

No. M-21012/7/2022-TECH
भारत सरकार / Government of India
मंत्रिमंडल सचिवालय / Cabinet Secretariat
राष्ट्रीय प्राधिकरण रासायनिक हथियार समझौता / National Authority Chemical Weapons Convention

प्रथम तल, राष्ट्रपति भवन / 1st Floor, Rashtrapati Bhawan
नई दिल्ली-04/ New Delhi-04

Dated the 22nd June, 2026

OFFICE MEMORANDUM

Subject: Invitation to apply for Trainers Course on Technical Aspects of the Transfers Regime of the Chemical Weapons Convention (CWC) in Phnom Penh, Cambodia, from 21 to 23 September 2026 – reg.

The undersigned is directed to refer to Technical Secretariat's note No. L/ICA/IPB-483 dated 11th June, 2026 (**copy enclosed**), seeking nominations of customs trainers/ customs officers on the above-mentioned subject.

2. The NACWC being the national focal point seeks nominations of suitable and qualified Officers from customs administration training institutions and/ or managers of customs training departments responsible for the ongoing training and continuous professional development of frontline customs officers, who play a critical role in controlling the import and export of chemicals and ensuring the enforcement of the transfer regime of the CWC. The relevant documents supporting the above-mentioned requirements and following the 'Guidelines for the OPCW sponsored events' issued by NACWC may please be sent to this office **latest by 6th July, 2026** through online portal - OPCW Training Management System (<https://nacwc.gov.in/tms/>).
3. The Head of the concerned Department/Organization may also certify that the applicant is clear from vigilance angle and no departmental proceeding against the nominee is contemplated or inquired into. Further, it may also please be ensured that nominated individuals have good command of English, both written and oral.
4. After attending the course, nominated individuals shall be expected to make a report and a brief presentation to the National Authority.

Encl.: 1

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22/6/26

(Vivek Prakash)

Under Secretary to the Government of India

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To

1. The Secretary, Department of Revenue, Ministry of Finance, Kartavya Bhawan - I, New Delhi
2. The Director General, National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Palasamudram, Gorantla Mandalam, Sri Satya Sai District, Andhra Pradesh - 515251



OPCW

Organisation for the Prohibition of Chemical Weapons

The Hague, 11 June 2026

L/ICA/IPB-483

Dear National Authority of India,

The Technical Secretariat of the Organisation for the Prohibition of Chemical Weapons (OPCW), in cooperation with the Government of the Kingdom of Cambodia, is organising a Training of Trainers Course on **Technical Aspects of the Transfers Regime of the Chemical Weapons Convention (CWC)** in Phnom Penh, Cambodia, from 21 to 23 September 2026 for State Parties in East, Southeast and South Asia.

The three-days course is intended for representatives of customs training institutions/ training departments and National Authorities staff and aims to equip participants with the knowledge, skills, and instructional competencies required to deliver effective training at national level on the transfer regime of scheduled chemicals of the CWC.

The course will be delivered in an interactive format, incorporating presentations, case studies, practical exercises, panel sessions, and group discussions. It will also serve as an important platform for strengthening both formal and informal networks among National Authorities and Customs administrations. The attached concept note contains further details on the training content and delivery format and is provided for ease of reference.

Based on this, the National Authority of India is kindly invited to identify and nominate three participants for this course:

- two customs trainers / customs officer and
- one senior representative of the National Authority, ✓

all with responsibilities regarding the control of import/export of chemicals.



OPCW

Organisation for the Prohibition of Chemical Weapons

Applicants are invited to register online through Eventus - the OPCW event management system (<https://eventus.opcw.org/Home?eventid=717>) – before 10 July 2026. Applications must be reviewed and endorsed digitally in Eventus by the respective National Authority no later than 11 July 2026. The endorsement through the National Authority will be followed by the final review and approval through the Technical Secretariat.

The Technical Secretariat will provide sponsorship for selected participants. This will include the costs of travel, accommodation, meals, and medical insurance for the duration of the training course, as well as a limited subsistence allowance to cover sundry expenses. The training course will be conducted in English. Participants are therefore expected to have a good command of both written and oral English.

Training participants may be invited to join panel discussions and/or deliver presentations on national experiences, challenges, and practices in controlling the import and export of toxic chemicals. Detailed information about such contributions will be provided following the conclusion of the selection process.

Additional information about the training course may be obtained from the OPCW Implementation Support Branch, International Cooperation and Assistance Division, through Mr Solomon Haile (solomon.haile@opcw.org) or Mr Plinio Cardoso (plinio.cardoso@opcw.org).

Yours sincerely,

Beatrix Lahoupe
Head, Implementation Support Branch
International Cooperation and Assistance Division



**Training of Trainers Course for Representatives of Customs Training Institutions
/ Training Departments and National Authorities on Technical Aspects of the
Transfers Regime of the Chemical Weapons Convention (CWC) for
East, Southeast and South Asia
Phnom Penh, Cambodia, 21-23 September 2026**

CONCEPT NOTE

OBJECTIVES AND SCOPE

The three-day Training of Trainers (ToT) course for customs administration training institutions is one of the capacity-development activities of the Implementation Support Branch (ISB), designed to strengthen the capabilities of “capacity developers” to enforce the transfer regime of the Chemical Weapons Convention (CWC). These capacity developers comprise customs administration training institutions (where available) and officers or managers of customs training departments responsible for the ongoing training and continuous professional development of frontline customs officers. These frontline officers play a critical role in controlling the import and export of chemicals and ensuring the enforcement of the transfer regime of the CWC. In addition to customs personnel, representatives of relevant national authorities will participate in and benefit from the course. Their participation is expected to enhance understanding of the transfer regime under the CWC and promote stronger inter-agency cooperation and coordination with customs administrations.

The overall goal of the ToT programme is to strengthen the implementation of the Convention’s transfer regime and thereby contribute to national, regional and global non-proliferation efforts. Specifically, the course aims to, in addition to sharing substantive knowledge of the CWC transfer regime, introduce participants to training resources and adult-learning approaches that are essential for designing, delivering, and evaluating Convention-specific training for frontline customs officers.

The concept underpinning the ToT approach is that targeted engagement with representatives of customs trainers can create a sustainable mechanism for integrating Convention-related content into national customs training curricula and professional development programmes. By enabling participants to adapt and replicate the training within their respective institutions, the ToT is expected to foster the wider dissemination of knowledge and skills related to the transfer regime. Such institutionalization can significantly expand outreach and increase the number of customs officers equipped to effectively implement the transfer regime of the CWC.

The training-of-trainers model also offers a cost-effective and sustainable approach to capacity development. By strengthening national training capabilities, it reduces reliance on external support and promotes national ownership of capacity-building efforts. Furthermore,

the model creates a multiplier effect, enabling trained instructors to transfer knowledge to a broader audience of customs officers who may not have the opportunity to participate directly in OPCW-organized training activities. This approach addresses the challenges associated with limited training reach and maximizes the long-term impact of OPCW capacity-building investments.

The ToT to be delivered in Cambodia will adopt a blended-learning approach, combining participation in OPCW customs e-learning modules with a three-day in-person training event. The online component will enable participants to acquire foundational knowledge at their own pace prior to the course, while the face-to-face component will focus on practical application, interactive discussions, peer learning, and engagement with subject-matter experts. This approach is expected to enhance learning outcomes, improve participant preparedness, and maximize the effectiveness of the in-person training.

EXPECTATIONS

Participants are expected to actively contribute including through national presentations to the course by sharing information on national practices, procedures, and institutional arrangements for controlling the transfer of scheduled chemicals. This includes providing insights into how customs administrations and National Authorities coordinate to monitor, control, and report transfers of scheduled and other toxic chemicals in accordance with the CWC.

Participants are also encouraged to share experiences related to national customs training systems, including existing training programmes that address Convention-related obligations, where applicable. Such exchanges will facilitate peer learning, the identification of good practices, and the discussion of common challenges and solutions in implementing the Convention's transfer regime. Throughout the course, participants will be expected to engage actively in plenary discussions, panel sessions, group exercises, and practical activities. They should contribute examples of effective national practices, exchange lessons learned and develop recommendations for strengthening national capacities to control and report on transfers of scheduled chemicals.

As a key course deliverable, participants will be expected to develop a post-training action plan outlining how they intend to integrate or strengthen Convention-related content within their respective training curricula, programmes, or institutional training activities. These action plans should identify concrete steps for disseminating the knowledge acquired during the course and for enhancing national training capacities in support of the effective implementation of the Convention's transfer regime.

OUTCOME

By the end of the course, participants will have acquired the knowledge, skills, and instructional competencies necessary to effectively incorporate the transfer regime of the Chemical Weapons Convention (CWC) into their respective customs training programmes. They will be better equipped to design, adapt, deliver, and evaluate training on the technical aspects of the Convention's transfer regime. As a result, participating institutions will be

better positioned to replicate and disseminate the training at the national level, thereby expanding the outreach of transfer-control knowledge among frontline customs officers.

In addition, the course will foster enhanced cooperation and coordination between National Authorities and customs administrations in the development and delivery of national training programmes related to the control of the import and export chemicals. This strengthened collaboration is expected to contribute to more coherent and effective national implementation of the CWC in general and its transfer regime in particular.

EVENT

The course will take place over three days. The program will consist of thematic presentations from the OPCW Technical Secretariat and the World Customs Organization (WCO), national presentations, panel discussions and breakout groups:

Day 1 – Opening and welcome speech; introduction of participants, levelling off expectations, and presentation of the training programme and objectives; overview of the OPCW and the Chemical Weapons Convention (CWC); activities monitored under Article VI of the CWC including Mentimeter exercises/ quizzes and discussion based on the exercises; National presentations on national customs training courses/ coordination between national authorities and customs administrations in enforcing the transfer regime of the CWC.

Day 2 – Tools to assist with the identification of scheduled chemicals and exercise in identifying chemicals; illicit transfer of chemicals: challenges and coping mechanism; Practical issues in controlling chemical shipments for customs; group discussion and plenary reporting of the outcomes; national presentations on national customs training courses/ coordination between national authorities and customs administrations in enforcing the transfer regime of the CWC

Day 3 – Common problems in reporting imports and exports of scheduled chemicals; discussion of the import/export scenarios and issues flagged by participants; fundamentals of adult training (andragogy): overview and effective use of the ICA eLearning course; tips for training customs officers and lessons learned from designing and implementing previous customs training activities; strategic and practical considerations to incorporate convention related customs training in the curricula of customs training institutions including certification and accreditation of trainers; development of national action plans to incorporate the training into the curricula of national customs training programmes and scale up the training at the national level; Closing and next steps.

TARGET PARTICIPANTS

Participation in the TOT is by invitation only. Each State Party will thus be invited to nominate a three-person delegation including:

- One (1) member of the National Authority for the CWC;
- Two (2) customs officials, of whom one should most preferably be a training manager or is in charge of customs training institution.

States Parties and National Authorities are strongly encouraged to support and endorse nominations of suitable female candidates for the event.

SPONSORSHIP

Based on the review and approval of applications, participation in this course will be fully sponsored by the OPCW and the sponsorship includes travel/transport, accommodation, and a portion of the DSA for miscellaneous expenses.

BACKGROUND

The reporting of transfers of scheduled chemicals plays a vital role within the Verification Regime under the Chemical Weapons Convention (“the Convention”). Typically, customs authorities are responsible for providing data on these transfers to national authorities to enable the latter to report on the import and export of chemicals in their respective jurisdictions. To fulfil this responsibility effectively, customs authorities need to possess a good knowledge of scheduled and toxic chemicals, processes of monitoring of chemical transfers, and how these should be reported. Put another way, customs and national authority officials involved in controlling the import and export of chemicals should have a reasonably good understanding of scheduled chemicals, relevant tools and equipment for their identification, and appropriate methods for reporting on imports and exports including transits and transshipments. This is the reason why capacity development on the transfer regime of the convention is vitally important.

Contact persons:

Mr Solomon Haile (solomon.haile@opcw.org) and Mr Plinio Cardoso (plinio.cardoso@opcw.org) are the contact persons for any support that state parties may require to participate in the ToT.