

## **WCO Regional Customs Laboratory Professionals Programme**

[Project Charter]

### **I. Objectives**

The aims of this programme are that participants should:

- obtain and update knowledge and skills in the chemical analysis of samples for HS classification purposes at the World Customs Organization (WCO) Regional Customs Laboratory (RCL) in India, Japan or the Republic of Korea;
- gain knowledge and skills, especially regarding the implementation of new technologies and techniques as well as the use of sophisticated equipment in the RCL;
- develop an understanding of how to enhance the efficiency of the management of the Customs Laboratory (including development of the recommendation/suggestion to improve Customs Laboratory work);
- improve their general understanding of the WCO and the International Convention on Harmonized System (HS) and its amendments;
- gain greater understanding of how the HS and its instruments and tools, including tools on implementation and infrastructure, operate at international and national level;
- know the core fundamentals of the HS, in order to understand the basic rules for classifying goods in the HS Nomenclature and to legally justify their classification decisions;
- enhance their tariff classification abilities, particularly in the field of agriculture and chemical products; and
- identify current challenges for their administrations in Customs Laboratory work and, based on the knowledge and techniques obtained through this programme, appropriate measures to address these challenges for sharing in the form of report and presentation for sharing with participants and their administrations.

### **II. Sponsorship:** India (Indian Customs Administration), Japan (CCF/Japan) and the Republic of Korea (CCF/Korea)

### **III. Programme at a glance**

#### **(a) Duration of Programme**

- one week at the WCO Headquarters (20 to 24 October 2025)
- six weeks at the RCL in India, Japan or the Republic of Korea (27 October to 4 December 2025)

#### **(b) Number of participants**

Maximum of 12 participants (4 per each RCL)

#### **(c) Language**

English only

#### **(d) Venues**

##### **Belgium**

WCO Headquarters,  
Rue du Marché, 30, 1210 Brussels, Belgium

The WCO Regional Customs Laboratory (one only of the following per participant):

**India**

(C/O) Central Revenues Control Laboratory  
Hillside Road, Pusa, New Delhi-110012, India;

**Japan**

(C/O) The Central Customs Laboratory of Japan Customs,  
6-3-5 Kashiwanoha, Kashiwa, Chiba 277-0882 Japan; and

**The Republic of Korea**

(C/O) The Central Customs Laboratory & Scientific Service,  
408, Dongjin-ro, Jinju-si, Gyeongsangnam-do, the Republic of Korea.

(e) Supervision

Office of Secretary General (External Relations Coordinator) in cooperation with:

- the Director, Central Revenues Control Laboratory, Central Board of Indirect Taxes and Customs in India;
- the Director for International Cooperation of Customs and Tariff Bureau in the Ministry of Finance in Japan; and
- the Director for External Relations Division of the Korea Customs Service in the Republic of Korea.

(f) Office and Directorate of assignment

Determined in cooperation with the Nomenclature Sub-Directorate

**IV. Application and selection**

(a) Participants will be selected Customs officers who:

- i) have suitable expertise *and* are working at a Customs Laboratory as an analyst; or
- ii) have suitable expertise *and* would be a candidate to work at a Customs Laboratory in the near future.

(b) Application and selection procedure

The appended nomination form (Annex II) and application form (Annex III) should be received by the WCO Secretariat, duly completed in English, **by 2 June 2025** at the latest. It is anticipated that the selection of participants for the programme will be finalized by end of June 2025.

(c) Eligibility, requirements, condition of candidacy

Requirements

Applicants should:

- be a Customs officer of a WCO Member administration which has active status at the WCO;
- be chosen and nominated by applicant's Customs administration;
- have a minimum of 3 years' experience in Customs;
- have a university degree or equivalent professional qualification;
- be proficient in English;

- be in good health and free from any medical condition that would impair applicant's full participation in the Programme;
- have chemical expertise; and
- have working experience in the field of scientific analysis in Customs.

### Recommended

Applicants should ideally:

- have working experience at a Customs Laboratory;
- have working experience in the HS nomenclature (national Customs tariff based on the HS), in particular regarding foods and/or chemicals;
- have working knowledge of computer applications; and
- be below 45 years of age.

#### (d) Other factors for selection

Applicants will be evaluated based on their work experience, academic record and intellectual distinction, personal qualities, motivation, evidence of leadership, management potential and career growth.

## V. Main tasks and responsibilities

### (a) Preparation

- (i) Participants are required to submit the area of interest on a questionnaire by the deadline set by the WCO. The deadline will be notified to selected participants.

### (b) Research and study

#### (i) At the WCO

Participants are expected to enhance their tariff classification abilities, including the need to make analysis for classification purposes (see Appendix I, Draft programme).

#### (ii) At the RCL

- Participants are expected to improve their analysis abilities and also to enhance their skills relating to the management of Customs Laboratories.
- Participants are expected to undertake research and study on laboratory management and chemical analysis methods jointly agreed by each participant / administration and the RCL, in cooperation with chemists in charge in the RCL.

- (iii) A report, which consists of Part I (a report of the workshop at the WCO) and Part II (a report of the programme at the RCL in India, Japan or the Republic of Korea), should be written by the participant in cooperation with the chemists of the RCL and be submitted to (1) the RCL, (2) the WCO Office of the Secretary General, External Relations Coordinator, and (3) the participant's home Customs administration. Part I should be submitted **within one week after the workshop** at the WCO and Part II should be submitted **before the participant leaves India, Japan or the Republic of Korea**. It is noted that within one month after the programme, participants may be requested to correct some mistakes or clarify the descriptions in their reports if either the WCO or the RCL find it necessary. The report will be uploaded onto the WCO Members' Website, where appropriate.

## VI. Administrative matters

### (a) Allowances

In Brussels (an allowance of around 580 euros for the period during which the participant resides in Brussels will be granted by the sponsor to cover the cost of lunches, dinners and incidental expenses. Breakfast is provided at the accommodation and is not included in this. If some lunches or dinners are provided, the amount will be reduced accordingly. The WCO will arrange for accommodation near the Secretariat for all the participants.)

In India, Japan or the Republic of Korea

(an allowance of around 1,250 euros for the period during which the participant resides in India, Japan or the Republic of Korea will be granted by the sponsor to cover the cost of meals and incidental expenses. If meals will be provided, the amount will be reduced accordingly. Indian Customs Administration, Japan Customs or Korea Customs Service will arrange for accommodation near the RCL for all the participants.)

### (b) Insurance

In Brussels (No insurance coverage is provided by the WCO in respect of personal accidents or damage to or loss of personal effects during transport to or from Brussels. **Each participant must ensure that the participant is covered by a personal insurance.**)

In India, Japan or the Republic of Korea

(Insurance will be provided by Indian Customs Administration, Japan Customs or Korea Customs Service, but it should be noted that some illness and the damage or loss of personal effects may not be covered under the terms of the insurance policy.)

### (c) Travel arrangements

- Economy class tickets
- Removal costs: from India, Japan or the Republic of Korea (max 9.5 kg by SAL mail package or equivalent methods)

## VII. Other

Family members will not be authorized to accompany the participants for the duration of the training.

Persons entering Belgium and hosting country must hold a valid passport. **Visa and vaccination requirements depend upon nationality**, and the **participant is personally responsible for complying with them**. The WCO Secretariat will provide the selected candidate with a letter certifying enrolment in the WCO participant programme in order that participant may apply to the Belgian Embassy in participant's home country for a single-entrance/-exit Schengen Visa, authorizing temporary residence in Belgium for the duration of the Programme.

**Depending upon which group you are assigned, you will be visiting the RCL in India, Japan or the Republic of Korea, for the practical phase. Participants are required to obtain a Visa for India, Japan or the Republic of Korea, as appropriate to their group, at the diplomatic office in participant's home country prior to their departure to Brussels.** If there is no such office in the home country, the participant shall obtain the visa at the office in the designated country. RCLs will provide the selected candidate with a VISA support letter.

If participants cannot obtain an entry Visa to the Republic of Korea in participants' home country, participants may obtain it at the Embassy of the Republic of Korea in Brussels.

**In the case of transit through another country, the participant may also need to obtain a visa for the transit.** It is participant's obligation to check whether the participant needs any transit visa.

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