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# BETTER TRAINING FOR SAFER FOOD

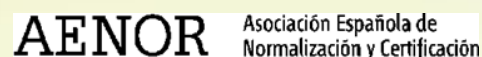
**TRAINING COURSES ON MOVEMENT AND IMPORT  
CONTROLS OF FEED, FOOD AND ANIMALS  
MAINLY FOR EU MEMBER STATES**

**TRADE CONTROL AND EXPERT SYSTEM (TRACES)**

**INFORMATION TO NATIONAL CONTACT POINTS**

**27 FEBRUARY 2015**

*This training is financed by CHAFEA and implemented by AESA, JVLc, AETS, AINIA, NVWA and AENOR*





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## 1. GENERAL INFORMATION ON THE TRAINING

### 1.1. Objectives

The **BTSF programme** has been developed to ensure that staff of the competent authorities of EU Member States involved in official controls on food and feed businesses and on animal health have a uniform and up-dated approach as well as a high level of expertise with regards in particular to auditing and control techniques for the verification of compliance with EU legislation requirements.

The **specific objective** of this course is to ensure communication and dissemination of best practices for TRACES use, to improve the knowledge on this system and to ensure consistent and high implementation standards for all EU Member States and other invited countries.

The targeted audience is:

- Staff of competent authorities involved in official control activities in the EU and EEA countries, and coming from EU Member States, Candidate Countries, EEA Countries and selected non-EU Countries.
- In particular policy makers and senior inspectors involved in TRACES use.
- Possibly professionals with a scientific background and an interest in movement and import controls.

### 1.2. Dates and locations

The training activities will be divided into the following courses:

Session	Month	Location	Language
<b>COURSE 1</b>			
Session 1A	14-17 April 2015	Tallinn, Estonia	English
Session 1B	29 Sept - 2 Oct 2015	Budapest, Hungary	English
Session 1C	Apr-16	Alicante, Spain	English (Interpretation in French)
<b>COURSE 2</b>			
Session 2A	19-22 May 2015	Riga, Latvia	English
Session 2B	May-16	Tallinn, Estonia	English
<b>COURSE 3</b>			
Session 3A	23-26 June 2015	Marseille, France	English (Interpretation in French)
Session 3B	Jun-16	Riga, Latvia	English
<b>COURSE 4</b>			
Session 4A	3-6 Nov 2015	Madrid, Spain	English (Interpretation in French)
Session 4B	Mar-16	Torino, Italy	English
Session 4C	Sep-16	Madrid, Spain	English
Session 4D	Oct-16	Torino, Italy	English



### 1.3. Project management

All general communications and submission of registration forms of participants will be managed centrally, submitting them to the e-mail address:

[2012.96.02\\_WP3@agriconsultingeurope.be](mailto:2012.96.02_WP3@agriconsultingeurope.be)

The general coordination of the programme's logistical aspects is ensured by **Ms. Alicia Juárez**.

[A.juarezpallares@aesagroup.eu](mailto:A.juarezpallares@aesagroup.eu)

**Tel:** +32 2 788 53 56

**Fax:** +32 2 736 49 70

### 1.4. Support provided by the project

#### ➤ Travel

For each supported participant, the project will provide a return flight ticket - in economy class - using the most direct route/ train or bus ticket in first class, or will proceed with reimbursement to the participants upon provision of an original receipt from a travel agency or airline company - electronic tickets will not be considered as original documents.

Upon arrival, transfer from the airport to the hotel will be arranged by the Event Managers, as well as the transfer from the training site to the airport on the last day of the training.

The project also provides health and repatriation insurance for all the trainees.

Travel costs from the participants' homes to the nearest airport/bus station/train station are covered by the project budget if requested, prior presentation of corresponding receipt/invoice of the cost incurred.

Participants attending in their own vehicle, the reimbursable amount will be that one corresponding to the cost of an alternative public transport: return first class train or bus ticket, or economy return flight ticket.

#### ➤ Accommodation

The project will provide full-board accommodation for supported participants for the period of the training:

- On the day of arrival (day 0): welcome drink, dinner and room charge (single occupancy)
- On day 1 and 2 of the training: full board accommodation including breakfast, 2 coffee breaks, lunch, dinner and room charge (single occupancy)
- On day 3 of the training: breakfast, coffee break and lunch (depending on the departure time).

#### ➤ Training courses

The following costs related to the implementation of the training courses will be covered by the project:

- Access to fully equipped meeting rooms
- Transportation to the training center
- Transportation to the visited establishments

The project will also provide the following material:

- Stationary (notepad, pen),
- A folder including hand-outs of all the lectures,
- USB memory-stick containing all the training material in electronic version



- Security and safety equipment (hygiene kit, helmets) if required

As travel and subsistence allowances of participants are **fully funded by the project**, we kindly recommend to avoid any cancellation issuing travel tickets. **Once the ticket has been issued, any change/cancellation will be at charge of participants**, except in case of illness documented by a medical certificate.

## 2. SELECTION PROCESS

### 2.1. Invited countries

The CHAFEA wishes to invite participants from your country to attend sessions as indicated in the table received in the **ANNEX 1. LIST OF INVITED COUNTRIES 2015 - 2016**.

### 2.2. Selection criteria

The training programme is open to participants whose application was received from the BTSF National Contact Points of their country - through the selection process described hereunder.

**The profiles of the applicants should respect the following criteria:**

- Be officers of the National Competent Authority, relevant Government Ministries, Inspection services involved in the use of the TRACES application at BIP level for Course 1/ at DPE level for Course 2/ at inspection Post for Course 3/ at LVU level for Course 4;
- Be involved in the drafting or adaptation of policies and Regulations in line with Regulation (EC) 882/2004, and related to the use of TRACES.
- Be compromised to disseminate the learning's of the training once they finalize the training session;
- Be proficient in the language of the training (English/French according to the session)

**Please note that:**

- For **Courses 1, 2 and 4**, the training sessions are addressed to TRACES Users  
**INTERMEDIATE/ADVANCED LEVEL ON TRACES IS REQUIRED for these courses.**
- **Course 3** is addressed to both, TRACES users and participants without extensive experience in TRACES.

Priority will be given to the applications received before the datelines, from the countries invited in the session. However to **ensure some flexibility in the application process, 1 or 2 applications from the reserve lists might be accepted in each session.**

The templates of documents to be submitted are attached in the e-mail message through which this document has been sent.



## 2.3. Process to be followed

The selection process is carried out jointly by the National Contact Point of the beneficiary country and the concerned Event Manager.

- **Tasks entrusted upon the NCP:**

- Consider the number of participants to be supported by the project at each session, according to the information provided by the Project Manager.
- Select participants complying with the above mentioned selection criteria and request them to return a registration form fully completed, using the templates provided for each training session: **ANNEX 3. REGISTRATION FORM TRACES.**
- Confirm the name of the participants at the latest one month before the beginning of the session.

- **Tasks entrusted upon the EM**

The Event Manager will verify the compliance of proposed participants with the selection criteria on the basis of the information provided in the registration form and inform the NCP accordingly if the application can be accepted. It is therefore advisable to make sure that CVs accurately reflect the adequacy of the profile of the participants with the selection criteria.

## 3. ORGANISATION OF THE TRAINING COURSE

### 3.1. Programme of the courses

The detailed programmes are provided in **ANNEX 2. PROGRAMMES TRACES 2015-2016.**

The structure of each course is:

#### COURSE 1

Day 0	Afternoon	Welcome of participants General introduction on BTSF Group discussion
	Morning	Overview of EU legislation and TRACES Group activities TRACES Re-enforced Checks TRACES notifications
Day 1	Afternoon	<b>Practical sessions. Training on use of TRACES application. Use and certification</b>
	Morning	TRACES update Group activity on case studies and discussion in plenary session
Day 2	Afternoon	<b>Practical session. Training on use of TRACES application. Procedures</b>
	Morning	Site visit in groups <b>Practical session/Group activity</b> Q&A, final conclusion, evaluation, certificates
Day 3	Afternoon	Travel back of participants

**COURSES 2 AND 3**

<b>Day 0</b>	Afternoon	Welcome of participants General introduction on BTSF
<b>Day 1</b>	Morning	Overview of EU legislation and TRACES Group activities TRACES developments Discussion
	Afternoon	<b>Practical sessions. Training on use of TRACES application. Use and certification</b>
<b>Day 2</b>	Morning	TRACES notifications Group activity on case studies and discussion in plenary session
	Afternoon	<b>Practical session. Training on use of TRACES application. Procedures</b>
<b>Day 3</b>	Morning	Site visit in groups <b>Practical session/Group activity</b> Q&A, final conclusion, evaluation, certificates
	Afternoon	Travel back of participants

**COURSE 4**

<b>Day 0</b>	Afternoon	Welcome of participants General introduction on BTSF Group discussion
<b>Day 1</b>	Morning	Overview of EU legislation and TRACES Group activities TRACES– animal welfare Discussion
	Afternoon	<b>Practical sessions. Training on use of TRACES application. Use and certification</b>
<b>Day 2</b>	Morning	TRACES notifications Group activity on case studies and discussion in plenary session
	Afternoon	<b>Practical session. Training on use of TRACES application. Procedures</b>
<b>Day 3</b>	Morning	Site visit in groups <b>Practical session/Group activity</b> TRACES trade TRACES update and developments Q&A, final conclusion, evaluation, certificates
	Afternoon	Travel back of participants

Depending on the location of the training course, some minor modifications could be brought in the sessions.



### 3.2. Training sites

<b>Alicante, Spain</b>	
Number of sessions	1
Implementing Firm	Agriconsulting Europe S.A.
Airport of arrival	Alicante Airport
Transfer time from airport to hotel	20 min Transfers with a referenced taxi company
Accommodation	<b>AC Hotel Alicante by Marriott</b> <a href="http://www.marriott.com/hotels/travel/alcal-ac-hotel-alicante/">http://www.marriott.com/hotels/travel/alcal-ac-hotel-alicante/</a>
<b>Tallinn, Estonia</b>	
Number of sessions	2
Implementing Firm	Agriconsulting Europe S.A.
Airport of arrival	Tallinn Airport
Transfer time from airport to hotel	Transfers with a referenced taxi company
Accommodation	<b>Sokos Hotel VIRU</b> <a href="http://www.sokoshotels.fi/en/hotels/tallinn/">http://www.sokoshotels.fi/en/hotels/tallinn/</a>
<b>Riga, Latvia</b>	
Number of sessions	2
Implementing Firm	Agriconsulting Europe S.A.
Airport of arrival	Riga International Airport
Transfer time from airport to hotel	15 mn Transfers with a referenced taxi company
Accommodation	<b>Monika Centrum Hotel (session 2A)</b> <a href="http://www.monika.centrumhotels.com/">http://www.monika.centrumhotels.com/</a>  <b>Hotel Avalon (session 3B)</b> <a href="http://www.hotelavalon.eu/">http://www.hotelavalon.eu/</a>
<b>Turin, Italy</b>	
Number of sessions	2
Implementing Firm	Agriconsulting Europe S.A.
Airport of arrival	Airport Sandro-Pertini of Turin Caselle
Transfer time from airport to hotel	30 mn Transfers with a referenced taxi company
Accommodation	<b>Atahotel Concord</b> <a href="http://www.concordhotelturin.com">http://www.concordhotelturin.com</a>





<b>Madrid, Spain</b>	
Number of sessions	2
Implementing Firm	Agriconsulting Europe S.A.
Airport of arrival	Madrid-Barajas Airport
Transfer time from airport to hotel	30 mn Transfers with a referenced taxi company
Accommodation	<b>NH La Habana</b> <a href="http://www.nh-hotels.com/hotel/nh-la-habana">http://www.nh-hotels.com/hotel/nh-la-habana</a>
<b>Marseille, France</b>	
Number of sessions	1
Implementing Firm	Agriconsulting Europe S.A.
Airport of arrival	Marseille Provence Airport
Transfer time from airport to hotel	25 min Transfers with a referenced taxi company
Accommodation	<b>Mercure Marseille Centre Vieux Port Hotel</b> <a href="http://www.accorhotels.com/gb/hotel-1148-mercure-marseille-centre-vieux-port-hotel/meeting.shtml">http://www.accorhotels.com/gb/hotel-1148-mercure-marseille-centre-vieux-port-hotel/meeting.shtml</a>
<b>Budapest, Hungary</b>	
Number of sessions	1
Implementing Firm	Agriconsulting Europe S.A.
Airport of arrival	Budapest Ferenc Liszt International Airport
Transfer time from airport to hotel	15 min Transfers with a referenced taxi company
Accommodation	<b>Courtyard Budapest City Center</b> <a href="http://www.marriott.com/hotels/travel/budcy-courtyard-budapest-city-center/">http://www.marriott.com/hotels/travel/budcy-courtyard-budapest-city-center/</a>



## ANNEX 1. LIST OF INVITED COUNTRIES 2015-2016

Country	PHASE 2					Total	Session 1A	Session 2A
	Course 1	Course 2	Course 3	Course 4	Tallinn, Estonia		Riga, Latvia	
Austria	1	2	1	4	<b>8</b>	1	1	
Belgium	2	3	1	4	<b>10</b>	1	2	
Bulgaria	2	2	1	4	<b>9</b>	1	1	
Croatia	2	2	2	4	<b>10</b>	1	1	
Czech Rep	1		2	4	<b>7</b>			
Cyprus	1	1	1	4	<b>7</b>		1	
Denmark	2		1	4	<b>7</b>	1		
Estonia	1	2	2	4	<b>9</b>	1	1	
Finland	1	2	2	4	<b>9</b>	1	1	
France	3	3	3	4	<b>13</b>		1	
Germany	3	3	2	4	<b>12</b>	2	2	
Greece	2	2	2	4	<b>10</b>		1	
Hungary	2	3	2	4	<b>11</b>	1	2	
Ireland	1		2	4	<b>7</b>			
Italy	2	2	2	4	<b>10</b>	1	1	
Latvia	1	2	2	4	<b>9</b>	1	1	
Lithuania	1	2	2	4	<b>9</b>	1	1	
Luxembourg	1	1	1	4	<b>7</b>		1	
Malta	1	1	1	4	<b>7</b>			
Netherlands	2		2	4	<b>8</b>	1		
Poland	2	2	3	4	<b>11</b>	1	1	



Country	PHASE 2				
	Course 1	Course 2	Course 3	Course 4	Total
Portugal	1	3	2	4	<b>10</b>
Romania	2	2	2	4	<b>10</b>
Slovakia	2		2	4	<b>8</b>
Slovenia	2	2	2	4	<b>10</b>
Spain	3	3	2	4	<b>12</b>
Sweden	1	2	1	4	<b>8</b>
UK	3	3	2	4	<b>12</b>
Reserve List		3	1	2	<b>6</b>
<b>Total MS</b>	<b>48</b>	<b>53</b>	<b>51</b>	<b>114</b>	<b>266</b>
<b>Candidate Countries (CC)</b>					
the former Yugoslav Republic of Macedonia	2	1	1		<b>4</b>
Iceland	2		0		<b>2</b>
Montenegro	2	0	1		<b>3</b>
Serbia	2	1	1		<b>4</b>
Turkey	2	0	2		<b>4</b>
Albania	2	0	1		<b>3</b>
<b>Total CC</b>	<b>12</b>	<b>2</b>	<b>6</b>		<b>20</b>
<b>MS + CC</b>	<b>60</b>	<b>55</b>	<b>57</b>	<b>114</b>	<b>286</b>
<b>Potential Candidate Countries</b>					
Kosovo	2	1			<b>3</b>
Bosnia Herzegovina	2	1			<b>3</b>
<b>Total PCC</b>	<b>4</b>	<b>2</b>			<b>6</b>
<b>EEA and EFTA Countries</b>					
Norway	2	1	0	3	<b>6</b>

Session 1A	Session 2A
Tallinn, Estonia	Riga, Latvia
	2
1	1
1	
1	1
1	2
	1
	2
<b>19</b>	<b>28</b>
1	
<b>1</b>	<b>0</b>
<b>20</b>	<b>28</b>
	<b>1</b>
0	1
1	1



Country	PHASE 2				
	Course 1	Course 2	Course 3	Course 4	Total
Switzerland	2	0	1	3	6
<b>Total EEA +EFTA</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>12</b>
<b>Non-EU Countries</b>					
Algeria	2				2
Egypt	1				1
Israel	2				2
Jordan	1				1
Lebanon	1				1
Libya	1				1
Morocco	2		2		4
State of Palestine	1				1
Tunisia	2				2
<b>ENP</b>					
Armenia	1				1
Belarus	1				1
Georgia	1				1
Kazakhstan	2				2
Moldova	2				2
Russia	2				2
Ukraine	2				2
Reserve List					
<b>Total non-EU Countries</b>	<b>24</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>26</b>
<b>TOTAL/COURSE</b>	<b>92</b>	<b>58</b>	<b>60</b>	<b>120</b>	<b>330</b>

Session 1A	Session 2A
Tallinn, Estonia	Riga, Latvia
<b>1</b>	<b>1</b>
<b>1</b>	
<b>2</b>	
<b>2</b>	
<b>2</b>	
<b>2</b>	
<b>9</b>	<b>0</b>
<b>30</b>	<b>30</b>



## ANNEX 2. PROGRAMMES TRACES 2015-2016

### COURSE 1. TRACES use at import of live animals and products of animal origin

Day 0					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
17h00	17h20	Introduction	Welcome address and presentation of the Programme "Better Training for Safer Food"	Presentation	DG SANTE Event Manager
17h20	17h30	Introduction	Opening address	Presentation	Competent Authority of the hosting country
17h30	18h00	Introduction	Presentation of the project's organisation, the aims, and the expected results. Definition of tasks to collect participants' expectations. Presentation of tutors and participants	Discussion	Training Coordinator, Tutors and participants
18h00	19h00	TRACES organisation	Round table discussion and sharing of TRACES use in different countries, in Working Groups. Most common problems faced.	Working groups and discussion in plenary session	Training Coordinator and participants
19h15	22h00	Welcome drink and dinner at the hotel premises			



Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
09h00	10h00	Overview of legislation and main concepts related to the use of TRACES for the importation of live animals and products of animal origin	Group exercise in the form of serious gaming to review the main concepts related to import and TRACES use, linking them to the relevant legislation: Food law; animal health and welfare legislation; import controls rules; import of animal by-products.	Working groups and discussion in plenary session	Tutors and participants Anne-Ly Veetamm Simon Rowell
10h00	10h30	Overview of TRACES: legislation and explanation	TRACES: a tracking system for live animals and products of animal origin. A network between veterinarian authorities. Who is involved, what does it contain, how to implement it. Commission Decision 2003/24/EC; Decision 2003/623/EC; Decision 2004/292/EC	Presentation	Tutor Maria de la Puente
10h30	11h00	Coffee Break			
11h00	11h30	Discussion	Discussion in plenary session		Tutors and participants
11h30	12h00	TRACES Re-enforced Checks	Re-enforced Checks	Presentation/ Discussion	Tutor Anne-Ly Veetamm
12h00	12h30	TRACES notifications	TRACES notifications and challenges, decision-making. RASFF.	Presentation/ Discussion	Tutor Anne-Ly Veetamm
12h30	13h30	Group Photo and Lunch			
13h30	14h00	<b>Travel of participants to conference room equipped with laptops</b> <b>Division in 2 groups</b>			



Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
14h00	15h30	TRACES use and certification	Access to TRACES database. TRACES certifications. Regulation (EC) 282/2004, 136/2004 and other relevant legislation. Practical examples and uses for the different sections and options of the system. TRACES organisations.	Presentation and direct application on TRACES Practical session	Tutors and participants Mary Gianniou Simon Rowell
15h30	16h00	Afternoon Break			
16h00	18h00	TRACES use and certification	Access to TRACES database. Creation of CVEDP and CVEDA. Simulation and exercises with the use of real existing cases.	Practical session	Tutors and participants Mary Gianniou Simon Rowell
19h30	20h30	Social Event			
20h30	22h00	Dinner			



Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
09h00	9h45	TRACES updates	Update on TRACES. Upcoming changes.	Presentation	DG SANTE Representative/ Training Coordinator Maria de la Puente
09h45	10h30	Case studies	Group activity: case studies with division in working groups and presentation/ discussion of the results: TRACES procedures as transit, transshipment, re-importation; re-enforced checks and RASFF; DECLAR module.	Group activity	Working groups and all tutors
10h30	11h00	Coffee break			
11h00	12h30	Case studies	Group activity: case studies with division in working groups and presentation/ discussion of the results: TRACES procedures as transit, transshipment, re-importation; re-enforced checks and RASFF; DECLAR module.	Group activity	Working groups and all tutors
12h30	13h30	Lunch			
13h30	14h00	<b>Travel of participants to conference room equipped with laptops</b> <b>Division in 2 groups</b>			
14h00	15h30				
14h00	16h00	TRACES Statistical tools	Access to TRACES database. Simulation and exercises. Statistical tools: DWH and Qlikview. Participants will have the opportunity to work on their own cases.	Practical session.	Tutors and participants Anne-Ly Veetamm / Lázár Márton
16h00	16h30	Coffee break			





Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
16h30	18h00	TRACES procedures	Access to TRACES database. Procedures used in import certification. Timeframe and information flow. Risk analysis. Problems with pre-notifications. Control procedures. Decision-making. Follow-up. Special cases: Transit, transshipment, reimport, channelled import: notification flow and traceability. Import certificates and cloning.	Presentation and direct application on TRACES Practical session Q&A	Tutors and participants Anne-Ly Veetamm / Lázár Márton
18h00	18h15	Travel back to the hotel			
20h00	22h00	Dinner at the hotel premises			



Day 3					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
08h30	09h00	<b>Travel of participants to BIP premises</b>			
09h00	11h00	Practical session	<i>Division into 2 sub-groups and then switch.</i>	Practical session Sharing of experiences Discussion	Local Authorities Tutors
			<u>Group A:</u> Introduction to the BIP's activities. Best practices for the performance of official controls in BIPs related to the use of TRACES.		
			<u>Group B:</u> On the spot demonstration of TRACES use and related certification activities in a BIP. Practical examples on specific procedures.		
11h00	11h30	<b>Travel back to the hotel and coffee break</b>			
11h30	13h00	Practice in the computers	Group activity resolving exercises on the computers on different topics of TRACES procedures and Statistical tools.	Practical session Working groups Q&A	Tutors and participants
13h00	13h15	Questions and Answers session		Discussion in plenary session	Tutors and participants
13h15	13h30	<b>Final evaluation of the Course</b>			
13h30	13h50	Conclusion	Final conclusions and training outcome, closing of the training, certificates award.		Training coordinator Maria de la Puente
13h50	15h00	<b>Lunch</b>			
15h00	22h00	<b>Departure of participants</b>			



## COURSE 2. TRACES use at import of products of food and feed of non-animal origin

Day 0					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
17h00	17h20	Introduction	Welcome address and presentation of the Programme "Better Training for Safer Food"	Presentation	DG SANTE Event Manager
17h20	17h30	Introduction	Opening address	Presentation	Competent Authority of the hosting country
17h30	18h00	Introduction	Presentation of the project's organisation, the aims, and the expected results. Definition of tasks to collect participants' expectations. Presentation of tutors and participants	Discussion	Training Coordinator, Tutors and participants
18h00	19h00	TRACES organisation	Round table discussion and sharing of TRACES use in different countries, in Working Groups. Most common problems faced.	Working groups and discussion in plenary session	Training Coordinator and participants
19h15	22h00	Welcome drink and dinner at the hotel premises			



Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
09h00	10h00	Overview of main concepts and legislation related to the use of TRACES for the importation of food and feed of non-animal origin	Group exercise in the form of serious gaming to review the main concepts related to import and TRACES use, linking them to the relevant legislation: Food Law; Regulations (EC) 669/2009, R (EU) 884/2014 and other relevant legislation.	Group exercise	Tutors and participants Anne-Ly Veetamm Kristina Romanova
10h00	10h30	Overview of TRACES: legislation and explanation	TRACES: a tracking system for live animals, products of animal and plant origin and live plants. A network between competent authorities. Who is involved, what does it contain, how to implement it.	Presentation	Training Coordinator Maria de la Puente
10h30	11h00	Coffee Break			
11h00	11h45	TRACES updates	Update on TRACES. Upcoming changes.	Presentation	DG SANTE Representative/ Training Coordinator Maria de la Puente
11h45	12h30	Discussion	Discussion in plenary session	Tutors and participants	Tutors and participants
12h30	13h30	Group Photo and Lunch at hotel premises			
13h30	14h00	<b>Travel of participants to conference room equipped with laptops</b> <b>Division in 2 groups</b>			
14h00	15h30	TRACES use and certification	Access to TRACES database. TRACES certifications. Practical examples and uses for the different sections and options of the system. TRACES organisations.	Presentation and direct application on TRACES Practical session	Tutors and participants Mary Gianniou Kristina Romanova
15h30	16h00	Coffee Break			



Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
16h00	18h00	TRACES use and certification	Access to TRACES database. Creation of a CED. Simulation and exercises with the use of real existing cases.	Practical session	Tutors and participants Mary Gianniu Kristina Romanova
19h30	20h30	Social Event			
20h30	22h00	Dinner			



Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
9h00	9h30	TRACES notifications	TRACES notifications and challenges, decision-making. RASFF. Derogations, protective measures with identification of previously rejected consignments, calculation of % of physical checks performed. Discussion.	Presentation/ Discussion	Tutor Anne-Ly Veetamm
9h30	10h30	Case studies	Group activity: case studies with division in working groups and presentation/ discussion of the results: R (EC) 669/2009 and R (EU) 884/2014; TRACES procedures as transfer to and onward transportation; re-enforced checks and RASFF.	Group activity	Working groups and all tutors
10h30	11h00	Coffee break			
11h00	12h30	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results: R (EC) 669/2009 and R (EU) 884/2014; TRACES procedures as transfer to and onward transportation; re-enforced checks and RASFF.	Group activity	Working groups and all tutors
12h30	14h00	Lunch and Travel of participants to conference room equipped with laptops Division in 2 groups			
14h00	16h00	TRACES Statistical Tools	Access to TRACES database. Simulation and exercises. DWH. Qlikview.	Presentation and direct application on TRACES Practical session	Tutors and participants Anne-Ly Veetamm Lazar Marton
16h00	16h30	Coffee break			



Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
16h30	18h00	TRACES procedures	Access to TRACES database. Procedures used in import at DPE level. Practical examples and uses for each of the following sections: <ol style="list-style-type: none"> <li>1. Laboratory analysis.</li> <li>2. Rejection</li> <li>3. RASFF notification</li> <li>4. Follow-up</li> <li>5. Onward transportation</li> <li>6. Transfer from DPE to DPI</li> </ol>	Presentation and direct application on TRACES Practical session	Tutors and participants Anne-Ly Veetamm Lazar Marton
18h00	18h15	Travel back to the hotel			
20h00	22h00	Dinner in the hotel premises			



Day 3					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
08h30	09h00	Travel to the DPE			
09h00	11h00	Practical session	Division into 2 sub-groups and then switch.	Practical session Sharing of experiences Discussion	Local Authorities Tutors
			<u>Group A:</u> Introduction to the DPE's activities. Best practices for the performance of official controls in DPEs related to the use of TRACES.		
			<u>Group B:</u> On the spot demonstration of TRACES use and related certification activities in a DPE. Practical examples on specific procedures.		
11h00	11h30	Travel back to the hotel followed by Coffee Break			
11h30	12h00	Group activity	Review of the main aspects observed during the visit. Round table discussion.	Discussion in plenary session	Training Coordinator Maria de la Puente
12h00	13h00	Practice in the computers	Group activity resolving exercises on the computers on different topics of TRACES procedures and Statistical tools.	Practical session Working groups Q&A	Tutors and participants
13h00	13h15	Questions and Answers session		Discussion in plenary session	Tutors and participants
13h15	13h30	Final evaluation of the Course			
13h30	13h50	Conclusion	Final conclusions and training outcome, evaluation, closing of the training, certificates award.		Training Coordinator Maria de la Puente





Day 3					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
13h50	15h00	Lunch			
15h00	22h00	Departure of participants			



## COURSE 3. TRACES use at import of live plants

Day 0					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
		Welcome of participants and registration			
18h00	18h15	Introduction	Welcome address and presentation of the Programme "Better Training for Safer Food"	Presentation	DG SANTE/Event Manager
18h15	18h25	Introduction	Opening address	Presentation	Competent Authority of the hosting country
18h25	19h00	Introduction	Presentation of the project's organisation, the aims, and the expected results. Definition of tasks to collect participants' expectations. Presentation of tutors and participants	Presentation/discussion	Training Coordinator Maria de la Puente Tutors and participants
19h00	22h00	Welcome drink and dinner at the hotel premises			



Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
09h00	10h00	Overview of main concepts and legislation related to the use of TRACES for the importation of live plants	Group exercise in the form of serious gaming to review the main concepts related to import and TRACES use, linking them to the relevant legislation on import controls for Plant health.	Group exercise	Tutors and participants Marica Gatt Kristina Romanova
10h00	10h30	Overview of TRACES: legislation and explanation	TRACES: a tracking system for live animals, products of animal and plant origin and live plants. A network between competent authorities. Who is involved, what does it contain, how to implement it.	Presentation	Training Coordinator Maria de la Puente
10h30	11h00	Coffee Break			
11h00	11h45	TRACES updates	Update on TRACES. Upcoming changes.	Presentation	DG SANTE Representative/ Training Coordinator Maria de la Puente
11h45	12h30	Discussion	Discussion in plenary session	Tutors and participants	
12h30	13h30	Group Photo and Lunch at hotel premises			
13h30	14h00	<b>Travel of participants to conference room equipped with laptops</b> <b>Division in 2 groups</b>			



Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
14h00	15h30	TRACES use and certification	<p>Access to TRACES database.</p> <p>TRACES certifications. Practical examples and uses for each of the following sections.</p> <ol style="list-style-type: none"> <li>1. Structure of the certificate</li> <li>2. Creation and validation of certificates</li> <li>3. Access; creation of account; different users' role; obligations of person responsible for the load</li> <li>4. Codes</li> <li>5. Languages</li> <li>6. Modules</li> <li>7. Options</li> <li>8. Printing</li> <li>9. Search</li> <li>10. Other sections as statistics and contingency plan.</li> </ol>	<p>Presentation and direct application on TRACES</p> <p>Practical session</p>	<p>Tutors and participants</p> <p>Mary Gianniou</p> <p>Anne-ly Veetamm</p> <p>All tutors</p>
15h30	16h00	Coffee Break			
16h00	18h00	TRACES use and certification	<p>Access to TRACES database. TRACES organisations.</p> <p>Creation of a CHEDPP. Simulation and exercises with the use of real existing cases.</p>	Practical session	<p>Tutors and participants</p> <p>Mary Gianniou</p> <p>Anne-ly Veetamm</p> <p>All tutors</p>
19h30	20h30	Social Event			
20h30	22h00	Dinner			



Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
9h00	9h30	TRACES notifications	TRACES notifications and challenges, decision-making. EUROPHYT.	Presentation/ Discussion	Tutor Anne-Ly Veetamm
9h30	10h30	Case studies	Group activity: case studies with division in working groups and presentation/ discussion of the results.	Group activity	Working groups and tutors Kristina Romanova Marica Gatt
10h30	11h00	Coffee break			
11h00	12h30	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results.	Group activity	Working groups and tutors Kristina Romanova Marica Gatt
12h30	14h00	Lunch and Travel of participants to conference room equipped with laptops Division in 2 groups			
14h00	16h00	TRACES Statistical Tools	Access to TRACES database. Simulation and exercises. DWH. Qlikview.	Presentation and direct application on TRACES Practical session	Tutors and participants Mary Gianniu Anne-ly Veetamm All tutors
16h00	16h30	Coffee break			
16h30	18h00	TRACES procedures	Access to TRACES database. Procedures used in import at BIP level. Practical examples and uses for each of the following sections: 7. Laboratory analysis. 8. Rejection 9. EUROPHYT notification 10. Follow-up 11. Transfer to an approved place of destination	Presentation and direct application on TRACES Practical session	Tutors and participants Mary Gianniu Anne-ly Veetamm All tutors



Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
18h00	18h15	Travel back to the hotel			
20h00	22h00	Dinner in the hotel premises			



Day 3					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
08h30	09h00	Travel to the BIP			
09h00	11h00	Practical session	Division into 2 sub-groups and then switch.	Practical session Sharing of experiences Discussion	Local Authorities Tutors
			<u>Group A:</u> Introduction to the BIP's activities. Best practices for the performance of official controls in BIPs related to the use of TRACES.		
			<u>Group B:</u> On the spot demonstration of TRACES use and related certification activities in a BIP. Practical examples on specific procedures.		
11h00	11h30	Travel back to the hotel followed by Coffee Break			
11h30	12h00	Group activity	Review of the main aspects observed during the visit. Round table discussion.	Discussion in plenary session	Training Coordinator Maria de la Puente
12h00	13h00	Practice in the computers	Group activity resolving exercises on the computers on different topics of TRACES procedures and Statistical tools.	Practical session Working groups Q&A	Tutors and participants
13h00	13h15		Questions and Answers session	Discussion in plenary session	Tutors and participants
13h15	13h30	Final evaluation of the Course			
13h30	13h50	Conclusion	Final conclusions and training outcome, evaluation, closing of the training, certificates award.		Training Coordinator Maria de la Puente



Day 3					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
13h50	15h00	Lunch			
15h00	22h00	Departure of participants			





## COURSE 4. TRACES use at intra-EU trade of live animals

Day 0						
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor	
17h00	17h20	Introduction	Welcome address and presentation of the Programme "Better Training for Safer Food"	Presentation	DG SANTE Event Manager	
17h20	17h30	Introduction	Opening address	Presentation	Competent Authority of the hosting country	
17h30	18h00	Introduction	Presentation of the project's organisation, the aims, and the expected results. Definition of tasks to collect participants' expectations. Presentation of tutors and participants	Discussion	Training Coordinator, Tutors and participants	
18h00	19h00	TRACES organisation	Round table discussion and sharing of TRACES use in different countries, in Working Groups. Most common problems faced.	Working groups and discussion in plenary session	Training Coordinator and participants	
19h15	22h00	Welcome drink and dinner at the hotel premises				



Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
09h00	10h00	Overview of main concepts and legislation related to the use of TRACES for movement of live animals and products of animal origin in the EU	Group exercise in the form of serious gaming to review the main concepts related to import and TRACES use, linking them to the relevant legislation: 92/65, 64/432, 91/68, 142/2011, 1/2005 and other relevant legislation.	Working groups and discussion in plenary session	Tutors and participants Anne-Ly Veetamm Mary Gianniou
10h00	10h30	Overview of TRACES: legislation and explanation	TRACES: a tracking system for live animals and products of animal origin. A network between veterinarian authorities. Who is involved, what does it contain, how to implement it. Commission Decision 2003/24/EC; Decision 2003/623/EC; Decision 2004/292/EC	Presentation	Tutor Maria de la Puente
10h30	11h00	Coffee Break			
11h00	11h45	Discussion	Discussion in plenary session		Tutors and participants
11h45	12h30	TRACES– animal welfare	Animal Welfare during transportation. Most common problems faced and possible solutions.	Presentation	Tutor Mario Sapino
12h30	13h30	Group Photo and Lunch			
13h30	14h00	<b>Travel of participants to conference room equipped with laptops</b> <b>Division in 2 groups</b>			



Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
14h00	15h30	TRACES use and certification	Access to TRACES database. TRACES certifications. Practical examples and uses for the different sections and options of the system. TRACES organisations.	Presentation and direct application on TRACES Practical session	Tutors and participants Mary Gianniou Carlo Dahm
15h30	16h00	Afternoon Break			
16h00	18h00	TRACES use and certification	Access to TRACES database. Creation of an INTRA. Animal welfare and journey log. Simulation and exercises with the use of real existing cases.	Practical session	Tutors and participants Mary Gianniou Carlo Dahm
19h30	20h30	Social Event			
20h30	22h00	Dinner			



Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
09h00	9h30	TRACES notifications	TRACES notifications and challenges.	Presentation/ Discussion	Tutor Anne-Ly Veetamm
09h30	10h30	Case studies	Group activity: case studies with division in working groups and presentation/ discussion of the results.	Group activity	Working groups and all tutors
10h30	11h00	Coffee break			
11h00	12h30	Case studies	Group activity: case studies with division in working groups and presentation/ discussion of the results.	Group activity	Working groups and all tutors
12h30	13h30	Lunch			
13h30	14h00	<b>Travel of participants to conference room equipped with laptops</b> <b>Division in 2 groups</b>			
14h00	16h00	TRACES Statistical tools	Access to TRACES database. Simulation and exercises. Statistical tools: DWH and Qlikview. Participants will have the opportunity to work on their own cases.	Practical session.	Tutors and participants Anne-Ly Veetamm Carlo Dahm
16h00	16h30	Coffee break			



Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
16h30	18h00	TRACES procedures	Access to TRACES database. Simulation and exercises. Use of real case studies: <ul style="list-style-type: none"> <li>- Creation of a commercial document, cloning</li> <li>- CSV files</li> <li>- Export of live animals/products to a third country, transiting other MS</li> <li>- Follow-up controls of INTRA and DOCOM</li> <li>- Follow-up controls of a CVEDA and CVEDP for certain type of products and animals</li> <li>- Animal welfare controls</li> </ul>	Presentation and direct application on TRACES Practical session Q&A	Tutors and participants Anne-Ly Veetamm Carlo Dahm
18h00	18h15	Travel back to the hotel			
20h00	22h00	Dinner at the hotel premises			



Day 3					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
09h00	10h00	Practical session	Demonstration of TRACES use and related certification activities in a LVU. Best practices for the performance of official controls in LVUs for the intra-EU trade of animals, food of animal origin and by-products.	Practical session Sharing of experiences Discussion	Local Authorities Tutors
10h00	10h45	Practice in the computers	Group activity resolving exercises on the computers on different topics of TRACES procedures and Statistical tools.	Practical session Working groups Q&A	Tutors and participants
10h45	11h15	Coffee break			
11h15	11h45	Practice in the computers	Group activity resolving exercises on the computers on different topics of TRACES procedures and Statistical tools.	Practical session Working groups Q&A	Tutors and participants
11h45	12h15	TRACES trade	Intra-EU trade of live animals. Emphasis on particular cases.	Presentation/ Discussion	Tutor Mary Gianniou
12h15	13h00	TRACES updates	Update on TRACES. Upcoming changes.	Presentation	DG SANTE Representative/ Training Coordinator Maria de la Puente
13h00	13h15	Questions and Answers session		Discussion in plenary session	Tutors and participants
13h15	13h30	Final evaluation of the Course			



Day 3					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Tutor
13h30	13h50	Conclusion	Final conclusions and training outcome, evaluation, closing of the training, certificates award.		Training coordinator Maria de la Puente
13h50	15h00	Lunch			
15h00	22h00	Departure of participants			



## ANNEX 3. SUBMISSION OF REGISTRATION FORMS

This Annex contains information on how to use the templates of the documents required for registering participants at the training sessions.

The registration of participants should be made using the following registration form:

**Registration form\_TRACES\_2015.doc**

Each form includes a CV template to be completed by the participants to describe their qualifications and experience.

**Recommendations on how to fill-in and submit documents:**

- Please make sure that each registration form is **FULLY COMPLETED**;
- Participants should only select one session on the registration form by clicking the appropriate box;
- Please make sure the selected delegates correspond to the selection criteria;
- For CVs, participants should not prepare more than 2 pages<sup>1</sup>
- Participants should only select one session<sup>2</sup> on the registration form.
- The information must be put into the “Grey” fields. Simply click on the “grey” area and type your text. Participants should then save their registration (the form + the CV) under one unique **word document with a new name**.
- Use the following rules when giving a name for your registration document <SessionNo\_City\_Familyname.doc>, for example:

**Session1A\_Tallinn\_Martinus.doc** (1A is the number of the session)

In doing this, the participant confirms that he/she will definitely attend the identified session

- The National Contact Point may then **send it to** the relevant Event Manager (refer to the table here below).

Name of the responsible Event Manager	e-mail address and other contacts
Ms. Alicia Juárez Pallarés	<a href="mailto:a.juarezpallares@aesagroup.eu">a.juarezpallares@aesagroup.eu</a> Tel: +32 2 788 53 56 Fax: +32 2 736 49 70

<sup>1</sup> The purpose is only to demonstrate that the enlisted participants have qualifications, positions and work experience which comply with the selection criteria.

<sup>2</sup> For each session, each beneficiary country has been attributed a specific number of seats in order to maintain the balance between all Member States and third countries. The NCP are kindly requested to assist the managers of the programme by respecting the proposed allocations.





## ANNEX 4. REGISTRATION FORM TRACES

### REGISTRATION FORM

#### Training session on "Trade Control and Expert System (TRACES)"

**ONLY TYPED REGISTRATION FORMS WILL BE ACCEPTED.**

**Participant information must be correct according to his/her passport.**

**Registration forms will be accepted only through the BTSF National Contact Point.**

**Your application will be subject to approval by the EU Directorate-General for Health and Consumers**

**Non-attendance or cancellations will be reported.**

#### 1. SELECTED SESSION

Session 1A	Session 2A	Session 3A	Session 1B	Session 4A
<b>Tallinn</b> / English 14-17 April 2015	<b>Riga</b> / English 19-22 May 2015	<b>Marseille</b> / English / Interpretation in French 23-26 June 2015	<b>Budapest</b> / English 29 Sept - 2 Oct 2015	<b>Madrid</b> / English 3-6 Nov 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 2. INFORMATION ON THE PARTICIPANT

Gender	Family name	First name (s)	Nationality	Date of birth
Choose from the list.	as it appears in the passport	as it appears in the passport	as it appears in the passport	as it appears in the passport

Identity document	Passport <input type="checkbox"/> Identity card <input type="checkbox"/>
Number	
Place and date of issue	
Expiry date	

Present position (job description):	
Organisation:	

E-mail:	
Telephone:	
Mobile:	

Please return this form to [2012.96.02\\_WP3@agriconsultingeurope.be](mailto:2012.96.02_WP3@agriconsultingeurope.be)



Fax:	
Address:	
ZIP Code:	
Town:	
Country:	

### 3. TRAVEL INFORMATION

Travel Mode:	Choose from the list.
Place of Departure (Airport/station)	
I need an invitation letter from the organiser for visa application/ internal clearance	Choose from the list.

### 4. LANGUAGE SKILLS (1=fluent; 2=working knowledge, 3=basic)

Language	Reading	Speaking	Writing
English			
French			

### 5. DIETARY REQUIREMENTS

- Normal diet     
  Gluten-free     
  Kasher  
 Vegetarian     
  Halal     
  other:

### 6. INFORMATION ON THE AUTHORISING SUPERVISOR

3.1. Gender:	Choose from the list.
3.2. Family name:	
3.3. First/Given name:	
3.4. Position:	
3.5. Organisation:	
3.6. E-mail:	
3.7. Telephone:	
3.8. Fax :	
3.9. Address:	
3.10. ZIP Code:	
3.11. Town:	
3.12. Country:	



## 7. CURRICULUM VITAE

### 7.1. Education:

Institution (name and country):	From... To...	Degree(s) or Diploma(s) obtained:

### 7.2. Present position:

7.3. Years of experience in the field of work:            years

### 7.4. Professional Experience: *(latest position occupied starting by the present one)*

From... to...	Institution or Company	Position	Description
			<i>Describe your main functions and responsibilities</i>
			<i>Describe your main functions and responsibilities</i>
			<i>Describe your main functions and responsibilities</i>

### 7.5. Motivation for participation: