WORKSHOP REPORT

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

Bahrain

World Customs Organization (WCO)

United Nations Environment Programme, Division of Technology, Industry and Economics (UNEP DTIE) OzonAction Programme

Multilateral Fund for the Implementation of the Montreal Protocol

Manama, Bahrain, 20-22 January 2001
WORKSHOP REPORT

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

Bahrain

Organized by:

United Nations Environment Programme, Division of Technology, Industry and Economics (UNEP DTIE) OzonAction Programme

and the

Government of Bahrain

in co-operation with the

World Customs Organization (WCO)

with financial support from the

Multilateral Fund for the Implementation of the Montreal Protocol

Manama, Bahrain, 20-22 January 2001
# TABLE OF CONTENTS

Executive Summary 4
1. Background 5
2. Objectives 6
3. Expected results 7
4. Participants and speakers 7
5. Methodology 8
6. Contents and structure of the train-the-trainer workshop 10
7. Results and lessons learned 11
8. Follow-up action plan 12
9. Evaluation by participants 12
10. Annexes 14

    Annex 10.1 Agenda 15
    Annex 10.2 List of participants 20
    Annex 10.3 List of trainers and speakers 22
    Annex 10.4 Workshop recommendations 23
    Annex 10.5 Evaluation by participants 25
    Annex 10.6 About OzonAction Programme UNEP DTIE 27
Executive Summary

The training programme for customs officers is part of Bahrain'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 23 trained customs trainers from Phase I are expected to train 200 customs officers in Bahrain under Phase II of the project.

The train-the-customs-trainers workshop in Bahrain is the third workshop of its kind in the world and the first in the West Asia region to be implemented as part of a national RMP. The first workshop was held in Jamaica in June 2000 and similar workshops will be held in more than 40 other developing countries as part of global effort to implement the Montreal Protocol.

The preparation of the workshop required the development of the "Bahrain Handbook on National Regulations and Import / Export Licensing System for Phasing Out of Ozone Depleting Substances" which was prepared by the national Ozone Officer and a local legal consultant. 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 23 trained customs trainers, customs officers and other relevant stakeholders and the inclusion of a Montreal Protocol related training module as part of the regular training programme 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, make the recovery & recycling (R&R) system economically viable and enable the country to monitor compliance with the Montreal Protocol.

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 and closing ceremony on the two national television stations and in newspaper articles.

The design of the train-the-customs-trainers workshop followed an interactive and participatory approach and involved 6 presenters. Four small working groups were created during the break-
out session in order to discuss specific topics related to what participants had learned throughout the workshop.

During a group discussion participants planned Phase II and III of the training programme and prepared detailed recommendations and implementation schedule.

Future challenges for customs authorities in enforcing other international environmental agreements such as the Basel Convention, CITES, Kyoto Protocol, and the Rotterdam Convention were discussed and scope for synergies with these and the Montreal Protocol identified. The presenter emphasised that special training for customs authorities is needed and that such training should be co-ordinated between 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 "good" (54%) and "excellent" (36%).

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.unep.org/ozonaction.html

1. Background

According to the Montreal Protocol, the Developing Countries (Article 5 countries) must freeze their consumption and production of Chlorofluorocarbons (CFCs) like R-11, R-12, R-113, R-114, R-115 on 1 July 1999 at the average of 1995-1997 level of consumption and production and then gradually reduce and eliminate completely the consumption of the CFCs and other Ozone Depleting Substances (ODSs) including CFCs by 2010. Under the Montreal Protocol, each country must report its ODS consumption to the Parties to the Protocol through the Ozone Secretariat. The Protocol defines consumption as:

\[ \text{Consumption} = \text{production} + \text{import} - \text{export} \]

In view of the above, a legal system to control and monitor the imports and exports of ODS is of vital importance to the government for fulfilling their obligations and requirements under the Protocol. The designing of an import/export licensing system has also become mandatory for the Government under the Montreal Amendment to the Protocol approved in Montreal in September 1997.

Control strategies and monitoring systems are closely related and needs to be established and appropriately implemented. A well planned and managed monitoring system will provide a basic foundation for policy decisions, design of regulations, planning of training activities and public awareness campaigns. In addition, a well-designed control system will enhance the possibilities to monitor the ODS consumption efficiently and effectively. Thus a well designed control and
monitoring system is the best tool to achieve the required reductions and elimination of ODS use for various applications and enable Bahrain to meet its phase out commitments under the Montreal Protocol.

In developing countries, the most important sector in which ozone-depleting substances are used is the refrigeration and air-conditioning servicing sector. In 1999, Bahrain consumed approximately 668.75 ODP tons of ozone-depleting substances (ODS). Bahrain imports all its ODSs. Any abrupt non-availability of CFC refrigerants will adversely impact on important sectors of the local economy. It is therefore essential for CFC users to be able to reduce and subsequently phase-out their consumption in a co-ordinated, planned and cost-effective manner.

In view of the above and the legal and functional requirements, it is of prime importance to implement the Refrigeration Management Plan (RMP) for eliminating the use of ODS refrigerants. Bahrain’s RMP is a comprehensive approach to phase out the use of ODS in the refrigeration and air-conditioning sector.

UNEP is co-ordinating the implementation of the two training elements of the Refrigerant Management Plan, viz;

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

The ability of customs officers to enforce controls over trade in ODSs and products containing ODSs is an important element in Bahrain’s planned phase-out strategy.

2. Objectives

The main objective of organizing this training programme is to provide the customs officers in Bahrain with the skills necessary to monitor and control the imports and exports of CFCs and other ODS as well as products which contain or are operating with ODS. The detection and prevention of illegal trade is part of this effort. The objective will be achieved by implementing the following tasks:

I. Familiarizing customs officers with the different types of ODS being used in different industrial and commercial sectors and their applications;

II. Familiarizing customs officers with the provisions and phase-out schedules of the Montreal Protocol and its Amendments;

III. Providing customs officers with an understanding of the National Refrigerant Management Plan;

IV. Providing an overview on the newly established licensing system for ODS and its implications for customs officers;
V. Presenting and highlighting the revised customs codes which allow for the identification of ozone-depleting refrigerants and products containing them;

VI. Refining and optimizing the operational details of the monitoring and control system for ODS in Bahrain;

VII. Providing an overview of customs regulations, monitoring and control systems for ODS;

VIII. Training customs officers in the use of identifying equipment for refrigerants;
IX. Designing the concept, agenda, strategy and time schedule for the training of the remaining customs officers in the country.

3. Results

The immediate result of the train-the-customs-trainers workshop is the availability of 23 trained customs trainers and other relevant stakeholders and the inclusion of a Montreal Protocol related training module in the training curricula 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 and make the recovery & recycling (R&R) system economically viable.

In addition, synergies for the enforcement of other relevant international agreements such as the Basel Convention, CITES, Kyoto Protocol etc. will be encouraged.

4. Participants

In total 23 participants attended the train-the-customs-trainers workshop. They were 16 customs and ports officers from around the country, as well as 7 key stakeholders from national agencies whose involvement and support is necessary for the successful implementation of the import/export licensing system.

The 7 stakeholders came from the six agencies and company: The Ministry of Commerce (MoC) Standardization & Metrification Directorate, Commercial Registration Directorate, the Bahrain Defence Force (Headquarters & Bahrain Amiri Air Force) and BMIG.(Bahrain Medical and Industrial Gas)

The list of workshop participants is attached as Annex 10.2.

Some of the participants in Phase II of the training programme will be the remaining customs officers of the country.
The instructor for the workshop was:

Ms. Brittany Whiting of Concurrent Technologies Corporation.

Additional resource persons were:

- Mr. Jameel Ali Eksail, Ozone Officer, Ministry of Housing, Municipalities & Environment (MoHM&E) (The Ozone Office – Environmental Affairs)
- Mr. Fathi Abdul-Salam, Legal Consultant, Ministry of Housing, Municipalities and Environment
- Mr. Atul Bagai, Training Officer, UNEP DTIE
- Mr. Michael Dolphin, US Customs Officer (retired)
- Ms. Meenakshi Passi, Joint Director, National Academy of Customs, Excise, & Narcotics India

Additional speakers during the opening and closing sessions included:

- Mr. Khalid Mohammed Fakhro, Director General of Environmental Affairs, Bahrain
- Dr. Juma Al Ka'abi, Director of Environmental Control, Bahrain
- Dr. Abdul-Elah Al-Wadaee, UNEP ODS Regional Network Coordinator for West Asia
- Mr. Jassim Jamsheer, Director General of Customs

The list of trainers and speakers is attached as Annex 10.3 and the agenda is attached as Annex 10.1.

5. Methodology

The training programme was 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 Bahrain is the third workshop of its kind in the world and the first in the West Asia region to be implemented as part of a national RMP. The first workshop was held in Jamaica in June 2000 and similar workshops will be held in more than 40 other developing countries.

The preparation of the workshop required the development of the "Bahrain Handbook on National Regulations and Import / Export Licensing System for the Phase Out of ODS " which was prepared by the national Ozone Officer and a local legal consultant. 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 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 two national television stations and in newspaper articles.

The UNEP customs training manual, the Bahrain 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 training site. 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 5 presenters. Four small working groups were created during the break-out session as elaborated in the Agenda 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 Safety and Group 4 Customs Training. Each group prepared a report with their findings and recommendations.

During a group discussion participants planned Phase II and III of the training programme and prepared detailed recommendations and an implementation schedule.

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 National Ozone Unit 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 Bahrain. 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 remaining customs officers in the country will be trained by the trained customs officers who have participated in the train-the-trainers workshop. Phase II of the training programme will take into account the recommendations from the train-the-trainers workshops and be based on the "UNEP Customs Training Manual".
A certain number of experienced customs officers would receive training on ozone-related issues as part of the continuous customs re-training programme.

The Customs Department will incorporate a Montreal Protocol training module on control and monitoring of ODS in its training curriculum to ensure that future customs officers are trained on this aspect. This will be done within the ongoing training activities of the Customs Department.

The National Ozone Unit, the Customs Department and the local consultant will be responsible for the implementation of Phase II and for reporting of progress to UNEP.

**Phase III: Monitoring & evaluation**

The National Ozone 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.

After completion of Phase II of the training programme, the NOU will evaluate the results of the training programme and to 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: Global & Regional Context
- Session 7: Role of Customs Officers and Other Key Stakeholders
- Session 8: Illegal trade with ODS and ODS-containing Equipment and Goods
- Session 9: Identification of ODS and ODS-containing Equipment
- Session 10: Safe Handling, Transport and Storage of ODS
- Session 11: Practical Exercises on Identification of ODS
- Session 12: Related International Conventions
- 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 have been fully met through the appropriate design of the workshop agenda whose 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>Fully - through Sessions 1, 7 and UNEP video “Every Action Counts”</td>
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<td>II. Familiarizing customs officers with the different types of ODS being used in the sector and for which applications</td>
<td>Fully - through Sessions 1, 3, 4, 9, 10, 11</td>
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<td>III. Familiarizing customs officers with the provisions and phase-out schedules of the Montreal Protocol and its Amendments</td>
<td>Fully – through Sessions 2, 3, 4.</td>
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<td>IV. Providing officers with an understanding of the national Refrigerant Management Plan</td>
<td>Fully – through Sessions 3, 4</td>
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<td>V. Providing an overview on the newly established licensing system for ODS and its implications for customs officers</td>
<td>Fully – through Sessions 4, 5, 7</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>Fully – through Session 9</td>
</tr>
<tr>
<td>VII. Refining and optimizing the operational details of the monitoring and control system for ODS in Trinidad &amp; Tobago</td>
<td>Fully – through Session 13</td>
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<tr>
<td>VIII. Providing an overview of customs regulations and monitoring and control systems for ODS in other Caribbean countries</td>
<td>Fully – through Session 6</td>
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<td>IX. Training customs officers in the use of identification equipment for refrigerants</td>
<td>Fully – through Sessions 9, 10, 11</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>Fully – through Session 13</td>
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In addition, the following specific outcomes would be achieved:

- Successful training and certification of 23 participants on monitoring and controlling of imports and exports of ODS and ODS-containing products (including equipment) in Bahrain.
- 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 “Bahrain 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 Government of Bahrain.

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

- The local organisation was excellent. The classroom was well equipped. ODS containers, refrigerators, refrigerator and motor vehicle compressors were available for viewing by participants.
- Local working hours should be taken into consideration when planning the agenda in consultation with the NOU.
- Arabic translation was necessary for the participants during the discussion sessions, so some discussion time was cut short.
- There was a fruitful exchange of information between the ozone officer, customs and other stakeholders concerning the operation of customs.
- The practical identification session was very useful to participants. It was helpful to have smaller groups conducting different identification tests.
- Break-out sessions on the effective operation of the import/export licensing system, enforcing ODS regulation, safety and customs training were well received by participants.
- The recommendations from the participants are included as Annex 10.4.

8. Follow-up action plan

This training programme is part of the RMP for Bahrain. As such it will be accompanied by other training and policy related activities as defined in the RMP.

The NOO 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. If Phase II of the training programme is not completed 12 months after the train-the-trainers workshop, an intermediate follow-up report needs to be prepared, following the UNEP standard format for follow-up reports.

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

9. Evaluation by participants

The overall evaluation of train-the-customs-trainers workshop participation was very good. 22 out of 23 participants (96%) returned their evaluation questionnaire. Out of the 22 evaluations, participants rated the workshop as “good” (54%) and as “excellent” (36%).

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 quality, (b) the UNEP Customs Training Manual, and (c) the “Country Handbook”:
(a) **Customs training**

- It’s important to invite responsible staff in order to know more about ODS and start to implement what has been agreed in the workshop
- Need more days of course and 6 hours each day
- High quality testing equipment is required, safety devices are required for customs officers, and frequent training courses are required for customs officers
- Reduce the hours per day and add more days so the trainer will not be tired and he will be happy
- It’s very good and I am happy to be in this course
- It’s very good, but the time very short
- More information about the Arabic countries
- More practical time, site visit to entry point
- The course is very well organised. To make it even better I think more practical lessons, videos, films, and involve the audience more.
- The course was interesting and we really need to know more about it. It’s really different than our past seminar
- This course was very good, but we want practical course in 2-3 parts (only specific items) to help us in our jobs professionally

(b) **UNEP customs training manual**

- Translated to Arabic
- Give us more training in the future
- If possible give us more information and more time to learn about the subject and to improve our ability regarding our job
- Increase the public awareness, clear Arabic identification on each product should be encouraged
- Demonstration videotape of identification equipment would be helpful.
- The photos should be colour coded to indicate the type of labelling

(c) **Bahrain Handbook on ODS Legislation**

- Related authorities in the country should exchange information and regulations
- Give us complete details about this matter so that we can apply to our country
- Should indicate many things more in depth, especially on CFC-12-11 & ODS
- Indicate more of the issues related to the ODS shipments and smuggling at the ports
- Translate material into Arabic. More people will benefit from the material.
- We need something easy to check for all materials. Handbook should be in Arabic and English
## 10. Annexes

<table>
<thead>
<tr>
<th>Annex</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1</td>
<td>Agenda</td>
</tr>
<tr>
<td>10.2</td>
<td>List of Participants</td>
</tr>
<tr>
<td>10.3</td>
<td>List of Trainers/Speakers</td>
</tr>
<tr>
<td>10.4</td>
<td>Workshop Recommendations</td>
</tr>
<tr>
<td>10.5</td>
<td>Evaluation by Participants</td>
</tr>
<tr>
<td>10.6</td>
<td>About OzonAction Programme UNEP DTIE</td>
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ANNEX 10.1   Agenda

Day 1

8:30 Registration of participants

9:00 Opening ceremony and media briefing
  - Workshop opening and welcome address by Government representative
  - Statements of special guests UNEP/ROWA
  - UNEP DTIE's OzonAction Programme Mr. Atul Bagai
  - Workshop address by Customs representative
  - Power Point Show

9:45 Break
  - Answers and questions by the media

10:15 Introduction Ms. Brittany Whiting
  - Expected output of the training programme for customs officers
  - Training materials and display
  - Self-introduction of participants including questions & answers

10:45 Session 1: Ozone layer depletion Mr. Jameel Eksail
  - Environmental and human health consequences
  - UNEP video: Every Action Counts
  - Ozone layer science
  - Discussion

11:15 Session 2: International response Mr. Atul Bagai
  - International response - the Montreal Protocol and its Amendments
  - Phase-out schedule and strategies for Article 2 and Article 5 countries
  - Discussion

11:45 Session 3: National obligations and response (NOU) – Mr. Jameel Eksail
  - Overview of national ODS consumption pattern
  - National phase-out obligations
  - National response - Refrigerant Management Plan
  - Discussion
Train-the-Trainers Workshop for Customs Officers on Monitoring & Control of ODS Imports & Exports
Manama, Bahrain, 20-22 January 2001

12:30 Lunch

13:30 Session 4: National import/export licensing system (National Legal Consultant - Mr. Fathi Abdul-Salam, NOU – Mr. Jameel Eksail)

- 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
- Discussion

14:45 Break

15:00 Session 5: Checking papers, forms and permits Mr. Jameel Eksail

- Logistics and data management
- Application forms, permit forms, freight papers, retrofit certificates etc.
- Practical exercise on checking freight papers and permits
- Discussion
- Forms introduced by the licensing system
- Reporting trade with ODS and ODS-containing products

16:00 Wrap-up sessions and workshop recommendations

Day 2

8:30 Session 6: Global and regional context Mr. Mike Dolphin + Ms. Brittany Whiting

- Global production and trade with ODS and ODS-containing products
- Transhipment harbours, production, disposal, reclaim facilities in the region
- Regional and global trade agreements
- Implementation of revised HS codes in the region (customs representative)
- Us Customs efforts to Control ODS Trade
- Discussion

9:15 Session 7: Role of customs officers and other key stakeholders Ms. Brittany Whiting

- 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)
- Enforcing ODS legislation
- Checklist for customs officers
Train-the-Trainers Workshop for Customs Officers on Monitoring & Control of ODS Imports & Exports
Manama, Bahrain, 20-22 January 2001

- Discussion

9:45 Break

10:00 Session 8: Illegal trade with ODS and ODS-containing equipment and goods
Ms. Brittany Whiting

- 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

11:30 Session 9: Identification of ODS and ODS-containing equipment and goods
Ms. Brittany Whiting

- 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 labelling for ODS and colour codes
- Examples of labelling of ODS-containing equipment and goods
- Detection of mislabelled ODS containers, cylinders etc.
- Identification of ODS-containing equipment and goods
- Use of refrigerant identifiers (theory)
- Discussion

12:30 Lunch

13:30 Session 10: Safe handling, transport and storage of ODS Ms. Brittany Whiting

- 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

14:30 Session 11: Practical exercises on identification of ODS Ms. Brittany Whiting and Mike Dolphin
- Examples of ODS containers and cylinders and ODS-containing equipment and goods
- Hands-on work with CFC detection equipment
- Identification of ODS-containing equipment and goods

15:15 Break

15:30 Introduction to break-out Session 13: Effective operation of ODS import / export licensing system and enforcement of ODS regulations  
**Ms. Brittany Whiting**

- 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

16:00 Wrap-up session and workshop recommendations

**Day 3**

8:30 Session 12: Related International Conventions:  
**Ms. Brittany Whiting**

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

India's experience with ODS Phase-out  
**Ms. Meenakshi Passi**

9:15 Break-out Session 13: Effective operation of ODS import / export licensing system and enforcement of ODS regulations

- Group moderators will co-ordinate the break-out sessions.

10:45 Break

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

11:15 Break-out Session 13: Presentation of findings of the group work to the plenary
- 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

12:30 Lunch

13:30 Session 14: Action planning for Phase II and III of the customs training
**Ms. Brittany Whiting**

- 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 and III
- Discussion

14:30 Session 15: Workshop evaluation

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

15:15 Break

15:30 Closing session and media briefing

- Conclusions and outlook by Ozone Officer
- Closing statement by UNEP DTIE’s OzonAction Programme
- Closing remarks by the training team
- Hand-over of participation certificates
- Closing remarks by Customs representative
- Conclusions on synergies on co-operation between related Conventions
- Closing of workshop by Government representative
- Answers and questions by the media
ANNEX 10.2  List of Participants

Khalid Al-Wardi  Abdulla Salah Bu-Humoood
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Customs Clearing  Causeway Clearance
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ANNEX 10.4  Workshop Recommendations

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

- Length of workshop day was too long, 4 days shorter hours would be better
- More practical time
- Both UNEP manual and Bahrain Handbook should be in Arabic
- Recommend to Multilateral Fund that the UNEP manual be translated into Arabic, so that more countries can use it.
- Site visit to an Entry Point would have been useful.
- Need regional destruction facilities for ODS
- Need laboratory for testing ODS
- Regional GCC customs workshops should be conducted for information exchange.

2. The following recommendations have been made by the different working groups during the break-out session and were discussed and approved by all participants during the workshop:

- Need warning to customs officers about ODS storage area
- Need personal protective equipment for testing ODS, i.e. goggles, gloves, and shoes
- Need fence for ODS storage area
- The storage area should be open on all sides to provide good ventilation
- The customs officer should check the cylinders and storage area every day for leaks.
- No ODS goods should be released without contacting the National Ozone Unit
- A list of refrigerant technicians should be provided at each port or the NOU should be contacted for more information.
- The storage site should have detection equipment
- The importer should be made responsible for recovery of leaking cylinders.
- There should be an adequate training programme for customs officers
- Awareness amongst customs officers and general public should be increased through the media.
- Customs officers should be guided by safety procedures for ODS
- The suppliers should know how to deal with emergencies
- Before declaring a substance as an alternative to ODS, extensive research should be conducted to avoid the need for double phase-out.
- NOU should provide the Commercial Registration with a list of requirements to be followed before they issue a commercial license
- List of names of importers of ODS should be provided to Customs by NOU
- Subcoding for HS codes for ODS should be created by the Central Statistics Organization and given to Customs and NOU.
- Implement and enforce the Ministerial Order
- Importers should be inspected by the Ministry of Environment semi-annually.
- All entry points for ODS smuggling, including jetties, should be inspected regularly.
Posters and small booklets should be supplied at all customs entry points to increase public awareness.

The storage area for ODS should not be near the residential area.

Continuous training should be conducted for customs officers and leaflets should be distributed regularly.

The importers and end-users should be familiarized with the procedures and requirements of importing and ODS use.

3. The following recommendations have been agreed for Phase II & III of the training programme for customs officers:

Action Plan

- Send Official letter to Customs Directorate from Ozone office about Phase II training
- Create Standard Operating Procedures for dealing with ODS shipments
- Decide how to best implement the Standard Operating Procedures
- Ozone office must send information to Customs regarding names of importers
- Training Plan- train head of shift at each point of entry (4 shifts)
- Training will be on-the-job training in Arabic
- Need training area for cylinder testing

Implementation Plan

- 6 months to train all customs officers
- Audit to ensure training (Ozone Office to follow up with Customs)
- Trained Customs Officers from this workshop will ensure that their fellow officers are trained at their locations, i.e. Causeway, Port, Airport.

Tools

- Link the Ozone Office and Customs with a database of ODS licences and shipments
- Make a video for the training in Arabic
- Make posters concerning ODS & Customs issues in Arabic
- Booklets on ODS in Arabic
- Locate funds for these activities
- Examples of ODS containers and packaging
- Videos from UNEP

Resource Persons

- Ozone Officer
- Ministry of Commerce
- Directorate of Ports
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 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 “Country Handbook” 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
CUSTOMS WORKSHOP EVALUATION BAHRAIN
(22 of 23 questionnaires returned)
ANNEX 10.6 About the OzonAction Programme UNEP DTIE

Nations around the world are taking concrete actions to reduce and eliminate production and consumption of CFCs, halons, carbon tetrachloride, methyl chloroform, methyl bromide and HCFCs. When released into the atmosphere these substances damage the stratospheric ozone layer — a shield that protects life on Earth from the dangerous effects of solar ultraviolet radiation. Nearly every country in the world — currently 183 countries — has committed itself under the Montreal Protocol to phase out the use and production of ODS. Recognizing that developing countries require special technical and financial assistance in order to meet their commitments under the Montreal Protocol, the Parties established the Multilateral Fund and requested UNEP, along with UNDP, UNIDO and the World Bank, to provide the necessary support. In addition, UNEP supports ozone protection activities in Countries with Economies in Transition (CEITs) as an implementing agency of the Global Environment Facility (GEF).

Since 1991, the UNEP DTIE OzonAction Programme has strengthened the capacity of governments (particularly National Ozone Units or “NOUs”) and industry in developing countries to make informed decisions about technology choices and to develop the policies required to implement the Montreal Protocol. By delivering the following services to developing countries, tailored to their individual needs, the OzonAction Programme has helped promote cost-effective phase-out activities at the national and regional levels:

Information Exchange
Provides information tools and services to encourage and enable decision makers to make informed decisions on policies and investments required to phase out ODS. Since 1991, the Programme has developed and disseminated to NOUs over 100 individual publications, videos, and databases that include public awareness materials, a quarterly newsletter, a web site, sector-specific technical publications for identifying and selecting alternative technologies and guidelines to help governments establish policies and regulations.

Training
Builds the capacity of policy makers, customs officials and local industry to implement national ODS phase-out activities. The Programme promotes the involvement of local experts from industry and academia in training workshops and brings together local stakeholders with experts from the global ozone protection community. UNEP conducts training at the regional level and also supports national training activities (including providing training manuals and other materials).

Networking
Provides a regular forum for officers in NOUs to meet to exchange experiences, develop skills, and share knowledge and ideas with counterparts from both developing and developed countries. Networking helps ensure that NOUs have the information, skills and contacts required for managing national ODS phase-out activities successfully. UNEP currently operates 8 regional/sub-regional Networks involving 114 developing and 9 developed countries, which have resulted in member countries taking early steps to implement the Montreal Protocol.
Refrigerant Management Plans (RMPs)
Provide countries with an integrated, cost-effective strategy for ODS phase-out in the refrigeration and air conditioning sectors. RMPs have to assist developing countries (especially those that consume low volumes of ODS) to overcome the numerous obstacles to phase out ODS in the critical refrigeration sector. UNEP DTIE is currently providing specific expertise, information and guidance to support the development of RMPs in 60 countries.

Country Programmes and Institutional Strengthening
Support the development and implementation of national ODS phase-out strategies especially for low-volume ODS-consuming countries. The Programme is currently assisting 90 countries to develop their Country Programmes and 76 countries to implement their Institutional-Strengthening projects.

For more information about these services please contact:

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About the UNEP Division of Technology, Industry and Economics

The mission of the UNEP Division of Technology, Industry and Economics is to help decision-makers in government, local authorities, and industry develop and adopt policies and practices that:

- are cleaner and safer;
- make efficient use of natural resources;
- ensure adequate management of chemicals;
- incorporate environmental costs;
- reduce pollution and risks for humans and the environment.

The UNEP Division of Technology, Industry and Economics (UNEP DTIE), with the Division Office in Paris, is composed of one centre and five branches:

- **The International Environmental Technology Centre (Osaka)**, which promotes the adoption and use of environmentally sound technologies with a focus on the environmental management of cities and freshwater basins, in developing countries and countries in transition.

- **Production and Consumption (Paris)**, which fosters the development of cleaner and safer production and consumption patterns that lead to increased efficiency in the use of natural resources and reductions in pollution.

- **Chemicals (Geneva)**, which promotes sustainable development by catalysing global actions and building national capacities for the sound management of chemicals and the improvement of chemical safety world-wide, with a priority on Persistent Organic Pollutants (POPs) and Prior Informed Consent (PIC, jointly with FAO).

- **Energy and OzonAction (Paris)**, which supports the phase-out of ozone depleting substances in developing countries and countries with economies in transition, and promotes good management practices and use of energy, with a focus on atmospheric impacts. The UNEP/RISØ Collaborating Centre on Energy and Environment supports the work of the Branch.

- **Economics and Trade (Geneva)**, which promotes the use and application of assessment and incentive tools for environmental policy and helps improve the understanding of linkages between trade and environment and the role of financial institutions in promoting sustainable development.

- **Coordination of Regional Activities Branch (Paris)**, which coordinates regional delivery of UNEP DTIE's activities and ensures coordination of DTIE's activities funded by the Global Environment Facility (GEF).

UNEP DTIE activities focus on raising awareness, improving the transfer of information, building capacity, fostering technology cooperation, partnerships and transfer, improving understanding of environmental impacts of trade issues, promoting integration of environmental considerations into economic policies, and catalysing global chemical safety.