



Funded by  
the Better Training for Safer Food  
Initiative of the European Union

# BETTER TRAINING FOR SAFER FOOD

## ORGANISATION AND IMPLEMENTATION OF TRAINING ACTIVITIES

### ON THE ORGANIC FARMING SCHEME

#### INFORMATION DOCUMENT

*This training is financed by CHAFEA and implemented by Agriconsulting Europe, FiBL Projekte GmbH and AENOR*



AENOR

Asociación Española de  
Normalización y Certificación



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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 objectives** of the BTSF training activities on Organic Farming Scheme are to further improve the knowledge of the control requirements by bringing together participants from different Member States and selected non-EU countries and to allow the exchange of experience and disseminate best practices for control activities and procedures.

Thereby, the programme will aim at ensuring consistent and rigorous implementation of the regulatory requirements and contributing to increase the effectiveness of the control activities implemented by the staff of competent authorities and of private bodies who are in charge of verifying the compliance of organic production and labelling of organic products with the EU legislative requirements.

All sector stakeholders (control bodies, consumers, producers etc.) will benefit from a more harmonised and effective control system (to which this BTSF project will contribute) ensuring fair competition within the organic production sector and confidence of the consumers on the products' quality.

### 1.2. Dates and locations

The training activities will be divided into the following courses:

Session	Date	Place	Language	Dateline for registration
Session 1	04-07 December 2018	Antwerp, Belgium	English	5 November 2018
Session 2	22-25 January 2019	Rome, Italy	English	15 December 2018
Session 3	19-22 February 2019	Zagreb, Croatia	English	20 January 2019
Session 4	12-15 March 2019	Seville, Spain	English	15 February 2019
Session 5	16-19 April 2019	Vilnius, Lithuania	English	15 March 2019
Session 6	21-24 May 2019	Prague, Czech Republic	English	20 April 2019
Session 7	17-20 September 2019	Zagreb, Croatia	English	10 August 2019
Session 8	15-18 October 2019	Seville, Spain	English	15 September 2019
Session 9	26-29 November 2019	Seville, Spain	English	20 October 2019
Session 10	21-24 January 2020	Rome, Italy	English	15 December 2019
Session 11	18-21 February 2020	Antwerp, Belgium	English	20 January 2020
Session 12	10-13 March 2020	Vilnius, Lithuania	English	15 February 2020
Session 13	21-24 April 2020	Prague, Czech Republic	English	20 March 2020
Session 14	12-15 May 2020	Zagreb, Croatia	English	10 April 2020



### 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:

[2015.96.01\\_Organicfarming@aesagroup.eu](mailto:2015.96.01_Organicfarming@aesagroup.eu)

Location	Sessions	Name of the responsible Event Manager	Contact Information
Antwerp, Belgium	2	Margherita Savonitto	<a href="mailto:m.savonitto@aesagroup.eu">m.savonitto@aesagroup.eu</a>
Rome, Italy	2	Event Manager (Agriconsulting Europe)	Tel: +32 27379275
Zagreb, Croatia	3	Andrea Colalongo	<a href="mailto:a.colalongo@aesagroup.eu">a.colalongo@aesagroup.eu</a>
Vilnius, Lithuania	2	Assistant Event Manager (Agriconsulting Europe)	Tel: +32 27884869
Seville, Spain	3	Fatima Lara Event Manager (AENOR)	<a href="mailto:flara@aenor.es">flara@aenor.es</a>
Prague, Czech Republic	2	Ignacio Acha Event Manager (AENOR)	<a href="mailto:iacha@aenor.es">iacha@aenor.es</a> Tel: +34 914329895

### 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 1): welcome drink, dinner and room charge (single occupancy)
- On day 2 and 3 of the training: full board accommodation including breakfast, 2 coffee breaks, lunch, dinner and room charge (single occupancy)
- On day 4 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 expenses 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

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 2018 - 2020**.

### 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:**

#### GENERAL CRITERIA

- **Relevancy to daily work:** participants should have a technical background related to the area of training. It should be clear that the training activity will improve their daily work.
- **Sufficient level of English language:** in order to ensure the transfer of knowledge and opportunities to exchange views, participants should master the language of the training session for which they applied
- **Ability to share their experience:** priority will be given to participants whose working position will allow sharing with colleagues the outputs of the training session.
- **Dissemination of training material:** commitment of the participants to disseminate the gathered information during the training session

#### SPECIFIC CRITERIA

According to the technical specifications, the profiles of the applicants should respect the following criteria:

- Be staff of Competent Authorities for organic production and labelling of organic products involved in supervision, planning and coordination of control activities for organic production and labelling of organic products, as well as field inspectors in this/those authority/ies involved in carrying out such controls
- Be staff of public control authorities or in the sole case of EU Member States, of private control bodies to which specific responsibilities or tasks relating to control activities for organic production and labelling of organic products have been conferred (for control authorities) or delegated (for control bodies) by the competent authorities.

**Please note that:**

- The trainees should have the required **technical skills related to control activities for organic production and labelling of organic products as well as fluency in English.**
- It should be clear from their background and professional skills that the participation in the training activity will be a key element for the improvement of their daily work.
- Although the workshops have been designed taking into account the lessons learnt from the training activities carried out since 2011 and the recent developments in this field, priority will be given to candidates that have never participated to a training of the first phase of the contract. If proposed candidates have already taken part to a training of the first phase, a justification/explanation for a second participation will be required

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 to 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\_ORGANIC FARMING.**
- Confirm the name of the participants at the latest one month before the beginning of the session.

- **Tasks entrusted to 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 course

The detailed programmes are provided in:

#### **ANNEX 2. TECHNICAL PROGRAMME ORGANIC FARMING 2018-2020.**

The structure of each course is:

<b>Day 1</b>	Afternoon	<ul style="list-style-type: none"> <li>- Welcome session</li> <li>- Knowledge test</li> <li>- Organic Agriculture and legal regulations</li> <li>- Setting up a system of controls/designating a Competent Authority (CA)</li> <li>- Conclusions</li> </ul>
<b>Day 2</b>	Morning	<ul style="list-style-type: none"> <li>- Control I: own measures of operators</li> <li>- Control II: procedures of CB/CtrlA</li> <li>- Control III: special procedures</li> <li>- Control IV: risk based control procedures</li> </ul>
	Afternoon	<ul style="list-style-type: none"> <li>- Control V: animal husbandry</li> <li>- Import regulation I</li> <li>- Import regulation II</li> <li>- Import control I: TRACES</li> <li>- Import control II</li> <li>- Test</li> </ul>
<b>Day 3</b>	Morning	<ul style="list-style-type: none"> <li>- Pesticide testing within organic controls</li> <li>- Practical activity: Pesticide testing within organic controls</li> <li>- Measures/sanctions in case of irregularities/infringements (Principles)</li> <li>- Group activity: Measures/sanctions in case of irregularities/infringements</li> </ul>
	Afternoon	<ul style="list-style-type: none"> <li>- Measures/sanctions in case of irregularities/infringements (EU requirements)</li> <li>- Weaknesses and good practices identified in the audits carried out by the DG Health and Food Safety in the host country</li> <li>- Host country, part 2</li> <li>- Measures/sanctions in case of irregularities/infringements (communications)</li> <li>- Test</li> <li>- Summary of contents</li> </ul>
<b>Day 4</b>	Morning	<ul style="list-style-type: none"> <li>- Delegation of control tasks to control bodies (CBs) and conferral of control competences onto control authorities (CtrlA)</li> <li>- Group activity: Supervision by CA over CBs</li> <li>- Group discussions: Complexity of organic regulation</li> <li>- Summary of main topics covered</li> <li>- Knowledge test</li> <li>- Conclusion</li> </ul>

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



### 3.2. Training sites

#### LOCATION 1: ANTWERP (BELGIUM)

Number of sessions	2
Implementing Firm	AESA
Airport of arrival	Antwerp International Airport / Brussels Airport
Transfer time from airport to hotel	16 / 40 min Transfers with a referenced taxi company
Accommodation	Hotel Ramada Plaza <a href="https://ramadaplaza-antwerp.com/">https://ramadaplaza-antwerp.com/</a>

#### LOCATION 2: ROME (ITALY)

Number of sessions	2
Implementing Firm	AESA
Airport of arrival	Aeroporto Roma Fiumicino / Aeroporto di Roma-Ciampino
Transfer time from airport to hotel	30 min / 30 min Transfers with a referenced taxi company
Accommodation	Hotel Caravel <a href="http://www.hotelcaravel.it/">http://www.hotelcaravel.it/</a>

#### LOCATION 3: ZAGREB (CROATIA)

Number of sessions	3
Implementing Firm	AESA
Airport of arrival	Zagreb Airport
Transfer time from airport to hotel	30 min Transfers with a referenced taxi company
Accommodation	Academia Hotel <a href="http://www.hotelacademia.hr/en/">http://www.hotelacademia.hr/en/</a> (to be confirmed)

#### LOCATION 4: SEVILLE (SPAIN)

Number of sessions	3
Implementing Firm	AENOR
Airport of arrival	Seville Airport
Transfer time from airport to hotel	15 min Transfers with a referenced taxi company
Accommodation	Exe Sevilla Macarena Hotel <a href="https://www.exehotels.com/exe-sevilla-macarena.html">https://www.exehotels.com/exe-sevilla-macarena.html</a>



**LOCATION 5: VILNIUS (LITHUANIA)**

Number of sessions	2
Implementing Firm	AESA
Airport of arrival	Vilnius International Airport
Transfer time from airport to hotel	15 min Transfers with a referenced taxi company
Accommodation	Artis Centrum Hotel <a href="http://www.artis.centrumhotels.com/">http://www.artis.centrumhotels.com/</a>

**LOCATION 5: PRAGUE (CZECH REPUBLIC)**

Number of sessions	2
Implementing Firm	AENOR
Airport of arrival	Václav Havel Airport
Transfer time from airport to hotel	30 min Transfers with a referenced taxi company
Accommodation	NH Prague City <a href="http://www.nh-hotels.com/hotel/nh-prague-city">http://www.nh-hotels.com/hotel/nh-prague-city</a>



## ANNEX 1. LIST OF INVITED COUNTRIES – Sessions 1-14

Country	S 1 - Antw erp	S 2 - Ro me	S 3 - Zag reb	S 4 - Sevi lle	S 5 - Viln ius	S 6 - Pra gue	S 7 - Zag reb	S 8 - Sevi lle	S 9 - Sevi lle	S 10 - Ro me	S 11 - Antw erp	S 12 - Viln ius	S 13 - Pra gue	S 14 - Zagr eb
<b>Member States (MS)</b>														
Austria	1	1		1		1	1			1		1	1	1
Belgium	1	1			1	1	1			1	1		1	1
Bulgaria	1	1	1	1	1			1	1			1		1
Croatia	1		1	1		1	1			1		1	1	1
Czech Rep	1	1	1			1	1	1			1		1	1
Cyprus		1		1	1	1	1		1				1	1
Denmark	1	1		2	1	1	1		1					1
Estonia	1	1		1		1			1		1	1	1	1
Finland	1	1	1	1	1		1					1		1
France	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Germany	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Greece	1	1					1	1		1	1	1	1	1
Hungary	1	1	1	1	1	1	1					1		1
Ireland	1	1			2	1			1			2		1
Italy	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Latvia	1	1		1		1	1				1	1		1
Lithuania	1	1			1		1				1	1	1	1
Luxembourg	1	1			2	1			1			1		1
Malta	1	1		1	1	1		1			1			1
Netherlands	1	1	1	1	1	1						2		1
Poland	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Portugal	1	1		2	1	1		1				1		1
Romania	1	1	1	1	1	1						2		1
Slovakia	1	1	1		2	1	1					1		1
Slovenia	1	1		1	2	1			1			1		1
Spain	1	1		2	1	1	1	1	1	1	1	1	1	1
Sweden	1	1		1	1	1	1					1		1
UK	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Reserve List	1		1	1	2	1		1	1	1		1		
<b>Total MS</b>	<b>28</b>	<b>27</b>	<b>14</b>	<b>25</b>	<b>28</b>	<b>25</b>	<b>19</b>	<b>12</b>	<b>14</b>	<b>11</b>	<b>13</b>	<b>27</b>	<b>14</b>	<b>28</b>

### Candidate Countries (CC)



the Former Yugoslav Republic of Macedonia	1		1	1				1	1		1	1		1
Montenegro	1		1	1	1	1	1		1			1		
Serbia		1	1	2		1				1	1		1	
Turkey				1	1	2	2	1					1	
Albania		1	1					1		2	1	1		1
<b>Total CC</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>
<b>MS + CC</b>	<b>30</b>	<b>29</b>	<b>18</b>	<b>30</b>	<b>30</b>	<b>29</b>	<b>22</b>	<b>15</b>	<b>16</b>	<b>14</b>	<b>16</b>	<b>30</b>	<b>16</b>	<b>30</b>

**EEA and  
EFTA  
Countries**

Norway			1				1							
Switzerland		1								1				
Iceland						1								
<b>Total EEA and EFTA countries</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL/COU RSE</b>	<b>30</b>	<b>30</b>	<b>19</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>23</b>	<b>15</b>	<b>16</b>	<b>15</b>	<b>16</b>	<b>30</b>	<b>16</b>	<b>30</b>



## ANNEX 2. TECHNICAL PROGRAMME 2018-2020

Day 1					
Time	Title of Session		Training Objective / Subjects Covered	Method of Training	Responsible
Until 13h00	Arrival of participants				
13h00	14h00	<b>Lunch</b>			
15h00	15h45	Welcome session	Presentation of the Programme “Better Training for Safer Food” - BTSF background presentation Presentation of objectives, the main topics, and the expected results of training Introduction by each participant and tutor	Media: BTSF Video Introductory remarks Presentation Tour de table	EC Representatives/Event Manager Sigrig Alexander Tutors and participants
15h45	16h00	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant	Media: e-voting system	Sigrig Alexander and participants
16h00	16h25	Organic Agriculture and legal regulations	<u>Highlighting of:</u> Basic principles and development of organic agriculture Framework and structure of EU regulations for organic agriculture incl. scope Roles of the Commission incl. “Policy Unit” Underlying conventional food regulations (incl. new elements in new official control regulation)	Presentation incl. Q&A	Sigrig Alexander



Day 1					
Time		Title of Session	Training Objective / Subjects Covered	Method of Training	Responsible
16h25	16h45	Organic Agriculture and legal regulations, part 2	Presentation and discussion based on real cases with regard to regulation	Plenary group activity	Sigrid Alexander and participants
16h45	17h15	<b>Coffee Break</b>			
17h15	18h00	Setting up a system of controls/designating a Competent Authority (CA)	Tasks of the CAs and resources to be mobilised for its implementation Internal control mechanisms and audits (internal/external) over the CA Design of the control system incl. system of countries with federal organisation Reporting requirements of CAs towards EC in the framework of the MANCP List of operators to be published by CAs	Presentation incl. Q&A	Paul Severens
18h00	18h45	Setting up a system of controls/designating a Competent Authority (CA), part 2	Study based on real cases with regard to set up a system of controls	Group activity and plenary discussion of the results	Paul Severens and participants
18h45	19h00	Conclusions	Summary of contents	Debate/Q&A	Sigrid Alexander and participants
19h15	22h00	<b>Welcome drink and dinner at the hotel premises</b>			



Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
08h30	08h45	Wrap-up	Main ideas and learnings achieved in regard to topics presented yesterday	Debate	Sigrd Alexander and participants
08h45	09h30	Control I: own measures of operators	Assessment of the operators' activities and their own precautionary measures (controls of production process, quality assurance, training, etc.) Regular system of risk based traceability checks	Presentation incl. Q&A and plenary group activity	Dimitris Sotiropoulos and participants
09h30	10h15	Control II: procedures of CB/CTrIA	Assessment of information submitted by operators (sufficient operator profile, precautionary measures applied etc.) Risk assessment/planning (focus) taking into account also role of control environment Effectiveness of controls (including unannounced, control methods) to detect irregularities	Presentation incl. Q&A	Dimitris Sotiropoulos
10h15	10h45	<b>Coffee Break</b>			
10h45	11h15	Control III: special procedures	Subcontracting Group certification	Presentation incl. Q&A	Dimitris Sotiropoulos
11h15	12h15	Control IV: risk based control procedures	Study based on real cases with regard to risk based control procedures	Group activity and plenary discussion of the results	Dimitris Sotiropoulos and participants
12h15	13h15	<b>Lunch</b>			
13h15	14h00	Control V:	Principles of organic animal husbandry (animal welfare)	Presentation incl. Q&A	Dimitris Sotiropoulos

Contract n° 2015 96 01 – Organic Farming Schemes

Agriconsulting Consortium [www.BTSF-Agriconsulting.eu](http://www.BTSF-Agriconsulting.eu)

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Day 2					
Time	Title of the session		Training Objective / Subjects Covered	Method of Training	Responsible
		animal husbandry	Risk of routine non-compliance Implementation of production rules Lack of adequate, dissuasive measures in case of irregularities		
14h00	14h45	Import regulation I	Guidance issued by the CA/updates of Regulation (EC) No 1235/2008 to officials in charge. Import Procedures from Non-EU countries Equivalent Control Bodies and authorities Commission audits and irregularities	Presentation incl. Q&A	Paul Severens
14h45	15h15	Import regulation II	Study based on real cases with regard to import regulation	Group activity	Paul Severens and participants
15h15	15h30	<b>Break</b>			
15h30	15h45	Import regulation II, part 2	Presentation and discussion of results	Plenary group activity	Paul Severens and participants
15h45	16h15	Import control I: TRACES	Overview of Organic E-certification use at import Role of Competent Authorities (EU and Third Countries), Control Bodies and Control Authorities and operators, Border Control Points. Completeness of certificate of inspection (CoI) - COI workflow Risk based control procedures (related documents, physical checks)	Presentation incl. Q&A	Paul Severens
16h15	16h45	<b>Coffee Break</b>			



Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
16h45	17h30	Import control II	Study based on real cases with regard to import control	Group activity and plenary discussion of the results	Paul Severens and participants
17h30	17h45	Test	Assessment of understanding of covered subject	Media: e-voting system	Tutors and participants
17h45	18h00	Summary of contents	Q&A	Debate/Q&A	Sigrid Alexander and participants
18h30	22h00	<b>Social Event including guided tour and dinner</b>			





Day 3					
Time	Title of the session		Training Objective / Subjects Covered	Method of Training	Responsible
08h30	08h45	Wrap-up	Main ideas and learnings achieved in regard to topics presented yesterday	Debate	Sigrid Alexander and participants
08h45	09h45	Pesticide testing within organic controls	Designation of accredited laboratories by CAs Sampling plan Methods and scope of tests Follow up given to positive results (reporting, investigating obligations, measures/sanctions) Additional official controls on organic products Imported from eastern countries such as Ukraine, Moldova, Uzbekistan etc.	Presentation incl. Q&A	Dimitris Sotiropoulos
09h45	10h30	Practical activity: Pesticide testing within organic controls	Study based on real cases with regard to residue findings	Group activity and plenary discussion of the results	Dimitris Sotiropoulos and participants
10h30	11h00	<b>Coffee Break</b>			
11h00	11h45	Measures/sanctions in case of irregularities / infringements (principles)	General principles and the importance of measures/sanctions in control systems Definition of irregularity/infringement (not regulated at EU level), establishment of an irregularity Types of measures/sanctions Assessment of measures/sanctions (focus) Corrective controls	Presentation incl. Q&A	Vanessa De Raedt
11h45	12h15	Measures/sanctions in case of irregularities / infringements (principles), part 2	Study based on real cases with regard to various national catalogue of measures	Group activity and plenary discussion of the results	Vanessa De Raedt and participants



Day 3					
Time	Title of the session		Training Objective / Subjects Covered	Method of Training	Responsible
12h15	13h15	<b>Lunch</b>			
13h15	14h00	Measures/sanctions in case of irregularities / infringements (EU requirements)	EU requirements / Responsibilities of operators EU requirements / Responsibilities of CtrlA/CB Functionality of OFIS	Presentation incl. Q&A	Vanessa De Raedt
14h00	14h45	Weaknesses and good practices identified in the audits carried out by the DG Health and Food Safety in the host country	Key points and risk-oriented core aspects of relevant Member state`s DG Health and Food Safety report(s) Weaknesses such as ineffective control measures, missing exchange of information between relevant stakeholders and EU MS and appropriate consequences Good practice such as harmonisation, public lists and quality tools	Presentation incl. Q&A	National tutor
14h45	15h00	Host country, part 2	Presentation and discussion based on real case with regard to catalogue of measures of host country	Plenary group activity	National tutor and participants
15h00	15h15	<b>Break</b>			
15h15	15h45	Measures/sanctions in case of irregularities / infringements (communications)	Responsibility and communication of irregularities Important aspect that surrounds measures/sanctions Follow-up of irregularities	Presentation incl. Q&A	Vanessa De Raedt
15h45	16h30	Measures/sanctions in case of irregularities / infringements (communications), part 2	Study based on real cases with regard to measures in case of irregularities/infringements	Group activity	Vanessa De Raedt and participants
16h30	17h00	<b>Coffee Break</b>			
17h00	17h30	Measures/sanctions in case of irregularities / infringements (Communications), part 3	Plenary discussion of the results	Group activity	Vanessa De Raedt and participants



Day 3					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
17h30	17h45	Test	Assessment of understanding of covered subject	Media: e-voting system	Tutors and participants
17h45	18h00	Summary of contents	Q&A	Debate/Q&A	Sigrid Alexander and participants
<b>Evening stands at free disposal</b>					



Day 4					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
08h30	08h45	Wrap-up	Main ideas and learnings achieved in regard to topics presented yesterday	Debate	Sigrid Alexander and participants
08h45	09h30	Delegation of control tasks to Control Bodies (CBs) and conferral of control competences onto Control Authorities (CtrlA)	Differences between a CB and a CtrlA Roles that can/cannot be delegated <u>Supervision by CA over CBs:</u> CA's own risk assessment (overall/CBs) Communication from CA Cooperation between CA - Accreditation Body (AB) Witness/review audits, and other types of CA control activities Impartiality of CB/and its staff and effectiveness of controls CBs' staff performance/competence and appropriateness of resources Communications from CBs, assessment of the information received and follow up actions to be taken by CAs	Presentation incl. Q&A	Vanessa De Raedt
09h30	10h15	Supervision by CA over CBs	Study based on real cases with regard to supervision of a CB by a CA	Group activity and plenary discussion of the results	Vanessa De Raedt and participants
10h15	10h45	<b>Coffee Break</b>			
10h45	12h00	Complexity of Organic Regulation	Study based on real cases: host country	Group activity and plenary discussion of the results	All tutors and participants
12h00	12h15	Summary of main topics	Final conclusions and training outcome	Presentation	Sigrid Alexander



Day 4					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
		covered	Training Recommendations and Dissemination tools	Presentation	Event Manager
12h15	12h45	Knowledge test	Assessment of understanding of covered subject	Media: e-voting system	Tutors and participants
12h45	13h00	Conclusion	On-line evaluation Certificates award		Event Manager Sigrid Alexander and all tutors
13h00	14h00	<b>Lunch</b>			
14h00	22h00	<b>Departure of participants</b>			



## 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.

CHAFEA prepared a unified application form which shall be used from 15<sup>st</sup> of September 2015 for all CHAFEA BTSF contracts concerning training courses for EU Member States.

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

- **Excel application form (with the sheets "Lists" and "Form")**

In the Excel form, the sheet "Form" must be filled in with the data of the applicant by the NCP/applicant.

### 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;
- Participants should only select one session<sup>1</sup> on the registration form.
- Use the following rules when giving a name for your registration document <SessionNo\_City\_Familyname.doc>, for example:

**Session1\_Antwerp\_Martinus.doc** (1 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
Margherita Savonitto Event Manager	<a href="mailto:m.savonitto@aesagroup.eu">m.savonitto@aesagroup.eu</a> Tel: +32 27379275

<sup>1</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.