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

AESA
Agriconsulting
Europe S.A.

Aets
apave

Organisation and implementation of training activities on
THE USE OF THE EU TRADE CONTROL AND EXPERT SYSTEM
(TRACES)
under the "Better Training for safer Food" Initiative

1. *Course objectives*

General objective

The General objective of BTSF is to ensure a high level of consumer protection throughout the EU internal market and to increase levels of trade in safe food across the globe by the implementation of efficient, objective and adequate official controls. This objective is achieved by training the staff of the competent authorities, offering a better network and on-going dialogue with partners from both within, and outside, the European Union, thus contributing to a high level of expertise and competence.

Specific objectives

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.

2. *Structure of sessions*

The project is articulated in 5 courses for on the "Use of the EU TRAde Control and Expert System (TRACES)":

- Course 1. TRACES use at import of live animals and products of animal origin.

- Course 2. TRACES use at import of products of plant origin.

- Course 3. TRACES use at import of live plants.

- Course 4. TRACES use at import of organic products.

- Course 5. TRACES use in intra-EU trade of live animals and products of animal origin.

3. Selection criteria for participants

Participant must:	1. Fulfil the eligibility criteria
	2. Meet the minimum requirements
	3. Be selected using the evaluation criteria

1. Eligibility criteria for Courses 1, 2, 3, 4 and 5
Participants who have previously completed the BTSF courses on **TRACES** should be assessed for their eligibility for this training based on the criteria below. Only **eligible participants** should be further assessed against the minimum requirements below.

Participants must meet the minimum requirements below to ensure they can follow and fully participate in this course. Participants who do not meet the minimum requirements should not be proposed for the training.

2. Minimum requirements for all Courses	Yes/No
Participant must: • 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 and sound knowledge of computer: 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 • Be familiar with the principles of the organic farming scheme (for course 4). • Courses 1 and 5 are designed for officers with an intermediate/advanced level on TRACES • Courses 2, 3 and 4 are addressed to both TRACES users and participants without extensive experience in TRACES.	

The evaluation criteria should be used as a tool to prioritise participation (higher score indicates higher priority), but there is no minimum score necessary.

3. Evaluation criteria for all Courses	Enter Score
a)	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 <u>Scoring</u> less than 3 years = 2 points; ≥ 3 years = 5 points; 5 - 10 years = 10 points; > 10 years = 12.5 points	
b)	Experience in the drafting or adaptation of policies and Regulations in line with Regulation (EC) 882/2004, and related to the use of TRACES. <u>Scoring</u> no experience = 2 points; < 2 years = 5 points; 2-5 years = 7.5 points; > 5 years = 10 points	
c)	Contribution towards export and certification through TRACES system <u>Scoring</u> no experience = 2 points; < 2 years = 5 points; 2-4 years = 10 points; > 4 years = 12.5 points	
d)	During the course, participants will be provided with a training package to be used as support dissemination material. Commitment to disseminate the knowledge received is a prerequisite for course participation. <u>Scoring</u> 1. Commitment to distribute the training material among their colleagues = 5 points; 2. Point 1 plus preparing and giving presentations based on the training material for the staff of national competent authorities/uploading training material to national competent authorities' intranets/websites = 10 points 3. Points 1, 2 plus preparing informative articles in the professional national journals = 15 points 4. no commitment = 2 points	
	Maximum total score	**50**

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 **<u>reserve lists</u>** might be accepted in each session.

4. Country allocations

Seats will be allocated according to the tables below. Please note that the number of allocated seats for each country may be subject to variation.

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

Country	Course 1	Session 1A	Session 1B	Session 1C	Session 1D
Member States (MS)					
Austria	2		1		1
Belgium	3	1		1	1
Bulgaria	3	1	1		1
Croatia	3	1	1		1
Czech Republic	3	1	1		1
Cyprus	2	1	1		
Denmark	3	1	1		1
Estonia	2	1	1		
Finland	2	1			1
France	5	1	1	2	1
Germany	5	1	2	1	1
Greece	3	1		1	1
Hungary	3	1	1	1	
Ireland	3	1	1	1	
Italy	5	1	1	1	2
Latvia	3	1	1		1
Lithuania	3	1		1	1
Luxembourg	2			1	1
Malta	2	1			1
Netherlands	4	1	2		1
Poland	4	1	1	1	1
Portugal	4	1		1	2
Romania	4	1	1	2	
Slovakia	3	1	1		1
Slovenia	3	1	1		1
Spain	5	1	1	1	2
Sweden	3	1		1	1
Reserve List	2		1	1	
Total MS	**89**	*25*	*22*	*17*	*25*
Candidate Countries (CC) + Potential CC (PCC)					
North Macedonia	2	1	1		
Bosnia and Herzegovina	2	1	1		
Montenegro	2		1		1
Serbia	2	1	1		
Turkey	2			1	1

Albania	3	2			1
Total CC and PCC	*13*	*5*	*4*	*1*	*3*
MS + CC + PCC	*102*	*30*	*26*	*18*	*28*
EEA/EFTA/Countries with special agreements	**0**				
Norway	3	1	1		1
Iceland	2	1			1
UK (Northern Ireland)	3		1	1	
Switzerland	3			2	1
Total EEA/EFTA/Countries special agreements	**11**	**2**	**2**	**3**	**3**
Non-EU Countries					
ENP Countries	**8**				
Moldova			2		
Georgia			2		
Ukraine			2		
United Kingdom			2		
Mediterranean basin countries	**10**				
Tunisia				2	
Lebanon				2	
Egypt				2	
Algeria				2	
Libya				2	
Latin American countries	**5**				
Peru					1
Ecuador					1
Costa Rica					1
Guatemala					1
Nicaragua					1
Asian countries	**5**				
Cambodia		1			
India		1			
Philippines		1			
Taiwan		1			
Thailand		1			
African countries	**6**				
Ivory Coast				3	
Mauritania				3	
Total non-EU Countries	**34**	**5**	**8**	**16**	**5**
TOTAL/COURSE	**147**	**37**	**36**	**37**	**36**

COURSE 4: TRACES USE AT IMPORT OF ORGANIC PRODUCTS

Country	Course 4	Session 4A	Session 4B
Member States (MS)			
Austria	2	1	1
Belgium	3		1
Bulgaria	3	1	1
Croatia	3	1	1
Czech Republic	3	1	1
Cyprus	2	1	1
Denmark	2		1
Estonia	3	1	1
Finland	3	1	1
France	4	2	1
Germany	4	1	1
Greece	3	1	2
Hungary	3	1	1
Ireland	3	1	1
Italy	4	1	1
Latvia	3	1	1
Lithuania	3	1	1
Luxembourg	2	1	
Malta	2		1
Netherlands	3	1	1
Poland	4	1	1
Portugal	3	1	1
Romania	4		2
Slovakia	4	1	1
Slovenia	3	1	1
Spain	4	1	1
Sweden	2	1	1
Reserve List	2	1	1
Total MS	**84**	*25*	*29*
Candidate Countries (CC) + Potential CC (PCC)			
North Macedonia	2	1	1
Bosnia and Herzegovina	2	2	
Montenegro	2	1	1
Serbia	2	1	1
Turkey	2		
Albania	3	1	1
Total CC and PCC	**13**	*6*	*4*
MS + CC + PCC	**97**	*31*	*33*
EEA/EFTA/Countries with special agreements			
Norway	2	1	

UK (Northern Ireland)	**1**		1
Iceland	**1**	1	
Switzerland	**2**	1	
Total EEA/EFTA/Countries special agreements	**6**	**3**	**1**
Non-EU Countries			
ENP Countries	**3**		
Morocco		1	
Israel		1	
United Kingdom			1
Mediterranean basin countries			
Latin American countries	**1**		
Costa Rica		1	
Asian countries	**1**		
Japan			1
African countries	**1**		
South Africa			
Total non-EU Countries	**6**	**3**	**2**
TOTAL/COURSE	**109**	*37*	*36*

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

Country	Course 5	Session 5A	Session 5B	Session 5C
Member States (MS)				
Austria	**3**	2		1
Belgium	**4**	1	2	1
Bulgaria	**4**	1	1	2
Croatia	**4**	2	1	1
Czech Republic	**3**	1	1	1
Cyprus	**3**	1	1	1
Denmark	**3**	1	1	1
Estonia	**4**	1	2	1
Finland	**3**	1	1	1
France	**6**	2	2	2
Germany	**6**	2	2	2
Greece	**4**	2	1	1
Hungary	**4**	1	1	2
Ireland	**4**	2	1	1
Italy	**6**	2	2	2
Latvia	**4**	1	2	1
Lithuania	**4**	1	1	2
Luxembourg	**2**		1	1
Malta	**2**	1	1	

Netherlands	4	1	1	2
Poland	4	1	2	1
Portugal	4	2	1	1
Romania	4	1	2	1
Slovakia	4	1	2	1
Slovenia	4	1	1	2
Spain	5	2	1	2
Sweden	3	1	1	1
Reserve List	0			
Total MS	**105**	*35*	*35*	*35*
Candidate Countries (CC) + Potential CC (PCC)	**0**			
North Macedonia	0			
Bosnia and Herzegovina				
Montenegro	0			
Serbia	0			
Turkey	0			
Albania	0			
Total CC and PCC	**0**			
MS + CC + PCC	**105**	*35*	*35*	*35*
EEA/EFTA/Countries with special agreements	**0**			
Norway	2	1		1
UK (Northern Ireland)				
Iceland				
Switzerland	3	1	2	
Total EEA/EFTA/Countries special agreements	**5**	*2*	*2*	*1*
TOTAL/COURSE	**110**	*37*	*37*	*36*

Should you consider that the number of allocated seats is insufficient to meet your country's training needs, please contact the Project Manager at 2016.96.02_TRACES@aesagroup.eu as soon as possible, providing an explanation.

The contractor will evaluate your request and pass it to the Contracting Authority for consideration.

5. *Training dates*

Nine online courses will be implemented with a duration of five half-day Virtual Classroom (VC) training courses will be delivered between June 2021 and March 2022 with approximately 36 people in each session.

Table 3: Training dates

Training session	Proposed dates	Location	Language	Deadline to submit the registration
4A	13-17 September 2021	ONLINE *Zoom*	English	31 August 2021
1A	20-24 September 2021	ONLINE *Zoom*	English	6 September 2021
4B	04-08 October 2021	ONLINE *Zoom*	English	17 September 2021
1B	18-22 October 2021	ONLINE *Zoom*	English	01 October2021
1C	08-12 November 2021	ONLINE *Zoom*	English (with interpretation into French)	22 October 2021
5A	29 November – 03 December 2021	ONLINE *Zoom*	English	12 November 2021
1D	10-14 January 2022	ONLINE *Zoom*	English	24 December 2021
5B	31 January – 04 February 2022	ONLINE *Zoom*	English (with interpretation into French)	14 January 2022
5C	14- 18 February	*ONLINE *Zoom*	English	28 January 2022
				*TO BE CONFIRMED

Should the pandemic situation persist, more sessions online could be implemented; the NCP will be informed on time regarding the new courses, seats allocated and dates.

Annex 1: Background and main topics covered in training

The **TRAde Control and Expert System (TRACES)** is the European Commissions' multilingual online management tool for all sanitary requirements on intra-EU trade and importation of animals, semen and embryo, food, feed and plants. Its main objective is **to digitise the entire certification process and linked procedures**, and is in line with the declaration of the Digital Agenda for Europe.

TRACES was launched in April 2004, and since then it has grown larger by diversifying both its activities and its target groups. After the initial certification modules for intra-EU trade and veterinary border control, many other modules have been introduced.

TRACES New Technology or TNT is new platform who bring those structural changes wished by users as well as an even more user-friendly interface. The certification in TNT module for organic production was launched on 4 April 2016 and it is already available for issuing COI, CHEDPP, PHYTO and FLEGT documents.

About 30.000 users all over the world are issuing more than 1.5 million certificates per year within TRACES. That is about 5.000 per day; half of them for the single market trade and the other half for imports into the EU and EU border control system.

In these conditions, being TRACES such a dynamic instrument where improvements and new tools are continuously added, specific training is necessary for guaranteeing a correct and updated use of the system, where users are aware of its possibilities and can benefit from all the available options.

Main topics covered in the training

- **Overview of TRACES**: General presentation on the system, its legal basis, functionalities and advantages.
- **TRACES Notifications:** Different notifications sent by the system, including the links to specific systems as RASFF and Europhyt.
- **TRACES Update:** Latest developments of the system and upcoming changes.
- **TRACES Re-enforced checks (Course 1):** Specific procedure based on article 24 to Directive 79/78/EEC, and how it´s being applied in TRACES.
- **Animal Welfare (Course 5):** Animal welfare during transport, with particular emphasis on the preparation of the journey log and the infractions of Council Regulation (EC) 1/2005.
- **TRACES Trade (Course 5):** Particular cases of intra-EU trade, differentiating when the use of TRACES is compulsory or not.

Annex 2: Legislation and guidance

The EU is one of the most important players in the international trade in food and the biggest importer in the world. With regard to food safety, the EU has in place comprehensive legislation aimed at ensuring that all food for sale in the EU, produced in the EU or imported from other world regions is safe and complies with, or it is at least equivalent to, well defined standards.

Regulation 2017/625 (Official Control Regulation) require the Commission, in collaboration with the Member States, set up and manage a computerised information management system for official controls (IMSOC) for the integrated operation of the mechanisms and tools through which data, information and documents concerning official controls and other official activities are managed, handled, and automatically exchanged. The IMSOC integrate the existing Traces system.

COMMISSION IMPLEMENTING REGULATION (EU) 2019/1715 of 30 September 2019 laying down rules for the functioning of the information management system for official controls and its system components ('the IMSOC Regulation').

TRACES is the European Commission's online platform for sanitary and phytosanitary certification required for the importation of animals, animal products, food and feed of non-animal origin and plants into the European Union, and the intra-EU trade and EU exports of animals and certain animal products. Today, TRACES is an indispensable tool used in about 90 countries, from more than 55.000 users worldwide for the issuance of sanitary and phytosanitary certificates and official documents required for imports, exports and intra EU movements of live animals and goods.

The main objective of TRACES is to streamline the certification process and all linked entry procedures and to offer a fully digitised and paperless workflow.

It facilitates the exchange of data, information and documents between all involved trading parties and control authorities and therefore simplifies and speeds up the administrative procedures.

The possibility to trace back and forth all the movements of animals, animal products, food and feed of non-animal origin and plants contributes to the reduction of the impact of disease outbreaks and allows for a quick response to counter certain serious risks along the agri-food chain.

The TRACES platform enhances cooperation and coordination between the competent authorities of EU countries and non-EU countries, but also between the traders themselves and their competent authorities. When a decision is taken on a consignment, the involved parties are notified and have access to the relevant documents. TRACES allows for the quick detection of fake certificates and therefore contributes to the fight against food fraud and enhances cooperation and collaboration between authorities.

The integrated statistical tool allows the extraction of valuable data in relation to imports into the EU, exports from the EU and intra-Union trade.

Annex 3: DRAFT Agenda

COURSE 1: TRACES – IMPORTS OF LIVE ANIMALS AND PAO

Day 1					
CET Time		Title	Training objective	Method	Name of responsible tutor
9:00	9:15	Introduction	Welcome address and presentation of the Programme „Better Training for Safer Food"	presentation	EU Event manager
9:15	09:45	Introduction	Presentation of the training programme and method, the aim, the expected results, presentation tutors	discussion	Training coordinator and tutors
9:45	10:15	Knowledge test	Anonymous test in the main topics of the course to evaluate initial knowledge of each participant	Online test	participants
10:15	10:45	break			
10:45	11:15	Overview of TRACES; legislation and explanation	TRACES- Tracking system for live animals, food, feed and live plants and organic products. Why is involved, what does it contain, how to implement it	presentation	Training coordinator
11:15	12:00	TRACES in practise	Access to TRACES TRACES certification workflow. Relevant legislation	presentation	Tutors and participants
12:00	12:30	break			

12:30	13:30	TRACES in practise	Access to TRACES TRACES certification workflow . Relevant legislation	Practical session	Tutors and participants

Day 2					
CET Time		Title	Training objective	Method	Name of responsible tutor
9:00	10:15	TRACES in practise	Access to TRACES users and organisations management	Practical session	Tutors and participants
10:15	10:45	break			
10:45	12:00	TRACES in practise	Use of TRACES in intensified official controls (IOC)	presentation	Tutor
12:00	12:30	Break			
12:30	13:30	TRACES in practise	Case study in Intensified Official controls	Practical session	Tutors and participants

Day 3					
CET Time		Title	Training objective	Method	Name of responsible tutor
9:00	10:15	TRACES in practise	Access to TRACES Specific procedure. Monitoring channelled and non-compliant consignments.	Practical session	Tutors and participants
10:15	10:45	break			
10:45	12:00	Case studies	Group activity; case studies	Practical session	Tutors and participants

12:00	12:30	break			
12:30	13:30	Real examples	Presentation on real cases TRACES presented by tutors and participants	Practical session ; discussion	Tutors and participants

Day 4					
CET Time		Title	Training objective	Method	Name of responsible tutor
9:00	9:30	TRACES and electronic signature	e-Seal description of procedure of implementation e-Seal in TRACES	presentation	Tutor
09:30	10:15	TRACES in practise	Access to TRACES NT Statistical tools - Qlikview	Presentation/ Practical session –	Tutors and participants
10:15	10:45	break			
10:45	12:00	Case studies	Group activity; cases on statistics to be delivered to the participants	Practical session	Tutors and participants
12:00	12:30	break			
12:30	13:30	TRACES notifications	TRACES notifications-RASFF	Presentation	Tutor

Day 5					
CET Time		Title	Training objective	Method	Name of responsible tutor
9:00	9:30	TRACES update	Update on TRACES	presentation	Commission representative
09:30	10:15	Knowledge test	Anonymous test in the main topics of the course to evaluate knowledge of each participant after the training		participants
10:15	10:45	break			

10:45	12:00	Question and answers sessions	discussion	discussion	Tutors and participants
12:00	12:30	break			
12:30	13:30	conclusion	Final conclusions and training outcome, closing of the training	discussion	Training coordinator Event manager

COURSE 4: TRACES - COI

Day 1					
CET Time		**Title**	**Training objective**	**Method**	**Name of responsible tutor**
9:00	9:15	Introduction	Welcome address and presentation of the Programme „Better Training for Safer Food"	presentation	EU Event manager
9:15	09:45	Introduction	Presentation of the training programme and method, the aim, the expected results, presentation tutors	discussion	Training coordinator and tutors
9:45	10:15	Knowledge test	Anonymous test in the main topics of the course to evaluate initial knowledge of each participant	Online test	participants
10:15	10:45	break			
10:45	11:15	Overview of TRACES; legislation and explanation	TRACES- Tracking system for live animals, food, feed and live plants and organic products. Why is involved, what does it contain, how to implement it	presentation	Training coordinator
11:15	12:00	Use of TRACES in organic import	General information about TRACES use in organic	presentation	Training coordinator
12:00	12:30	break			
12:30	13:30	TRACES in practise	Access to TRACES Issuing and endorsing COI – demonstration - COI workflow	Practical session	Tutors and participants

Day 2					
CET Time		**Title**	**Training objective**	**Method**	**Name of responsible tutor**
9:00	10:15	TRACES in practise	Access to TRACES Issuing and endorsing COI	Practical session	Tutors and participants
10:15	10:45	break			
10:45	12:00	TRACES in practise	Access to TRACES users and organisations management	Practical session	Tutors and participants
12:00	12:30	Break			
12:30	13:00	TRACES in practise	Access to TRACES PDF creation	Practical session	Tutors and participants
13:00	13:30	TRACES notifications	link between TRACES and OFIS; irregularity module	presentation	Tutor

Day 3					
CET Time		**Title**	**Training objective**	**Method**	**Name of responsible tutor**
9:00	10:15	TRACES in practise	Access to TRACES Specific procedure	Practical session	Tutors and participants
10:15	10:45	break			
10:45	12:00	Case studies	Group activity; case studies	Practical session	Tutors and participants
12:00	12:30	break			
12:30	13:30	Real examples	Presentation on real cases TRACES presented by tutors and participants	Practical session ; discussion	Tutors and participants

Day 4					
CET Time		**Title**	**Training objective**	**Method**	**Name of responsible tutor**
9:00	9:30	TRACES and electronic signature	e-Seal description of procedure of implementation e-Seal in TRACES	presentation	Tutor
09:30	10:15	TRACES in practise	Access to TRACES NT Statistical tools - Qlikview	Presentation/ Practical session –	Tutors and participants
10:15	10:45	break			
10:45	12:00	Case studies	Group activity; case studies	Practical session	Tutors and participants
12:00	12:30	break			
12:30	13:30	TRACES in organic import	Sharing of use of TRACES in different countries, most common problem faced	discussion	Tutors and participants

Day 5					
CET Time		**Title**	**Training objective**	**Method**	**Name of responsible tutor**
9:00	9:30	TRACES update	Update on TRACES	presentation	Commission representative
09:30	10:15	Knowledge test	Anonymous test in the main topics of the course to evaluate knowledge of each participant after the training		participants
10:15	10:45	break			
10:45	12:00	Questions and answers sessions	discussion	discussion	Tutors and participants
12:00	12:30	break			
12:30	13:30	conclusion	Final conclusions and training outcome, closing of the training	discussion	Training coordinator Event manager

COURSE 5: TRACES –INTRA EU-TRADE OF LIVE ANIMALS AND PAO

Day 1					
CET Time		Title	Training objective	Method	Name of responsible tutor
9:00	9:15	Introduction	Welcome address and presentation of the Programme „Better Training for Safer Food"	presentation	EU Event manager
9:15	09:45	Introduction	Presentation of the training programme and method, the aim, the expected results, presentation tutors	discussion	Training coordinator and tutors
9:45	10:15	Knowledge test	Anonymous test in the main topics of the course to evaluate initial knowledge of each participant	Online test	participants
10:15	10:45	break			
10:45	11:15	Overview of TRACES; legislation and explanation	TRACES- Tracking system for live animals, food, feed and live plants and organic products. Why is involved, what does it contain, how to implement it	presentation	Training coordinator
11:15	12:00	TRACES in practise	Access to TRACES TRACES certification workflow. Relevant legislation	presentation	Tutors and participants
12:00	12:30	break			
12:30	13:30	TRACES in practise	Access to TRACES TRACES certification workflow . Relevant legislation	Practical session	Tutors and participants

Day 2					
CET Time		Title	Training objective	Method	Name of responsible tutor
9:00	10:15	TRACES in practise	Access to TRACES users and organisations management	Practical session	Tutors and participants
10:15	10:45	break			
10:45	12:00	TRACES– animal welfare	Animal Welfare during transportation. Most common problems faced and possible solutions.	presentation	Tutor
12:00	12:30	Break			
12:30	13:30	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

Day 3					
CET Time		Title	Training objective	Method	Name of responsible tutor
9:00	10:15	TRACES game	Escape Room	Practical session	Tutors and participants
10:15	10:45	break			
10:45	12:00	Case studies	Group activity; case studies	Practical session	Tutors and participants
12:00	12:30	break			
12:30	13:30	Real examples	Presentation on real cases TRACES presented by tutors and participants	Practical session ; discussion	Tutors and participants

Day 4					
CET Time		Title	Training objective	Method	Name of responsible tutor
9:00	9:30	TRACES and electronic signature	e-Seal description of procedure of implementation e-Seal in TRACES	presentation	Tutor
09:30	10:15	TRACES in practise	Access to TRACES NT Statistical tools - Qlikview	Presentation/ Practical session –	Tutors and participants
10:15	10:45	break			
10:45	12:00	Case studies	Group activity; cases on statistics to be delivered to the participants	Practical session	Tutors and participants
12:00	12:30	break			
12:30	13:30	TRACES notifications	TRACES notifications-RASFF	Presentation	Tutor

Day 5					
CET Time		Title	Training objective	Method	Name of responsible tutor
9:00	9:30	TRACES update	Update on TRACES	presentation	Commission representative
09:30	10:15	Knowledge test	Anonymous test in the main topics of the course to evaluate knowledge of each participant after the training		participants
10:15	10:45	break			
10:45	12:00	Questions and answers sessions	discussion	discussion	Tutors and participants
12:00	12:30	break			
12:30	13:30	conclusion	Final conclusions and training outcome, closing of the training	discussion	Training coordinator Event manager

Annex 4: Technical requirements

The VC sessions will be organised with the use of the Zoom web conferencing tool. The participants will take part in a short Zoom test training session the week before the actual session. The Zoom test training will help participants to become familiar with the Zoom platform. They will also receive some general information on the course and have the opportunity to ask questions.

The participants should have *a computer with a working camera and audio system (speaker and microphone) as well as a good internet connection.*

To avoid delays, the registered participants will be contacted for a technical test of their equipment a few days before the training sessions. This will allow participants to test their equipment and view the main features of the VC application platform. During this brief test, participants will have the chance to learn all the tools of the VC platform.

During this meeting, the Event Manager and Assistant Event Manager will also go through the main aspects of the agenda and different sessions that are foreseen. Additionally, in the morning of Day 1 of the VC, time will be dedicated to a technical session to refresh participants on the main features of the platform, and ensure connections are working properly.

Annex 5: Training material, outcomes and dissemination activities

Training material

All participants will receive the training material well in advance of the training. The material will include additional pre-recorded material for offline studies. Preparatory videos will introduce the specific topic and provide background information to participants.

Dissemination questionnaire

Two to three months after the respective training session, participants will receive a standard questionnaire requesting information on the dissemination activities of the participant after the training, and details on differences in the approach adopted in day-to-day work following the training.

Self-assessment test

Furthermore, the programme will include an anonymous knowledge test to be carried out at the beginning and at the end of each training session in order to measure the impact of the training on the understanding of the participants of the subjects taught.

Participants are expected to agree to carry out the above tests and to reply to the surveys and questionnaires. Participant agree to be registered in the BTSF Academy and agree to be recorded during Virtual Classroom Training sessions and to take a group photo of the participants and tutors at the end of the training. Videos and photo will be published in the BTSF Academy in the corresponding Training course section and will be visible only to the registered participants in that Training course.

Please find more information regarding data protection here:

https://btsfacademy.eu/training/mod/page/view.php?id=417

Annex 6: Contractor contact details

The project is managed by Agriconsulting Europe SA.

Project Manager is Mr Lorenzo Grazioli.

Training Coordinator for Course 1 is Mary Gianniou.

Training Coordinator for Course 2 is Kristina Romanova.

Training Coordinator for Course 3 is Kristina Romanova.

Training Coordinator for Course 4 is Małgorzata Waszewska.

Training Coordinator for Course 5 is Mary Gianniou.

Kristina Romanova will be also the Super Advisor Coordinator.

Separate notifications will be sent to National Contact Points for each course and will contain the names and contact details of the Event Manager and Assistant Event Manager as well as logistical details on the event.

All official communication between National Contact Points and the project will be maintained through the functional e-mail address 2016.96.02_TRACES@aesagroup.eu or by phone to +32 27379275 or +32 27884869 telephone number.

The project website is http://www.btsf-agriconsulting.eu/trainings/second-phase-trade-control-and-expert-system-traces-2019-2021. The website will be regularly updated with details of forthcoming courses.