



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 USE OF THE EU TRADE CONTROL AND EXPERT SYSTEM (TRACES)

INFORMATION TO NATIONAL CONTACT POINTS

This training is financed by CHAFEA and implemented by Agriconsulting Europe and AETS





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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 TRACES are to train staff involved in official control activities so as to keep them up-to-date with the use of the EU Trade Control and Expert System (TRACES).

Thereby, the programme will aim at ensuring a harmonised use of TRACES, taking into account the latest updates available. As TRACES is an IT tool in continuous development, the programme will also be flexible and able to adapt its contents to the new upcoming possibilities of the system.

Both the private and the public sector will benefit from a more harmonised use of TRACES and a deeper knowledge on the system by staff responsible for the official controls: better cooperation with customs, statistical data available, reduction of administrative work, faster clearance of the consignment at the border, etc.

1.2. Dates and locations

The training activities will be divided into the following courses:

Session	Month	Place	Language	Dateline for registration
1A	13 -16 June 2017	VILNIUS, LITHUANIA	English	1 May 2017
3A	4-7 July 2017	MARSEILLE, FRANCE	English (with interpretation into French)	15 May 2017
2A	19-22 September 2017	LISBON, PORTUGAL	English	15 July 2017
5A	17-20 October 2017	THESSALONIKI, GREECE	English	15 August 2017
4A	14-17 November 2017	VALENCIA, SPAIN	English	15 September 2017
1B	December 2017	LISBON, PORTUGAL	English	October 2017
2B	February 18	SOFIA, BULGARIA	To be confirmed	January 2018
3B	March 18	VILNIUS, LITHUANIA	To be confirmed	April 2018
1C	April 18	LISBON, PORTUGAL	To be confirmed	March 2018
4B	May 18	RIGA, LATVIA	To be confirmed	April 2018
5B	June 18	MADRID, SPAIN	To be confirmed	May 2018



Session	Month	Place	Language	Dateline for registration
1D	Jul 18	VILNIUS, LITHUANIA	To be confirmed	June 2018
2C	Sept-18	LISBON, PORTUGAL	To be confirmed	August 2018
3C	Oct-18	VILNIUS, LITHUANIA	To be confirmed	Sept-2018
4C	Nov-18	VALENCIA, SPAIN	To be confirmed	Oct-2018
5C	Dec -18	THESSALONIKI, GREECE	To be confirmed	Nov-2018

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:

[2016.96.02 TRACES@aesagroup.eu](mailto:2016.96.02_TRACES@aesagroup.eu)

Year	Location	Sessions	Responsible Event Manager	Contact Information
2017	Vilnius, Lithuania	1A	Ms. Alicia Juárez (Agriconsulting Europe)	a.juarezpallares@aesagroup.eu
	Marseille, France	3A		Tel: +32 2 788 53 56
	Lisbon, Portugal	2A	Ms. Alice Bulgarelli (Agriconsulting Europe)	a.bulgarelli@aesagroup.eu
	Thessaloniki, Greece	5A		Tel: +32 2 737 92 70
	Valencia, Spain	4A		
2018	To be confirmed	2	Ms. Audrey Ferran (AETS)	audrey.ferran@aets-consultants.com Tel: +33 (0)5 59 72 43 23
	To be confirmed	9	Ms. Alicia Juárez (Agriconsulting Europe)	a.juarezpallares@aesagroup.eu Tel: +32 2 788 53 56

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



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 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

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 2017 - 2019**.

**** Please note that, for the moment, Annex 1 includes:**

- **the total number of participants per country and course**
- **the number of seats allocated per country to the three first training sessions of 2017.**

Further details will be provided soon.

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 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 officers of the National Competent Authority, relevant Government Ministries or Inspection services involved (or that may be potentially involved) in the use of the TRACES application at:
 - Course 1: BIP level
 - Course 2: DPE level
 - Course 3: Inspection Post
 - Course 4: BIP and DPE level
 - Course 5: LVU level
- 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 familiar with the principles of the organic farming scheme (for course 4).
- 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:

- Courses 1, 2 and 5 are designed for officers with an **intermediate/advanced level** on TRACES and,
- Courses 3 and 4 are 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 by the contractor (please refer to **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 course

The detailed programmes are provided in:

ANNEX 2. TECHNICAL PROGRAMMES TRACES 2017-2019.

The structure of each course is:

COURSE 1: TRACES USE AT IMPORT OF LIVE ANIMALS AND PRODUCTS OF ANIMAL ORIGIN

Day 1	Afternoon	<ul style="list-style-type: none"> - Welcome of participants. - General introduction on BTSF. - Introduction on the course programme. - Knowledge test - TRACES implementation (part I)
Day 2	Morning	<ul style="list-style-type: none"> - Overview of TRACES: legislation and explanation - TRACES implementation (part II) - TRACES Re-enforced Checks: presentation and case study - TRACES notifications: presentation and discussion
	Afternoon	<ul style="list-style-type: none"> - TRACES practice in the computers: <ul style="list-style-type: none"> •TRACES certification •Users and Organisations management. •Other sections of TRACES
Day 3	Morning	<ul style="list-style-type: none"> - Statistical tools: DWH & Qlikview - Cloning function. Different options to access the certificates. - TRACES TNT
	Afternoon	<ul style="list-style-type: none"> - TRACES updates - TRACES certification workflow (role game) - Case studies on TRACES procedures
Day 4	Morning	<ul style="list-style-type: none"> - Visit to the BIP - Practice in the computers: TRACES procedures and Statistical tools - Q&A session - Knowledge test - Final conclusions - Evaluation online - Certificates

COURSE 2: TRACES USE AT IMPORT OF FOOD AND FEED OF NO-ANIMAL ORIGIN

Day 1	Afternoon	<ul style="list-style-type: none"> - Welcome of participants. - General introduction on BTSF. - Introduction on the course programme. - Knowledge test - TRACES implementation (part I)
Day 2	Morning	<ul style="list-style-type: none"> - Overview of TRACES: legislation and explanation - TRACES implementation (part II) - TRACES notifications. RASFF. - Case studies : R (EC) 669/2009 and R (EU) 884/2014; RASFF



	Afternoon	<ul style="list-style-type: none"> - TRACES practice in the computers: <ul style="list-style-type: none"> •TRACES certification •Users and Organisations management. •Other sections of TRACES
Day 3	Morning	<ul style="list-style-type: none"> - Statistical tools: DWH & Qlikview - Specific procedures: Onward transportation and transfer procedures. Differences. - TRACES TNT
	Afternoon	<ul style="list-style-type: none"> - TRACES updates - The escape room: Review of different TRACES options (role game) - Case studies on TRACES procedures
Day 4	Morning	<ul style="list-style-type: none"> - Visit to the BIP - Practice in the computers: TRACES procedures and Statistical tools - Q&A session - Knowledge test - Final conclusions - Evaluation online - Certificates

COURSE 3: TRACES USE AT IMPORT OF LIVE PLANTS

Day 1	Afternoon	<ul style="list-style-type: none"> - Welcome of participants. - General introduction on BTSF. - Introduction on the course programme. - Knowledge test - Overview of TRACES: legislation and explanation
Day 2	Morning	<ul style="list-style-type: none"> - TRACES practice in the computers: <ul style="list-style-type: none"> •TRACES certification. Structure of CHEDPP. •Users and Organisations management. •Other sections of TRACES
	Afternoon	<ul style="list-style-type: none"> - TRACES notifications: Europhyt - Case studies
Day 3	Morning	<ul style="list-style-type: none"> - Statistical tools: DWH & Qlikview - Specific procedures: Europhyt Notification; Transfer procedure; Follow-up option. - TRACES TNT
	Afternoon	<ul style="list-style-type: none"> - TRACES updates - The escape room: Review of different TRACES options (role game) - Case studies: specific TRACES procedures as transfer to approved place of destination.
Day 4	Morning	<ul style="list-style-type: none"> - Visit to the BIP - Practice in the computers: TRACES procedures and Statistical tools - Q&A session - Knowledge test - Final conclusions - Evaluation online - Certificates

**COURSE 4: TRACES USE AT IMPORT OF ORGANIC PRODUCTS**

Day 1	Afternoon	<ul style="list-style-type: none"> - Welcome of participants. - General introduction on BTSF. - Introduction on the course programme. - Knowledge test - Overview of TRACES: legislation and explanation
	Morning	<ul style="list-style-type: none"> - TRACES practice in the computers: <ul style="list-style-type: none"> •TRACES certification. Structure of COI. •Users and Organisations management. •Other sections of TRACES
	Afternoon	<ul style="list-style-type: none"> - TRACES notifications: OFIS Irregularity module. - TRACES certification workflow (role game) - Case studies
Day 3	Morning	<ul style="list-style-type: none"> - Statistical tools: DWH & Qlikview - Specific procedures - Real examples: Presentation of real cases presented by tutors and participants. Reproduction in the system and discussion on difficulties.
	Afternoon	<ul style="list-style-type: none"> - TRACES updates - The escape room: Review of different TRACES options (role game) - Case studies: specific TRACES procedures as transfer to approved place of destination.
Day 4	Morning	<ul style="list-style-type: none"> - Visit to Border premises - Practice in the computers: TRACES procedures and Statistical tools - Q&A session - Knowledge test - Final conclusions - Evaluation online - Certificates

COURSE 5: TRACES USE AT INTRA-EU TRADE OF LIVE ANIMALS AND PRODUCTS OF ANIMAL ORIGIN

Day 1	Afternoon	<ul style="list-style-type: none"> - Welcome of participants. - General introduction on BTSF. - Introduction on the course programme. - Knowledge test - TRACES implementation (part I)
Day 2	Morning	<ul style="list-style-type: none"> - Overview of TRACES: legislation and explanation - TRACES implementation (part II) - TRACES animal welfare: presentation and case study - TRACES notifications: presentation and discussion
	Afternoon	<ul style="list-style-type: none"> - TRACES practice in the computers: <ul style="list-style-type: none"> •TRACES certification: : INTRA certificate and DOCOM. TRACES procedures. •Users and Organisations management. •Other sections of TRACES
Day 3	Morning	<ul style="list-style-type: none"> - Statistical tools: DWH & Qlikview - TRACES procedures: Import of CSV files. - TRACES TNT



	Afternoon	<ul style="list-style-type: none"> - TRACES notifications - The escape room: Review of different TRACES options (role game) - Case studies
Day 4	Morning	<ul style="list-style-type: none"> - Practical session - Demonstration of TRACES use and related certification activities in a LVU - TRACES updates - TRACES trade - Practice in the computers: TRACES procedures and Statistical tools - Q&A session - Knowledge test - Final conclusions - Evaluation online - Certificates

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

3.2. Training sites

LOCATION 1: LISBON (PORTUGAL)

Number of sessions	4
Airport of arrival	Lisbon Portela Airport
Transfer time from airport to hotel	30 min Transfers with a referenced taxi company
Accommodation	Real Parque Hotel (http://www.realparque.realhotelsgroup.com/)

LOCATION 2: SOFIA (BULGARIA)

Number of sessions	1
Airport of arrival	Sofia Airport Sofia Airport
Transfer time from airport to hotel	20 min Transfers with a referenced taxi company
Accommodation	Best Western PREMIER Thracia Hotel (http://BEST-WESTERN-PREMIER-Thracia-Hotel/Hotel)

LOCATION 3: VILNIUS (LITHUANIA)

Number of sessions	4
Airport of arrival	Vilnius International Airport
Transfer time from airport to hotel	15 min Transfers with a referenced taxi company
Accommodation	Viešbutis Artis Centrum Hotels UAB Centrum www.centrumhotels.com

LOCATION 4: MARSEILLE (FRANCE)

Number of sessions	1
Airport of arrival	Marseille Provence Airport



Transfer time from airport to hotel	25 min Transfers with a referenced taxi company
Accommodation	Mercure Marseille Centre Vieux Port Hotel http://www.accorhotels.com/gb/hotel-1148-mercure-marseille-centre-vieux-port-hotel/meeting.shtml

LOCATION 5: VALENCIA (SPAIN)

Number of sessions	2
Airport of arrival	Valencia Airport in Manises
Transfer time from airport to hotel	25 min Transfers with a referenced taxi company
Accommodation	Barceló Valencia hotel https://www.barcelo.com/fr/hotels/espagne/valence/hotel-barcelo-valencia/

LOCATION 6: RIGA (LATVIA)

Number of sessions	1
Airport of arrival	Riga International Airport
Transfer time from airport to hotel	15 mn Transfers with a referenced taxi company
Accommodation	Hotel Avalon (session 3B) http://www.hotelavalon.eu/

LOCATION 7: MADRID (SPAIN)

Number of sessions	1
Airport of arrival	Madrid-Barajas Airport
Transfer time from airport to hotel	30 mn Transfers with a referenced taxi company
Accommodation	NH La Habana http://www.nh-hotels.com/hotel/nh-la-habana

LOCATION 8: THESSALONIKI (GREECE)

Number of sessions	2
Airport of arrival	Thessaloniki Airport
Transfer time from airport to hotel	20 mn Transfers with a referenced taxi company
Accommodation	TO BE CONFIRMED



ANNEX 1. LIST OF INVITED COUNTRIES

Country	Course 1	Course 2	Course 3	Course 4	Course 5	Total
Member States (MS)						
Austria	3	3	2	3	3	14
Belgium	3	3	2	3	3	14
Bulgaria	3	3	2	3	3	14
Croatia	2	2	3	3	3	13
Czech Rep	2	2	3	3	3	13
Cyprus	2	2	2	2	3	11
Denmark	3	2	2	3	3	13
Estonia	2	2	2	3	3	12
Finland	2	2	2	2	3	11
France	3	3	3	3	3	15
Germany	3	3	3	3	3	15
Greece	3	2	2	3	3	13
Hungary	2	3	2	3	3	13
Ireland	2	2	2	3	3	12
Italy	3	2	2	2	3	12
Latvia	3	2	3	3	3	14
Lithuania	2	3	3	3	3	14
Luxembourg	2	2	2	2	3	11
Malta	2	2	3	2	3	12
Netherlands	2	2	2	3	3	12
Poland	3	2	2	2	3	12
Portugal	3	3	2	3	3	14
Romania	3	2	2	2	3	12
Slovakia	3	3	2	2	3	13
Slovenia	3	2	2	2	3	12
Spain	3	3	3	3	3	15
Sweden	3	2	2	2	3	12
UK	3	3	2	2	3	13
Reserve List	2	2	2	2	1	9
Total MS	75	69	66	75	85	370

Session 1A	Session 2A	Session 3A
1	1	2
1	1	
1	1	
1	1	
1	1	
1	1	
1	1	2
1		
1	1	3
1	1	
1	1	
1	1	2
1	1	2
	1	
1	1	2
1	1	
1	1	
1	1	2
1	1	
1	1	
1	1	1
28	28	22



Country	Course 1	Course 2	Course 3	Course 4	Course 5	Total
Candidate Countries (CC)						
the Former Yugoslav Republic of Macedonia	2	2	2	1		7
Montenegro	2	2	2	1		7
Serbia	2	2	2	1		7
Turkey	2	2	2	1		7
Albania	2	2	2	1		7
Total CC	10	10	10	5		35
MS + CC	85	79	76	80	85	405
EEA and EFTA Countries						
Norway	2	2	2	2	2	10
Switzerland	3	1	2	1	3	10
Total EEA and EFTA	5	3	4	3	5	20
Non-EU Countries						
ENP Countries	5	2	3	2		12
Mediterranean basin countries	10	2	2	2		18
Course 3: Morocco						
Latin American countries	5	1	2	1		8
Course 3: Costa Rica						
Asian countries	5	2	1	1		9
African countries	5	1	2	1		8
Course 3: Côte d'Ivoire						
Total non-EU Countries	30	8	10	7		55
TOTAL/COURSE	120	90	90	90	90	480

Session 1A	Session 2A	Session 3A
1		
1		
2		
30	28	22
	1	
		2
	1	2
		2
		2
		2
		2
		6
30	29	30



ANNEX 2. TECHNICAL PROGRAMMES

COURSE 1: TRACES USE AT IMPORT OF LIVE ANIMALS AND PRODUCTS OF ANIMAL ORIGIN

Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible 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	Presentation Discussion	Training Coordinator Tutors and participants
18h00	18h15	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants
18h15	19h15	TRACES implementation	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 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
09h00	09h30	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/ e-voting system	Training Coordinator
09h30	10h15	Discussion in plenary session: TRACES implementation (Part II)		Discussion	Tutors and participants
10h15	10h45	Coffee Break			
10h45	11h15	TRACES Re-enforced Checks	Use of TRACES in the application of article 24 to Directive 97/78/EC. Particular cases.	Presentation/ Discussion	Tutor
11h15	12h00	TRACES Re-enforced Checks	Group activity: case study with division in working groups and presentation/ discussion of the results.	Group activity	Working groups and all tutors
12h00	12h30	TRACES Notifications	TRACES notifications. RASFF.	Presentation/ Discussion	Tutor
12h30	14h00	Lunch Travel of participants to Conference room equipped with computers; Division in two groups.			
14h00	15h30	TRACES practice in the computers	Access to TRACES database. TRACES certification. Regulation (EC) 282/2004, 136/2004 and other relevant legislation. TRACES procedures.	Practical session in different groups according to the needs of the participants	Tutors and participants
15h30	16h00	Group Photo and Coffee Break			
16h00	17h00	TRACES practice in the computers	Access to TRACES database. TRACES certification. Regulation (EC) 282/2004, 136/2004 and other relevant legislation. TRACES procedures.	Practical session in different groups according to the needs of the participants	Tutors and participants



Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
17h00	18h00	TRACES practice in the computers	Access to TRACES database. Users and Organisations management. Other sections of TRACES	Practical session/Discussion	Tutors and participants
19h30	22h00	Social Event and dinner in a restaurant			



Day 3					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
08h00	08h30	Travel of participants to Conference room equipped with computers; Division in two groups.			
08h30	10h30	Statistical tools: DWH & Qlikview	Use of the two statistical tools available in TRACES. Different options of reporting.	Presentation/ Practical session	Tutors and participants
10h30	11h00	Coffee break			
11h00	11h45	TRACES practice in the computers	Cloning function. Different options to access the certificates.	Presentation/ Practical session	Tutors and participants
11h45	12h30	TRACES TNT	Access to TRACES database. Initiation to the use of the new interface of TRACES.	Practical session	Tutors and participants
12h30	14h00	Travel back to the hotel. Lunch.			
14h00	14h30	TRACES update	Update on TRACES. Upcoming changes	Presentation	DG SANTE Representative/ Training Coordinator
14h30	15h15	TRACES certification workflow	Different actors involved in the certification process: Non-EU country and EU country; Private and Public sector.	Practical session/ Role game	Tutors and participants
15h15	15h45	Coffee break			
15h45	18h00	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results: TRACES procedures as transit, transshipment, re-importation.	Group activity	Tutors and participants
20h00	22h00	Dinner at the hotel premises			



Day 4					
Time	Title of the session	Training Objective / Subjects Covered		Method of Training	Responsible tutor
08h30	09h00	Travel of participants to BIP premises			
09h00	11h00	Practical session	<i>Division into 2 sub-groups and then switch.</i>	Practical session Sharing of experiences Discussion	Local Authorities Tutors
			<u>Session 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>Session 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 and coffee break			
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	Final evaluation of the Course			
13h30	13h40	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants
13h40	14h00	Conclusion	Final conclusions and training outcome, closing of the training, certificates award.		Training coordinator
14h00	15h00	Lunch			
15h00	22h00	Departure of participants			

**COURSE 2: TRACES USE AT IMPORT OF FOOD AND FEED OF NON-ANIMAL ORIGIN**

Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible 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	18h15	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants
18h15	19h15	TRACES implementation	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 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
09h00	09h30	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
09h30	10h15	Discussion in plenary session: TRACES implementation (Part II)		Discussion	Tutors and participants
10h15	10h45	Coffee Break			
10h45	11h15	TRACES Notifications	TRACES notifications. RASFF.	Presentation/ Discussion	Tutor
11h15	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; RASFF.	Group activity	Tutors and participants
12h30	14h00	Lunch Travel of participants to Conference room equipped with computers; Division in two groups			
14h00	15h30	TRACES practice in the computers	Access to TRACES database. TRACES certification. Regulation (EC) 669/2009, Regulation (EU) 884/2014.	Practical session in different groups according to the needs of the participants	Tutors and participants
15h30	16h00	Group Photo and Coffee Break			
16h00	17h00	TRACES practice in the computers	Access to TRACES database. TRACES certification. Regulation (EC) 669/2009, Regulation (EU) 884/2014.	Practical session in different groups according to the needs of the participants	Tutors and participants
17h00	18h00	TRACES practice in the computers	Access to TRACES database. Users and Organisations management. Other sections of TRACES.	Practical session/Discussion	Tutors and participants
19h30	22h00	Social Event and dinner in a restaurant			



Day 3					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
08h00	08h30	Travel to the Computers room.			
08h30	10h30	Statistical tools: DWH & Qlikview	Use of the two statistical tools available in TRACES. Different options of reporting.	Presentation/ Practical session	Tutors and participants
10h30	11h00	Coffee break			
11h00	11h45	TRACES practice in the computers	Specific procedures: Onward transportation and transfer procedures. Differences.	Presentation/ Practical session	Tutors and participants
11h45	12h30	TRACES TNT	Access to TRACES database. Initiation to the use of the new interface of TRACES.	Practical session	Tutors and participants
12h30	14h00	Travel back to the hotel. Lunch.			
14h00	14h30	TRACES update	Update on TRACES. Upcoming changes	Presentation	DG SANTE Representative/ Training Coordinator
14h30	15h30	The escape room	Review of different TRACES options.	Practical session/ Role game in teams	Tutors and participants
15h30	16h00	Coffee break			
16h00	18h00	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results: TRACES procedures as onward transportation, transfer procedure.	Group activity	Tutors and participants
20h00	22h00	Dinner at the hotel premises			



Day 4					
Time	Title of the session	Training Objective / Subjects Covered		Method of Training	Responsible tutor
08h30	09h00	Travel of participants to DPE premises			
09h00	11h00	Practical session	<i>Division into 2 sub-groups and then switch.</i>	Practical session Sharing of experiences Discussion	Local Authorities Tutors
			<u>Session A:</u> Introduction to the DPE activities. Best practices for the performance of official controls in DPE related to the use of TRACES.		
			<u>Session 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 and coffee break			
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	Final evaluation of the Course			
13h30	13h40	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants
13h40	14h00	Conclusion	Final conclusions and training outcome, closing of the training, certificates award.		Training Coordinator
14h00	15h00	Lunch			
15h00	22h00	Departure of participants			

**COURSE 3: TRACES USE AT IMPORT OF LIVE PLANTS**

Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
17h30	17h45	Introduction	Welcome address and presentation of the Programme “Better Training for Safer Food”	Presentation	DG SANTE Event Manager
17h45	18h00	Introduction	Opening address	Presentation	Competent Authority of the hosting country
18h00	18h30	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
18h30	18h45	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants
18h45	19h15	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
19h15	22h00	Welcome drink and dinner at the hotel premises			



Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
08h30	09h00	Travel of participants to conference room equipped with computers			
		Division in 2 groups			
09h00	10h30	TRACES practice in the computers	Access to TRACES database. TRACES certification. Structure of CHEDPP.	Practical session in different groups according to the needs of the participants	Tutors and participants
10h30	11h00	Coffee Break			
11h00	12h00	TRACES practice in the computers	Access to TRACES database. TRACES certification. Structure of CHEDPP.	Practical session in different groups according to the needs of the participants	Tutors and participants
12h00	13h00	TRACES practice in the computers	Access to TRACES database. Users and Organisations management. Other sections of TRACES.	Practical session/Discussion	Tutors and participants
13h00	14h30	Travel back of participants to the hotel and Lunch at hotel premises			
14h30	15h00	TRACES Notifications	TRACES notifications. Europhyt.	Presentation/ Discussion	Tutor
15h00	16h00	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results.	Group activity	Tutors and participants
16h00	16h30	Group Photo and Coffee Break			
16h30	18h00	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results.	Group activity	Tutors and participants
19h30	22h00	Social Event and dinner in a restaurant			



Day 3							
Time		Title of the session		Training Objective / Subjects Covered	Method of Training	Responsible tutor	
08h30	09h00	Travel of participants to conference room equipped with computers					
Division in 2 groups							
09h00	11h00	Statistical tools: DWH & Qlikview	Use of the two statistical tools available in TRACES. Different options of reporting.	Presentation/ Practical session	Tutors and participants		
11h00	11h30	Coffee break					
11h30	13h00	TRACES practice in the computers	Specific procedures: Europhyt Notification; Transfer procedure; Follow-up option.	Presentation/ Practical session	Tutors and participants		
13h00	14h30	Travel back to the hotel and lunch.					
14h30	15h00	TRACES update	Update on TRACES. Upcoming changes	Presentation	DG SANTE Representative/ Training Coordinator		
15h00	16h00	The escape room	Review of different TRACES options.	Practical session/ Role game in teams	Tutors and participants		
15h30	16h00	Coffee break					
16h30	18h00	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results: Specific TRACES procedures as transfer to approved place of destination.	Group activity	Tutors and participants		
20h00	22h00	Dinner at the hotel premises					



Day 4						
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor	
08h30	09h00	Travel of participants to BIP premises				
09h00	11h00	Practical session	<i>Division into 2 sub-groups and then switch.</i>	Practical session Sharing of experiences Discussion	Local Authorities Tutors	
			<u>Session A:</u> Introduction to the BIP activities. Best practices for the performance of official controls in BIP related to the use of TRACES.			
			<u>Session 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 and coffee break				
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	Final evaluation of the Course				
13h30	13h40	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants	
13h40	14h00	Conclusion	Final conclusions and training outcome, closing of the training, certificates award.		Training Coordinator	
14h00	15h00	Lunch				
15h00	22h00	Departure of participants				

**COURSE 4: TRACES USE AT IMPORT OF ORGANIC PRODUCTS**

Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
17h30	17h45	Introduction	Welcome address and presentation of the Programme "Better Training for Safer Food"	Presentation	DG SANTE Event Manager
17h45	18h00	Introduction	Opening address	Presentation	Competent Authority of the hosting country
18h00	18h30	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
18h30	18h45	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants
18h45	19h15	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/: e-voting system	Training Coordinator
19h15	22h00	Welcome drink and dinner at the hotel premises			



Day 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
08h30	09h00	Travel of participants to conference room equipped with computers			
		Division in 2 groups			
09h00	10h30	TRACES practice in the computers	Access to TRACES database. TRACES certification. Structure of COI.	Practical session in different groups according to the needs of the participants	Tutors and participants
10h30	11h00	Coffee Break			
11h00	12h00	TRACES practice in the computers	Access to TRACES database. TRACES certification. Structure of COI.	Practical session in different groups according to the needs of the participants	Tutors and participants
12h00	13h00	TRACES practice in the computers	Access to TRACES database. Users and Organisations management. Other sections of TRACES.	Practical session/Discussion	Tutors and participants
13h00	14h30	Travel back of participants to the hotel and Lunch at hotel premises			
14h30	15h00	TRACES Notifications	TRACES notifications. OFIS Irregularity module.	Presentation/ Discussion	Tutor
15h00	16h00	TRACES certification workflow	Different actors involved in the certification process.	Practical session/ Role game	Tutors and participants
16h00	16h30	Group photo and Coffee Break			
16h30	18h00	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results.	Group activity	Tutors and participants
19h30	22h00	Social Event and dinner in a restaurant			



Day 3					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
08h00	08h30	Travel of participants to conference room equipped with computers			
Division in 2 groups					
08h30	10h30	Statistical tools: DWH & Qlikview	Use of the two statistical tools available in TRACES. Different options of reporting.	Presentation/ Practical session	Tutors and participants
10h30	11h00	Coffee break			
11h00	12h00	TRACES practice in the computers	Specific procedures.	Presentation/ Practical session	Tutors and participants
12h00	13h00	Real examples	Presentation of real cases presented by tutors and participants. Reproduction in the system and discussion on difficulties.	Practical session/Discussion	Tutors and participants
13h00	14h30	Travel back to the hotel. Lunch.			
14h30	15h00	TRACES update	Update on TRACES. Upcoming changes	Presentation	DG SANTE Representative/ Training Coordinator
15h00	16h00	The escape room	Review of different TRACES options.	Practical session/ Role game in teams	Tutors and participants
15h30	16h00	Coffee break			
16h30	18h00	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results: Specific TRACES procedures as transfer to approved place of destination.	Group activity	Tutors and participants
20h00	22h00	Dinner at the hotel premises			



Day 4					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
08h30	09h00	Travel of participants to Border premises			
09h00	11h00	Practical session	<i>Division into 2 sub-groups and then switch.</i>	Practical session Sharing of experiences Discussion	Local Authorities Tutors
			<u>Session A:</u> Introduction to the border control activities. Best practices for the performance of official controls at the border related to the use of TRACES.		
			<u>Session B:</u> On the spot demonstration of TRACES use and related certification activities at the border. Practical examples on specific procedures.		
11h00	11h30	Travel back to the hotel and coffee break			
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	Final evaluation of the Course			
13h30	13h40	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants
13h40	14h00	Conclusion	Final conclusions and training outcome, closing of the training, certificates award.		Training Coordinator
14h00	15h00	Lunch			
15h00	22h00	Departure of participants			

**COURSE 5: TRACES USE AT INTRA-EU TRADE OF LIVE ANIMALS AND PRODUCTS OF ANIMAL ORIGIN**

Day 1					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible 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	18h15	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants
18h15	19h15	TRACES implementation	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 2					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
09h00	09h30	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.	Presentation	Training Coordinator
09h30	10h15	Discussion in plenary session: TRACES implementation (Part II)		Discussion	Tutors and participants
10h15	10h45	Coffee Break			
10h45	11h30	TRACES– animal welfare	Animal Welfare during transportation. Most common problems faced and possible solutions.	Presentation/ Discussion	Tutor
11h30	12h30	TRACES –animal welfare	Group activity: case study with division in working groups and presentation/ discussion of the results.	Group activity	Working groups and all tutors
12h30	14h00	Lunch. Travel of participants to Conference room equipped with computers; Division in two groups.			
14h00	15h30	TRACES practice in the computers	Access to TRACES database. TRACES certification: INTRA certificate and DOCOM. TRACES procedures.	Practical session in different groups according to the needs of the participants	Tutors and participants
15h30	16h00	Group Photo and Coffee Break			
16h00	17h00	TRACES practice in the computers	Access to TRACES database. TRACES certification: INTRA certificate and DOCOM. TRACES procedures.	Practical session in different groups according to the needs of the participants	Tutors and participants
17h00	18h00	TRACES practice in the computers	Access to TRACES database. Users and Organisations management. Other sections of TRACES	Practical session/Discussion	Tutors and participants
19h30	20h30	Social Event and dinner in a restaurant			



Day 3					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
08h00	08h30	Travel of participants to Conference room equipped with computers; Division in two groups.			
08h30	10h30	Statistical tools: DWH & Qlikview	Use of the two statistical tools available in TRACES. Different options of reporting.	Presentation/ Practical session	Tutors and participants
10h30	11h00	Coffee break			
11h00	11h45	TRACES practice in the computers	TRACES procedures: Import of CSV files.	Presentation/ Practical session	Tutors and participants
11h45	12h30	TRACES TNT	Access to TRACES database. Initiation to the use of the new interface of TRACES.	Practical session	Tutors and participants
12h30	14h00	Travel back to the hotel. Lunch.			
14h00	14h30	TRACES Notifications	TRACES notifications.	Presentation/ Discussion	Tutor
14h30	15h30	The escape room	Review of different TRACES options.	Practical session/ Role game in teams	Tutors and participants
15h30	16h00	Coffee break			
16h00	18h00	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results.	Group activity	Tutors and participants
20h00	22h00	Dinner at the hotel premises			



Day 4					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible 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	TRACES update	Update on TRACES. Upcoming changes	Presentation	DG SANTE Representative/ Training Coordinator
10h45	11h15	Coffee break			
11h15	11h45	TRACES trade	Intra-EU trade of live animals. Emphasis on particular cases.	Presentation/ Discussion	Tutor
11h45	13h15	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
13h15	13h30	Final evaluation of the Course			
13h30	13h40	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants
13h40	14h00	Conclusion	Final conclusions and training outcome, closing of the training, certificates award.		Training Coordinator
14h00	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.

CHAFEA prepared a unified application form which shall be used from 15st 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 session¹ on the registration form.
- Use the following rules when giving a name for your registration document <SessionNo_City_Familyname.doc>, for example:

Session 1A_Vilnius_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.juarezpallares@aesagroup.eu Tel: +32 2 788 53 56 Fax: +32 2 736 49 70

¹ 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.