WORKSHOP REPORT

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

Dacca, Bangladesh, 5th to 7th July 2003.

Organized by:

United Nations Environment Programme’s (UNEP DTIE) Ozone Action Programme

and the

People’s Republic of Bangladesh

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

Executive Summary 3
1. Background 5
2. Objectives 7
3. Expected Results: 7
4. Participants: 7
5. Methodology: 8
6. Content and structure of the train-the-trainers workshop 10
7. Results and lessons learned 11
8. Follow-up 14
9. Evaluation by participants 14
10. Annexes 17
    Annex 10.1: Agenda 18
    Annex 10.2: List of participants 23
    Annex 10.3: List of Dignitaries / Resource Persons 29
    Annex 10.4: Workshop recommendations 31
    Annex 10.5: Evaluation By the Participants 34
Executive Summary

The training workshop in Bangladesh was implemented as part of an approved project to train customs officers in the country in order to assist them with improving their capability to monitor ODS imports and exports with UNEP as the lead implementing agency. Decision XIV/7 of the Meeting of the Parties to the Montreal Protocol emphasized the need to monitor the trade in ozone-depleting substances and prevent illegal trade in ozone-depleting substances for Parties to the Protocol. The decision also encouraged parties to “make even greater use of the UNEP regional networks and other networks in order to increase cooperation on illegal trade issues and enforcement activities”. The implementation of this training workshop and the participation of Customs Officers & Other National Stakeholders of Bangladesh along with UNEP’s concerted efforts to ensure that this workshop was successfully implemented, will enhance the capacity in Bangladesh for monitoring and control of ODS trade.

The main objective of the training programme was to provide the customs officers and relevant stakeholders of Bangladesh with the skills necessary to monitor and control the imports and exports of ODS and products (including equipment) containing ODS 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 a concurrent monitoring & evaluation phase. The trained customs trainers are expected to train 100 officers of Bangladesh by the end of 2003 with the help of the officers trained from related departments.

The preparation of the workshop required the development of the Bangladesh Country Handbook on ODS Legislation and Import / Export Licensing System” by the Ozone Cell, Dept. of Environment, Bangladesh. 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 & Other Resource Persons contributed additional training materials. The workshop was enriched by the presence of representatives from UNEP & Other Resource Persons from India, Sri Lanka & Malaysia. At the special “hands-on” session, examples of ODS-containing products and equipment were shown to the participants and practical demonstration of an ODS identifier was made. The participants had also the opportunity to use the ODS identifiers themselves. UNEP video film “Every Action Counts” presenting the threat of ozone depletion to the life on Earth, as well as the EIA film “Unfinished Business” on illegal trade in Ozone Depleting Substances was shown to the participants.

The immediate result of the train-the-customs-trainers workshop is the availability of 34 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 Workshop also could emphasise the emergent need of legislation on Import-Export Licensing system on ODS vis-à-vis HS code in Bangladesh for implementation of Montreal Protocol.

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. Furthermore, it will facilitate reporting to the Ozone Secretariat and MLF Secretariat and make the reported data more accurate.

The inauguration of the workshop included a welcome address by Mr. Mohammed Reazuddin, Director Technical, Department Of Environment; the messages by Mr. Sabihuddin Ahmed Secretary MOEF as special guest; Dr. Shoaib Ahmed Chairman NBR as chief guest; and Dr. Md. Omar Faruque Khan Additional Secretary Department of Environment as Chairman. The keynote address on behalf of UNEP was given by Ms. Ludgarde Coppens, followed by an address by Ms. Meenakshi Passi, the Lead Trainer of the workshop and a chanting from Holy Koran. Mr. A K Riajul Member NBR chaired the closing session with closing remarks by Ms. Ludgarde Coppens of UNEP, and Ms. Meenakshi Passi, Lead Trainer. Dr. Md. Omar Faruque Khan Additional Secretary and DG Department of Environment Bangladesh, the Chief Guest, distributed the certificates to the participants. Mr. Mohammed Reazuddin Director Technical, Department Of Environment, extended the vote of thanks. Mr. Mohammed Reazuddin Director Technical, Department Of Environment at the end of the workshop, issued a Press Statement.

The design of the train-the-customs-trainers workshop followed an interactive and participatory approach and involved 10 local and regional presenters. The workshop included lectures on the harmful effects of ozone layer depletion and the resulting increase of UV-B radiation, national obligations under the Montreal Protocol and its amendments, national ODS regulations and the national ODS import/export licensing system. Lectures on the enforcement of the licensing system, identification of ODS and ODS-containing products (including equipment), illegal trade in ODS and ODS-containing products and safe handling and storage of ODS were included as well as an interactive session on case studies.

Interactive breakout sessions allowed the participants to discuss in small groups and to prepare group work reports including their findings and recommendations. The participants discussed (i) the operational details of the ODS import / export licensing system vis-à-vis the drafting of ODS legislation; (ii) the enforcement of ODS regulations, (iii) how to deal with seized ODS (management of seized ODS) and (iv) Awareness raising. Each group prepared reports with their findings and recommendations, which were then discussed in the plenary and became the basis for formulating the final workshop recommendations. The action plan for the Phase II training was prepared the working groups, followed by a discussion in the plenary. The final shape to the recommendations made therein will be given by the Ozone Cell in the Department of Environment, Bangladesh and NBR Bangladesh.

A distinguishing feature of this workshop was that the workshop could emphasise the immediate need to pass legislation on licensing aspect and HS Code of ODS.

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" (56%) and "very good" (44 %). The Evaluation Matrix is at Annex. 10.5. At the end of the workshop each participant received a “Certificate of Participation” from the Additional
Secretary, Govt. of the Peoples Republic of Bangladesh & Director General, Department of Environment, Bangladesh, the chief guest attending the closing ceremony.

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

1. Background

Upon the discovery that CFCs and other man-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 use of ozone-depleting substances (ODS). Bangladesh acceded to the Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on Substances that Deplete the Ozone Layer on 2 August 1990 and ratified its London, Copenhagen and Montreal amendment on 18 March 1994, 27 November 2000 and 27 July 2001 respectively. Bangladesh has yet to ratify the Beijing Amendment.

The annual per capita consumption of the ozone depleting substances in Bangladesh was calculated to be 2.55 gram in 1995, about 7.15 gram in 2001, and 3.63 grams in 2002 and, hence, according to the above Article 5(1), Bangladesh is an Article 5 country.

In compliance to the provisions of the Montreal Protocol, the Government of Bangladesh undertook a reconnaissance study on the use of ODS in the country in early 1993. Based on the reconnaissance study, a detailed country programme was prepared in 1994.

In accordance with the Country Programme, four project proposals were submitted to the Montreal Protocol Multilateral Fund (MLF) for financial assistance. These were (1) Institutional Strengthening, (2) Conversion project for aerosol sector, (3) Phase-out in large Refrigeration Units (LRUs), and (4) Training project for Technicians.

Out of four projects submitted under the Country Programme, the projects entitled Institutional Strengthening and Aerosol Sector Phase-out were approved by the MLF.

In pursuance of the commitment to phase-out ODSs within the stipulated period, the Ozone Cell was constituted within the Department of Environment and the National Technical Committee on ODS (NTCODS) headed by Secretary, Ministry of Environment and Forest, in 1995.

In most developing countries, the largest remaining sector in which ODS are used is the refrigeration and air-conditioning (RAC) servicing sector. In 2002, Bangladesh consumed approximately 483.80 metric tonnes of ODS which corresponds to 346.80 ozone-depleting potential (ODP) tonnes. The RAC sector consumed 461.8 metric tonnes of ODS, which translates to 336.89 ODP tonnes. This is 97.14% of Bangladesh’s total ODP consumption in 2002.

Since Bangladesh does not produce nor export ODSs, its consumption depends solely on imports. In addition, appliances containing CFCs are imported into the country either already assembled
(e.g. refrigerators, air-conditioning units), or in parts for local assembly.

Any abrupt non-availability of CFC refrigerants will impact adversely 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 (RMP) of Bangladesh was approved by the 29th Meeting of the Executive Committee of the Multilateral Fund to be implemented by UNDP and UNEP. The RMP is a comprehensive approach to phase out the use of ODS in Bangladesh’s RAC sector.

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

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

During January-February, 2003, a good number of training workshops have been organized on Recovery and Recycling and about 78 (Seventy eight) recovery & recycling machines were distributed throughout the country.

In last June, 2003, the Train the Trainers Workshop on Good Practices in Refrigeration was held and about 40 (Forty) teachers of Polytechnic Institute, Technical Training Institute and Vocational Training Centers were trained.

UNEP supplied 13 portable identifiers to Bangladesh under Global Enabling Activities for Customs Officers’ training. After completion of the workshop, the identifiers will be handed over to the Customs Department for their use in the Customs Academy, ports and stations, which will be determined by the National Board of Revenue.

In accordance with MOP Decision VII / 9 Bangladesh has already drafted ‘Ozone Depleting Substances (Control and Prohibitions), Rules, 2003”, which is under process of vetting in the Ministry of Law and Parliamentary Affairs and expected to come into force within a short time.

The (proposed) Ozone Depleting Substances (Control and Prohibitions) Rules, 2003, which is going to be vetted and notified soon, provides comprehensive control and monitoring regulations for import and export of ODS, their use in manufacturing processes and other purposes.

One of Bangladesh’s obligations is to establish an import and export licensing system for ODSs. The Department of Environment under the Ministry of Environment and Forest, the Ministry of Commerce, Controller of Import and Export, and Bangladesh Bank are the agencies, which will manage this licensing system. But it is also necessary to enforce the licensing system. Therefore, the ability of customs, trade and officials of the relevant Ministry and Department to enforce controls over trade in ODS and ODS products and equipment is important for a successful and planned ODS phase-out.
2. **Objectives**

The main objective of this training programme is to provide the customs, trade and officials of relevant Ministries and Departments in Bangladesh with the skills necessary to monitor and control the imports of CFCs and other ODS products & equipment. The detection and prevention of illegal trade is part of this effort, thus, addressing the key components of decision XIV/7 of the 14th Meeting of Parties (Rome: November 2002). This will be achieved by:

I. Increasing awareness of ozone depletion issues.
II. Familiarizing customs and enforcement officers with the different types of ODS being used in the sector and for which applications they are used.
III. Familiarizing customs and enforcement officers with the provisions and phase-out schedules of the Montreal Protocol and its amendments.
IV. Providing officers with an understanding of the national Refrigerant Management Plan (RMP).
V. Providing an overview on the licensing system for ODS and its implications for customs officers and other stakeholder agencies such as Department of Environment, Ministry of Environment and Forest, Ministry of Commerce, Ministry of Industry, Ministry of Homes, Controller of import and Export, National Board of Revenue, Bangladesh Bank, Bangladesh Refrigerant & Air-conditioner Merchants Association (BRAMA).
VI. Presenting the revised customs H.S. codes, which allow for the identification of ODS and ODS products and equipment.
VII. Refining and optimizing the establishment of the operational details of the monitoring and control system for ODS.
VIII. Providing an overview of customs regulations and monitoring and control systems for ODS in other countries in the region.
IX. Training officers of the customs and other relevant agencies on 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 Bangladesh.

A Montreal Protocol related training module will be included in the ongoing training programmes for new customs officers and 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 achievements of the objectives as stated in Section 2.

4. **Participants:**
In total, 34 participants attended the train-the-trainers workshop. These included 17 customs officers from Dacca of which 1 custom officer from the Customs Training Institute and another from System Analyst, NBR Dacca as well as 17 key stakeholders from National agencies whose involvements and support is necessary for effective implementation of obligation under Montreal Protocol. These 17 stakeholders were from the Ministry Of Home, Ministry of Law and Justice and Parliamentary Affairs, Ministry of Commerce, Bangladesh Police, BDR, Bangladesh Coast Guard, Controller of Imports and Exports, Fire Service and Civil Defence, Department of Agricultural Extension (Plant Protection Wing), Federation of Bangladesh Chamber of Commerce and Industry (FBCCI), Bangladesh Refrigeration and Air-conditioning Merchants Association (BRAMA), Bangladesh Standards & Testing Institute (BSTI).

The list of workshop participants is annexed as Annex 10.2. The participants in the Phase II training programme will be the remaining customs and enforcement officers of Bangladesh.

The design of the train-the-customs-trainers workshop followed an interactive and participatory approach and involved 10 local and regional trainers.

The trainers for the workshop were:

Ms. Meenakshi Passi, Additional Commissioner, Mysore Central Excise Commissionerate Karnataka, India.
Mr. M.K. Sil, Joint Director (Rtd.), Indian Customs, 84B, Ahiritola Street, Kolkata- 700005, India
Mr. Sim Tan, Malaysian Customs, Malaysia
Ms. Ludgarde Coppens, Policy and Enforcement Officer, UNEP- ROAP

Dr. Neville Goonawardena, Director of Customs in Sri Lanka, was invited as expert on HS codes. He worked specifically with the Customs Department on the revision of customs codes.

The details of the trainers and resource persons are attached as Annex 10.3; and the agenda is attached as Annex 10.1.

5. Methodology:

The UNEP training programme for customs officers follows the "train-the-trainer" approach with the following key stages:

- Phase I consists of ‘train the trainer’. Once the national ODS import/export licensing system is in place or ready to be put in place and a Country Handbook on ODS legislation and import-export licensing system has been prepared Phase I is conducted. A group of 34 selected customs trainers, senior customs officers and other stakeholders involved in the monitoring and control of Ozone Depleting Substances are trained as trainers by an international consultant.
- Phase II: A selected group of customs officers from the most important customs entry points will be trained by the local trainers trained during Phase I.
- Monitoring and evaluation during Phase I and II and preparation of a follow-up report after completion of the training programme.
Inclusion in regular training curricula.

Phase I: Train-the-trainers workshop for customs and other enforcement officers

The train-the-trainers workshop for customs and other enforcement officers in Bangladesh is the first workshop of its kind in the country to be implemented as part of a national Refrigerant Management Plan (RMP).

The design of the programme requires that an ODS import/export licensing system and related ODS regulations are in place before the train-the-trainers workshop starts. The establishment of such licensing system was made mandatory by Decision IX/8 of the Ninth Meeting of the Conference of Parties to the Montreal Protocol. In Bangladesh, this requirement was not fully met, since the licensing system was at the draft and vetting stage, and is yet to come into force.

The preparation of the workshop required the development of the "Bangladesh Handbook on ODS Legislation and Import & Export Licensing System" by the NOU and a local legal consultant. The Country Handbook complemented the UNEP training manual "Customs Officer Training on Substances Depleting the Ozone Layer" by providing country-specific information and data.

The project preparation followed a participatory approach and involved a number of local resource persons. Some case studies on smuggling schemes were presented to test participants' knowledge of what they had learned throughout the workshop and four small working groups were created during the breakout session in order to discuss specific topics. Each group prepared a report with their findings and recommendations.

During group discussions, the participants planned Phase II and III of the training programme and prepared detailed recommendations, a tentative concept note, agenda, and 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 labels were checked. Refrigerant identifiers, leak-detectors as well as ODS, examples of ODS packaging and ODS products / equipment were made available for demonstration purposes.

Wrap-up sessions were held at the end of every day and 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 train-the-customs-trainers workshop was "excellent" (56%) and "very good" (44%). The evaluation matrix is given at Annex 10.5. At the end of the workshop, each participant received a "Certificate of Participation" from the Government of Bangladesh.

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: Subsequent training of the remaining customs and enforcement officers in...
The remaining customs and enforcement officers in the country will be trained by the trained customs trainers who have participated in the Phase I training. 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 may receive training on ozone-related issues as part of the continuous customs re-training programme.

The customs department will be expected to incorporate a Montreal Protocol training module on control and monitoring of ODS in its 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 NOU, the customs department and the local legal consultant will be responsible for the implementation of Phase II training and for reporting of progress to UNEP.

**Phase III: Monitoring & evaluation**

The NOU will co-ordinate, monitor and follow-up on the Phase I and II training and report progress in project implementation to UNEP.

During 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. **Content and structure of the train-the-trainers workshop**

The training materials and the workshop agenda are designed to ensure that the objectives set out for the training programme are achieved.

The workshop agenda includes the following sessions:

- **Session 1:** Ozone layer depletion
- **Session 2:** International response
- **Session 3:** National obligations and response
- **Session 4:** Draft Ozone Depleting Substances (control and prohibition) Rules 2003
- **Session 5:** National import & export licensing system
- **Session 6:** Global & regional context
- **Session 7:** HS code on ODS and linking them to the licensing system
- **Session 8:** Identification of ODS and ODS-containing equipment
- **Session 9:** Problem of Illegal trade with ODS and ODS-containing equipment and goods and possible means to solve it
- **Session 10:** Role of customs officers and other key stakeholders
- **Session 11:** Checking Papers, Forms and Permits
- **Session 12:** Safe handling, transport and storage of ODS
- **Session 13:** Practical exercises on identification of ODS
- **Session 14:** Related International Conventions
Session 15: Case Studies
Session 16: Breakout Session on effective operation of ODS import/export licensing system and enforcement of ODS regulations, Action planning for further customs training
Session 17: Workshop evaluation and Development of workshop final conclusion and recommendation

Time was also allocated for discussions among the participants and the presenters on the further implementation of the RMP and the implementation of Phase II and III of the training programme.

Each day, a discussion session was held to draw conclusions and make recommendations for adoption during the last day of the workshop. The detailed workshop agenda is attached as Annex 10.1

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 17 workshop sessions addressed all relevant issues. A detailed evaluation of the most relevant issues is included in Annex 10.5

<table>
<thead>
<tr>
<th>OBJECTIVES SET OUT</th>
<th>RESULTS ACHIEVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Increasing awareness of ozone depletion issues</td>
<td>Through Sessions 1, 2, 8, 9 and the UNEP video film “Every Action Counts”</td>
</tr>
<tr>
<td>II. Introducing the different types of ODS being used in the sector and for which applications</td>
<td>Through Sessions 1, 2, 3, 5 and 6</td>
</tr>
<tr>
<td>III. Introducing the provisions and phase-out schedules of the Montreal Protocol and its Amendments</td>
<td>Through Session 2 and 6</td>
</tr>
<tr>
<td>IV. Providing an understanding of the National RMP</td>
<td>Through Sessions 3, 5 and 6</td>
</tr>
<tr>
<td>V. Providing an overview on the draft licensing system for ODS and its implications for customs officers</td>
<td>Through Sessions 4, 5, 6, 7, 10, 11, 15 and 12</td>
</tr>
<tr>
<td>VI. Presenting the revised customs codes, which allow for identification of ODS and ODS products containing them</td>
<td>Through Sessions 7, 8, 15, 16 and the EIA video “Unfinished Business”</td>
</tr>
<tr>
<td>VII. Refining and optimizing the establishment of the operational details of the monitoring and control system for ODS in the region</td>
<td>Through Sessions 4, 5, 7, 8, 15 and 16</td>
</tr>
<tr>
<td>VIII. Training on the use of identification equipment for refrigerants</td>
<td>Through Session 8, 12, 13 and 15</td>
</tr>
<tr>
<td>IX. Designing the basic elements of the training of the remaining customs officers in the country.</td>
<td>Through Session 16</td>
</tr>
<tr>
<td>X. Initiating the development of a model for integrated</td>
<td>Through Session 14 and</td>
</tr>
</tbody>
</table>

UNEP DTIE Ozone Action Programme
11 of 34
In addition, the following specific outcomes were achieved:

- Successful training and certification of 34 participants on monitoring and controlling of imports and exports of ODS and ODS products / equipment in Bangladesh. This, followed by the further training of the remaining customs officers in the country should be a major help in preventing the illegal trade in ODS in the region.

- Demonstrating methods for the detection of CFCs refrigerants as well as for the checking of papers, forms and permits. The practical demonstrations included the use of a digital refrigerant identifier on CFC, HCFC and HFC cylinders.

- Increased awareness on methods used to smuggle ODS through the use of photos of various ODS containers and their other methods

- Exchange of information and experiences between the participants and development of a network of personal contacts.

- Development of suggestions for amendments to the "Country Handbook" that will be used for the further training of customs officers.

- Detailed workshop recommendations by the participants containing, *inter alia*, a detailed draft plan for Phase II and Phase III of customs training.

- Certification of the participants by The Peoples Republic of Bangladesh.

The following lessons were learned from the workshop in Bangladesh:

- The pro-active role of the NOU, MOEF is essential for the success of any workshop.

- The choosing of the participants is a very important factor in the success or not of a workshop. In this workshop, it was seen that while participants from departments other than Customs were at sufficiently senior levels and were very articulate officers, the Customs officers were, generally, from the junior ranks of the system, which may not be ideal participation as trainer in Phase II training. The lesson learnt here is that while choosing participants for a train the trainers’ workshop, officers at the Group A levels and those who are both capable of and comfortable with the thought of teaching should be preferred. Otherwise, a highly successful workshop can result in a not so successful follow-up and Phase –II.
- There were customs officers and other stakeholders from Dacca only. The mix of customs officers and other key stakeholders appeared inadequate as it is important to have a good mix of customs officers and other stakeholders from all areas of operations and locations to ensure healthy interaction.

- The practical session was very informative for participants. The demonstration on CFC, HCFC and HFC cylinders with the identification kit helped participants to learn how to use the equipment. The availability of a number of testing equipment enabled greater practical participation among the participants.

- The break-out sessions on the effective operation of the import/export licensing system and linking the licensing system with HS Codes, drafting ODS regulation, and dealing with seized ODS was well received by participants. Many recommendations came out of these sessions. The final 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.

- Not only ODS containers/cylinders and ODS identifiers, but also the standard equipment that may possibly contain ODS were demonstrated to the participants.

- Additional agencies and stakeholders involved in controlling and monitoring ODS were invited and have attended and participated. The participation of all relevant stakeholders should be ensured.

- Many participants felt that a three-day did not give them enough time to go into issues in depth and the much needed time for various kinds of group activities had to be curtailed.

- The Case Studies were found to be very interactive and well taken by the participants. It helped as a sort of recap of presentations made during earlier sessions. The time given to it needs to be increased.

- The entire schedule of the workshop needs a re-look so as to give more time to the relatively more important subjects, while cutting out or combining some others.

- Before a workshop is conducted, it should be ensured that the licensing system is in place already, otherwise the thrust of the workshop shifts from being a training for Customs officers to being a meeting of key stakeholders to find out how an effective legislation can be brought in. Bangladesh’s still to be implemented legislation may benefit from this workshop, but it is felt that since this was not the goal of the workshop, but it is felt that this goal could have been better achieved by a separate meeting of the stakeholders rather than being worked out at this training workshop.

8. Follow-up

The NOU Bangladesh will ensure that Action Plans for Phase II of the training are implemented as per schedule in order to avoid delays in project implementation. Full support should be given to the trained-trainers so that they can complete this phase as planned.
The NOU Bangladesh 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 NOU Bangladesh will consider and, as far as possible, implement the workshop recommendations as adopted by the workshop participants. 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. 34 of 34 participants (100%) returned the evaluation questionnaire. Out of the 34 evaluations, 19 participants rated the workshop as “Excellent” (56%) and 15 participants as “very good” (44%).

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 Global Customs Manual and (c) the ‘Bangladesh Country Handbook’.

(a) **Phase I Customs Training:**

- The course quality was fine and very helpful.
- Participants should be at the same level of understanding the subject and interact with each other.
- Training material should be supplied at least one month before the commencement of the course and Bengali should be used as medium of exchange.
- The course could be improved by conducting it for more days.
- Further advanced course for the trainees is necessary.
- Further training will be needed where senior officers will be the participants.
- Similar course should immediately be introduced at different Customs Stations in Bangladesh.
- The duration of the workshop was very limited compared to the topics.
- The quality of the course is highly appreciated; similar courses can be improved by lengthening the period; instead of Three days, it should be Seven days.
- More practical experience is needed.
- More frequent training may be given to Customs and relevant officers of other departments.

- Brain storming session is a must; to remove boringness Ice-Breaking events for 10 – 15 minutes or less are required.

**b) Global Customs Manual:**

- Penalty and disposal of ODS should be clearly defined.

- It should include more carefully the conditions in the Developing Country. Mainly it should reflect the original living conditions and Per Capita Income and with consideration it should give suggestion.

- All the Customs Officers should be trained in ODS and the Global Customs Manual is to be included in their training course.

- Stakeholders should be more specific and what & how is to be done by Stakeholders should be mentioned.

- In the Global Customs Manual the portion related to ODS should be highlighted by Red-Ink.

- An “At-a-glance” short note to identify what items are ODSs and what are Non-ODSs could be included.

**c) Country handbook Bangladesh**

- The regulation of imports and exports of ODS should be clearly defined in the ODS (Control and Prohibition) rules 2003.

- The Country Handbook may be distributed in a Regional Campaign throughout the country.

- Country Programme should include Campaign on ODS.

- The Country Handbook should be available on CDs and Videos.

- Bengali Language Publication is necessary to achieve the goal.

- Clear understanding of HS Code regarding ODSs, Halons etc should be included.

From the evaluation done by the participants, on perusal it is felt that if the following points are considered and taken care of, the efficacy and utility as well, of the course may be enhanced.

**a) The workshop itself**

→ Emphasis on selecting the level of participants – preferably Senior Group A Officers of the Customs and other Stakeholders engaged at vulnerable areas of enforcement.

→ Refresher/ Advance Course
More information on country specific activities.

Provide study material on diskettes.

Supplying the presentations made by the trainers on CDs to participants so that they can use these for further training.

More emphasis on Case Studies.

The seating of the participants should be in a U shape or in small clusters instead of the traditional classroom settings, thus allowing better interaction. The size of the room should be large enough to allow comfortable seating of all participants and allow easy movement for the trainers. The small clusters seating in the course was useful; a U shaped seating works even better.

The optimum number of participants in a course should be around 20-25, allowing individual attention to be given to each participant.

Lunch should be arranged in a separate room and not in the workshop room.

For Breakout sessions and Practical Identifications, more space should be provided.

A session on ‘Technique of Imparting Training’ by a resource person from a local professional training institute will be useful.

(b) Global Customs Manual

Specific allotment of time during the day for reading and analyzing the manual supplied. This can be done during group discussions also.

For further integrated trainings, availability of a ‘Green Manual’ would be very helpful.

(c) Bangladesh Handbook

Common modus operandi with a list of importers, dealers, resource persons & organizations to be included.

Access to the subject through the Internet.

Photographs could be included.

Ways & means to implement ODS control – How to monitor & destroy.

Safety regulations shown in the handbook should be Bangladesh specific safety regulations rather than a replication of the Safety measures mentioned in the Global Customs manual.
The handbook could be distributed to different enforcement formations for greater participation in ODS enforcement.

10. Annexes

Annex 10.1 Agenda
Annex 10.2 List of participants
Annex 10.3 List of trainers / speakers
Annex 10.4 Workshop recommendations
Annex 10.5 Evaluation by participants
ANNEX 10.1    Agenda

**United Nations Environment Programme**

Division of Technology, Industry and Economics  
Energy and OzonAction Unit  
Tour Mirabeau, 39-43 quai André Citroën, 75739 Paris - Cedex 15, France, Tel: +33.1.44.37.14.50; Fax: +33.1.44.37.14.74  
E-mail: unepie@unep.fr  URL: http://www.unepie.org/

__Train-the-Trainers Workshop for Customs Trainers and National Stakeholders on Monitoring and Control of Ozone Depleting Substances__

Organized by the  
**United Nations Environment Programme**  
and the  
**People's Republic of Bangladesh**  
in co-operation with  
**World Customs Organization**

Dhaka, Bangladesh (5th to 7th July 2003)

**Programme**

Venue: Conference Room, Department of Environment

**Day 1**

9:45    Registration of participants

10:00    Opening ceremony
Address of Welcome by Mr. Mohammed Reazuddin, Director (Technical), DOE
Address by Ms. Ludgarde Coppens, Representative, UNEP
Address by Ms. Meenakshi Passi, Lead Trainer
Address by the Special Guest, Mr. Sabihuddin Ahmed, Secretary, MoEF
Address by the Chief Guest, Dr. Shoaib Ahmed, Chairman, National Board of Revenue
Address by the Chairperson, Dr. Md. Omar Faruque Khan, Additional Secretary, Govt. of the People’s Republic of Bangladesh & Director General, DOE

10:50 Coffee/Tea Break

11:00 Introduction, Ms. Meenakshi Passi, Lead Trainer
- Introduction of faculty and participants
- Linking course to the world situation
- Objective of the Course
- Outline of the Course
- Questions and answers

11:45 Session 1: Ozone layer depletion, Ms. Meenakshi Passi, Lead Trainer
- UNEP video: Every Action Counts
- Environmental and human health consequences
- Ozone layer science
- Discussion

12:30 Session 2: International response, Ms. Lud Coppens, UNEP
- International response
- The Montreal Protocol and its Amendments
- Phase-out schedule and strategies for Article 2 and Article 5 countries
- Discussion

13:15 Lunch

14:15 Session 3: National obligations and response, Dr. S.K. Purkayastha, Senior Officer, Ozone Cell, Bangladesh
- Overview of national ODS consumption pattern
- National phase-out and reporting obligations
- National response - Refrigerant Management Plan
- Discussion

15:00 Session 4: Draft Ozone Depleting Substances (Control and Prohibition) Rules 2003, Mr. Emadadul Huq, Joint Secretary, Ministry of Law, Justice and Parliamentary Affairs & Legal Specialist, BEMP, DoE, Dhaka
- National ODS Regulations
- Discussion

15:45 Tea/ Coffee

16:00 Session 5: National import/export licensing system, Mr. Udayan Barua, National Consultant
- 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

17:00  Session 6: Global and regional context, Mr. M.K.Sil, ex-Indian Customs
- Global production and trade with ODS and ODS-containing products
- Regional and global trade agreements
- Transhipment harbours, production, disposal, reclaim facilities in the region
- Impact on trade and economy
- Discussion

17:30  Wrap-up sessions and workshop recommendations, Mr. M.K.Sil, ex-Indian Customs

Day 2

9:00  Session 7: HS codes on ODS and linking them to the licensing system, Mr. Neville Goonawardena, Sri Lankan Customs
- Introduction to the HS
- The structure of the HS and its maintenance
- Co-operation extended by the WCO in respect of MEAs
- WCO Recommendation to facilitate the implementation of the MP
- Other ODS containing mixtures and ODS containing products

0930  Session 8: Identification of ODS and ODS-containing equipment and goods, Mr. M.K.Sil, ex-Indian Customs
- Common trade names for ODS and ODS-containing mixtures
- Other means of identification of ODS (labeling, ASHRAE/CAS Numbers, colour codes, etc.) and detection of mislabeled containers
- Identification of ODS-containing equipment and goods
- Examples of ODS containers and cylinders and ODS-containing equipment and goods
- Discussion

1030  Tea/ Coffee Break

1045  Session 9: Problem of illegal trade in ODS and possible means to solve it, Ms. Meenakshi Passi, Lead Trainer
- Global dimension of illegal trade in ODS
- Causes and trends of illegal trade in ODS
- Problems in monitoring and control of trade in ODS by the customs
- Methods of illegal trade in ODS
- Detecting legal and illegal trade in ODS
- Involvement Of International Agencies And NGOs In Monitoring And Combat Of Illegal Trade Of ODS
- Problem of illegal trade in ODS from regional perspective.

1200  Session 10: Role of Customs Officers and other key stakeholders, Mr. Tan, Malaysian Custom and Mr. Barua
- Key players in monitoring and control of imports/exports of ODS and ODS containing equipments and goods (Customs, coast guard, police, court, chemical laboratory, importers/ wholesalers, end-users, NGOs etc.)
- Reporting legal and illegal trade with ODS and ODS containing products
- Enforcing ODS legislation
- Checklist for Customs Officers
National Train-the-Trainers Workshop for Customs Officers on Monitoring & Control of ODS Imports & Exports, Dacca, Bangladesh 5 – 7 July 2003

- Discussion

1230: LUNCH

1330  Session 11: General introduction to Session 10: Checking papers, forms and permits, Mr. M.K. Sil, ex-Indian Customs
1345  Checking papers, forms and permits, Mr. Udayan Barua, National Consultant

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

1445  Session 12: Safe handling, transport and storage of ODS, Ms. Meenakshi Passi, Lead Trainer

- 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

1515  Tea/Coffee Break

1530  Introduction to break-out Session 16: Effective operation of ODS import / export licensing system and enforcement of ODS regulations, Ms. Meenakshi Passi, Lead Trainer

In addition to three key topics, participants may suggest 1 additional topic of interest:

- Topic 1: How to effectively operate ODS import / export licensing system
- Topic 2: How to effectively enforce ODS regulations
- Topic 3: Action Planning for further Customs Training,
  - How to design further customs training (approach, duration, agenda, schedule, trainers, participants etc.)
  - Which training materials should be used for customs training and what should be the key contents of the training
  - How to ensure timely implementation, monitoring and reporting
- * Topic 4: To be suggested by participants

1600:  Session 13: Practical exercises on identification of ODS, Mr. M.K.Sil, Mr. Tan and Mr. Nurul Islam, RMP Consultant

- Use of refrigerant identifiers (theory)
- Hands-on work with CFC detection equipment if available
- Identification of ODS-containing equipment and goods if available

1700  Wrap-up session and workshop recommendations, Ms. Meenakshi Passi, Lead Trainer

Day 3

0900:  Session 14: Related International Conventions, Mr. Mohammed Reazuddin, Director Technical, DOE

- CITES,
- Kyoto Protocol (global warming)
- Basel Convention (hazardous waste)
- Rotterdam/Stockholm Convention (hazardous pollutants)
- Lusaka Agreement (illegal trade in wild fauna and flora)
- Common features related to the control of trade and synergies for customs authorities for effective enforcement
National Train-the-Trainers Workshop for Customs Officers on Monitoring & Control of ODS Imports & Exports, Dacca, Bangladesh 5 – 7 July 2003

- Discussion

0930: Session 15: Case Studies, Mr. M.K.Sin, Mr. Tan and Ms. Meenakshi Passi,

1015: Break-out Session 16: Effective operation of ODS import / export licensing system and enforcement of ODS regulations/ Action Planning for further Customs Training, Ms. Meenakshi Passi, Mr. M.K.Sin and Mr. Tan

- Group moderators will co-ordinate the break-out sessions.
They will ensure the preparation of a short report and presentation of their findings including the group recommendations.

11:00 Tea/Coffee Break

11:15 Break-out Session 16: Effective operation of ODS import / export licensing system and enforcement of ODS regulations/ Action Planning for further Customs Training, Ms. Meenakshi Passi, Mr. M.K.Sin and Mr. Tan

- Group moderators will co-ordinate the break-out sessions.
They will ensure the preparation of a short report and presentation of their findings including the group recommendations.

12:00 Break-out Session 16: Presentation of findings of the group work to the plenary,

- Ms. Meenakshi Passi, Mr. M.K.Sin and Mr. Tan
- 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

13:15 Lunch

14:30 Session 17: Workshop evaluation and development of workshop final conclusions and recommendations

- Completion of evaluation questionnaires
- General feedback and comments from participants and organizers
- Discussion of workshop final conclusions and recommendations

15:30 TEA

16:00 Closing session

- Address by Ms. Ludgarde Coppens, Policy and Enforcement Officer, UNEP
- Address by Ms Meenakshi Passi, Lead Trainer
- Feedback by a participant representative
- Address by Member (Customs), National Board of Revenue
- Hand-over of participation certificate
- Closing remarks by the Chief Guest, Dr. Md. Omar Faruque Khan, Additional Secretary, Govt. of the People’s Republic of Bangladesh & Director General, Department of Environment
- Vote of Thanks by Mr. Mohammed Reazuddin, Director (Technical), Department of Environment

Annex 10.2: List of participants (Total Participants – 34)
PARTICIPANTS FOR THE NATIONAL TRAIN-THE TRAINERS COURSE FOR CUSTOMS OFFICERS AND OTHER KEY STAKEHOLDERS ON MONITORING AND CONTROL OF ODS & COMPLIANCE UNDER OTHER MULTILATERAL ENVIRONMENTAL AGREEMENTS
Department of Environment, Dhaka, Bangladesh
July 5-7, 2003

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>NAME AND ADDRESS</th>
<th>TEL/FAX/EMAIL</th>
</tr>
</thead>
</table>
| National Board of Revenue  | Mr. Mohammad Shafiqur
Senior System Analyst
Segun Bagicha, Dhaka. 9341090                                         | Tel : 9341090
Fax : Email : s-rahman@nbr-bd.org                                       |
|                            | Mr. Mihir Ranjan Sen
Assistant Commissioner
Customs, Excise and VAT
Commissionerate, Dhaka (North)
House # 6, Road # Sonargaon
Janapath
Sector # 11, Uttara Model Town
Dhaka- 1230.                                                             | Tel : 8912606
Fax : Email :                                                           |
|                            | Mr. Amjad Hossain
Superintendent
Customs, Excise and VAT
Commissionerate, Dhaka (North)
House # 6, Road # Sonargaon
Janapath
Sector # 11, Uttara Model Town
Dhaka- 1230.                                                             | Tel : 9800573
Fax : Email :                                                           |
|                            | Mrs. Sumsun Naher
Inspector
Customs, Excise and VAT
Commissionerate, Dhaka (North)
House # 6, Road # Sonargaon
Janapath
Sector # 11, Uttara Model Town
Dhaka- 1230.                                                             | Tel : 9800573
Fax : Email :                                                           |
|                            | Mr. Md. Abu Bakar
Inspector
Customs, Excise and VAT
Commissionerate, Dhaka (North)
House # 6, Road # Sonargaon
Janapath
Sector # 11, Uttara Model Town
Dhaka- 1230.                                                             | Tel : 9800578
Fax : Email :                                                           |
<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>NAME AND ADDRESS</th>
<th>TEL/FAX/EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Md. Fazlul Karim Inspector Customs, Excise and VAT Commissionerate, Dhaka (North) House # 6, Road # Sonargaon Janapath Sector # 11, Uttara Model Town Dhaka- 1230.</td>
<td>Tel : 9800573 Fax : Email :</td>
<td></td>
</tr>
<tr>
<td>Mr. Md. Abdul Jalil Miah Superintendent Customs, Excise and VAT Commissionerate, Dhaka (South) Segun Bagicha, Dhaka.</td>
<td>Tel : 9362579 Fax : Email :</td>
<td></td>
</tr>
<tr>
<td>Mr. Md. Golam Kibriya Inspector Customs, Excise and VAT Commissionerate, Dhaka (South) Segun Bagicha, Dhaka.</td>
<td>Tel : 8311811-4 Ext. 01 Mobile : 0171347335 Fax : Email :</td>
<td></td>
</tr>
<tr>
<td>Mr. Md. Abdul Latif Inspector Customs, Excise and VAT Commissionerate, Dhaka (South) Segun Bagicha, Dhaka.</td>
<td>Tel : 8352062 Fax : Email :</td>
<td></td>
</tr>
<tr>
<td>Mr. A.K.M. Masudur Rahman Kazi Inspector Customs, Excise and VAT Commissionerate, Dhaka (South) Segun Bagicha, Dhaka.</td>
<td>Tel : 8352062 Fax : Email :</td>
<td></td>
</tr>
<tr>
<td>Mr. Md. Zafarul Amin Inspector Customs, Excise and VAT Commissionerate, Dhaka (South) Segun Bagicha, Dhaka.</td>
<td>Tel : 8352062 Fax : Email :</td>
<td></td>
</tr>
<tr>
<td>Mr. Md. Abdul Alim Inspector Customs, Excise and VAT Commissionerate, Dhaka (South) Segun Bagicha, Dhaka.</td>
<td>Tel : 9121051, 018241981 Fax : Email :</td>
<td></td>
</tr>
<tr>
<td>Mr. Md. Nuruzzaman Inspector, Custom House Zia International Airport Kurmitola, Dhaka.</td>
<td>Tel : 0171178313 Fax : Email :</td>
<td></td>
</tr>
</tbody>
</table>
### National Train-the-Trainers Workshop for Customs Officers on Monitoring & Control of ODS Imports & Exports, Dacca, Bangladesh 5 – 7 July 2003

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>NAME AND ADDRESS</th>
<th>TEL/FAX/EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mr. Abdus Samad Molla Inspector, Custom House Zia International Airport Kurmitola, Dhaka.</td>
<td>Tel : 0171939323 Fax : Email :</td>
</tr>
<tr>
<td></td>
<td>Mr. Shahab Uddin Inspector, Custom House Kurmitola, Dhaka.</td>
<td>Tel : 8911305 Fax : Email :</td>
</tr>
<tr>
<td></td>
<td>Mr. Abdul Monayem Khan Inspector, Custom House Kurmitola, Dhaka.</td>
<td>Tel : 8914890 Fax : Email :</td>
</tr>
<tr>
<td>Customs Training Institute</td>
<td>Mr. Shamsuddin Ahmed Superintendent Customs, Excise &amp; VAT Chittagong.</td>
<td>Tel : 011738302, 751620 Fax : Email :</td>
</tr>
</tbody>
</table>

### National Stakeholders

#### Ministry of Home Affairs
- Mr. Mohammad Humayun Kabir Deputy Secretary (Border) Bangladesh Secretariat, Dhaka.
  - Tel : 7168414 Fax : Email :

#### Ministry of Law, Justice and Parliamentary Affairs
- Mr. Humayun Farhad Senior Asstt. Secretary Ministry of Law, Justice and Parliamentary Affairs Bangladesh Secretariat, Dhaka.
  - Tel : 9569487 (O), 011873404 Fax : Email : hfbabu@dhaka.net
### National Train-the-Trainers Workshop for Customs Officers on Monitoring & Control of ODS Imports & Exports, Dacca, Bangladesh 5 – 7 July 2003

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>NAME AND ADDRESS</th>
<th>TEL/FAX/EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry of Commerce</td>
<td>Mr. Md. Zafar Ullah Senior Assistant Chief ITO-2 Section Ministry of Commerce Bangladesh Secretariat, Dhaka.</td>
<td>Tel : 7165741 Fax : Email : <a href="mailto:mincom@bdonline.com">mincom@bdonline.com</a></td>
</tr>
<tr>
<td>Bangladesh Police</td>
<td>Ms. Taptun Nasreen ASP Police Staff College Section- 14, Mirpur Dhaka.</td>
<td>Tel : 8023242-4 (O), 9355722 (R) Fax : Email : <a href="mailto:Muntaqa2002@Yahoo.Com">Muntaqa2002@Yahoo.Com</a></td>
</tr>
<tr>
<td></td>
<td>Ms. Rockfar Sultana Khanam Assistant Police Commissioner (Training Academy) Dhaka Metropolitan Police</td>
<td>Tel : 999/2269 (O) Fax : Email :</td>
</tr>
<tr>
<td>Bangladesh Rifles (BDR)</td>
<td>Capt. Shahriar Zahid Karim E-4, Rosetta House-8, Road-12 (New) Dhanmondi R/A Pilkhana, Dhaka.</td>
<td>Tel : 9145540 Fax : Email :</td>
</tr>
<tr>
<td></td>
<td>Capt. S M Rahid Sarwar 27 Rifle Battalion, BDR Pilkhana, Dhaka.</td>
<td>Tel : 8616672-9 Ext. 502 Fax : Email :</td>
</tr>
<tr>
<td>ORGANIZATION</td>
<td>NAME AND ADDRESS</td>
<td>TEL/FAX/EMAIL</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Bangladesh Coast Guard</td>
<td>Lieutenant Md. Farhad Hossen,(E), BN Engineer Officer CGS Ruposhi Bangla Marine Fisheries Academy Coast Guard Base, CTG</td>
<td>Tel : 9881911 Fax : 9883424</td>
</tr>
<tr>
<td></td>
<td>Lieutenant Hasan Faqrul Bari, (X) P- 842, Head Office DOHS, Baridhara Dhaka- 1206.</td>
<td>Tel : 9881911 Fax : 9883424 Email :</td>
</tr>
<tr>
<td>Office of the Chief Controller of Imports and Exports</td>
<td>Mrs. Reba Rani Saha Deputy Controller Office of the Chief Controller of Imports and Exports 111-113, Motijheel C/A Dhaka.</td>
<td>Tel : 9552373 Fax : Email :</td>
</tr>
<tr>
<td>Fire Service and Civil Defence</td>
<td>Mr. Md. Amzad Hussain Asstt. Director (Planning Cell) Fire Service and Civil Defence Kazi Alauddin Road, Dhaka.</td>
<td>Tel : 9555555 Ext. 421 9556756 (Res.), 0171609673 Fax : Email :</td>
</tr>
<tr>
<td>Federation of Bangladesh Chamber of Commerce and Industry (FBCCI)</td>
<td>Mr. Shah Mohammad Abdul Khaleque Deputy Secretary, FBCCI 65-66, Motijheel C/A Dhaka.</td>
<td>Tel : 9560102 Fax : 8613213 Email : <a href="mailto:tbcci@bol-online.com">tbcci@bol-online.com</a></td>
</tr>
<tr>
<td>Bangladesh Refrigeration and Air-conditioning Merchants Association (BRAMA)</td>
<td>Mr. Md. Wahiduzzaman Mia Proprietor Tropical Engineering Co. B-102, Shopping Centre (1st floor) South Gulshan, Dhaka- 1212.</td>
<td>Tel : 8811186, 8813170, 018106332 Fax : Email :</td>
</tr>
<tr>
<td>Department of Agricultural Extension</td>
<td>Mr. Ahsanul Hoque Choudhury Pesticide Regulation Officer Plant Protection Wing Department of Agricultural Extension Khamarbari, Dhaka.</td>
<td>Tel : 8121242 Fax : Email :</td>
</tr>
<tr>
<td>Bangladesh Standards &amp; Testing Institution (BSTI)</td>
<td>Mr. Md. Abu Tarek Senior Examiner Chemical Testing Wing BSTI, Dhaka.</td>
<td>Tel : 9897881, 9894888 Fax : 9131581 Email : <a href="mailto:bsti@bangla.net">bsti@bangla.net</a></td>
</tr>
</tbody>
</table>
Annex 10.3: List of Dignitaries / Resource Persons

List of Dignitaries

1. Dr. Shoaib Ahmed
   Chairman
   National Board of Revenue

2. Mr. Sabihuddin Ahmed
   Secretary
   Ministry of Environment and Forest

3. Dr. Md. Omar Faruque Khan
   Additional Secretary, Govt. of the People’s Republic of Bangladesh &
   Director General, Department of Environment

4. Mr. Manzur Mannan
   Member (Customs)
   National Board of Revenue

   Mr. A K Riajul
   Member (VAT)
   National Board of Revenue

   (Could Not Attend)

5. Mr. Mohammad Reazuddin
   Director (Technical)
   Department of Environment

6. Ms. Ludgrade Coppens
   Policy and Enforcement Officer
   South Asia Network of Ozone Officers
   UNEP- ROAP
   UN Building, Rajdamnern Ave.,
   Bangkok-10200, Thailand.

7. Ms. Meenakshi Passi
   Additional Commissioner
   Mysore Central Excise Commissionerate
   Karnataka, India.
## List of Resource Persons

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ms. Ludgaade Coppens</td>
<td>Policy and Enforcement Officer, Compliance Assistance Programme, UNEP-ROAP, UN Building, Rajdamnern Ave., Bangkok-10200, Thailand.</td>
</tr>
<tr>
<td>2.</td>
<td>Ms. Meenakshi Pasi</td>
<td>Additional Commissioner, Mysore Central Excise Commissionerate, Karnataka, India.</td>
</tr>
<tr>
<td>3.</td>
<td>Dr. Neville Goonawardena</td>
<td>Director of Customs, Sri Lanka Customs</td>
</tr>
<tr>
<td>4.</td>
<td>Mr. M.K. Sil</td>
<td>Joint Director (Rtd.), 84B, Ahiritola Street, Kolkata- 700005, India</td>
</tr>
<tr>
<td>5.</td>
<td>Mr. Tan Sim Kiat</td>
<td>Malaysian Customs, Malaysia</td>
</tr>
<tr>
<td>6.</td>
<td>Mr. Emdadul Huq</td>
<td>Joint Secretary, Ministry of Law, Justice and Parliamentary Affairs, Legal Specialist, BEMP, DoE, Dhaka.</td>
</tr>
<tr>
<td>7.</td>
<td>Mohammad Reazuddin</td>
<td>Director (Technical), Department of Environment</td>
</tr>
<tr>
<td>8.</td>
<td>Udayan Barua</td>
<td>Ret’d Additional Commissioner, Customs, Excise &amp; VAT</td>
</tr>
<tr>
<td>9.</td>
<td>Dr. S. K. Purkayastha</td>
<td>Senior Officer, Ozone Cell, Department of Environment</td>
</tr>
</tbody>
</table>
Annex 10.4: Workshop recommendations

CONCLUSIONS AND RECOMMENDATIONS

RECOMMENDATIONS:

1. An ODS legislation should be enacted after sorting out flaws and discrepancies in the proposed draft rules. The basic responsibility for this lies with the Law Ministry, who will work in co-ordination with the Ministry of Environment and Forest to frame the law. Some issues to be looked into are:
   ✪ Decide and define who will be the licensing authority.
   ✪ Identify and amend the other related laws which need amendment in order to monitor and control ODS trade (legal and illegal)
   ✪ The penalties for illegal trade proposed in the draft rules to be enhanced to be sufficiently severe in order to be a control against illegal trade.
   ✪ The timeframes proposed in the schedule II and III to be amended.
   ✪ Disposal of seized ODS should be incorporated in the rules.

2. Awareness on this issue needs to be increased amongst common people, key stakeholders, enforcement agencies and lawmakers.
   ✪ The Environment Ministry should approach schools and other educational institutions to disseminate knowledge on this issue.
   ✪ The Ministry of Information should take up publicity through TV, Radio, posters, newspapers, leaflets etc.
   ✪ The Department of Environment should organize meetings, seminars, and workshops on this issue and sensitize all sections including lawmakers. To this end, catalogues and information kits should be prepared.
   ✪ The Ministry of Environment should organize a seminar with the heads of various Governmental training organizations so as to sensitize them on this issue, in order to facilitate further trainings on this issue.
   ✪ Awareness for small refrigeration shops should be increased through BRAMA (Bangladesh Refrigeration and Air-conditioning Merchant Association).

3. For enforcing the legislation, first a law should be brought in on priority.
   ✪ The Communication network with other agencies should be strengthened; this network should be established between the NBR, DOE (ozone cell) and the Ministry of Home.
   ✪ The DOE through NBR should distribute refrigerant identifiers to key Customs stations. In addition, a chemical Laboratory should be made available in BSTI at Dhaka.
   ✪ The Ozone Cell should organize refresher and further training courses.
♣ Time-bound investigations and subsequent follow-up in courts etc. will be needed.

4. In order to manage seized ODS, re-export, destruction, auction to importers licensed to import are the options. Quick disposal is a priority, but if storage is needed, funds for this storage should be raised through imposing fines and penalties on illegal imports of ODS, enhancing rates of duties on ODS imports, through auction of seized ODS to licensed importers etc. Destruction facilities can be later installed, if funds are available.

5. Approximately 100 Customs officers will be trained through further phase-II trainings by the end of 2003. In addition, this module will be added as a key component of induction courses at all levels in the Customs Training Academy and other law enforcing training academies. Also, in-situ trainings can be explored. A proposed training plan is annexed. The responsibility of making this plan a success lies with the Ozone Cell along with the NBR. The issue of funding has to be discussed further.

ACCEPTED THIS DAY 7th of JULY 2003 at Dhaka, Bangladesh

RECOMMENDATIONS FOR ACTION PLAN FOR TRAINING – PHASE II

1. Date of first training : 1st August – 2nd August 2003 (tentative)

2. Venue : Customs Training Academy, Chittagong and major ports.

3. Duration : 2 days

4. Cost of training : To be worked out

5. Trainers : Customs officers and officers from other agencies trained in Phase I, officers from NOU and senior Customs officers

6. Trainees : Customs officers from airport, seaport and land stations, and other law enforcing agency officers.

7. Number in group : Average 25-30 persons

8. Number of training : 4 trainings of 25-30 persons before end 2003 as part of Phase II training. Sustainability has to be ensured through incorporating MP issues in training for new officers and in service training.
9. Training materials: ODS identifiers (at least 2 identifiers should be given to Customs Training Academy), manuals, handbooks, LCD projectors, flipcharts, whiteboard, disket containing presentations etc.

10. Coordinating and Implementing Agency: NOU, NBR and DG of Customs Academy

11. Reporting Agency: Customs Training Academy and NOU
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 “Global Customs Manual” (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 “Bangladesh 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 BANGLADESH
(34 of 34 questionnaires returned)