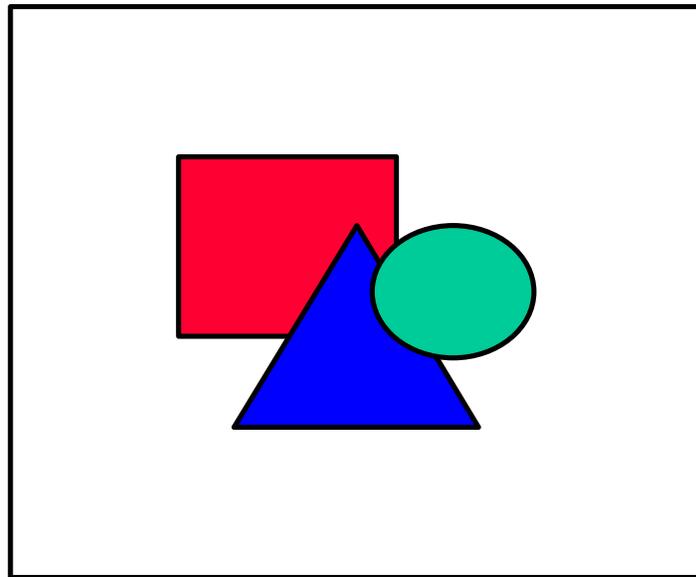


WORKSHOP REPORT



**Train-the-Trainers
Customs Officers on
Control of ODS Imports &**



**Workshop for
Monitoring &
Exports**



Division of Technology, Industry and Economics

Kingston, Jamaica, 6-8 June 2000

WORKSHOP REPORT

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

Kingston, Jamaica, 6-8 June 2000

Organized by:

**United Nations Environment Programme (UNEP DTIE)
and the
Natural Resources Conservation Authority of Jamaica (NRCA)
in co-operation with
Environment Canada
and the
World Customs Organization (WCO)**

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Executive Summary

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

The train-the-trainers workshop for customs officials in Jamaica is the first workshop of its kind in the world to be implemented as part of a national RMP. Similar workshops will be held in more 40 other developing countries.

The main objective of the training programme is to provide the customs officers and relevant stakeholders with the skills necessary to monitor and control the imports and exports of ODSs and products (including equipment) containing them in Jamaica.

The programme consists of two phases, the train-the-customs-trainers phase and the train-the-customs-officers phase. The trained customs trainers are expected to train 120 customs officers in Jamaica. The other stakeholders participating in the workshop will share the gained knowledge with their colleagues.

The immediate result of the train-the-customs-trainers workshop is the availability 23 trained customs trainers and other relevant stakeholders and the inclusion of a Montreal Protocol related training module in the training curricula for new customs officers.

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

The key issue was to bring together the key players from all agencies and ports of entry involved and to identify appropriate local resource persons.

A contact group of experts from international organisations was involved in the preparation of the "UNEP Customs Training Manual on Substances Depleting the Ozone Layer" and the preparation of the customs training itself. The group provided valuable inputs and comments and included the World Customs Organisation, World Trade Organisation, European Commission DG11, US Customs Service, US Department of Justice, US Department of Defence, US Environmental Protection Agency, CITES Secretariat, Basel Convention Secretariat, Rotterdam Convention Secretariat, Ozone Secretariat, Multilateral Fund Secretariat, Implementing Agencies, Environment Canada, German Development Agency GTZ, Industrial Chemistry Research Institute Poland and International Trade India. UNEP is grateful for all the support received so far.

In order to ensure effective communication between the members of the contact group, UNEP DTIE established an information service on customs related issues. Please contact UNEP DTIE if you would like to be included in the dissemination list of the INFO notes on customs training.

The "Jamaica Handbook on ODS Regulations and Import / Export Licensing System" was developed by the national Ozone Officer and a local legal consultant. Both documents, the "UNEP Customs Training Manual" and the "Jamaica Handbook" are complementary. Additional training materials were provided by the local presenters.

The design of the train-the-customs-trainers workshops followed an interactive and participatory approach. It included presentations of high-level Government representatives during the opening and closing sessions and involved in total 10 local presenters. Media coverage was ensured through question & answer sessions with the local media as well as radio interviews, newspaper articles and TV. A site visit at the container shipment harbour and practical hands-on sessions were included in the programme to identify different types of refrigerants using the pressure-temperature method and digital refrigerant identifier.

The 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 the operational details of the ODS import / export licensing system and the enforcement of ODS regulations and planned Phase II of the training programme.

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, illegal trade with ODS and ODS-containing produces, national ODS regulations and the national ODS import/export licensing system. Lectures on the role of customs officers and other key stakeholders in the enforcement of the licensing system, identification of ODS and ODS-containing products (including equipment), and safe handling and storage of ODS were also included.

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

The participants conducted a workshop evaluation (see Annex 10.5) and agreed a final set of recommendations (see Annex 10.4). The overall evaluation of the workshop was "excellent" (45%) and "good" (55 %).

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

In developing countries, the most important sector in which ozone-depleting substances are used is the refrigeration and air-conditioning servicing sector. In 1999, Jamaica consumed approximately 226 ODP tons of ozone-depleting substances (ODS). Jamaica imports all its ODSs. Any abrupt non-availability of CFC refrigerants will adversely impact on important sectors of the local economy. It is therefore essential for CFC users to be able to reduce and subsequently phase-out their consumption in a co-ordinated, planned and cost-effective manner.

The Refrigerant Management Plan (RMP) of Jamaica was approved by the Executive Committee of the Multilateral Fund to be implemented by Environment Canada. UNEP was requested to implement the training elements on behalf of Environment Canada. Jamaica's RMP is a comprehensive and integrated strategy to phase-out the use of Ozone Depleting Substances (ODS) in the refrigeration and air-conditioning sector.

UNEP co-ordinates the implementation of the two training elements of the Refrigerant Management Plan:

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

The ability of customs officers to enforce controls over trade in ODSs and products (including equipment) containing them is an important element in Jamaica's planned phase-out strategy. Failure to control the supply of ODS will affect the price levels of refrigerants and thus the viability of recovery & recycling schemes for ODS and the application of good practices in refrigeration.

2. Objectives

The main objective of this training programme was to provide the customs officers in Jamaica with the skills necessary to monitor and control the imports and exports of ODSs and products (including equipment) containing them. This was achieved by:

1. Increasing their awareness of ozone depletion issues
2. Familiarizing customs officers with the provisions and phase-out schedules of the Montreal Protocol and its Amendments
3. Providing officers with an understanding of the national Refrigerant Management Plan
4. Providing an overview on the newly established licensing system for ODS and its implications for customs officers
5. Presenting the revised customs codes which allow for the identification of ozone-depleting refrigerants and products (including equipment) containing them
6. Providing an overview of customs regulations and monitoring and control systems for ODS in other Caribbean countries

7. Training customs officers on the use of identification equipment for refrigerants
8. Preparing workshop recommendations concerning the operational details of the monitoring and control system for ODS in Jamaica and the concept and time schedule for the training of the remaining customs officers in the country
9. Including a Montreal Protocol related training module in the curriculum for training new customs officers as well as in the refresher courses for experienced officers.

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 training of 120 customs officers in Jamaica. In addition, the trained stakeholders are expected to share the gained knowledge with their colleagues.

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 of experienced officers. Thus the sustainability of the training programme will be ensured.

The long-term result is to enhance awareness of ozone depletion issues within the customs authorities and other relevant stakeholders as well as the achievement of the objectives stated in Section 2. It is also expected that the supply of virgin ODS will be controlled as per the phase-out schedule under the Montreal Protocol and that the recovery & recycling (R&R) system will become economically viable through increased price levels of refrigerants.

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

4. Participants

In total 23 participants attended the train-the-trainers workshop. They were 9 customs officers from the training and other sections of the customs department from around the country, as well as 14 key stakeholders from national agencies whose involvement and support is necessary for the successful implementation of the import/export licensing system.

The 14 stakeholders came from the following agencies: the Trade Board Limited, the Ministry of Land and the Environment, the Jamaica Bureau of Standards, the Pharmaceutical Regulatory Affairs Unit, the Natural Resources Conservation Authority, the Revenue Protection Division, the Island Traffic Authority, the Contraband Enforcement Team, the Jamaica Constabulary Force, the Airports Authority of Jamaica, Maritime Authority of Jamaica, Customs Broker Association of Jamaica, the Government Chemist, and the Natural Resources Conservation Authority.

The list of workshop participants is attached as Annex 10.2.

The participants of Phase II of the training programme will be 120 customs officers from the different ports of entry.

The instructors for the workshop was:

Ms. Brittany Whiting of Concurrent Technologies Corporation.

Additional resource persons were:

Ms. Veronica Alleyne, Ozone Officer, NRCA
Ms. Leonie Barnaby, Senior Director, Environment, Ministry of Land and Environment.
Ms. Linda Eccleston, Tariff Officer, Jamaica Customs
Ms. Ellen Dragotto, Training Expert, CTC
Mr. Alan Marshall, Director, Workshop Division, Marshall Automotive Systems Ltd.
Mr. Bruce Pasfield, Enforcement Officer, US DOJ
Ms. Grace Rookwood, Legal Consultant, NRCA
Ms. Yvette Strong, Senior Director, Wild Life Unit, NRCA
Mr. Bishnu Tulsie, Local Co-ordinator Caribbean, UNEP DTIE

Additional speakers during the opening and closing sessions included:

Ms. Lauris Barrett, Customs Officer.
Mr. Jean-Joseph Bellamy, Programme Manager (ENACT) - GOJ/CIDA Project
Mr. Jack Delisser, Deputy Commissioner, Jamaica Customs
Mr. Franklin Mc Donald, Executive Director, NRCA
Mr. Derrick Downie, Director, Projects, Jamaica Customs
Mr. Timothy Kasten, Senior Programme Officer, UNEP/ CAR RCU
Dr. Novelette Mc. Knight, Board Member, NRCA
Mr. Halvart Koeppen, Training Officer, UNEP DTIE

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

5. Methodology

The training programme will be implemented in two phases:

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

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.

A contact group of experts, interested parties and international organisations was involved in the preparation of the "UNEP Customs Training Manual on Substances Depleting the Ozone Layer" and the preparation of the workshop itself. The group provided valuable inputs and comments and included the World Customs Organisation, World Trade Organisation, European Commission DG11, US Customs Service, US Department of Justice, US Department of Defence, US Environmental Protection Agency, CITES Secretariat, Basel Convention Secretariat, Rotterdam Convention Secretariat, Ozone Secretariat, Multilateral Fund Secretariat, Implementing Agencies, Environment Canada, German Development Agency GTZ, Industrial Chemistry Research Institute Poland and International Trade India. UNEP is grateful for all the support received so far. Please contact UNEP DTIE if you would like to be included in dissemination list of the INFO notes on customs training.

The "Jamaica Handbook on ODS Regulations and Import / Export Licensing System" was developed by the national Ozone Officer and a local legal consultant. Both documents, the "UNEP Customs Training Manual" and the "Jamaica Handbook" are complementary. The legal consultant presented the materials at the workshop. Additional training materials were provided by the other resource persons.

The design of the train-the-customs-trainers workshops followed an interactive and participatory approach. It included presentations of high-level Government representatives during the opening and closing sessions and involved in total 10 local presenters.

Training materials and relevant resource documents were handed out to the participants and additional documents and ODS containing products and equipment were displayed at the conference centre. Selected sections from 3 videos were presented to the participants.

Media coverage was ensured through question & answer sessions with the local media as well as radio interviews, newspaper articles and TV.

A site visit at the container shipment harbour and practical hands-on sessions were included in the programme to identify different types of refrigerants using the pressure-temperature method and digital refrigerant identifier. Product and packaging labelling was checked. The National Ozone Unit and Mr. Alan Marshall of Marshall Automotive Systems Ltd. made available refrigerant identification kits for demonstration purposes during both phases of the training programme.

The interactive breakout sessions allowed the participants to discuss in small groups and to prepare group work reports including their findings and recommendations. Wrap-up sessions concluded the day's discussions. The participants conducted a workshop evaluation and agreed a final set of recommendations (see Annex 10.4).

Each participant received a Certificate of Participation from the Government of Jamaica and was registered at the end of the workshop. It is proposed that this training and certification should become mandatory for all customs officers.

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

Phase II: Subsequent training of the remaining customs officers in the country

The trained customs trainers who participated in the train-the-trainers workshop will train approximately 120 of the remaining customs officers in the country. Phase II of the training programme will take into account the recommendations from the train-the-customs-trainers workshops and be based on the "UNEP Customs Training Manual" and the "Jamaica Handbook".

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

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

The training materials were designed to ensure that the objectives in Section 2 were achieved. The different workshop and breakout sessions are described in the workshop agenda, which is attached in Annex 10.1.

The workshop included the following lectures:

- Session 1: Ozone layer depletion and international response
- Session 2: National obligations and response
- Session 3: Illegal trade with ODS and ODS-containing products (including equipment)
- Session 4: National import / export licensing system
- Session 5: Role of customs officers and other stakeholders
- Session 6: Identification of ODS and ODS-containing equipment
- Session 7: Regional context
- Session 8: Site visit and practical exercises
- Session 9: Breakout session on effective operation of ODS import / export licensing

	system and enforcement of ODS regulations
Session 10:	Presentation of findings of the group work to the plenary
Session 11:	Discussion on synergies between related environmental conventions
Session 12:	Safe handling and storage of ODS
Session 13:	Action planning for Phase II of the customs training
Session 14:	Presentation of findings of the group work to the plenary
Session 15:	Workshop evaluation

The workshop agenda is attached as Annex 10.1.

7. Results and lessons learned

The objectives of the workshop have been met and the main results are:

- Training of 23 participants on monitoring and controlling of imports and exports of ODS and ODS-containing products (including equipment) in Jamaica
- Site visit to the Wharf of Kingston
- Methods for the inspection of imported refrigerators and motor vehicles, the identification of refrigerants and the checking of freight papers and labelling were demonstrated. The practical demonstrations included the use of a leak detector, a digital refrigerant identifier and the temperature/pressure method.
- Exchange of information and experiences between the participants and development of a network of personal contacts.
- The "UNEP Customs Training Manual" and the "Jamaican Handbook" as well as relevant videos will be used for the further training of customs officers.
- Detailed workshop recommendations by the participants (see Annex 10.4).
- Certification and registration of the participants by Government of Jamaica.

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

- Breakout Session 13 on action planning for Phase II of the customs training programme should be replaced by a classroom session because of time constraints.
- Participants were keen to understand the scientific background of ozone layer depletion and some additional time should be allocated for discussion and responding the questions of participants.
- Understanding the health and environmental effects of ozone depletion made participants more committed to their jobs in enforcing the import/export licensing system in Jamaica.
- Participants liked the "UNEP Every Action Counts" video and wanted to further discuss the issues raised. Some additional time should be allocated for discussing the video.
- The site visit was useful since many participants were not familiar with conditions at the port of entry. However, because of time constraints, future workshops may organise the site visits outside the official training workshops and on a voluntary basis. The practical hands-on sessions could be conducted nearby the conference centre in a well ventilated area, e.g. a parking lot.

- The issues of storage and disposal of ODS was raised repeatedly and a section on storage and disposal should be included in the programme as a separate topic.
- The involvement of relevant key stakeholders was crucial for the success of the workshop. Bringing the relevant stakeholders together and creating a network of personal contacts will enable them to efficiently operate the ODS licensing system. Each of them has a role to play in making the system operational.
- Breakout Session 9 on the effective operation of the import/export licensing system, enforcing ODS regulation, public education, and storage and disposal of ODS was well received by participants. Participants prepared the short reports of their group work and even skipped their coffee break to finish the reports.
- The recommendations from the participants are included as Annex 10.4.

8. Follow-up action plan

This training programme is part of Jamaica's RMP. As such it will be accompanied by other training and policy related activities as defined in the RMP which will be co-ordinated by the National Ozone Unit and which will ensure the phase-out of ODS in the refrigeration sector.

The National Ozone Unit and the Customs Department will ensure the training of 120 of the remaining customs officers in the country and include a Montreal Protocol related training module in the training curricula for new customs officers and in the refresher programmes for experienced officers.

The National Ozone Unit will establish a control and monitoring mechanism to ensure that the objectives of the training programme are met and it will produce a follow-up report on the achievements after completion of Phase II of the training programme.

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

9. Evaluation by Participants

The overall evaluation of train-the-trainers workshop participation was very good. 23 out of 23 participants (100%) returned their evaluation questionnaire, but 3 participants filled in the generic questionnaires from the "UNEP Customs Training Manual" which had a slightly different set of questions. Those 3 questionnaires were not factored into the numerical rating of the evaluation, but their comments were included. Out of the 20 evaluations, 11 participants rated the workshop as "good" (55%) and 9 as "excellent" (45%).

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

The following section includes feedback from the workshop participants on the workshop itself and the training materials used. Several participants commented that the time allocation should be increased. The comments reflect the views of the participants and not necessarily UNEP's view. Some of the topics may have been already addressed.

- The quality of the course was very informative – similar courses can be improved by breaking down the manual into modules and allowing the training to be on-going and extending over longer periods of time.
- An excellent course, however an extra day should be added to facilitate in depth discussion from participants. Many important issues were raised but not followed up, as time was limited.
- The material given on the course was excellent and the informative sessions were professionally presented. The trainers performed superbly. The only drawback is that the time period was too short, it should be extended to 5 days.
- This course was very educational and there should be an ongoing course.
- Existing/ongoing training courses should include this type of training as part of their curriculum for new employees.
- We should have looked more in depth into the customs declaration and licensing forms.
- The quality was very good. A regional seminar of customs officers to discuss issues of concern to the Caribbean could also be arranged.
- The workshop was very comprehensive and it is hoped that all will leave with satisfaction with more knowledge of the ODS. A job well done.
- Public education can't be over stressed.
- Additional materials such as videos and compact discs should be prepared.
- Trading countries should co-operate in providing information on illegal movement of ODS.
- Additional materials on domestic usage of ODS and samples of HCFC products should be included in the manual.
- An excellent manual. Please put in bold those sentences that should not be overlooked by officers.
- A list of international agencies that can be approached for funding should be included.
- More detailed information relating to storage and destruction of ODS should be provided.
- Detailed description and sources of detection devices should be included.
- More photographic illustrations should be included.
- More ozone science and the use of IMDG Codes should be explained.
- A representative from the Fair Trading Commission should participate and perform briefing on how the regulations would impact on the various stakeholders.
- Vigorously stress the use of ozone depleting substance and why it is used ?
- In the Country Handbook – charts should be done in colour.
- A list of common substitutes for CFC and other ODS should be included.
- Additional identification equipment for ODS and training for the relevant enforcing officers is needed.
- A list of the common household products which may contain ODS should be included.
- The "Jamaica Handbook" should provide information on new regulations required once the import of ODS and ODS-containing products (including equipment) has been banned.
- Estimates of ODS equipment currently in the island including motor vehicles should be provided.

- The inclusion of an ODS pocket book for quick reference would be useful for customs officers conducting examinations.

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

Day 1

8:30 Registration

9:00 Opening ceremony and media briefing

- **Welcome address and opening statement**
Mr. Franklin Mc Donald, Executive Director, NRCA
- **UNEP DTIE's OzonAction Programme**
Mr. Halvart Koeppen, Training Officer, UNEP DTIE
- **The training team and workshop approach**
Ms. Brittany Whiting, Trainer, Concurrent Technologies Corporation
- **Greetings on behalf of UNEP/ CAR RCU**
Mr. Timothy Kasten, Snr. Programme Officer, UNEP/ CAR RCU
- **Greetings on behalf of the Canadian Government**
Mr. Jean-Joseph Bellamy, Programme Manager (ENACT) - GOJ/CIDA Project
- **Workshop address by Customs representative**
Mr. Jack Delisser, Deputy Commissioner, Jamaica Customs
- **Closing Remarks**
Mr Franklin Mc Donald, Executive Director, NRCA
- **ANSWERS AND QUESTIONS BY THE MEDIA**

10:00 Break

10:20 Introduction

Ms. Brittany Whiting, Trainer, CTC

- Expected output of the training programme for customs officers
- Training materials for the train-the-trainers phase and the train-the-customs-officers phase
- Self-introduction of participants
- UNEP video: Every Action Counts

11:00 Session 1: Ozone layer depletion and international response

Mr. Bishnu Tulsie, Local Co-ordinator Caribbean, UNEP DTIE

- Environmental and human health consequences of ozone layer depletion
- International response - the Montreal Protocol and its Amendments
- Phase-out schedule and strategies for Article 2 and Article 5 countries
- Global production and trade with ODS and ODS-containing equipment
- Discussion

11:30 Session 2: National obligations and response

Ms. Veronica Alleyne, Ozone Officer, NRCA

- Overview of national ODS consumption pattern
- National obligations
- National response - Refrigerant Management Plan
- Discussion

12:00 Session 3 - Illegal trade with ODS and ODS-containing products (including equipment)

Mr. Bruce Pasfield, Enforcement Officer, US DOJ

- Legal and illegal trade with Parties and non-Parties
- Trade with recycled (not controlled) or contaminated refrigerants (waste)
- Causes and trends of illegal trade
- Methods of smuggling (video)
- Prevention of illegal trade
- Discussion

13:00 Lunch

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

Ms. Grace Rookwood, Legal Consultant, NRCA

- 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
- Enforcement and penalties
- Discussion

15:30 Break

15:45 Session 5: Role of customs officers and other key stakeholders

Ms. Brittany Whiting, Trainer, CTC

- Key players in monitoring and control imports / exports of ODS and ODS-containing equipment (customs, coast guard, police, court, chemistry laboratory, importers/wholesalers, end-users, NOU etc)
- Enforcing ODS regulations
- Detecting legal and illegal trade at local, regional and international level (video)
- Checking freight papers and permits
- Reporting legal and illegal trade with ODS and ODS-containing equipment

- Checklist for customs officers
- Discussion

16:45 Wrap-up session and workshop recommendations

Ms. Brittany Whiting, Trainer, CTC

Day 2

8:30 Session 6: Identification of ODS and ODS-containing equipment

Ms. Brittany Whiting, Trainer, CTC

- Customs Codes and the Harmonized System (HS)
- Common trade names for ODSs, including CFCs, HCFCs, methyl bromide, halons, solvents, foams, aerosols etc.)
- Examples of labeling for ODS and color codes
- Examples of labeling of ODS-containing equipment and goods
- Detection of mislabeled ODS containers, cylinders etc. (video)
- Identification of ODS-containing equipment and goods (video)
- Use of refrigerant identifiers (theory)
- Discussion

10:00 Introduction to Breakout Session 9: Effective operation of ODS import/export licensing system and enforcement of ODS regulations

Ms. Brittany Whiting, Trainer, CTC

- In addition to two key topics, participants may suggest 2 additional topics of interest:
 - Topic 1: How to effectively operate ODS import / export licensing systems
 - Topic 2: How to effectively enforce ODS regulations
 - Topic 3: To be suggested by participants
 - Topic 4: To be suggested by participants
- Each participant will inscribe to one of the above topics. Thus, four groups will be created with maximum 5 participants each.
- Each group will select their group moderator.
- Each group will prepare a short report and present their findings to the plenary (not necessarily the group leader).
- The breakout sessions will start in the afternoon.

10:15 Break

10:30 Session 7: Regional context

Ms. Linda Eccleston, Tariff Officer, Jamaica Customs

- Regional and global trade agreements
- Implementation of revised HS

- Discussion

11:00 Session 8: Site visit and practical exercises

Mr. Alan Marshall, Director, Workshop Division, Marshall Automotive Systems Ltd. &
Ms. Brittany Whiting, Trainer, CTC

- Site visit to a nearby technical workshop or port of entry if possible
- Examples of ODS containers and cylinders and ODS-containing equipment and goods
- Hands-on work with CFC detection equipment if available
- Identification of ODS-containing equipment and goods
- Checking of freight papers and permits

13:00 Lunch

14:00 Breakout Session 9: Effective operation of ODS import/export licensing system and enforcement of ODS regulations

- Group moderators will co-ordinate the breakout sessions.

15:30 Break

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

16:45 Wrap-up session and workshop recommendations

Ms. Brittany Whiting, Trainer, CTC

Day 3

8:30 Session 10: Presentation of findings of the group work to the plenary:

Ms. Brittany Whiting, Trainer, CTC

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

10:00 Break

10:15 Session 11: Discussion on synergies between related conventions:

- Basel Convention (hazardous waste) & Kyoto Protocol (global warming)

Ms. Leonie Barnaby, Senior Director, Environment, Ministry of Land and Environment

- CITES (endangered species)
- Ms. Yvette Strong, Senior Director, Wild Life Unit, NRCA
- Discussion on common features related to the control of trade and options to leverage synergies for customs authorities for effective enforcement

10:45 Session 12: Safe handling and storage of ODS

Ms. Brittany Whiting, Trainer, CTC

- ODS Chemical information relevant to customs officers
- Safe handling and storage of ODS and ODS-containing equipment
- Safe sampling of ODS - who is allowed to take samples and to use refrigerant identifiers ?
- Discussion

11:30 Introduction to breakout Session 13: Action planning for Phase II of the customs training

Ms. Brittany Whiting, Trainer, CTC

- In addition to two key topics, participants may suggest 2 additional topics of interest:
 - Topic 1: How to design Phase II of the customs training (approach, duration, agenda, schedule, trainers, participants etc.) ?
 - Topic 2: Which training materials should be used for Phase II of the customs training and what should be the key contents of the training ?
 - Topic 3: To be suggested by participants
 - Topic 4: To be suggested by participants
- Each participant will inscribe to one of the above topics. Thus, four groups will be created with maximum 5 participants each.
- Each group will select their group moderator.
- Each group will prepare a short report and present their findings to the plenary (not necessarily the group moderator).

11:45 Breakout Session 13: Action planning for Phase II of the customs training

- Group moderators will co-ordinate the breakout sessions.
- Group moderators will ensure the preparation of a short report of their findings including the group recommendations.

12:45 Lunch

13:45 Session 14: Presentation of findings of the group work to the plenary

Ms. Brittany Whiting, Trainer, CTC

- Hand-over of reports to the lead consultant

- Presentation of group recommendations to the plenary (10 min per group)
- Discussion and adoption of group recommendations Feedback on breakout session

15:00 Session 15: Workshop evaluation

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

16:00 Closing session and media briefing

- **Conclusions and outlook by NOU**
Ms. Veronica Alleyne, Ozone Officer, NRCA
- **Closing statement by UNEP DTIE's OzonAction Programme**
Mr. Bishnu Tulsie, Local Co-ordinator Caribbean, UNEP DTIE
- **Closing remarks by the training team**
Ms. Brittany Whiting, Trainer, CTC
- **Hand-over of participation certificates**
Training team
- **Closing remarks by Customs representative**
Mr. Derrick Downie, Director, Projects, Jamaica Customs
- **Closing of workshop by Government representative**
Dr. Novelette Mc. Knight, Board Member, NRCA
- **ANSWERS AND QUESTIONS BY THE MEDIA**

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ANNEX 10.4 Workshop recommendations

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

1. Introduce a prescribed supplemental form to be attached to the import permit and used for recording information on all shipments which relate to the that permit. TO BE GAZETTED.
2. Conduct audit of quota system by government and provide quarterly reports.
3. Review and enhance NRCA Web site (i.e. gazettes, list of certified technicians).
4. Government laboratory should be equipped with the standards for the gas chromatograph.
5. Customs, Maritime Authority, Coastal Guard and key personnel be provided with field testing equipment and additional funding to be sought from Multilateral Fund.
6. Increased co-operation among relevant government agencies and stakeholders.
7. Explore the need for a CARICOM regional laboratory.
8. Ongoing training for customs, enforcement and regulation officers on safety procedures for ODS to be put in place.
9. Explore alternatives for storage and destruction of ODS.
10. Create a task force to design an educational training programme including electronic media and local celebrities – seek local help.
11. Expand education and outreach in schools, relevant trade organisations and the court personnel.

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 ?
2. 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" to enable it to better achieve its goals?
9. Can you think of any additional material that should be included in the Jamaica-specific "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.

WORKSHOP EVALUATION JAMAICA (20 of 23 questionnaires returned)

