Workshop Report

Train-the-Trainers Workshop for Customs Officers on Monitoring & Control of ODS Imports & Exports

Division of Technology, Industry and Economics

Suva, Fiji, 10-12 April 2001
WORKSHOP REPORT

Train-the-Trainers Workshop for Customs Officers on Monitoring & Control of ODS Imports & Exports

Suva, Fiji, 10-12 April 2001

Organized by:

United Nations Environment Programme’s (UNEP DTIE) OzonAction Programme
and the
Department of Environment
Fiji Ministry of Local Government Housing & Environment
in co-operation with the
World Customs Organization (WCO)
with financial support from the
Multilateral Fund for the Implementation of the Montreal Protocol
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Summary</td>
<td>4</td>
</tr>
<tr>
<td>1. Background</td>
<td>5</td>
</tr>
<tr>
<td>2. Objectives</td>
<td>6</td>
</tr>
<tr>
<td>3. Expected results</td>
<td>7</td>
</tr>
<tr>
<td>4. Participants and speakers</td>
<td>7</td>
</tr>
<tr>
<td>5. Methodology</td>
<td>8</td>
</tr>
<tr>
<td>6. Contents and structure of the train-the-trainer workshop</td>
<td>10</td>
</tr>
<tr>
<td>7. Results and lessons learned</td>
<td>11</td>
</tr>
<tr>
<td>8. Follow-up action plan</td>
<td>12</td>
</tr>
<tr>
<td>9. Evaluation by participants</td>
<td>12</td>
</tr>
<tr>
<td>10. Annexes</td>
<td>14</td>
</tr>
<tr>
<td>Annex 10.1 Agenda</td>
<td>15</td>
</tr>
<tr>
<td>Annex 10.2 List of participants</td>
<td>21</td>
</tr>
<tr>
<td>Annex 10.3 List of trainers and speakers</td>
<td>23</td>
</tr>
<tr>
<td>Annex 10.4 Workshop recommendations</td>
<td>24</td>
</tr>
<tr>
<td>Annex 10.5 Evaluation by participants</td>
<td>27</td>
</tr>
</tbody>
</table>
Executive Summary

The training programme for customs officers is part of Fiji's Refrigerant Management Plan (RMP) - a comprehensive and integrated strategy to phase-out the use of ozone-depleting substances (ODS) in the refrigeration and air-conditioning sector.

The main objective of the training programme is to provide the customs officers and relevant stakeholders with the skills necessary to monitor and control the imports and exports of ODSs and products (including equipment) containing them as well as detecting and preventing illegal trade.

The programme consists of three phases, the train-the-customs-trainers phase, the train-the-customs-officers phase and the monitoring & evaluation phase. The trained customs trainers are expected to train 370 customs officers in Fiji within 12 months.

The train-the-customs-trainers workshop in Fiji is the fifth workshop of its kind in the world to be implemented as part of a national RMP. The previous workshops of this type were held in Jamaica, Trinidad & Tobago, Bahrain, and Guyana. Similar workshops will be held in more than 40 other developing countries.

The preparation of the workshop required the development of the "Fiji Handbook on ODS Legislation and Import / Export Licensing System" by the National Ozone Unit. The document complements the UNEP training manual "Customs Officers Training on Substances Depleting the Ozone Layer" by providing country-specific information and data. Local presenters contributed additional training materials.

The immediate result of the train-the-customs-trainers workshop is the availability of 27 trained customs trainers, customs officers and other relevant stakeholders and the inclusion of a Montreal Protocol related training module in the training curricula of the customs department for new customs officers.

The long term result of the training programme is to enhance awareness of ozone depletion issues among customs officers and other relevant stakeholders and to enable customs officers to enforce the import / export licensing system for ODS and products (including equipment) containing or using them. The control of virgin ODS entering the country, following the phase-out schedules under the Montreal Protocol, will lead to increased prices of ozone depleting refrigerants, help reduce consumption and make the recovery & recycling (R&R) system economically viable.

The workshop included presentations by high-level Government representatives during the opening and closing sessions. Media coverage included coverage of the opening ceremony by newspaper reporters.

The design of the train-the-customs-trainers workshop followed an interactive and participatory approach and involved 6 local and regional presenters. Two case studies on smuggling schemes
were presented to participants to test their knowledge of what they had learned throughout the workshop. Furthermore, five small working groups were formed during the break-out session in order to discuss specific topics.

During a group discussion, participants planned Phase II and III of the training programme and prepared detailed recommendations, a draft concept note, agenda and implementation schedule for both phases.

Future challenges for customs authorities in enforcing international environmental agreements such as the Basel Convention, CITES, Kyoto Protocol, and the Rotterdam Convention were discussed and scope for synergies identified. Local presenters emphasised that special training for customs authorities is needed and that such training should be co-ordinated among the different Convention Secretariats.

The participants conducted a workshop evaluation (see Annex 10.5) and agreed a final set of recommendations (see Annex 10.4). The overall evaluation of the workshop was "excellent" (61%) and “good” (39%). Most of the participants felt that the duration of the workshop should be increased.

The workshop report will be disseminated to the workshop participants and speakers as well as members of the contact group on customs training. It will also be placed on UNEP's homepage at: http://www.uneptie.org/ozonaction.html

1. Background

Upon the discovery that CFCs and other human-made substances are leading to a depletion of the ozone layer, the international community negotiated the Vienna Convention for the Protection of the Ozone Layer in 1985. Following this, the Montreal Protocol on Substances that Deplete the Ozone layer was negotiated in 1987 with the objective of reducing and finally phasing out the production and consumption of ozone-depleting substances. Fiji acceded to the Vienna Convention and its Montreal Protocol on 23 October 1989. Fiji ratified the London Amendment on 12 September 1994 and the Copenhagen Amendment on 17 May 2000.

In most developing countries, the largest remaining sector in which ozone-depleting substances are still used is the refrigeration and air-conditioning servicing (RAC) sector. In 1993, Fiji consumed approximately 50.7 ODP tonnes of ozone-depleting substances (ODS). Since Fiji neither produces nor exports ODS, consumption is dependent solely on imports. In addition, appliances containing CFCs are imported into the country either already assembled (e.g. refrigerators, AC units), or in parts for local assembly. Any abrupt non-availability of CFC refrigerants will adversely impact on important sectors of the local economy. It is therefore essential for users of CFCs to be able to reduce and subsequently phase-out their consumption in a coordinated, planned and cost-effective manner in compliance with the commitments under the Montreal Protocol.
The Refrigerant Management Plan of Fiji was approved by the 30th Meeting of the Executive Committee of the Multilateral Fund to be implemented by UNEP DTIE. The RMP is a comprehensive approach to phase out the use of ozone-depleting substances in Fiji’s RAC sector.

UNEP’s role is to coordinate the implementation of the two training elements of the RMP in cooperation with the National Ozone Unit:

1. The training programme on good practices in refrigeration
2. The training programme for customs officers on control and monitoring of ODS imports and exports.

One of the obligations of Fiji is to implement an ODS import / export licensing system. The Department of Environment is the agency, which will manage this licensing system, but there will be the need for enforcement of the licensing system and labeling standards by the customs authority. Therefore, the ability of customs, trade and standards officers to enforce controls on trade in ODS and ODS products / equipment is important for a successful and planned ODS phase-out. Thus, customs training with assistance from UNEP DTIE is providing the means through which Fiji will be in a position to meet this challenge.

2. Objectives

The main objective of this training programme is to provide the customs, trade and standards officers in Fiji with the skills necessary to monitor and control the imports and exports of CFCs and other ODS and ODS products / equipment. The detection and prevention of illegal trade is part of this training.

The training objectives were achieved by:

I. Increasing awareness of ozone depletion issues
II. Introducing the different types of ODS being used in the sector and for which applications
III. Introducing the provisions and phase-out schedules of the Montreal Protocol and its amendments
IV. Providing an understanding of the national Refrigeration Management Plan
V. Providing an overview on the newly established licensing system for ODS and its implications for customs officers, and other stakeholders.
VI. Presenting the revised customs codes which allow for the identification of ozone-depleting refrigerants and products containing them
VII. Refining and optimizing the establishment of the operational details of the monitoring and control system for ODS in Fiji
VIII. Providing an overview of customs regulations and monitoring and control systems for ODS in other countries
IX. Training in the use of identification equipment for refrigerants
X. Designing the concept, agenda, strategy and the time schedule for the training of the remaining customs officers in the country.

3. Expected results

The immediate result will be the availability of trained customs trainers and key stakeholders and the development of a training approach and recommendations for the subsequent Phase II training of customs and enforcement officers in Fiji.

A Montreal Protocol related training module will be included in the ongoing training programmes of the customs department for new customs officers. It will also be integrated in the refresher courses for experienced officers. Thus the sustainability of the training programme will be ensured.

The long-term result is to enhance awareness of ozone depletion issues among customs authorities and other relevant stakeholders as well as the achievement of the training objectives as stated in Section 2.

In addition, synergies for the enforcement of other relevant international environmental agreements such as the Basel Convention, CITES, Rotterdam Convention and the Kyoto Protocol will be encouraged. The success of most international environmental agreements will depend on the continued support of the world’s customs authorities and other key stakeholders.

4. Participants

In total, 27 participants attended the train-the-customs-trainers workshop. They included 17 customs officers from the various sections of the customs department around the country, as well as 9 key stakeholders from national agencies whose involvement and support is necessary for the successful implementation of the import/export licensing system.

The 9 stakeholders came from the Department of Environment, Fiji National Training Council (FNTC), Pesticide Registration, Ministry of Health, Land Transport Authority, Ministry of Agriculture, Quarantine Section, and Attorney General’s Chambers.

The list of workshop participants is attached as Annex 10.2.

The participants in Phase II of the training programme will be the remaining customs and enforcement officers of the country including the Land Transport Authority and Ministry of Agriculture, Quarantine Section.

The instructor for the workshop was:

Ms. Brittany Whiting of Concurrent Technologies Corporation.
Additional resource persons were:

- Mr. Anwar Ali, Technical Assistant, Fiji National Training Council
- Mr. Iain McGlinchy, International Consultant, UNEP/SPREP
- Mr. Luke Qiritabu, Legal Officer, Department of Environment
- Ms. Nirupa Ram, Department of Environment
- Mr. Sakarai Taituave, Assistant Project Officer – ODS, South Pacific Regional Environment Programme

Additional speakers during the opening and closing sessions included:
- Mr. Pasikali Balefiji, Director General Customs
- Mr. Peni Gavidi, Acting Deputy Permanent Secretary, Ministry of Local Government, Housing and Environment

The details of the trainer and other resource persons is attached as Annex 10.3 and the agenda is attached as Annex 10.1.

5. Methodology

The training programme is being implemented in three phases:

- **Phase I**: Train-the-customs-trainers workshop
- **Phase II**: Subsequent training of the remaining customs officers in the country
- **Phase III**: Monitoring & evaluation

**Phase I: Train-the-customs-trainers workshop**

The train-the-customs-trainers workshop in Fiji is the fifth workshop of its kind in the world to be implemented as part of a national RMP. The previous workshops were held in Jamaica, Trinidad & Tobago, Bahrain, and Guyana and similar workshops will be held in more than 40 other developing countries.

The preparation of the workshop required the development of the "Fiji Handbook on ODS Legislation and Import / Export Licensing System" which was prepared by the National Ozone Unit. The document complements the UNEP training manual "Customs Officer Training on Substances Depleting the Ozone Layer" by providing country-specific information and data. Local presenters contributed additional training materials.

The immediate result of the train-the-customs-trainers workshop is the availability of 27 trained customs and enforcement officers and the inclusion of a Montreal Protocol related training module in the training curricula of the customs department for new customs officers.
The long term result of the training programme is to enhance awareness of ozone depletion issues among customs officers and other relevant stakeholders and to enable customs officers to enforce the import / export licensing system for ODS and products (including equipment) containing or using them. The control of virgin ODS entering the country, following the phase-out schedules under the Montreal Protocol, will lead to increased prices of ozone depleting refrigerants, help reduce consumption and make the recovery & recycling (R&R) system economically viable.

The workshop included presentations by high-level Government representatives during the opening and closing sessions. Media coverage included television interviews and coverage of the opening ceremony on the three national television stations and in newspaper articles.

The UNEP customs training manual, the “Fiji Handbook” and other relevant resource documents were handed out to the participants. Additional documents and examples of ODS-containing products and equipment were displayed at the conference centre. The UNEP video "Every Action Counts" was shown to the participants.

The design of the train-the-customs-trainers workshop followed an interactive and participatory approach and involved 6 local and regional presenters. Two case studies on smuggling schemes were presented to participants to test their knowledge of what they had learned throughout the workshop.

Five small working groups were created during the break-out session in order to discuss specific topics. Group 1 discussed the operational details of the ODS import / export licensing system, Group 2 the enforcement of ODS regulations, Group 3 public education, Group 4 ODS related legislation and Group 5 Database and networking. Each group prepared reports with their findings and recommendations.

During a group discussion participants planned Phase II and III of the training programme and prepared detailed workshop recommendations, a tentative concept note, agenda and implementation schedule for both phases.

A practical hands-on session was included in the programme to identify different types of refrigerants, using the pressure-temperature method, leak detector and digital refrigerant identifier. Product and packaging labelling was checked. The NOU made available a refrigerant identification kit for demonstration purposes.

Wrap-up sessions concluded the day's discussions. The participants conducted a workshop evaluation and agreed a final set of recommendations (see Annex 10.4).

Each participant received a “Certificate of Participation” from the Government of Fiji and was registered at the end of the workshop. It is proposed that this training and certification should become mandatory for all customs officers.
The workshop report will be disseminated to all participants and members of the contact group on customs training. It will also be placed on UNEP's homepage at: http://www.uneptie.org/ozonaction.html

**Phase II: Training of the remaining customs officers in the country**

The trained-customs-trainers will train the remaining customs and enforcement officers in the country. In addition, experienced customs officers may receive training on ozone-related issues as part of the continuous customs re-training programme.

The National Ozone Unit will, in close collaboration with the customs department, be responsible for the definition of a specific timetable for the training of the remaining customs officers in the country and take into account the recommendations from the train-the-trainers workshop.

It is expected that Phase II of the training programme will be concluded within 12 months after completion of Phase I, by April 2002, preferably by December 2001.

**Phase III: Monitoring & evaluation**

The National Ozone Action Unit will co-ordinate, monitor and follow-up on the training activities during Phase II of the training programme and report progress in project implementation to UNEP.

Immediately after completion of Phase II of the training programme, the NOU will evaluate the results of the training programme and prepare a follow-up & evaluation report. This report will be submitted to UNEP.

**6. Contents and structure of the train-the-trainers workshop**

The training materials were designed to ensure that the objectives set out for the workshop (see Section 2) were achieved.

The workshop included the following sessions:

- Session 1: Ozone layer depletion
- Session 2: International response
- Session 3: National obligations and response
- Session 4: National import / export licensing system
- Session 5: Checking papers, forms and permits
- Session 6: Related international conventions
- Session 7: Global & regional context
- Session 8: Role of customs officers and other key stakeholders
Session 9: Illegal trade in ODS and ODS-containing equipment and goods
Session 10: Identification of ODS and ODS-containing equipment
Session 11: Practical exercises on identification of ODS
Session 12: Safe handling, transport and storage of ODS
Session 13: Breakout Session on effective operation of ODS import / export licensing system and enforcement of ODS regulations
Session 14: Action planning for Phase II and III of the customs training
Session 15: Workshop evaluation

7. Results and lessons learned

The objectives set out for the workshop were fully met through the appropriate design of the workshop agenda during which the 15 workshop sessions addressed all relevant issues. A detailed evaluation of the most relevant issues is included in Annex 10.5.

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<tr>
<th>OBJECTIVES SET OUT</th>
<th>RESULTS ACHIEVED</th>
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<tr>
<td>I. Increasing awareness of ozone depletion issues</td>
<td>Through Sessions 1, 8 and UNEP video “Every Action Counts”</td>
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<td>II. Familiarizing enforcement officers with the different types of ODS being used in the sector and for which applications</td>
<td>Through Sessions 1, 3, 4, 10, 11, 12</td>
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<td>III. Familiarizing enforcement officers with the provisions and phase-out schedules of the Montreal Protocol and its Amendments</td>
<td>Through Sessions 2, 3, 4</td>
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<tr>
<td>IV. Providing officers with an understanding of the national Refrigerant Management Plan</td>
<td>Through Sessions 3, 4</td>
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<tr>
<td>V. Providing an overview on the newly established licensing system for ODS and its implications for customs officers</td>
<td>Through Sessions 4, 5, 8</td>
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<td>VI. Presenting the revised customs codes which allow for the identification of ozone-depleting refrigerants and products containing them</td>
<td>Through Session 10</td>
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<tr>
<td>VII. Refining and optimizing the operational details of the monitoring and control system for ODS in Fiji</td>
<td>Through Session 13</td>
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<td>VIII. Providing an overview of customs regulations and monitoring and control systems for ODS in other countries</td>
<td>Through Session 7</td>
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<tr>
<td>IX. Training enforcement officers in the use of identification equipment for refrigerants</td>
<td>Through Sessions 10, 11, 12</td>
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<td>X. Designing the concept, agenda, strategy and the time schedule for the training of the remaining customs officers in the country.</td>
<td>Through Session 13</td>
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In addition, the following specific outcomes were achieved:
- Successful training and certification of 27 participants on monitoring and controlling of imports and exports of ODS and ODS products/equipment in Fiji.
- Demonstrating methods for the inspection of imported refrigerators, motor vehicles, compressors, the identification of refrigerants and the checking of freight papers and labelling. The practical demonstrations included the use of a leak detector, a digital refrigerant identifier and the temperature/pressure method.
- Exchange of information and experiences between the participants and development of a network of personal contacts.
- The "Fiji Handbook" will be used for the further training of customs officers.
- Detailed workshop recommendations by the participants (see Annex 10.4).
- Certification of the participants by the Government of Fiji.

The following lessons were learned from the train-the-customs-trainers workshop:

- More administrative support was needed to organize the workshop. There should be more cooperation between stakeholders for Phase II to ensure a smooth preparation and delivery schedule.
- The mix of customs officers was excellent. There were customs officers from all areas of operations and locations. It is important to have a good mix of customs officers and other stakeholders to ensure healthy cross fertilisation.
- Regional cooperation is key for the Pacific, especially since Fiji is the transhipment point for most, if not all ODS to the region. A regional network should be developed further.
- The practical session was very informative for participants. Visiting the FNTR, a local refrigeration and air conditioning repair shop, and the ODS Storage Site was useful for participants. Although the testing equipment was not available until the third day of the workshop, participants were still able to each learn to use the equipment. Even though the agenda is very tight, a field visit proves to be very useful and should be organized.
- The break-out sessions on the effective operation of the import/export licensing system, enforcing ODS regulation, public education, and ODS legislation was well received by participants. Many recommendations came out of these sessions. The recommendations from the participants are included as Annex 10.4. Break out sessions brings out the best from the participants and should remain an integral part of any training.
- Additional agencies and stakeholders involved in controlling and monitoring ODS were invited and should have attended and participated. The participation of all relevant stakeholders should be ensured.
- The participants felt that the training should be of a longer duration to cover at length the important issues.

8. Follow-up action plan

This training programme is part of the RMP for Fiji. As such it will be accompanied by other training and policy related activities as defined in the RMP such as the training programme on good practices in refrigeration and the recovery and recycling programme.
The NOU will establish a monitoring mechanism to ensure that the objectives of the training programme are met and will produce a follow-up report on the status of implementation of the training programme. The Phase II of the training programme should be completed within 12 months after the train-the-trainers workshop.

The National Ozone Unit will consider and, as far as possible, implement the workshop recommendations as adopted by the workshop participants (see Annex 10.4). The recommendations will also be communicated to the relevant decision-makers and politicians, and their support requested.

9. Evaluation by participants

The overall evaluation of train-the-customs-trainers workshop participation was very good. 23 of 27 participants (85%) returned the evaluation questionnaire. Out of the 23 evaluations, 9 participants rated the workshop as “good” (39%) and 14 as “excellent” (61%).

A graphic analysis of the received evaluation questionnaires is included in Annex 10.5.

The following section includes feedback and suggestions received from the workshop participants concerning (a) the workshop itself, (b) the UNEP customs training manual and (c) the “Fiji Handbook”. Several participants commented that additional agencies and stakeholders involved in controlling and monitoring ODS should have participated and additional local resource persons should have been invited:

(a) Phase I customs training

- Course was organised properly but there seemed to be very little time for such a lengthy course.
- DOE needs to screen presenters or lecturers that may have some experience, else they are most likely to put participants off to sleep.
- FNTC to be given the task to conduct training on ODS.
- In line with the course manual, the course should have been conducted for at least one week.
- Large coloured pictures of cylinders etc. which contain ODS. This will greatly help officers in identifying them since most of them do not have a good background on these substances.
- More training to be conducted, more time and practicals.
- Overall the programme was OK. The time factor should be looked at. There are a number of things to be addressed which 3 days is not enough.
- Presentations by local presenters could have been better.
- Quality of the course was excellent and similar courses could be conducted now and then to get feedback.
- Such important courses really need a specified time. 3 days is not enough. Timeframe is just not enough if it could be a bit lengthy. Otherwise the presentation & the manuals were excellent & perfect.
- The course was excellent but the only drawback was the time period. If other courses of similar type are held then there should be enough time, no rushing. This course was pretty tough due to use of scientific words which was pretty hard to understand in 3 day period.
- Very informative and future courses to be done by FNTC in conjunction with Ministry of Environment
- It was a very good course only if the time is extended to have more practical & discussion sessions.
- Some more time to get more information. More trainings. More practicals.
- The course was informative and well presented, to cover over 5 days, local resource personnel be more resourceful.
- The course was well presented and only also the duration of the course be 4 days so that officers can have a better understanding of the substances and how to identify them.
- The facilitators to be better prepared and legible overheads or if possible powerpoint presentations.
- There should be more short breaks in between sessions (for every hour of session). The course was excellent – at least now there should be more interaction between relevant departments on enforcing ODS.
- The time was short. Since it is a new concept, it was run in an excellent manner. I would like to see the second phase of training or say ongoing programme.

(b) **UNEP customs training manual**

- Acts and legislation regulations.
- CD-ROMs – Global Customs Manual reduced to one concentrating or emphasising on the country, i.e. Fiji.
- Have not read it all.
- Include more technical information (eg) in relation to refrigerators, car air conditioners
- Legislation from other government departments regarding ODS.
- Most of the customs officers are not aware about the refrigeration system. As part of the training programme, some basic concepts of refrigeration should be included to give them the idea.
- Other resources like video tapes to show the effects of ODS in other parts of the world should be provided since not much is happening in this part of the world.
- Perhaps you should include issues regarding the Pacific/regional area, for example including examples of situations we face in the Pacific.
- To incorporate testing equipment manuals.
- Video tapes, CD-ROMs, some basics about refrigeration so that officers are able to understand in what all about their country e.g. Fiji.
- Adequate information available.
- It is user friendly enough.
- Basic refrigeration topic to be put up. So that customs officers have solid foundation of understanding in taking up the course. Theory and practical to be conducted together to make a better understanding

(c) **Fiji Handbook on ODS Legislation**
- A data flow diagram that shows the flow of information from one government agency to another in regards to reporting of ODS.
- Chemical names with its formula together with customs tariff coding (lists)
- Formation of working group committees. Incorporate all legislation from other government departments that somehow relate to ODS.
- It should be specified clearly the “Target Groups” and follow up plans to get feedback. There is a lack of response from the public and delay by the authorities concerned in implementing this.
- Latest updates on developments and actions taken. These will enhance a better understanding on situations report.
- The institutional linkages between various organisations and stakeholders be clearly set out.
- Updated Handbook is being printed by Ministry of Environment.
- Very useful.
- Customs legislation should be incorporated with Ministry of Environment laws.
- Copies of legislation of every party concerned with enforcement work.
- Updated version ASAP.
- List of ODS with Fiji Customs Proper H.S. to be profiles with the automated systems for compulsory checks prior to release from customs control.
10. Annexes

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<thead>
<tr>
<th>Annex 10.1</th>
<th>Agenda</th>
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</thead>
<tbody>
<tr>
<td>Annex 10.2</td>
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<td>Annex 10.5</td>
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ANNEX 10.1   Agenda

Day 1

8:30   Registration

9:00   Opening ceremony and media briefing

- Welcome address and workshop objectives, training team and workshop approach by
  Ms. Nirupa Ram, Ozone Officer, Department of Environment
- Workshop address by Customs representative
  Director General Fiji Islands Customs Service - Mr. Pasikali Bale
- UNEP DTIE's OzonAction Programme
  Brittany Whiting, Trainer, Concurrent Technologies Corporation
- Statements of special guests
  Mr. Iain McGlincy UNEP/SPREP Consultant
- Answers and questions by the media

10:00  Break

10:15  Introduction

  Ms. Brittany Whiting, Trainer, CTC

  - Expected output of the training programme
  - Training materials and display
  - Self-introduction of participants

10:45  Session 1: Ozone layer depletion

  Mr. Iain McGlincy, UNEP/SPREP Consultant

  - Environmental and human health consequences
  - UNEP video: Every Action Counts
  - Ozone layer science
  - Discussion

11:30  Session 2: International response

  Mr. Iain McGlincy UNEP/SPREP Consultant
   International response - the Montreal Protocol and its Amendments
  - Phase-out schedule and strategies for Article 2 and Article 5 countries
  - Discussion

12:00  Session 3: National obligations and response

  Ms. Nirupa Ram, Department of Environment
- Overview of national ODS consumption pattern
- National phase-out obligations
- National response - Refrigerant Management Plan
- Discussion

13:00 Lunch

14:00 Session 4: National import / export licensing system

Ms. Nirupa Ram, Department of Environment

- Institutional framework
- National ODS regulations
- Structure of national import/export licensing system
- Institutional arrangements and procedures to manage the system
- Import quotas and application for permits and allowances
- Information to importers, wholesalers and end-users
- Handling of seized ODS and ODS-containing equipment and goods
- Enforcement and penalties
- Forms introduced by the licensing system
- Discussion

15:45 Break

16:00 Session 5: Checking papers, forms and permits

Ms. Brittany Whiting, Trainer, CTC

- Logistics and data management
- Application forms, permit forms, freight papers, retrofit certificates etc.
- Practical exercise on checking freight papers and permits
- Discussion

17:00 Wrap-up sessions and workshop recommendations

Ms. Brittany Whiting, Trainer, CTC
Day 2

9:00  Session 6: Related international conventions

Ms. Brittany Whiting, Trainer, CTC, Ms. Nirupa Ram, Department of Environment

- CITES (endangered species), Kyoto Protocol (global warming), Basel Convention, Rotterdam Convention (prior informed consent)
- Common features related to the control of trade and synergies for customs authorities for effective enforcement
- Discussion

9:45  Session 7: Global and regional context

Ms. Brittany Whiting, Trainer, CTC, Mr. Iain McGlincy, UNEP/SPREP Consultant, Mr. Sakarai Taituave, Assistant Project Officer – ODS, South Pacific Regional Environment Programme

- Global production and trade with ODS and ODS-containing products
- Transshipment harbors, production, disposal, reclaim facilities in the region
- Regional and global trade agreements
- Implementation of revised HS codes in the region
- Impact on trade and economy
- Discussion

10:15  Break

10:30  Session 8: Role of customs officers and other key stakeholders

Ms. Brittany Whiting, Trainer, CTC

- Key players in monitoring and control imports / exports of ODS and ODS-containing equipment and goods (customs, coast guard, police, court, chemistry laboratory, importers/wholesalers, end-users, NOU etc)
- Reporting legal and illegal trade with ODS and ODS-containing products
- Enforcing ODS legislation
- Checklist for customs officers
- Discussion

11:00  Session 9: Illegal trade with ODS and ODS-containing products, equipment and goods

Ms. Brittany Whiting, Trainer, CTC

- Legal and illegal trade with Parties and non-Parties
- Detecting legal and illegal trade at local, regional and international level
- Trade with recycled, recovered, reclaimed or contaminated refrigerants
- Causes and trends of illegal trade
- Methods of smuggling
- Prevention of illegal trade
- Case study on illegal trade
- Discussion

12:30  Lunch

13:00  Session 10: Identification of ODS and ODS-containing products, equipment and goods

*Ms. Brittany Whiting, Trainer, CTC*

- Harmonized System codes for pure and mixed ODS
- Common trade names for ODSs, including CFCs, HCFCs, methyl bromide, halons, solvents, foams, aerosols etc.
- CAS numbers, ASHRAE numbers, UN numbers etc.
- Examples of labeling for ODS and color codes
- Examples of labeling of ODS-containing equipment and goods
- Detection of mislabeled ODS containers, cylinders etc.
- Identification of ODS-containing equipment and goods
- Use of refrigerant identifiers (theory)
- Discussion

15:00  Break

15:15  Introduction to Break-out Session 13: Effective operation of ODS import / export licensing system and enforcement of ODS regulations

*Ms. Brittany Whiting, Trainer, CTC*

- In addition to two key topics, participants may suggest 2 additional topics of interest:
  Topic 1: How to effectively operate ODS import / export licensing systems
  Topic 2: How to effectively enforce ODS regulations
  Topic 3: To be suggested by participants
  Topic 4: To be suggested by participants

15:30  Session 11: Practical exercises on identification of ODS

*Ms. Brittany Whiting, Trainer, CTC*

Mr. Anwar Ali, FNTC Technical consultant

- Examples of ODS containers and cylinders and ODS-containing equipment and goods
- Hands-on work with CFC detection equipment if available
- Identification of ODS-containing products, equipment and goods

17:00  Wrap-up Session and workshop recommendations

*Ms. Brittany Whiting, Trainer, CTC*
Day 3

9:00 Session 12: Safe handling, transport and storage of ODS

Ms. Brittany Whiting, Trainer, CTC, Mr. Anwar Ali, FNTC Technical consultant

- ODS chemical information relevant to customs officers
- Safe handling of ODS and ODS-containing products
- Safe transport and storage of ODS and ODS-containing products
- Safe sampling of ODS - who is allowed to take samples and to use refrigerant identifiers
- Discussion

9:45 Break-out Session 13: Effective operation of ODS import / export licensing system and enforcement of ODS regulations

Ms. Brittany Whiting, Trainer, CTC

- Group moderators will co-ordinate the Break-out Session.

11:15 Break

- Group moderators will ensure the preparation of a short report and presentation of their findings including the group recommendations.

11:45 Break-out Session 13: Presentation of findings of the group work to the plenary

Ms. Brittany Whiting, Trainer, CTC

- Hand-over of reports to the lead consultant
- Presentation of group recommendations to the plenary (10 min per group)
- Discussion and adoption of group recommendations (5 min per group)
- Feedback on the break-out session

13:00 Lunch

14:00 Session 14: Action planning for Phase II and III of the customs training

Ms. Brittany Whiting, Trainer, CTC

- How to design Phase II of the customs training (approach, duration, agenda, schedule, trainers, participants etc.)
- Which training materials should be used for Phase II of the customs training and what should be the key contents of the training
- How to ensure timely implementation, monitoring and reporting during Phase II & III
- Discussion

15:00 Session 15: Workshop evaluation
Ms. Brittany Whiting, Trainer, CTC

- Completion of evaluation questionnaires
- General feedback and comments from participants and organisers

15:45 Break

16:00 Closing Session and Media Briefing

- Conclusions and outlook
  Ms. Nirupa Ram, Ozone Officer, Department of Environment
- Closing statement by
  Mr. Iain McGlinchy, UNEP/SPREP Consultant
- Closing remarks by the training team and conclusions on synergies on regional co-operation between related Conventions
  Ms. Brittany Whiting, Trainer, Concurrent Technologies Corporation
- Hand-over of participation certificates
- Closing remarks by Customs representative, Mr. Nacani Dreu,
- Closing of workshop by Government representative
  Mr. Peni Gavidi, Acting Deputy Permanent Secretary, Department of Local Government, Housing and Environment
### ANNEX 10.2  List of participants

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Page 23 of 30
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### ANNEX 10.3 List of trainers & speakers

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ANNEX 10.4 Workshop recommendations

1. The following workshop recommendations were discussed and approved by all participants during the workshop.

- An identification card that certifies the customs trainer should be created.
- The training for Phase II should contain a mix of practical experience and theory.
- The workshop should be more days.
- The testing equipment should have been cleared through customs earlier.
- There should be more breaks during workshop.
- A quiz at the end of everyday would be useful to test knowledge.
- The government laboratory need a copy of standards for commonly used ODS for the GC/MS. If anyone in the region has a copy of the standards they should consider sharing them.
- Section 129 of the Customs Act 1986 subsections A-F should be added to the Fiji Handbook.
- Seized ODS should be re-exported at the cost of the importer.
- Put ODS on prohibited goods lists for Customs.
- Imports of second hand and new vehicles should have a certificate of what type of ODS they contain.
- DOE should collaborate with Customs on the HS (tariff) codes for ODS.
- There should be cooperation between the various agencies involving ODS.
- A working group should be formed for ODS related issues.

2. The following recommendations have been made by the different working groups during the break-out session:

GROUP 1 HOW TO EFFECTIVELY OPERATE THE ODS IMPORT/EXPORT LICENSING SYSTEM

- Incorporate ODS into the Customs legislation.
- Place relevant risk indicators in entry processing procedures.
- Create awareness for components containing ODS.
- Establish a working committee between Customs, Environment, LTA, Motor Vehicle Dealers, Ministry of Finance, Fiji Retailers Association, Ministry of Labour (OHS), Shipping Agents.
- Develop a 1-day workshop program for border officers (video session, ODS identification, whom to contact when encountering ODS, substitutes for ODS).
- Transshipment goods are classified under one HS code--we need to develop a system whereby we can monitor the amount of ODS transshipped.
- Regional contacts--for enforcement purposes, etc.
- Amend the Customs legislation to re-export seized ODS to the country of origin.

Group 2 ODS ENFORCEMENT

- Public and stakeholders should be aware of the ODS law.
- Enforcement personnel need to be trained on how to properly use the equipment.
- Seek aid/cash/ in kind contributions from government and overseas donors for providing training.
- Government should give full support to regulatory bodies.
- Regulatory bodies network should be linked.
- Create Customs Checklist for profiling.
- Quarantine -Methyl Bromide licensing
- LTA needs equipment for testing.
- Provincial government needs to be educated
- Educate Fiji Chiefs.

**Group 3  PUBLIC AWARENESS**

- Government has to commit itself in terms of legislation that is updated/amended to accommodate/ facilitate ODS obligations.
- Customs must have some sense of ownership in the enforcement of ODS, e.g. there must be an ODS unit and all officers trained and responsible on ODS.
- Working group must lobby government to provide necessary funds and support to ensure that public awareness campaign to comply with the requirements of the Montreal Protocol for phase out of ODS.
- Public education on identifying different equipment/ goods that use ODS; differentiate between ODS and alternatives, e.g. R12 and R134A.
- Target groups identified for ODS public awareness: ODS enforcement agencies, students, general public at large, especially rural areas, industrial groups.

**Methods:**
- Agree on standard training manual for Customs officers for all ports to maintain consistency of delivery.
- Training workshops for officers, importers & exporters
- Media reaches a greater area. School visits, brochures/posters, and competitions e.g. oratory contests, essays & drawing competitions, stickers, labels.
- Media to be done by Consumer Council--talk back shows, local TV/community TV, visit rural areas especially those with recently installed electricity, LTA to provide stickers for motor vehicles that are ozone friendly
- Industrial groups--workshops.

**Group 4  LEGISLATION**

- Create necessary legislation.
- Create national working group.
- Create regional working group committee.
- Proper storage/ laboratory facility needed.
- Benchmark with other member developed countries of Montreal Protocol.

**Group 5  DATABASE & NETWORKING**

- Need financial support from government/funding agency.
- Need to educate local authorities especially those stationed out in the islands. Perhaps also consider the influence of the local chiefs. Create pamphlets, brochures, and circulars for circulation.
- Include the ODS education in school or tertiary levels. Recommend to the Fiji Employers Association to improve training programs at the technical level.
- Put up incentives to encourage public to report any suspicious activity.
3. **The following recommendations have been agreed for Phase II & III of the training programme for customs officers:**

**Approach:** Need to integrate this training into business plan of Customs. Make training part of the induction course. Need MOU between Customs/DOE and other Agencies.

**Duration:** 3 days

**Agenda:** Emphasis on practical training, include site visit

**Schedule:** All customs training to be completed within 12 months, preferably by December 2001. Stakeholders should coordinate with FNTC to coordinate their training.

**Trainers:** Create in house training team with the existing training unit within Customs. Trained customs officers could be the trainers of specific Ports/locations.

**Participants:** 370 customs officers, quarantine officers, LTA & other stakeholders

**Training materials:** Establish committee between Customs/DOE/FNTC to create training package to include Global Manual, Fiji Handbook, and basic principles of refrigeration.

**Timely Implementation:** Kick off by 1 June 2001, Customs to collaborate with FNTC & DOE to organize training and ensure its implementation. DOE will be responsible for monitoring and reporting. Performance indicators need to be set.
ANNEX 10.5 Evaluation by the participants

Evaluation Questionnaire

The following questionnaire was given to participants to evaluate the training course. The responses are tabled in a graph in the following page. The rating “1” stands for poor performance and the rating “5” for excellent performance.

1. What is your overall evaluation of the course?
2. Did the course provide the information you expected?
3. Was the communication between participants possible and useful?
4. Was the composition of the audience adequate?
5. As far as the contents of the presentation are concerned, did you find them adequate in explaining the following issues:
   a) Environmental and human health consequences of ozone layer depletion?
   b) International response to ozone layer depletion (Montreal Protocol)?
   c) National obligations and phase-out strategy (RMP)?
   d) Regulatory framework for the national import/export licensing system?
   e) Prevention of illegal trade of ODS?
   f) Role of customs officers in enforcing the import/export licensing system?
   g) Role of other stakeholders in implementing the import/export licensing system?
   h) How to identify ODS and equipment containing ODS and the use of ODS identifying equipment?
   i) Issues relating to safe storage and handling of ODS?
   j) Data reporting requirements and procedures?
   k) Enforcement, penalties and prevention of illegal trade?
6. Did the training course provide you with adequate information regarding the subsequent training of the remaining customs officers?
7. Did the training course provide appropriate training material as the basis for the subsequent training of the remaining customs officers?
8. Can you think of any additional material that should be included in the "UNEP Customs Training Manual" to enable it to better achieve its goals?
9. Can you think of any additional material that should be included in the “Guyana Handbook on ODS Legislation and Import / Export Licensing System” to enable it to better achieve its goals?
10. Please give additional comments about the quality of the course and how similar courses could be improved.