



Government of Belize

United Nations Environment Programme

Report

National Train the Trainers Workshop

For

Customs and Enforcement Officers

On

**The Monitoring and Control of Imports of Ozone Depleting
Substances**

Belize

Organized by the

National Ozone Unit

Department of the Environment

Ministry of Natural Resources and the Environment

With the support of the

United Nations Environment Programme

Regional Office for Latin America and the Caribbean

(UNEP/ROLAC)

20th to 23rd October, 2008

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List of Acronyms

- a. CEO: Chief Executive Officer
- b. CFC: Chlorofluorocarbon
- c. DOE: Department of the Environment
- d. GoB: Government of Belize
- e. HS: Harmonized System
- f. MEA: Multilateral Environmental Agreement
- g. MNRE: Ministry of Natural Resources and the Environment
- h. NOU: National Ozone Unit
- i. ODS: Ozone Depleting Substance
- j. ROLAC: Regional Office for Latin America and the Caribbean
- k. TPMP: Terminal Phase-out Management Plan
- l. UNEP: United Nations Environment Programme
- m. UNDP: United Nations Development Programme

1. BACKGROUND

The country

Belize is located in the North-eastern part of Central America, bordering with Mexico to the North and Guatemala to the West, with the Caribbean Sea to the East. It has a land area of 22,966 sq. km and a coastline of 386 km. The country's population in 2006 is estimated at 287,730. The tourism industry is the main foreign exchange earner, followed by sugar cane, citrus and marine products, bananas and garments. The main export partners are Mexico, the United States of America and the United Kingdom.

Status

Belize acceded to the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer on June 6th, 1997. It subsequently acceded to the London and Copenhagen Amendments on January 9th, 1998. The country approved the ratification of the Montreal and Beijing amendments on 4th of January, 2008. The country is classified as an Article 5 country under the Protocol and is, hence, eligible to receive technical and financial assistance from the Multilateral Fund for the Implementation of the Montreal Protocol.

Consumption Trends

The country does not produce any ODSs, and all its consumption is met through imports. All CFCs used in Belize are confined to the servicing of refrigeration and air – conditioning equipment.

2. Overview

The Terminal Phase-out Management Plan for Belize was approved at the 53rd Meeting of the Montreal Protocol Executive Committee in held November 2007, with the United Nations Environment Programme (UNEP) and United Nations Development Programme as the implementing agencies. UNEP is the lead implementing agency. The objectives of the TPMP are:

- a) To enable Belize to meet its obligations under the Montreal Protocol for the phase out of Annex A CFCs by 1st January 2010; and
- b) To ensure timely, sustainable and cost-effective CFC phase-out through the development and implementation of a combination of investment, training, technical support and policy support components.

The activities under the TPMP are grouped into three Components, each incorporating synergistic activities designed to help the country achieve the objectives of this plan.

Component 1: Investment interventions and technicians training to achieve consumption reductions:

Objectives:

- a. To provide qualified service technicians with the tools and equipment necessary to improve servicing practices, thereby reducing on emissions of CFCs;
- b. To further develop the skills of technicians, including those operating in the informal sector, to practice good refrigeration servicing techniques, including the use of non-CFC drop-in replacement refrigerant blends and hydrocarbons to retrofit both MAC and stationary refrigeration systems; and

UNDP is the Implementing Agency for this component.

Component 2: Strengthening the Enforcement and Compliance Framework to facilitate the smooth transition to a CFC-free economy:

Objectives:

- a. To train Customs officers and other key stakeholders, including the Coast Guard, Police and Traffic officers, Customs Brokers and Trade Officials in the monitoring and control of trade in ozone depleting substances and related technologies;
- b. To establish and register the Association of Refrigeration and Air Conditioning Technicians of Belize;
- c. To develop and publish a Code of Good Practice for the Refrigeration and Air Conditioning Industry;
- d. To establish linkages with external bodies (such as ASHRAE) to help develop the standards of local practices, monitor technology development and educate members.

Component 3: Establishment of a Monitoring, Evaluation and Reporting Mechanism

Objectives:

- a. To manage the implementation of the TPMP;
- b. To monitor the implementation of each sub project against the milestones set;
- c. To conduct annual assessments of the implementation of the TPMP;
- d. To provide input into the preparation of Annual progress reports and Implementation Plans;
- e. To provide periodic reports on all sub projects to the National Ozone Unit for onward transmission to the bilateral agencies and the Multilateral Fund Secretariat;

3. Focus of the Workshop

The Train-the Trainers workshop was conducted on 20th to 23rd October, 2008, at the Biltmore Plaza Hotel in Belize City, Belize. This was one of the main deliverables agreed to between the Government of Belize and UNEP/ROLAC. This workshop was conducted as part of the activities highlight in Component 2 of the TPMP.

The main objectives of the Train-the-trainers workshop were:

- To provide Customs and other key national stakeholders training on the monitoring and controlling of ODS, ODS containing technologies as guided under the Montreal Protocol for the Phase out of Ozone Depleting Substances;
- To increase awareness of ozone layer depletion issues and impacts of ozone layer depletion;
- To familiarize participants with the different types of ODS being used and for which applications;
- To familiarize participants with the Montreal Protocol Compliance mandates, and phase-out schedules of the Montreal Protocol and its Amendments;
- To provide participants with an understanding of the Terminal Phase out Management Plan;
- To provide an overview of the ODS legislation and import / export licensing system;
- To discuss the role of customs officers and other stakeholders in implementing the Montreal Protocol Regulations and enforcing the ODS licensing system;
- To present the revised the customs codes which allow for the identification of ozone-depleting refrigerants and ODS-based products;
- To provide an overview of commonly used trade names and labeling for ODS;
- To refine and optimize the operational details of the ODS licensing system;
- To train participants in the use of identification equipment for refrigerants;
- To design and create an Action Plan with time lines for Phase II training;
- To record workshop recommendations for Phase II and for the operation and enforcement of the ODS licensing system;
- To prepare module for one day training of Customs Officers (done by the selected trainers)
- To review and streamline the one day training.
- To develop plan of action for continued training and monitoring of training

The training workshop was executed in one phase. Phase I provided training to seventeen customs and enforcement officers who will serve as trainers for the remaining Customs staff. Phase I activities were delivered for the first three days of the workshop. On the fourth day, the workshop trainers met with the selected customs trainers to develop a one-day agenda for training of the remaining customs officers in the country. Resource persons from UNEP/Regional Office for Latin America and the Caribbean (ROLAC) and the GoB delivered

the training material through the use of presentations, short videos, practical sessions, Customs Laboratory of Costa Rica, and discussions.

4. EXPECTED OUTPUTS

The following were expected as results of the workshop:

- The immediate result will be the availability of customs personnel as trainers and key stakeholders and the development of a training approach and recommendation for the subsequent Phase II training of customs and enforcement officers in Belize.
- A Montreal Protocol training module will be included in the on going training programme 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 aforementioned objectives.
- Assist Belize in Montreal Protocol compliance management

5. THE OPENING CEREMONY

The workshop commenced with an opening ceremony and media briefing. This was followed by a welcome address by Mr. Martin Alegria, Chief Environmental Officer and Ozone Programme Director of the Department of the Environment (D.O.E.), Ministry of Natural Resources and the Environment (MNRE).

The opening remarks were then given by Ms. Estelle Leslie, Customs Training Officer, on behalf of the Comptroller of the Customs Mr. Gregory Gibson. In her remarks, Ms. Leslie highlighted the crucial role of the Customs and Excise Department in working together with the Department of the Environment in the monitoring and control of imports of Ozone Depleting Substances (ODS) and highlighted the need for collaboration and partnership between Customs Department, the Department of the Environment and other stakeholders such as the Government Laboratory, Bureau of Standards, Police Department and Coast Guard and UNEP in this instance.

The workshop objectives were highlighted by Ms. Artie Dubrie, UNEP/ROLAC Montreal Protocol Compliance and Enforcement Officer. Mr. Dubrie stressed the importance of customs officers in preventing illegal trade of ODS, since they are always in the front line when it comes to monitoring of imports and transshipments of these substances. According to Ms. Dubrie, Customs Officers play a very important role in helping Belize maintain compliance with the Montreal Protocol.

The participants also received a key note address from the Chief Executive Officer (C.E.O.) of the Ministry of Natural Resources and the Environment, Ms. Beverly Castillo. In her speech, Ms.

Castillo enlightened the Government’s commitment and obligations to the Montreal Protocol on Substances that Deplete the Ozone Layer. Furthermore, the C.E.O identified the environmental issues surrounding the use of ODSs, and also stated the accomplishments of the Belize Ozone Programme and future plans to achieve 100% phase out of CFCs by 1st January, 2010.

6. PARTICIPANTS OF THE WORKSHOP

Full listings of the resource personnel and participants involved in the workshop are presented in the tables below.

TABLE 1. PRESENTERS AND RESOURCE PERSONNEL FOR THE WORKSHOP

Resource Personnel /Facilitators	Affiliation
Ms. Beverly Castillo	Chief Executive Officer (CEO) – Ministry of Natural Resources and the Environment
Mr. Martin Alegria	Chief Environmental Officer and Ozone Programme Director – Department of the Environment, Ministry of Natural Resources and the Environment
Mr. Leonides Sosa	National Ozone Officer – National Ozone Unit, Department of the Environment
Mr. Jeavon Hulse	Senior Environmental Officer – Department of the Environment
Mr. Jorge Franco	Environmental Technician – Department of the Environment
Mr. Gregory Gibson	Comptroller of Customs, Customs and Excise Department
Ms. Estelle Leslie	Collector, Training & Modernization Officer, Customs and Excise Department
Ms. Artie Dubrie	UNEP Training Officer, United Nations Environment Programme Regional Office for Latin America and the Caribbean
Ms. Yuny Chavez	Head of Customs Laboratory, Costa Rica
Mr. Anthony Bell	Senior Refrigeration Technician, Refrigeration and Air Conditioning Sector of Belize.

TABLE 2. OFFICERS INVOLVED IN PHASE I- “TRAIN-THE-TRAINER” WORKSHOP.

Name	Department
Estelle Leslie	Customs Department
Richard Garbutt	Customs Department
Jason Menzies	Customs Department
Lawrence Thompson	Customs Department
Efrain Phillips	Customs Department
Arnoldo Howe	Customs Department
Dionne Baptist	Customs Department
Kenroy Samuels	Customs Department
Jesus Garcia	Customs Department
MCPO John Diego	Belize Coast Guard
WPC 937 L. Kerr	Police Department
PC 158 M. Diaz	Police Department
CPL 290 E. Teck	Police Department
PC 638 E. Cho	Police Department
Isabel Enfinger	Belize Agricultural Health Authority – Laboratory
Rhonda Tillett	Belize Bureau of Standards

7. METHODOLOGY

The training workshop was delivered through the use of PowerPoint Presentations, audio-visual presentations, discussions and practical exercises during the sessions identified as follows:

Day 1 – Monday, 20th October, 2008

- Session 1: Ozone Layer Depletion: Artie Dubrie, UNEP Trainer
- Session 2: International Response: Artie Dubrie, UNEP Trainer
- Session 3: National Obligations and Response by Mr. Leonides Sosa, NOU
 - Case Experience – Costa Rica
- Session 4: National Import/Export Licensing System by Mr. Leonides Sosa, NOU
 - Case Experience – Costa Rica
- Session 5: Related International Conventions by Mr. Jeavon Hulse, DOE

Day 2 – Tuesday 21st October, 2008

- Session 6: Global and Regional Context by UNEP/ROLAC Ms. Artie Dubrie
- Session 7: Role of the Customs Officers by Mr. Leonides Sosa – Open Discussion
- Session 8: Illegal Trade with ODS and ODS-Containing Equipment and Goods presented by UNEP/ROLAC Ms. Artie Dubrie/Yuny Chavez
 - Case study on illegal trade - Case Experience – Costa Rica

- Session 9: Identification of ODS and ODS-containing equipment and goods and the use of the Customs Quick Tool presented by UNEP/ROLAC Ms. Artie Dubrie.
- Session 10: Safe handling, transport and storage of ODS presented by Mr. Anthony Bell
- Session 11: Practical Session on Identification of ODS with Refrigerant Identifiers by Mr. Jorge Franco and Mr. Leonides Sosa
- Introduction on Use of Gas Chromatographic Methods – Yuni Chavez, Costa Rica

Day 3 – Wednesday 22nd October, 2008

- Session 12: Introduction to break-out session: Effective operation of ODS import/export licensing system and enforcement of ODS regulations by UNEP/ROLAC Ms. Dubrie.
- Session 13: Working Group Session – Effective operation of ODS import/export licensing system
- Session 14: Working Group Session: Enforcement of ODS regulations.
- Presentations by Working Groups
- Session 15: Action plan for Phase II of the customs training by UNEP/ROLAC Ms. Artie Dubrie
- Workshop Evaluation and Issuance of Certificates of Participation

Day 4 – Thursday 23rd October, 2009

- Selection of Trainers for Phase II – Training of other Customs Officer
- Design of One Day Training Agenda
- Identification of Training Materials

8. Action Plan for Phase II of Customs Training in Belize

During the fourth day of the trainer-the-trainers workshop, the workshop trainers met with the selected trainers for the continuation of phase II of the customs officers training. The main objective of this session was to develop a one-day agenda for training of the rest of Customs Officers in the country.

The materials and equipment to be utilized and the methodology in which the officers were to present this material were briefly discussed. The one day agenda was developed with the participation of the selected trainers. Presentations and slides that were used by the workshop trainers were used to develop the one-day training module. The agenda will include topics such as Ozone Layer Science, ODS Import/Export Licensing System, Trade Identification of ODS and ODS-containing Equipment and Goods, of customs officers and other key stakeholders, Illegal Trade in ODS and ODS Containing Equipment, Health and Safety, and Demonstration on identification of ODS, which will include the use of the Refrigerant Identifier.

Detailed One-Day Agenda for Phase II of Customs Officers Training in Belize

BELIZE: Training for Customs and other enforcement Officers in the Monitoring and Controlling of Ozone Depleting Substances and Equipment reliant on these substances

8.00 Registration of Participants

8:30 Welcoming Ceremony

- Welcome address and workshop objectives (Customs Training Unit)

9.15 Introduction: NOU

- Opening Remarks

Training for Customs and other enforcement Officers In the Monitoring and Controlling of Ozone Depleting Substances and Equipment reliant on these substances

9:30 Session 1: Ozone Layer Depletion and the Montreal Protocol on the Phase out of Ozone Depleting Substances (NOU)

- Ozzy Ozone Video
- Science of Ozone layer depletion
- Environmental and Human health impact of Ozone layer depletion
- Q&A
- Trainer: NOU

10:00 Session 2: Import/export licensing system, Checking Papers, forms and permits

- National ODS regulations
- Structure of national import/export licensing system
- Forms introduced by the licensing 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
- Q&A
- Trainer: NOU

10:30 Session 3: Trade Identification of ODS and ODS-containing Equipment and Goods

- **Customs Quick tool**
- 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
- Identification of ODS-containing equipment and goods
- Demonstration on the use of the Customs Quick tool
- Gov laboratory

- Q&A
- Trainers: **Customs and NOU**

- 11:00 Session 4: Role of customs officers and other key stakeholders**
- Key players in monitoring and control imports / exports of ODS and ODS-containing equipment and goods (customs, coast guard, police, port authority, court, chemistry laboratory, importers/wholesalers, end-users, NOU etc)
 - Reporting legal and illegal trade with ODS and ODS-containing products
 - Enforcing ODS legislation
Checklist for customs officers/ Implementation of revised HS codes in the region
 - Q&A
 - **Trainer: Customs,**

11:30 BREAK

- 11:45 Session 5: Illegal Trade in ODS and ODS Containing Equipment**
- Detecting legal and illegal trade at local, regional and international level:
 - Causes and trends of illegal trade
 - Methods of smuggling
 - Prevention of illegal trade
 - Environment Enforcement Video
 - Q&A
 - **Trainer: Customs**

- 12:15 Session 7: Health and Safety**
- Safe handling of ODS and ODS-containing products dos and do nots
 - Safe transport and storage of ODS and ODS-containing products
 - **Trainer: Mr. Bell**

12: 45 Lunch Session

- 1:45 Session 8: Demonstration on identification of ODS:**
- Examples of ODS containers and cylinders and ODS-containing equipment and Goods
 - Demonstration of CFC detection equipment identifiers
 - Working with the Government Laboratory
 - Q& A
 - **Trainers: Customs and Government Lab**

- 2:30 Session 9: Workshop evaluation**
- Completion of evaluation questionnaires

- General feedback and comments from participants and organisers
- Wrap-up and Workshop Recommendations
- **Customs and NOU**
-

3:00 Break

3.30 Closing session and Presentation of Certificate

- Conclusions and outlook (Ozone Officer)
- Hand-over of participation certificates
- Closing remarks by Customs representative

9. EVALUATIONS

The overall evaluation of training workshop participation was very good. All participants that completed the training returned the evaluation questionnaire. All evaluation sheets reveal that candidates were satisfied with the training received giving an overall mark of 4, (5 being the top mark of excellent).

Additional comments about the workshop made by participants include the following:

1. There should be more training of this type and more in debt. If the Spanish language will be used during the workshop, there should be a professional translator.
2. It was difficult to understand some very important information because of the language barrier. The Spanish slides could have been translated before so participants could read them.
3. The presentation of topics in foreign language, i.e., Spanish. This could have been considered for participants not fluent in the language; or its translation been more clearly translated. Overall the workshop was very informative and useful.
4. The workshop was adequate and useful.
5. What response will the Department of the Environment (DOE) have when called upon to address suspect shipments or shipments confirmed to be ODS illegally shipped into Belize or transshipped?
6. Overall the workshop was pretty informative to me.
7. The workshop was pretty good except that the days were really short since this is the first time I attend a workshop of this kind. I guess the DOE should at least find time to have more workshops within different enforcement agencies.
8. More involvement of other enforcement agencies need to be included especially fire department, Port Authority personnel, likewise the ODS importers.
9. I think that the workshop was good, but more practical is needed when dealing with the equipment.
10. Glad I attended this workshop. I learnt a lot of new information and promise to assist in the fight to save the Ozone Layer.
11. The Costa Rican presenter should have had a better translation or present in English. This is because her presentation had very technical information with regards to chemistry. It

still went well but could have been smoother. This workshop was otherwise informative and I personally look forward to put the knowledge into practice.

10. RECOMMENDATIONS FROM WORKSHOP SESSIONS

The following is a list of recommendations generated over the course of the workshop.

- The ODS import/export licensing system should be implemented electronically using automation. The customs and Excise Department is embarking on its modernization project. Eventually electronic declarations will be submitted, and hence the DOE can liaison with the Customs and Excise Department IT section to get the license system electronically.
- The current electronic system that the Customs Department is working will generate electronically monthly reports so that the DOE can get statistical data and verify licenses issued on a monthly basis to licensed ODS importers.
- Difficulties with the present ODS licensing system is that it is manual, require a lot of paperwork, and does not generate accurate report for statistical purpose since reports are manual and may contain errors.
- The current communication system is not adequate because the Customs Department uses the telephone to get in touch with the DOE and vice-versa. Problems exist when telephone lines are busy or cannot locate a specific individual who knows about the license. An electronic licensing system would avoid these problems.
- No liaison officer existed before for the Customs and DOE. A commission of personnel from both Departments should be established and meet every quarter of the year.
- Agency strategies – Card system posted at the examination section; A contact person from DOE posted at the Customs; Liaison with Customs Systems Administrator to set up risk assessment module for the DOE to assist in targeting ODS such as CFC's.
- Officers at the front-line should properly look at documents presented for Documentation evidence, physically examine products, and gather evidence for testing at Customs, gather evidence for testing at Government Lab.
- After confiscation of illegal ODS or Related equipment, it will be handed over to DOE. The DOE will have to invest in a facility to store and destroy these ODSs.
- More workshops are important so that officers can be aware of the importance of their actions on the environment.
- Make provision in Legislation to reward officers for seizing these products.
- The penalty must be high enough to stop people from committing the crime and there must be no political interference.
- There will eventually be a need to have more DOE officers to place at Border points to take up the task from Customs. There is also a need for more advance equipment for testing.
- There is a need for regional intelligence.

- For the time being, the ODS Licenses given to importers should clearly state that the license is valid for ONE import only. And also legislation states that license is valid for one year, this should be changed and an expiration date printed on the license.
- Importers should be well informed that they should apply for an import license before the ship arrives in the county, and not wait until the shipment has arrived.
- With regards to the import of vehicles with R-12 AC systems, it is difficult to address this at the borders. It is recommended that the Transport Department be involved in this, so that vehicles with R-12 AC systems are not granted license until it is retrofitted or disabled.
- Laws should be amended to include all types of refrigerants in licensing system and not only CFCs.
- The Quick Tool checklist should be printed larger, laminated and displayed on officers' desks at the borders to provide easy access.
- It is recommended that Belize starts working in an electronic ODS import/export licensing system using the Mexico and Costa Rica module.

11 Detailed 3 days Agenda used for Trainer-the-trainers workshop for Customs Officers in Belize

Agenda Trainer-the-Trainers Workshop For Customs Officers

**Biltmore Plaza Hotel
20th – 23rd October 2008
Belize City**

Day 1 – Monday 20th October, 2008

8:30 – 9:00 Registration of Participants

9:00 – 9:30 Opening Ceremony and Media Briefing

- Welcome address by Mr. Martin Alegria, Chief Environmental Officer, and Ozone Programme Director,
- Opening remarks by Mr. Gregory Gibson (Comptroller of Customs & Excise Department),
- Remarks and workshop objectives by Ms. Artie Dubrie, UNEP/ROLAC,
- Key Note address by Mrs. Beverly Castillo (Chief Executive Officer, Ministry of Natural Resources and the Environment)

9:30 – 10:00 Media Briefing

10:00 – 10:15 BREAK

Introduction by Belize Ozone Officer Mr. Leonides Sosa

10:15 - 10:45 Session 1: Ozone Layer Depletion: Artie Dubrie, UNEP Trainer

- Ozone layer science
- Environmental and human health consequences
- UNEP video: Ozzy Ozone
- Discussion

10:45-11:30 Session 2: International Response: Artie Dubrie, UNEP

- International response - the Montreal Protocol and its Amendments
- Phase-out schedule and strategies for Article 2 and Article 5 countries
- Impact of the Protocol
- Discussion

11:30 – 12:30 Session 3: National Obligations and Response by Mr. Leonides Sosa

Case Experience – Costa Rica

- National phase-out obligations
- National response – Key Elements of the Refrigerant Management Plan
- Status of Projects
- Overview of National ODS consumption pattern
- Status of Compliance
- Data Reporting
- Discussion

12:30 – 1:30 LUNCH BREAK

1:30 – 2:30 Session 4: National Import/Export Licensing System by Mr. Leonides Sosa

Case Experience – Costa Rica

- 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

2:30 – 3:30 Session 5: Related International Conventions by Mr. Jeavon Hulse

- CITES
- Kyoto Protocol
- Basel Convention

- Rotterdam Convention
- Stockholm Convention on Persistent Organic Pollutants
- Common features related to the control of trade and synergies for customs authorities for effective enforcement

3:30 – 4:00 Wrap-up sessions and workshop recommendations

Day 2 – Tuesday 21st October, 2008

8:15 Welcome and Review of Day 1

8:30 – 9:30 Session 6: Global and Regional Context by UNEP/ROLAC Ms. Artie Dubrie

- Global production and trade with ODS and ODS-containing products
- Transshipment harbors, production, disposal, reclaim facilities in the region
- Regional and global trade agreements
- Green Customs Initiative
- Discussion

9:30 – 10:15 Session 7: Role of the Customs Officers by Mr. Leonides Sosa and Mr. Richard Garbutt – Senior Customs Officer

Case Experience - Costa Rica

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

10:15 – 10:30 BREAK

10:30 – 11:30 Session 8: Illegal Trade with ODS and ODS-Containing Equipment and Goods presented by UNEP/ROLAC Ms. Artie Dubrie/Yuny Chavez

- Presentation of Video on Combating Illegal Trade on ODS
- 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 (Honeywell)
- Discussion

11:30 – 12:30 Session 9: Identification of ODS and ODS-containing equipment and goods and the use of the Customs Quick Tool presented by UNEP/ROLAC Ms. Artie Dubrie.

- Harmonized System codes for pure and mixed ODS – **Costa Rica**
- 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)
- EIA video on illegal trade
- Discussion

12:30 – 1:30 LUNCH BREAK

1:30 – 2:30 Session 10: Safe handling, transport and storage of ODS presented by by Mr. Anthony Bell – Member of the Steering Committee for the Establishment of the Association of Refrigeration and Air Conditioning Technicians of Belize

- 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

2:30 – 4:00 Session 11: Practical exercises on the identification of ODS – Virgin and Blends by Jorge Franco – Environmental Technician

Introduction on Use of Gas Chromatographic Methods - Yuny Chavez (Costa Rica)

- Safe handling and proper usage of Refrigerant Identifiers
- Testing of substances in cylinders
 - Testing the air-conditioning refrigerant in vehicles
 - Discussion

4:00 – 4:30 Wrap up of Day 2 and Workshop Recommendations

Day 3 Wednesday 22nd October, 2008

8:45 – 9:00 Welcome and Review of Day

9:00 – 9:15 Session 12 Introduction to break-out session 14: Effective operation of ODS import/export licensing system and enforcement of ODS regulations by Mr. Leonides Sosa.

9:15 - 11:00 Session 13 Working Group Session – Effective operation of ODS import/export licensing system

- How can the system be best implemented?
- Should there be a verification Process for Licenses?
- How will the system be evaluated
- What are the difficulties with the system?
- How is communication accomplished in the system?
- How is information shared among relevant Agencies?

11:00 – 11:15 Break

11:15 – 12:15 Presentation by Working Groups

12:15 – 1:15 Lunch Break

1:15 – 2:45 Session 14 – Working Group Session: Enforcement of ODS regulations.

- Agency strategies for detecting illegal ODS?
- How is evidence gathered?
- What is the process for seized ODS (storage, monitoring)?
- How can bribes be discouraged?
- Are the penalties strict enough?
- Are they sufficient resources and equipment to enforce ODS regulations?
- What about regional co-operation? How are enforcement efforts coordinated with other countries in your area?

2:45 – 3:30 Presentation by Working Groups

3:30 – 3:45 Session 15 - Continuation of training and Enforcement and Implementation

- Feedback on the break-out session
- Hand-over of reports to the lead consultant

3:45 – 4:30 Session 16- Action planning for Phase II of the customs training by UNEP/ROLAC Ms. Artie Dubrie

- How to design Phase II of the customs training (approach, duration, agenda, schedule, trainers, participants etc., Selection of Trainers).
- 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

**4:30 – 5:00 Issuance of Certificates
Wrap-up and Workshop Recommendations**

Thursday 23rd October, 2008

9:00 – 12:00

1. Review of selected training materials
2. Review of draft programme
3. Tutorial on presentations.

Photographs of Train-the-Trainers Workshop for Customs Officers



