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Better Training *for* Safer Food

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ORGANISATION AND IMPLEMENTATION OF TRAINING
ACTIVITIES ON
“PLANT HEALTH SURVEYS UNDER THE “BETTER
TRAINING FOR SAFER FOOD” INITIATIVE”
2ND PHASE

INFORMATION TO NATIONAL CONTACT POINTS

FROM JULY 2019 TO MARCH 2020

Version	Date of submission	Descriptions of modifications
1	02/10/2018	Information to NCP_2018
2	03/07/2019	Update of venues of sessions 6 and 8 in Romania. Confirmation of dates and deadlines from session 6 to session 10

A project implemented by

AENOR



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1. GENERAL INFORMATION ON THE TRAINING

1.1. Background information

Since 2015, the EU supports the implementation of survey programmes in MMSS in view of contributing to a high level of health for plants along the food chain. Timely identification of plant pests at national level and detection of new emerging risks ensures the possibility of early and appropriate action against pests, with high economic and environmental benefits. The EU has committed **59 million** to support the survey programmes for plant pests in **2019 and 2020**.

The published PERSEUS report by the European Food Safety Authority (EFSA) highlighted the significant shortcomings weaknesses in the observation and sampling methods used by many Member States, which further determine the reliability of the surveys.

These differences not only make it difficult to analyse and approve applications for financial support, but also make it difficult to understand whether the surveys can, and have, achieved their objectives.

In the framework of the BTSF initiative several learning activities have been specifically addressed Plant Health issues that included topics related to surveys. However, neither of these training courses was addressed to provide specifically detailed training on the main elements for planning, conducting and reporting surveys. Given the wide variations in the planning noted in the applications submitted by Member States, and the findings from the Health and Food Audits and Analysis these training programme will concentrate on these elements.

The following table shows the overall figures of this phase, from 2018 to 2020.

Contracts	Phase	Sessions 2018	Sessions 2019	Sessions 2020	Total sessions	Number of participants
2018 -2020	Second Phase	2	6	2	10	250

1.2. Learning General Objectives

The Overall Educational Project objective aims to help to ensure a consistent and enhanced approach in **planning survey activities, EU financial decision and work programme guidelines**. The main target is to cover the practical key elements of plant health risks surveillance (current, new and emerging), develop skills, disseminate best practices and improve knowledge on the 2018 EC work programme application and financial resources as well as relevant legislation and international standards.

1.3. Specific training objectives of the course

The purpose of the training will be **to provide a clear and harmonised understanding** of the key elements of the relevant International Standards and **best practices for planning surveys, in**



particular defining their objectives and statistical basis, their implementation and reporting, to allow efficient, effective and early pest detection supported by the administrative and financial resources EC are making available. The survey programmes have to be implemented under the sole responsibility of the competent authorities of the Member States. Each Member State therefore has an important role to play in ensuring that these objectives are achieved. A key element of the training will be to not only make participants aware of best practice but emphasize how vital it is that a common approach is adopted throughout the Union.

Therefore, the training will aim at achieving the following **objectives**:

- Immerse into the Union co-funded pests survey programme 2018 information and guidelines on:
 - ✓ details on the legal basis
 - ✓ the budget line
 - ✓ the priorities and objectives pursued
 - ✓ expected results
 - ✓ a description of the activities to be funded
 - ✓ eligibility and award criteria
 - ✓ indicative timetable with
 - ✓ eligible costs and activities
- Increase knowledge and understanding with updated information on practical surveys issues:
 - ✓ international framework and EU legislation,
 - ✓ specific guidelines for planning
 - ✓ operational objectives
 - ✓ surveillance strategies and methods
 - ✓ best practices in practical implementation
 - ✓ important priority pests and diseases currently threatening the EU
 - ✓ key elements in the identification of new and emerging plant health risks
 - ✓ reporting requirements and tips.
 - ✓ specific examples from forestry, agriculture and horticulture.
- Address practical real situation and examples through carefully composed case studies and practical activities.
- Clarify European Union (EU) needs and goals in the analysis and monitoring of plant health risk
- Identify gaps in knowledge and skills that need to be filled.
- Share country experiences and knowledge and networking opportunity



- Receive feed-back on weakness and challenges at national level and future capacity building needs related survey programmes and the inter-EU dimension.
- Provide opportunities for partnership to be built with a view to strengthening plant health systems.

In order to reach the indicated objectives and results, the following **topics** will be addressed:

- Relevant EU legislation, including the Financial Regulations and Commission Work Programme
- International Standards for Phytosanitary Measures (ISPMs) and European Plant Protection Organisation (EPPO) standards
- Establishing the survey plan: Definition of the objective and scope, Statistical basis for surveys, Best practice for surveys and Priority Organisms, Documentation and reporting
- Planning of resources, training and guidelines for staff performing surveys
- Best practice for implementation, including use of trapping and fixed observation points, mapping and GIS or GPS data; inspection, sampling and laboratory methods, taking into.

AT THE END OF THE COURSE PARTICIPANTS WILL:

- Be aware about the relevant EU legislation, including the Financial Regulation and Commission Work Programme;
- Be knowledgeable of IPPPO and EPPO standards, databases and their work linked to national Plant Health surveys and systems;
- Be able to establish the survey plan;
- Be capable of defining a plan, and determine the scope;
- Be aware of the statistical information as basis for surveys;
- Be capable of establishing priorities;
- Be knowledgeable on documentation needed to produce a report;
- Be able to identify gaps in knowledge and skills that need to be filled;
- Be aware of European Union (EU) needs and goals in the analysis and monitoring of plant health risk;
- Be aware of potential opportunities for partnership to be built with a view to strengthening plant health systems.

1.4. Aims of the BTSF project: gain of knowledge and its dissemination

BTSF initiative is a very successful tool to disseminate knowledge and best practices. Nevertheless, according to the general evaluation on effectiveness and efficiency of BTSF, it has been recommended to expand further BTSF. One of the ways to reaching this objective is by fostering



Member State impact dissemination activities through fine-tuning of participants selection process and developing a more precise performance indicators to measure the outcome and impact.

Indicator of knowledge gained

As other BTSF training programmes, the knowledge of the participants will be assessed at the beginning and at the end of each session. The objective of the assessment is to obtain an overall indication on the knowledge gained, and therefore be able to measure the effectiveness of the training.

For the assessment an electronic response system will be used: participants will answer questions projected in a screen, using an electronic device that will capture the answers. The answers will be processed by the software and an overall % will be provided in the screen. **The assessment will be anonymous**, so there will be no track on specific knowledge of individual participants, but an overall indicator will be obtained. The same questionnaire will serve as assessment at the end of the training. The difference in the answers obtained, will serve to measure the level of knowledge gained.

Indicator to measure dissemination impact

Two months after the training participants will receive an on-line questionnaire, electronic survey. It will be a multiple answer question, easy to respond, that will provide information on the dissemination actions implemented.

To this aim, the present phase foresees to give more specific guidance on how to disseminate the training material, facilitating some guides for transmitting the information: organisation of the materials, notes of the tutors, and possibilities on how to disseminate the information.



2. SELECTION PROCESS

2.1. Selection criteria

The training course is mainly addressed to:

1. Senior officers from EU MMSS competent authorities involved in official control activities so as to keep them up-to-date with all aspects of EU law in Plant Health Survey and ensure that controls are carried out in a more uniform, objective and adequate manner in all MMSS.
2. Senior staff responsible for planning, conduct, analysis and reporting of surveys, from Member States, Candidate, potential Candidates and EEA/EFTA countries.
3. Inspectors from Plant Health Units contributing to the conducting, analysis and reporting from MMSS, Candidate, potential Candidates and EEA/EFTA countries.
4. Proficient in the English language. A level B1 Threshold or intermediate level would be convenient for the participants in order to interact within the sessions.

2.2. Invited countries

The program will support 250 participants from EU Member States, Candidate Countries, EEA and EFTA countries.

Countries	Total Contract
EU Member States	220
Candidate Countries	16
Potential Candidate Countries	4
EFTA and EEA countries	10
TOTAL Participants	250

For the first five sessions, the number of trainees per invited country and per session is available in [Annex 1](#). Places have been accommodated mixing as much as possible different countries, in order to have the wider variety of origins and promote the sharing of broader number of experiences.

National Contact Points are kindly invited to contact the Project Manager if they require any modification of the list. And, apart from the initial distribution of places, you are kindly invited to ask your Plant Health Units to provide additional participants, as due to multiple circumstances, sometimes places are left vacant, and it is easier and quicker to consider participants from the **reserve list**.

2.3. Responsibilities of National Contact Points, Project Management Unit and Event Manager

The management of the selection process and allocation of seats is a responsibility shared between NCPs and the Project Management Unit.



The places allocated to the countries will be strictly respected until the deadlines. As mentioned before, country's allocation of seats can be found in [Annex 1](#).

TASKS OF NCPs

The National Contact Points are requested to:

- **Be aware** of the **number of participants** to be supported by the project at each session.
- **Distribute the information** to the relevant competent authorities at national level dealing with the contents of the training programme.
- **Select the participants** considering the profile requested to participate, and fill in the registration form using the standard BTSF Template. (PHS_Op14_registration form_2018-June 2019). The template is included in excel form in the communication submitted to NCPs. In the same form, specify the type of course and session. The name of the file created should indicate the number of the session, country and name of the applicant.
- **Send the registration form and additional registration** forms to the reserve list to the project management mailbox 20159603_planthealthsurvey@aeon.es respecting the deadlines indicated in section 4.
- In order to ensure some flexibility to the allocation of places, National Contact Points are kindly invited to **send additional registration forms** that will be included in a reserve list. After the deadline, those countries that have not submitted a registration form will be contacted to confirm that their place can be given to another country included in the reserve list. Once they confirm the availability of the seat, the NCP of the country that has submitted a reserve candidate, will be informed and will receive an additional seat.

TASKS OF THE PROJECT MANAGEMENT UNIT (PMU)

The Project Management unit will:

- Verify the compliance of the participants proposed with the selection criteria on the basis of the fully completed registration form,
- Inform NCP if the application has been accepted or if it has been included in the reserve list;
- Once the deadline for the training session expires, inform the reserve list candidate NCPs of the availability of seats.
- Provide the information of the participants to the corresponding Event Manager.



- Contact the participants two or three months after the seminar and submit them a questionnaire asking which dissemination measures they have taken, considering this is a pre-condition request for participating in the training.

TASKS OF EVENT MANAGER

The Event Manager will:

- Contact directly the participant in order to make further logistic arrangements and all practical arrangements of the training: preparation for the training, submission of the technical and logistical information.



3. TRAINING PROGRAMME ON PLANT HEALTH SURVEYS

Day 1 (Monday) – Opening, Introduction, PH Survey Current EU Situation review, Legislation					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
16h00	16h15	Registration, Opening and Welcome	<ul style="list-style-type: none"> Opening and welcome address Presentation of the Programme “Better Training for Safer Food” Delivery of the training kit Domestic arrangements 	Presentation	Event Manager (CHAFAE / Commission representative)
16h15	16h30	Course Introduction	<ul style="list-style-type: none"> Introduction to the Plant Health Surveys Programme Course topics, objectives and activities Presentation of the team of tutors 	Presentation Media: BTSF Video	Training Coordinator
16h30	17h15	Introduction participants	Presentation of trainees - Group exercise: Icebreaker <ul style="list-style-type: none"> Brief introduction of participants Break up in small groups and discussion: participants’ professional background, role, institution, etc. Expectations from the workshop. 	Group exercise	Participants
17h15	17h30	Pre-training Test	Participants pre-training knowledge Self-Assessment test	Interactive Q&A	Participants /TC
17h30	17h45	Dissemination action planning	<ul style="list-style-type: none"> Emphasise the importance of dissemination and discuss participant's plans for dissemination Identify key topics which each delegate consider most important for dissemination 	Presentation Group Discussion	TC
17h45	18h00	Coffee break			
18h00	19h00	Lecture Plant health surveys in EU territory	Plant health surveys in EU territory: background, current situation and challenges <ul style="list-style-type: none"> EU plant health surveillance regulatory approach Current situation: weaknesses and objectives Plant Health Survey for the EU territory - PERSEUS Project outputs Analysis of data quality Survey methodologies PRA uncertainties Specific pest incidence and risks in EU 	Presentation / Q&A	Tutor 2
19h00	19h45	Lecture Plant Health	EU Plant Health Legislation Overview focusing on elements covering survey requirements <ul style="list-style-type: none"> Council Directive 2016/2031 	Presentation / Q&A	TC



Day 1 (Monday) – Opening, Introduction, PH Survey Current EU Situation review, Legislation						
Time		Title of the session	Training Objective / Subjects Covered		Method of Training	Responsible
		Legislation Overview	<ul style="list-style-type: none">• Commission Implementing Decision 2014/917/EU• International framework (ISPMs, EPPO, etc.)• ISPM 6 - Guidelines for surveillance• ISPM 8 - Determination of pest status in an area• Emergency Decisions			
19h45		Closing Day 1				
20h00		Welcome drink and dinner				



Day2 (Tuesday) – Working Programme, Survey Planning, Survey Implementation						
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible	
09h00	09h15	Introduction of the day			Training Coordinator	
09h15	10h00	Lecture Financial Regulations and Plant Health Survey EC Work Programme	Financial Regulations & Plant Health Survey EC Work Programme <ul style="list-style-type: none">• Regulation (EU) No 652/2014• Budget amount and distribution and legal basis• Pest Priorities for 2019-2020• Objectives pursued, activities, eligible costs and incurred costs, and expected results• IT Financial tools for pests• Eligibility, award criteria and Submission of programmes• Activities: Sampling, Testing, Other measures• Timetable of Application, Approval and Reporting• Submission Procedures for the technical application• Questions and Answers related to MMSS applications	Presentation / Q&A	Tutor 3	
10h00	11h00	Group Activity Case Studies	Working group – Alien Wood-boring beetles – <i>Agrilus planipennis</i> Fairmaire - Pests not known to occur in EU (WP Priority pest Category A) Brief Introductory lecture and CASE STUDY <ul style="list-style-type: none">• Background and Current Situation• Damage, symptoms, distribution, means of spread• Survey planning and target• Survey methodology and best practice identification• Reporting and procedures in case of finding• Requirements for production and movement of plant material	Brief Introductory lecture Case study Practical activity in working groups Plenary Discussion	Participants Tutor 2	
			Plenary Session, Group results presentation, Discussion, Q&A		Tutor 3	
11h00	11h10	Group picture				
11h10	11h30	Coffee Break				
11h30	12h15	Lecture Survey Planning (I)	Survey Planning <ul style="list-style-type: none">• Establishing the survey plan• Objective, scope definition and timing• Mandatory surveillance for quarantine organisms	Presentation / Q&A	Tutor 2	



Day2 (Tuesday) – Working Programme, Survey Planning, Survey Implementation						
Time		Title of the session	Training Objective / Subjects Covered		Method of Training	Responsible
			<ul style="list-style-type: none">Specific requirements for specific harmful organismsDatabases and information exchange systems, including data recording/reporting			
12h15	13h15	Group Activity Case Study	Working group – <i>Xylella fastidiosa</i> - Pest with EU measures adopted on it (WP Priority pest Category B): Brief Introductory lecture and CASE STUDY <ul style="list-style-type: none">Background and Current SituationDamage, symptoms, distribution, means of spreadSurvey planning and targetSurvey methodology and best practice identificationReporting and procedures in case of findingRequirements for production and movement of plant material Plenary Session, Group results presentation, Discussion, Q&A		Brief Introductory lecture Case study Practical activity in working groups Plenary Discussion	Participants Tutors
13h15	14h15	Lunch				
14h15	15h00	Lecture Survey Planning (II)	Survey Planning (cont.) <ul style="list-style-type: none">Statistical basis and principles for surveysTargeting of survey inspections based on riskEpidemic models to quantify performance and optimize survey designModelling tools to forecast pest distributions, emergence and invasion patternsEFSA –Scientific and technical support: survey guidelinesWeb based tools RiBESS+ and SAMPELATOR		Presentation / Q&A	Tutor 4
15h00	16h45	Group Activity Case Studies	Group D - <i>Xylosandrus crassiusculus</i> Non-listed pests (WP Priority pest Category D): <i>Xylosandrus crassiusculus</i> Brief Introductory lecture <ul style="list-style-type: none">Biology, distributionSurvey procedures and requirements GROUP EXERCISE (5 Working Groups) based on outbreak scenarios <ul style="list-style-type: none">Information sharing on current practices	Group C: <i>Clavibacter michiganensis</i> and other Potato pests Potential pest to generate a crisis situation (WP Priority pest Category C): <i>Clavibacter michiganensis</i> Brief Introductory lecture <ul style="list-style-type: none">Biology, distribution, means of spreadSurvey procedures and requirements GROUP EXERCISE (5 Working Groups) on surveying, inspection and sampling for <i>C. michiganensis</i> ssp. <i>Sepedonicus</i> (ring rot)	Brief Introductory lecture Practical activity in working groups Plenary Discussion	Participants Tutors



Day2 (Tuesday) – Working Programme, Survey Planning, Survey Implementation							
Time		Title of the session	Training Objective / Subjects Covered			Method of Training	Responsible
			<ul style="list-style-type: none">• Survey Requirements• Identify best practice Feedback from groups and general discussion to identify best practice <ul style="list-style-type: none">• Review and Discussion – key conclusions on best practice	<ul style="list-style-type: none">• Information sharing on current survey practices• Identify best practice Feedback from groups and general discussion to identify best practice <ul style="list-style-type: none">• Review and Discussion – key conclusions on best practice			
15h45	16h00	Group Activity	Determination of sampling design: EFSA web based tool RiBESS+			Practical activity	Participants Tutor 4
16h00	16h30	Coffee Break					
16h30	17h15	Lecture Survey Implementation	Survey Implementation <ul style="list-style-type: none">• Guidelines and protocols for survey• Survey methodologies• Best practice for implementation• Advanced methods and strategies for surveillance and data collection• Innovative monitoring systems (remote, trapping, GIS, GPS, etc...)• Early warning in plant health survey• Scientific and diagnostic support• Inspection, sampling and laboratory methods• EFSA Pest Survey Cards• Training and information requirements of inspectors.			Presentation / Q&A	Tutor 4
17h15	18h00	Group Activity	Risk based surveys discussion: Discuss on hazards and vulnerability factors that could be affecting a specific pest, and describe the data / information that would be needed for it to be mapped for risk-based sampling.			Brief Introductory lecture / Practical activity in working groups / Plenary Discussion	Tutors
18h00		Closing Day 2					
18h30		Social event and Dinner					



Day 3 (Wednesday)– Field Visit					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
09h00	09h10	Introduction of the day			Training Coordinator
09h10	10h40	Lecture	Introduction of the local plant disease to study Italian/ Portuguese/Romanian/ German Case	Presentation / Q&A	Local Authority/ Tutor 5
10h40	11h00	Coffee Break			
11h00	12h00	Transfer from the Hotel to Site visit			
12h00	13h30	Field Visit	<p>The field visits to outbreak area / other relevant sites based on specific pest, will take half day duration to:</p> <ul style="list-style-type: none"> • Observe the symptoms • Methods of detection • Review of outbreak and measures taken • Practical issues on inspection - how to carry out inspection • Sampling for laboratory purposes, and data recording for further incidence comparisons • General surveillance and specific survey techniques and strategies <p>Participants will be divided in small groups each one lead by a tutor. The visit will be organized with the help of the local plant health service of the host country, providing the information related to the specific site. Depending on the country, the visit will focus on a specific health problem:</p> <p>Puglia (Italy) – the visit will focus in the <i>Xylella fastidiosa</i> (Wells et al.) is one of the most dangerous plant bacteria worldwide, causing a variety of diseases, with huge economic impact for agriculture. Puglia is the region with more experience in establishing an emergency plan to prevent spreading the infection elsewhere in the Union.</p> <p>Porto (Portugal) – the visit will focus on <i>Bursaphelenchus xylophilus</i> (Steiner & Buhrer) Nickle et al., the pinewood nematode (PWN) outbreak in a demarcated area in Porto Region visiting the forest area to illustrate and discuss symptoms detection, vector trapping, wood management in forest and sawmill documentary check and sampling. In addition, eradication and complementary containment measures.</p>	Field visit Practical performance Group discussion Q&A	All tutors Participants



Day 3 (Wednesday)– Field Visit					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
			<p>Bucharest (Romania) – the visit will focus on the potato ring rot, caused by the bacterium <i>Clavibacter michiganensis</i> subsp. <i>sepedonicus</i> (Spieckermann & Kotthoff) Davis et al. The field visit will include practical training activities on general surveillance and specific survey work to establish pest incidence, examination procedures and handling of potential contaminated potatoes.</p> <p>Bavaria (Germany) the field visit about <i>A. glabripennis</i> (Motschulsky) near Munich will illustrate and discuss general surveillance to establish pest incidence and in particular issues associated with pest detection, symptoms detection or sampling. Sniffer dogs’ demonstration to detect the pest could be provided.</p>		
13h30	15h00	Transfer from the Field visit to Restaurant (away from the hotel) and Lunch			
15h00	16h00	Transfer from the Restaurant to Hotel			
16h00	18h00	Field Visit Review and Debriefing	<p>Review of field visit and key observations</p> <ul style="list-style-type: none">• Break up in small groups and discussion: Best practice on how surveys can be undertaken, identifying the best methodology that could better help in reducing uncertainties in pest risk assessment and provide best options for the management of the pests.• Plenary Discussion• Conclusions• Questions and answers	Group activity, Discussion in working groups	Tutors Participants
18h00		Closing Day 3			
20h00		Dinner			



Day 4 (Thursday) – Survey Reporting, Conclusions and Closing					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
09h00	09h15	Introduction of the day	Summary of previous day's topics through / To present the objectives of the day		Training Coordinator
09h15	10h00	Lecture Survey Reporting	Survey Reporting <ul style="list-style-type: none"> • Pest reporting in the European Union • EPPO pest reporting and databases • Data collection and data sharing • Registration of survey results • Technical and financial reporting • Intermediate and annual reporting • Record keeping and reporting 	Presentation / Q&A	Tutor 5
10h00	10h45	Group Activity Group Exercise Participants National Experience Sharing	Opportunity for participants to share experiences (small groups' short 5-10 min. presentations) on different subjects: <ul style="list-style-type: none"> • National/Local experience on survey activity • Practical Survey management – sampling • Reporting procedures 	Group activity, Discussion in working groups	Participants Tutor 5
10h45	11h15	Coffee Break			
11h15	11h45	Summary of course	Summary of Course <ul style="list-style-type: none"> • Key Contents summary • Review of lessons learned • Questions raised by participants during the course • Action plan of delegates to disseminate learning and information to colleagues 	Presentation	TC
11h45	12h00	Post-Training Test	Participants post-training knowledge test	Interactive Q&A	Participants / Tutors
12h00	12h45	Review	<ul style="list-style-type: none"> • Assessment of course delivery against participants' expectations and course objectives • Participants Remarks & reporting on previous topic discussions • Establishment of networking opportunities • Tentative guidelines for future actions 	Plenary Discussion	Participants
12h45	13h00	Certificates and Final speeches	<ul style="list-style-type: none"> • Delivery of the training certificates • Final speeches of CHAFAE representatives / Event Manager 	Plenary Discussion	EM/TC/ (CHAFAE / COMM)



4. DATES, LOCATIONS AND DEADLINES

The courses will be organised in the locations and in the dates indicated in the following table. In [Annex 2](#) is included the schedule of the sessions to be implemented from July 2019 to March 2020.

Participants will be requested to arrive by midday on Monday and depart on Thursday afternoon.

Deadlines for the application are in general 6 weeks before the starting date of the corresponding course. The courses have been listed according to the order of implementation:

Sessions in 2019

SESSION	LOCATION	DATE	DEADLINE
6	Bucharest, Romania	2019-09-16/19	2019-08-05
7	Bari, Italy	2019-11-4/7	2019-09-20
8	Bucharest, Romania	2019-12-9/12	2019-10-25

Sessions in 2020

SESSION	LOCATION	DATE	DEADLINE
9	Porto, Portugal	2020-02-3/6	2019-12-20
10	Munich, Germany	2020-03-2/5	2020-01-17

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

20159603_planthealthsurvey@aenor.es

Tel.: +34 91432 6125

Once it is confirmed the registration to NCPs, the registration form will be submitted to the corresponding Event Manager that will lease directly with the participant and proceed with further instructions for additional information regarding technical contents and travel and logistic arrangements.

TRAVELS

For each supported participant, the project will provide a return flight ticket - in economy class or a return train ticket in first class using the most direct route.

Upon arrival, transfer from the airport or station 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.

For particular difficult transport / connection situations, the participants are kindly encouraged to contact the Event Manager in order to take the best travel arrangements/combination.

ACCOMMODATION

The project will provide full-board accommodation for subsidized trainees for the period of the training:

- on the 1st day of the training: lunch, afternoon coffee break, dinner and room charge (single occupancy);
- the 2nd and 3rd day of the training: full board accommodation including breakfast, 2 coffee breaks, lunch, dinner and room charge (single occupancy);
- on the 4th day of the training: breakfast, 1 coffee break and lunch for participants departing at the end of the session. Dinner, room charge (single occupancy) and breakfast the following morning as required for the participants departing the following day due to difficult flight connections, depending on flights connections availability.

Important notice: Any additional expenses that may occur during the stay of the participants (e.g. phone calls, mini bar, etc.) will be directly paid by the participants, as they are costs not covered by the project.

SESSIONS AND DOCUMENTATION

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

- Access to fully equipped meeting room;
- Transportation to the training centre, if it was different from the hotel;

The project will also provide the following material:

- Stationary (notepad, pen, notepad-holder);
- A folder including hand-outs of all the lectures, hand-outs, background information of tutors, guidance documents and other reference material for further study;
- USB key containing all the training material in electronic version;
- A group photo;

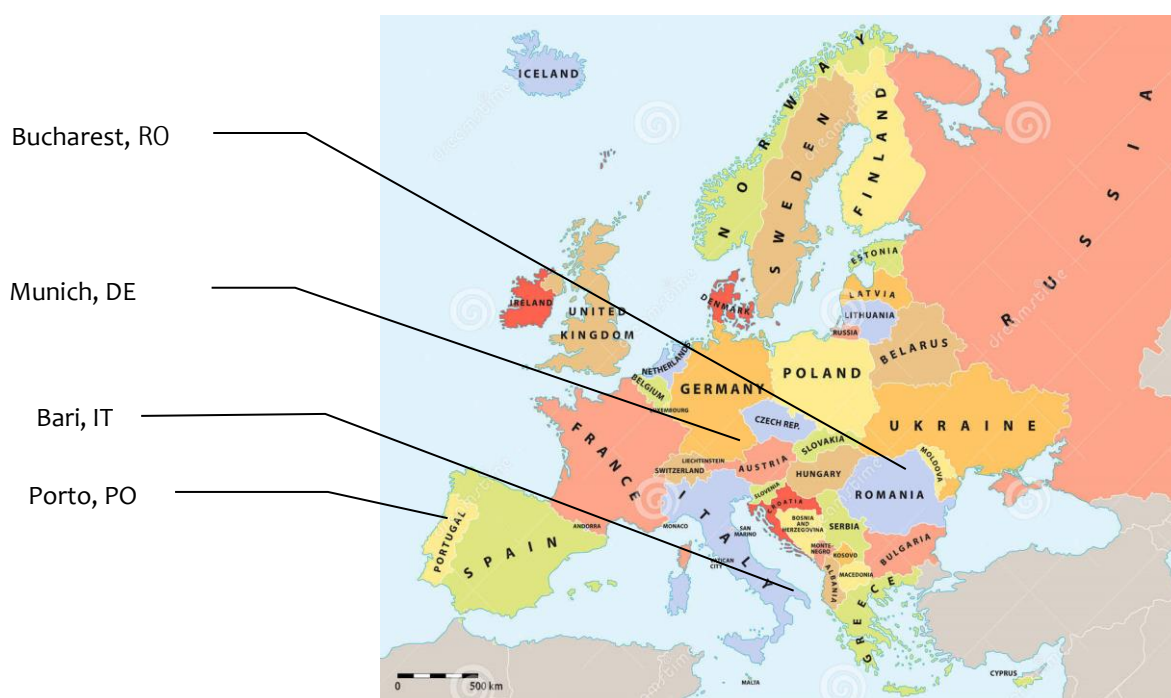


- A bag for keeping all materials and documentation;
- Training instructions package, to facilitate participants the dissemination of the learnings and contents.

Prior to each session, detailed information will be displayed on www.btsf-aenor.com



5. VENUES



The training venues per type of course and year will be the following:

	2018	2019	2020	TOTAL
Locations / Num. sessions	2	6	2	10
Bari, Italy	1	2		3
Munich, Germany	1	1	1	3
Porto, Portugal		1	1	2
Bucharest, Romania		2		2

Bari, Italy



The best location to host trainings with a site visit to observe the *Xylella fastidiosa* is Bari, the second largest city of Southern Italy, is capital of the Apulia (or Puglia) region, located on the Adriatic Sea. Named the fifth largest province in Italy and also the most populated, Bari carries a population



322.541, according to ISTAT data of 2013. As a very prominent seaport, Bari is more than 5,000 square kilometres in size and its ports face the Adriatic Sea and connect to other Adriatic ports using railways, boat and roadways. Bari has become one of the top commercial and industrial leaders in Italy.

Airport of arrival

Bari Airport is located approximately 8 km from the City Centre. It is easy to go to the city centre by train or bus. The study visit will be organized in bus for the group and will take no more than 60 minutes distance.

Accommodation

Accommodation will be provided at:

Palace Hotel Bari

Via Francesco Lombardi, 13 – 70122 Bari

tel: +39 080 5229675

info@palacehotelbari.it

The Palace Hotel Bari is located in the city centre, just a few steps from the Basilica of Saint Nicola, the Cathedral of Saint Sabino, the Swabian Castle, and the Old City; a few minutes on foot from the Petruzzelli Theatre and the train station; it is the ideal point from which to reach the main attractions of Apulia's capital and beyond.

The Hotel's 200 rooms are furnished with exquisite taste and attention to detail and offer all the necessary comfort.



Training venue

Bari's Palace Hotel offers a sophisticated setting for seminars. The space is adapted to suit BTSF training needs and equipped with high-speed internet connection and all the requested equipment. Coffee breaks offering coffee, tea, fruit juice, fresh fruit and pastries will be offered in the premises of the hotel twice a day.



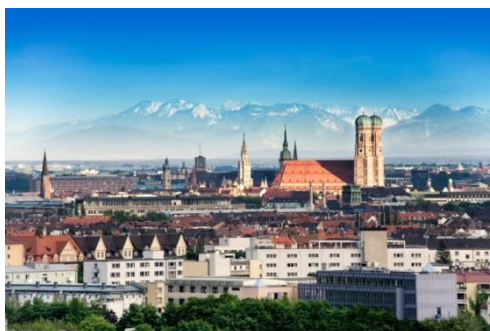
Social event

A guided tour in the city centre



Bari offers different possibilities for a guided tour (the Cathedral of San Sabino, the Castello Svevo, the Porto Vecchio, Pinacoteca Provinciale). After the tour a dinner will be organised in a traditional restaurant in the historical centre of the city.

Munich, Germany



The site visit to observe the *A. glabripennis* (Motschulsky) can be organised setting the basis for the training in Munich, the capital of Bavaria, as it is close to its outbreak. Its centre is very compact, making it easy to tour the city on foot. Most of the landmarks, like the Frauenkirche and New Town Hall can be found in the historic centre. Munich's efficient subway will bring you to more remote sites, such as the Olympiapark and Nymphenburg Palace.

Airport of arrival

Munich Airport is the second busiest airport in Germany in terms of passenger traffic behind Frankfurt Airport, and the seventh busiest airport in Europe. As of March 2015, the airport featured flights to 228 destinations in 66 countries. Munich Airport serves as the secondary hub for Lufthansa including Lufthansa Regional and its Star Alliance partners besides Frankfurt.

Munich Airport is located approximately 28 km from the city centre and is very accessible from the city centre by train or bus.

Accommodation

Accommodation will be provided at:



Leonardo Hotel Munich Arabellapark

Effnerstraße 99, 81925 München

tel: +49 (0)89 - 927 980

info.arabellapark@leonardo-hotels.com

Located in the quiet Bogenhausen district, close to the English Garden, the Leonardo Hotel Munich Arabellapark is well-linked by public transport to the airport and close to place of interests such as the medieval Marienplatz square, the Allianz Arena Munich - home of the FC Bayern Munich or the BMW Museum, showing the history of the company in a futuristic building.

The hotel counts 152 spacious and comfortable rooms, two restaurants with a wide range of Bavarian specialties, one bar and a newly remodelled fitness room. Guests will also be able to rent the complimentary bicycles offered by the hotel.

Training venue

The Leonardo Hotel Munich Arabellapark offers 5 conference rooms with modern technical equipment. Coffee breaks offering coffee, tea, fruit juice, fresh fruit and pastries will be offered in the premises of the hotel twice a day.



NH München Messe

Eggenfeldener Str. 100, 81929 München, Germany

Tel: + 49 89 993450

<https://www.nh-hoteles.es/hotel/nh-muenchen-messe>





The NH München Messe hotel is in the Zamdorf area of the city, close to the fairground and the International Congress Center. So it's great for business travellers. And, thanks to great public transport links, it's ideal for anyone looking to explore the city and beyond.

It offers 253 rooms which have just been refurbished, so we can find stylish, comfortable bases. Nice touches include free Wi-Fi and pillow menus.

Training venue

The state-of-the-art conferencing facilities mean their premises are well-equipped to host events with 9 function rooms will all necessary items.



Social event

A guided tour in the city centre

Munich offers different possibilities for a guided tour (Marienplatz, Frauenkirche, BMW Headquarters and Museum, Englischer Garten, Nymphenburg Palace.). After the tour a dinner will be organised in a traditional restaurant situated in the historical centre of the city to try the delicious Bavarian typical cuisine.





Porto, Portugal



Located along the Douro river estuary in Northern Portugal, Porto is one of the oldest European cities, and its historical centre was proclaimed a World Heritage Site by UNESCO in 1996.

Pinewood Nematode outbreak started near this city what makes it the ideal location for the training.

Airport of arrival

Aeroporto do Porto, known as the Francisco Sá Carneiro Airport, is the third busiest airport in the country and is about 15km from the city centre. Since 2006, this airport has been recognized as one of the best in the world, offering really good conditions to all its passengers. More than 30 airlines including EasyJet, Ryanair and TAP Air Portugal offer flights to/from Porto, connecting the city to over a hundred destinations throughout Europe, Africa, North and South America.

Accommodation

Accommodation will be provided at:

HOTEL MERCURE PORTO-GAIA

Rua Manuel Moreira de Barros, 618 D

4400-346 Vila Nova de Gaia

T +351 223 740 800

<mailto:h3347-sl@accor.com>



Mercure Porto Gaia hotel is in Vila Nova de Gaia, close to the centre of Porto and alongside Arrabida Bridge, and enjoys a privileged location, only 5 min from port wine cellars and 12 km from Porto international airport. The hotel is decorated with a port wine theme and offers 104 rooms with modern décor and all the necessary comfort and free access to the Holmes Place gym (next door). It



is also the ideal place to organize our workshop as it has three fully equipped meeting rooms with natural light for up to 130 people.

Training venue

The training will be performed in the hotel facilities. Coffee breaks offering coffee, tea, fruit juice, cookies and fresh fruit will be served twice a day, as well as buffet lunches and dinners in the premises of the hotel.

Social event

A guided tour in the city centre



Porto is an unforgettable city of hidden Baroque churches, Art Nouveau masterpieces, the iconic Dom Luis I bridge and cutting-edge street art. A walking tour will allow to discover different parts of the city such as the Ribeira district, the oldest district of the city which is filled with ancient houses and narrow cobbled streets, or the banks of the Douro river where are located all the port wine cellars. We can also organize a guided tour of a port wine cellar, followed by a tasting of their different products.

After the tour, a dinner will be organized in a traditional restaurant in the historical centre so the participants can enjoy the Portuguese specialties.

Bucharest and Sinaia, Romania



Capital of Romania, Bucharest is a booming city with many large infrastructure projects changing the old face of the city. Known in the past as "The Little Paris," Bucharest has changed a lot and has become a very interesting mix of old and new that has little to do with its initial reputation. Walking



around the city, it is quite common to find a 300 year old church, a steel-and-glass office building and Communist-era apartment blocks next to one another.

Airport of arrival

All flights land at Henri Coandă International Airport, located in Otopeni, 18 km north of downtown Bucharest. Henri Coanda airport is often referred to as Otopeni on airline bookings, because of its location. Bucharest has reasonable connections with most European capitals and with the largest cities in Romania. It is also reached by a large number of low-costs flights, mainly from destinations in Italy, Spain, Germany, France, the UK, Ireland, Belgium, Hungary, Turkey, Austria, Israel etc.

A ride to the city centre would take 30 minutes more or less.

Accommodation

Accommodation will be provided at:

Capital Plaza Bucharest HOTEL

54 Bdul Lancu De Humedoara,
Bucharest 011745
Romania
T + 40 372 080 080

<http://capital-plaza.bucharest-hotel.com/es/>

Built in the 19th century, the Hotel Plaza Hotel offers nice and elegant rooms, with a modern architecture and all the necessary comfort. The hotel ideally located in Bucharest, between Victoria Square and the vibrant Dorobanti area, which will allow the participants to walk around the city centre easily after the seminar.



Accommodation during the field visit will be also provided at:

Hotel New Montana

24 Carol I Boulevard
Sinaia, ROMANIA
tel: +40 244 314 998

office@newmontana.ro

Located in the heart of a small mountain and ski resort - Sinaia, the New Montana Hotel is the ideal place for leisure and business, providing guests with a cozy, relaxing atmosphere and top quality



services. The hotel boasts a bed capacity of 360 and is equipped to handle functions of any size, from a board meeting of 10 to a cocktail for 1,000 guests.



Training venue

The training will be performed in the hotel's facilities. Coffee breaks offering coffee, tea, fruit juice, cookies and fresh fruit will be served twice a day, as well as buffet lunches and dinners in the premises of the hotel.

Social event

Experience in one of the most spectacular Romanian manor houses of Bucharest. Constructed in 1889, the building itself was supposed to serve as a pavilion for the glamorous Paris Exhibition of 1890. We will take a step back in time and enjoy a blend of sophistication and tradition from Bucharest's Golden Age.



ANNEX 1: LIST OF INVITED COUNTRIES PER SESSION JULY 2019 TO MARCH 2020

	Country	Places	2019			2020		Subtotal
			S6	S7	S8	S9	S10	
			Bucharest, Romania 16-19-Sep	Bari, Italy 4-7 Nov.	Bucharest, Romania 9-12 Dec.	Porto, Portugal 3-6 Feb.	Munich, Germany 2-5 March	
1	Austria	7		1	1		1	3
2	Belgium	8	1	1	1	1		4
3	Bulgaria	9		1	1	1	1	4
4	Croatia	10	1	1	1	1	1	5
5	Cyprus	5		1		1		2
6	Czech Republic	8	1	1	1		1	4
7	Denmark	8	1	1		1	1	4
8	Estonia	7		1	1	1		3
9	Finland	6	1		1		1	3
10	France	8	1	1		1	1	4
11	Germany	11	1	1	1	1	1	5
12	Greece	10	1	1	1	1	1	5
13	Hungary	9	1	1	1	1	1	5
14	Ireland	9	1		1	1	1	4
15	Italy	10	1	1	1	1	1	5
16	Latvia	7	1	1		1	1	4
17	Lithuania	8	1		1	1	1	4
18	Luxembourg	2	1					1
19	Malta	2	1					1
20	Netherlands	6	1	1	1	1		4
21	Poland	11	1	1	1	1	1	5
22	Portugal	9	1		1	1	1	4
23	Romania	9	1	1	1	1	1	5
24	Slovakia	7		1	1	1	1	4
25	Slovenia	7	1	1	1	1	1	5
26	Spain	11	1	1	1	1	1	5
27	Sweden	5		1	1			2
28	UK	11	1	1	1	1	2	6
MS		220	22	22	22	22	22	110
29	Albania	2	1			1		2
30	North Macedonia	5		1			1	2
31	Montenegro	2			1			1
32	Serbia	4		1		1		2
33	Turkey	3	1		1			2
CC		16	2	2	2	2	1	9
34	Bosnia-Herzegovina	2	1					1
35	Kosovo	2				1		1
PCC		4	1	0	0	1	0	2
36	Iceland	3			1			1
37	Norway	4		1			1	2
38	Switzerland	3					1	1
EFTA & EEA		10	0	1	1	0	2	4
Total Participants		250	25	25	25	25	25	125



ANNEX 2: SCHEDULE FROM JULY 2019 TO MARCH 2020

CHAFEA 2015 96 03 - PLANT HEALT SURVEYS - 2nd Phase YEAR 2019

JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
1		1		1		1		1		1	
2		2		2		2		2		2	
3		3		3		3		3		3	
4		4		4		4		4		4	
5		5		5		5		5	PHS - S7 Bari, Italy	5	
6		6		6		6		6		6	
7		7		7		7		7		7	
8		8		8		8		8		8	
9		9		9		9		9		9	
10		10		10		10		10		10	
11		11		11		11		11		11	PHS - S8 Bucharest, Romania
12		12		12		12		12		12	
13		13		13		13		13		13	
14		14		14		14		14		14	
15		15		15		15		15		15	
16		16		16	PHS - S6 Bucharest, Romania	16		16		16	
17		17		17		17		17		17	
18		18		18		18		18		18	
19		19		19		19		19		19	
20		20		20		20		20		20	
21		21		21		21		21		21	
22		22		22		22		22		22	
23		23		23		23		23		23	
24		24		24		24		24		24	
25		25		25		25		25		25	
26		26		26		26		26		26	
27		27		27		27		27		27	
28		28		28		28		28		28	
29		29		29		29		29		29	
30		30		30		30		30		30	
31		31				31				31	



CHAFEA 2015 96 03 - PLANT HEALT SURVEYS - 2nd Phase

YEAR 2020

JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE	
1		1		1		1		1		1	
2		2		2		2		2		2	
3		3		3		3		3		3	
4		4		4		4		4		4	
5		5		5		5		5		5	
6		6		6		6		6		6	
7		7		7		7		7		7	
8		8		8		8		8		8	
9		9		9		9		9		9	
10		10		10		10		10		10	
11		11		11		11		11		11	
12		12		12		12		12		12	
13		13		13		13		13		13	
14		14		14		14		14		14	
15		15		15		15		15		15	
16		16		16		16		16		16	
17		17		17		17		17		17	
18		18		18		18		18		18	
19		19		19		19		19		19	
20		20		20		20		20		20	
21		21		21		21		21		21	
22		22		22		22		22		22	
23		23		23		23		23		23	
24		24		24		24		24		24	
25		25		25		25		25		25	
26		26		26		26		26		26	
27		27		27		27		27		27	
28		28		28		28		28		28	
29		29		29		29		29		29	
30				30		30		30		30	
31				31				31			