateral consultations  |

**Annex 2**

**SUBREGIONAL WORKSHOP  
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ASPECTS OF THE TRANSFERS REGIME  
HANOI, VIET NAM  
23 – 25 APRIL 2007**

**NOMINATION FORM**

Please submit the completed form **by 23 February 2007** 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; e-mail: [ipb@opcw.org](mailto:ipb@opcw.org).

Please use **BLOCK LETTERS**.

|     |   |   |
|-----|---|---|
| 1.  | Family name of nominee <sup>1</sup>                                 |   |
| 2.  | First name(s)   |   |
| 3.  | Date of birth   | Day            Month            Year                          |
| 4.  | Citizenship   |   |
| 5.  | Gender  | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| 6.  | Passport number   |   |
| 7.  | Date of issue   | Day            Month            Year                          |
| 8.  | Expiry date   | Day            Month            Year                          |
| 9.  | Place of issue  |   |
| 10. | Areas of expertise  |   |
| 11. | Employer  |   |
| 12. | Position  |   |
| 13. | Contact address<br>(Please do not give a<br>post-office box number) | Street  |
|     |   | Number                      Post code                         |
|     |   | City  |
|     |   | Country   |
| 14. | E-mail address  |   |
| 15. | Telephone numbers,<br>including country and city<br>codes           | Home  |
|     |   | Work  |
|     |   | Mobile  |
| 16. | Fax numbers, including<br>country and city codes                    | Home  |
|     |   | Work  |
| 17. | Is sponsorship a condition<br>of participation?                     | Yes <input type="checkbox"/> No <input type="checkbox"/>      |

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<sup>1</sup> Please give the first and family names exactly as they appear in the nominee's passport.