

F. No.: CBIC/38/2023-WCO CELL-CBEC
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes and Customs
WCO Cell
E-mail: indiawco-cbec@nic.in

Date: 24.01.2025

OFFICE MEMORANDUM

Sub: Pre-accreditation workshop for Expert Trainers (ET) on Anti-Money Laundering/Counter-Terrorism Financing (AML-CTF). – reg.

The undersigned is directed to invite attention to the subject workshop, being organized under the aegis of the World Customs Organization (WCO), as part of Projects OCTAGON & TENTACLE and funded by the U.S. Department of State - Bureau of International Narcotics and Law Enforcement Affairs. The workshop will be held as an in-person event and is tentatively scheduled to be held 12-16 May 2025 in Istanbul, Türkiye.

2. The objective of this workshop is to augment the pool of highly qualified experts capable of organizing and delivering capacity-building activities on behalf of the WCO and supporting members in need of training in AML-CTF.

3. The workshop, which will be in English, will be an opportunity for candidates who have proven AML-CTF experience to demonstrate their strategic and operational skills and the ability to work as part of an international team.

4. In this context, it is requested to nominate one Customs officer for the subject workshop. Detailed information about the ideal candidate profile is attached in Annex I (enclosed). Therefore, it is requested to forward duly filled proforma, nomination form, and vetting form with the information requested for your nominated officer through e-mail to indiawco-cbec@nic.in by **31.01.2025**.

5. It is requested not to send applications of nominated Officers to the WCO directly. Nominating office must ensure that the candidate is free from vigilance angle. Further, officers are advised not to enter into any correspondence with the WCO in this regard. The nominations of suitable officers will be sent to WCO after requisite approvals.

(Vivek Kumar)
Deputy Commissioner
WCO Cell, CBIC

Signed by Vivek Kumar

Date: 24-01-2025 15:41:33

Encl.:

1. Ideal Candidate Profile (Annex I),
2. Nomination Form (Annex II) and
3. Details for Vetting (Annex III)
4. Proforma

To,

1. All Members of CBIC.
2. All Pr. Chief Commissioners/ Chief Commissioners of Customs and Customs (Preventive).
3. All Pr. Chief Commissioners/ Chief Commissioners of Customs and Central Tax.
4. All Pr. Directors General/ Directors General.
5. All Joint Secretaries/Commissioners working in the Board.
6. Web Manager, CBIC with request to upload it on the CBIC website.

PROFORMA*(only through proper channel)*

1	Name of the applicant: Date of Birth: Age : Gender (M/F):	
2	Batch and Employee Code	
3	Current Charge held	
4	Highest Educational Qualification & Institution	
5	Whether the candidate possesses Personal Skills, Competencies and Language Skills as per Ideal Candidate Profile (Yes/No)	
6	Whether the candidate possesses least Seven (7) years' work experience in Customs field, especially law enforcement and AML-CTF? (Yes/No) If yes, brief description thereof (Maximum 30 words)	
7	Whether the candidate possesses least four (4) years' experience in conducting international law enforcement trainings to audiences of more than 20 individuals per engagement. (Yes/No) If yes, brief description thereof (Maximum 30 words)	
8	Experience in international capacity building or project management (Yes/No) If yes, brief description thereof (Maximum 30 words)	
9	Whether the candidate is fully proficient in both written and spoken English. (Yes/No)	
10	Whether the candidate is familiar with key WCO tools and programmes for compliance and/or enforcement with particular regard of: 1. The CEN Platform (Yes/No) 2. The Illicit Trade Report (Yes/No)	
11	Brief description of Customs work handled by the officer (Maximum 50 words)	
12	Special Achievements / Honour / Awards / Commendation Certificates received, if any	
13	APAR grading for last 5 years (in case of NRC, the APAR grading of the previous year to be provided)	Year Grading
14	Contact details- Mobile No.	
15	Official Email ID	
16	Details of official foreign visits / deputation	

	during the last 03 years	
17	Whether nominated for or attended any WCO affiliated programme/s earlier? If yes, please provide details.	
18	Whether filled vetting form and nomination form (only with candidate's information) are attached (Y/N)	
	Signature of the candidate	
	Signature of Recommending Office:	



**WCO GLOBAL PRE-ACCREDITATION WORKSHOP FOR EXPERT TRAINER (ET) ON
Anti-Money Laundering/Counter-Terrorism Financing (AML-CTF)
Istanbul, Turkiye
12-16 May 2025**

Annex I – Ideal Candidate Profile

1. Qualifications and Competencies

In order to be accredited as a WCO AML-CTF ET, candidates need to demonstrate the following requirements:

a. Personal Skills

- Excellent interpersonal and communication skills.
- Personal suitability and the aptitude required for international collaboration (open-mindedness, patience, self-awareness, cultural awareness, empathy, etc.).
- Social and communication skills (patient, approachable; good communicator; respectful of other people; team spirit); methodological skills;

b. Academic Background

- University-level education or equivalent professional experience of 12 years in public administration.
- A post-graduate university degree would be considered an advantage.

c. Professional Career Expertise

- Minimum seven (7) years' experience in Customs law enforcement, with sound strategic and operational experience in combatting and investigating money laundering and terrorism financing in the Customs arena;
- At least four (4) years' experience in conducting international law enforcement trainings to audiences of more than 20 individuals per engagement;
- Extensive experience in international capacity building and training, as well as outstanding competence and experience in international project management

d. Knowledge of WCO Standards & Instruments

1. Understanding of the WCO strategies and overall approach
2. Familiarity with key WCO tools and programmes for compliance and/or enforcement with particular regard of:
 - The CEN Platform
 - The Illicit Trade Report

e. Competencies

- Strong written and oral communication skills, including an ability to engage Customs officials;
- Being a good moderator/facilitator, and have good networking, negotiation, and presentation skills; and
- Information technology (IT) literate.



f. Language Skills

- Strong command of English language, both written and spoken;
- Good knowledge and command of French and/or Spanish, both spoken and written, would be an asset.

2. Assessment methods

Accreditation workshops will be held in order to assess candidates as AML-CTF ETs.

a. Stage 1: Selection on the basis of qualifications

- Candidates will be selected on the basis of their application forms, including their CVs.
- The number of participants in the accreditation workshop will be limited to a maximum of 10.
- The Secretariat will select the candidates after examining their applications on the basis of the aforementioned criteria. These candidates will be invited to participate in the pre-accreditation workshop.

b. Stage 2: Pre-Accreditation workshop

- The candidates will take part in a five-day workshop, where they will demonstrate their skills and knowledge. The workshop will require a high level of participation in the discussions, group activities and presentations.
- The Secretariat will ensure that the candidates have the necessary attributes according to the established criteria. A more detailed programme will be sent out in due course.
- In order to guarantee the transparency of selection, all candidates will be informed of the result of the assessment by the Secretariat. The selected candidates will be able to proceed to Stage 3.

c. Stage 3: Activities on the ground

- Selected candidates who successfully complete the workshop will be invited to take part in WCO capacity building activities.
- During these activities, the candidate is assessed to determine whether or not his or her accreditation process can be completed.

3. Availability

Participation in the workshop is subject to the prior condition that any participant successfully completing it and subsequently obtaining full accreditation as an AML-CTF ET must be available to the WCO and set aside a maximum period of 12 (non-consecutive) weeks during the three years following the date of accreditation to provide training or conduct technical assistance activities.



WORLD CUSTOMS ORGANIZATION

Annex II: NOMINATION FORM

**WCO GLOBAL PRE-ACCREDITATION WORKSHOP FOR EXPERT TRAINER (ET)
ON Anti-Money Laundering/Counter-Terrorism Financing (AML-CTF)**

Istanbul, Turkiye

12-16 May 2025

PLEASE RETURN THE FORM TO THE FOLLOWING ADDRESSES:

World Customs Organization

project.octagon@wcoomd.org

latest by 15th February 2025

INSTRUCTIONS:

- To be completed by the Head of the administration nominating the candidate, or with his/her authorization. A gender-balanced approach to the nomination of candidates is encouraged.
- The candidate and the administration submitting the application must read the attached information carefully in order to complete the form.
- A separate form should be used for each candidate nominated.
- Please complete this form in typewritten script.

The Customs administration of _____ certifies that:

(name of your Customs administration)

- If the candidate successfully completes the Workshop, he/she shall be made available to the WCO for a maximum period of 12 weeks over the three years following formal accreditation.
- All the information provided by the candidate in this form is complete and accurate.
- The candidate has good command of English.

and nominates:

(name of the candidate)

1. General Information

Given name	:	
Family Name	:	
Gender	:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Date of Birth (dd/mm/yy)	:	
Nationality	:	
Title and Function	:	
Business Address (with full street name & number)	:	
Fax and Telephone Numbers (+country code)	:	Fax Tel Mobile
E-mail address	:	

2. Travel Information:

Passport Number	:	Number Date of issue Date of expire Place of issue
Departure/Return City	:	N/A
Name of Airport of Departure/Return	:	N/A

Kindly attach a colour copy of candidate's passport.

(Date and Place)

(Signature of the Authorized Official)

Name : _____
Title : _____

CURRICULUM VITAE

1. Family name : _____
2. First Name : _____
3. Mother Tongue : _____
4. Foreign Language Proficiency :

	Read Very well, Well, Fairly Well	Write Very well, Well, Fairly Well	Speak Very well, Well, Fairly Well
English			
French			
Spanish			
Other (specify)			

5. Education

Name, place and country of university or equivalent	Degree(s), distinction obtained	From (year)	To (year)

6. IT Skills (list the word-processing and other software with which you are familiar):

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7. Posts held during the last 10 years

Dates	Position/Title/Location	Brief description of Duties

8. Please outline your daily duties in your Customs administration, particularly your experience in AML-CTF

[Maximum 500 words / No minimum required]

9. Please outline the biggest challenge that your administration faces in the field of AML-CTF?

[Maximum 500 words/ No minimum required]

10. How would you address the challenge that you have mentioned in [9.]?

[Maximum 500 words/ No minimum required]

11. Please briefly outline your experience as a trainer / lecturer/ presenter/ speaker.

[Maximum 200 words/ No minimum required]

12. Please briefly outline (if any) your experience at an international level over the past decade, and more specifically your experience with the WCO.

[Maximum 200 words/ No minimum required]

13. Please explain your motivation and interest to become a WCO Expert Trainer in AML-CTF.

[Maximum 500 words/ No minimum required]

I certify that the statements in response to the above questions are accurate and complete and I undertake to supply, on request, any documentary evidence required in support of them.

Place and Date:

Candidate's Signature

Annex III - Details for Vetting

WCO AML-CTF Pre-Accreditation Workshop

- Please return the filled out Excel form in **.xls or .xlsx** (no scan, no pdf).
- Please fill out as many fields as possible.
- **Fields marked with a * are mandatory.**

Country	
Family Name	
First and Middle Name	
Gender	Mr./Ms.
Present Title	
Official Address	
Postal Code	
City	
Email address	
Tel Number	
I have the authority to carry a weapon or make arrests	Yes/No
* Unit Name	
Unit ID #	
* Unit Type	
Unit Alias	
Unit Location	
Unit Description	
Unit English Description	
Branch Name	
Branch Description	
Parent Organization	
Subordinate Organization	
Organization/Federal Level	
* Unit Country	0
Are you Head of Unit?(FALSE/TRUE)	
* Surname	0
Name 1	0
Name 2	
Name 3	
Name 4	
Passport N.	
National ID Card N.	
Title/Rank	
Father's Name	
Mother's Name	
Date of Birth	
* City/Village	
* State/Province	
* Country of Birth	
Nationality	
* Country of Residence	
* Sex (M/F/X)	

COMPLETE ONLY IF YOUR PARTICIPATION IS FUNDED BY WCO

AIRPORT OF DEPARTURE	
MOBILE PHONE	
BANK NAME	
BANK ADDRESS	
FULL NAME OF THE ACCOUNT HOLDER	
ADDRESS OF THE ACCOUNT HOLDER AS REGISTERED AT THE BANK	
ACCOUNT NUMBER	
IBAN/ABA/SORT-CODE	
SWIFT/BIC-CODE	