



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

BETTER TRAINING FOR SAFER FOOD

ORGANISATION AND IMPLEMENTATION OF TRAINING ACTIVITIES

ON THE *ORGANIC FARMING SCHEME*

2018

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



Asociación Española de
Normalización y Certificación

Contract n° CHAFEA/2015/96/01 "Organic Farming"

AESA Consortium – www.btsf-agriconsulting.eu

36 Avenue de Tervueren, Brussels 1040, Belgium. Tel: +32 2 736 22 77

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1. GENERAL INFORMATION ON THE TRAINING

1.1. Objectives

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

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

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

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

1.2. Dates and locations

The training activities will be divided into the following courses, in 2018:

Session Reference	Dates	Location	Dateline for applications	Seats for Italy
Session 10	23-26 January 2018	Bologna, Italy	05/12/2017	1
Session 11	23-26 February 2018	Valencia, Spain	05/12/2017	1
Session 12	13-16 March 2018	Frankfurt, Germany	20/01/2018	1
Session 13	24-27 aprile 2018	Prague, Czech Republic	20/01/2018	1
Session 14	15-18 May 2018	Vilnius. Lithuania	20/03/2018	1

1.3. Project management

National Contact Points have to submit all general communications and registration forms of participants to the e-mail address:

2015.96.01_Organicfarming@aesagroup.eu

Candidates have to submit all participation documents to btsf-contactpoint-dipvet@sanita.it

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 cancelation 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 2016 – 2018**

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 staff of the Competent Authorities involved in official control activities for organic production and labelling of organic products and/or in their planning and coordination, as well as field inspectors in those authorities involved in carrying out such controls
- Staff of the public control authorities or the private control bodies to which specific responsibilities or tasks relating to control activities for organic production and labelling of organic products have been conferred (for control authorities) or delegated (for control bodies) by the competent authorities.

Please note that:

- The trainees should have the required technical skills related to control activities for organic production and labelling of organic products as well as **fluency in English**.
- It should be clear from their **background and professional skills** that the participation in the training activity will be a **key element** for the improvement of their daily work.
- The workshops have been designed taking into account the lessons learnt from the training activities carried out since 2011 and further developing the different topics included in the technical programme. Therefore, **this new course is addressed to both, new participants** who have not attended the training course in the past **and those who were already involved in previous editions**.

Priority will be given to the applications received before the datelines, from the countries invited in the session. However to ensure some flexibility in the application process, 1 or 2 applications from the reserve lists might be accepted in each session. The templates of documents to be submitted are attached in the e-mail message through which this document has been sent.

2.3. Process to be followed

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

Tasks entrusted upon the NCP:

- Consider the number of participants to be supported by the project at each session, according to the information provided by the Project Manager.
- Select participants complying with the above mentioned selection criteria and request them to return a registration form fully completed, using the templates provided for each training session: **ANNEX 3. REGISTRATION FORM_ORGANIC FARMING.**
- 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 PROGRAMME ORGANIC FARMING 2016-2018.

The structure of each course is:

		Welcome session
Day 1	Afternoon	Knowledge test
		Organic Agriculture and legal regulations
		Setting up a system of controls/designating a Competent Authority (CA)
		Practical activity: Setting up a system of controls/designating a Competent Authority (CA)
		Conclusions
Day 2	Morning	Controls on operators by CtrlA/CB (Assessment of the operators' activities and own controls and Risk assessment/planning)
		Practical activity: Controls on operators by CtrlA/CB
		Organic Agriculture and legal regulations
		Practical activity: Controls on operators by CtrlA/CB
		Import Controls

Day 2	Afternoon	E-certification/TRACES
		Conclusions
		Test

Day 3	Morning	Pesticide testing within organic controls
		Practical activity : Pesticide testing within organic controls
	Afternoon	Measures/sanctions in case of irregularities/infringements (Principles
		Measures/sanctions in case of irregularities/infringements (EU requirements and Communications)
		Group activity: Measures/sanctions in case of irregularities/infringements
		Weaknesses and good practices identified in the audits carried out by the FVO in the host country
Quiz		
Conclusions		

Day 4	Morning	Delegation of control tasks to control bodies (CBs) and conferral of control competences onto control authorities (CtrlA)
		Group activity: Supervision by CA over CBs
		Group discussions
		Summary of main topics covered
		Knowledge test
		Conclusion

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

3.2. Training sites

LOCATION 1: PRAGUE (CZECH REPUBLIC)

Number of sessions	3
Implementing firm	AENOR
Airport of arrival	Václav Havel Airport
Transfer time from airport to hotel	30 min Transfers with a referenced taxi company
Accommodation	NH Prague City http://www.nh-hotels.com/hotel/nh-prague-city

LOCATION 2: FRANKFURT (GERMANY)

Number of sessions	3
Implementing firm	Agriconsulting Europe S.A./AENOR
Airport of arrival	Frankfurt am Main Airport
Transfer time from airport to hotel	20 min Transfers with a referenced taxi company
Accommodation	Savigny Hotel Frankfurt City Messe http://www.savigny-frankfurtcity.com/

LOCATION 3: BOLOGNA (ITALY)

Number of sessions	3
Implementing firm	Agriconsulting Europe S.A.
Airport of arrival	Bologna Guglielmo Marconi Airport
Transfer time from airport to hotel	20 min Transfers with a referenced taxi company
Accommodation	NH Bologna de la Gare http://nhbolognadela Gare.hotelsbologna.it/index_fr.html

LOCATION 4: VILNIUS (LITHUANIA)

Number of sessions	2
Implementing firm	Agriconsulting Europe S.A.
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 5: VALENCIA (SPAIN)

Number of sessions	3
Implementing firm	Agriconsulting Europe S.A.
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/

ANNEX 1. LIST OF INVITED COUNTRIES

Country	S. 10	S. 11	S. 12	S. 13	S. 14
Member states					
Austria	1		1	1	1
Belgium		1	1	1	1
Bulgaria		1		1	1
Croatia	1		1	1	1
Czech Republic			1		1
Cyprus		1		1	1
Denmark		1			1
Estonia			1	1	1
Finland		1	1		1
France	1	1	1	1	1
Germany	1	1	1	1	1
Greece	1		1	1	1
Hungary		2		1	1
Ireland		2	2		1
Italy	1	1	1	1	1
Latvia				1	1
Lithuania		1	1	1	1
Luxembourg		1	1		1
Malta		1			1
Netherland		1	2		1
Poland	1	1	1	1	1
Portugal		1	1		1
Romania		1	2		1
Slovakia		2	1		1
Slovenia		2	1		1
Spain	1	1	1	1	1
Sweden		1	1		1
UK	1	1	1	1	1
Reserve list	1	2	1		
Candidates Countries (CC)					
The Former Yugoslav Republic of Macedonia			1		1
Montenegro		1	1		
Serbia	1			1	
Turkey		1		1	
Albania	2		1		1
Total CC	3	2	3	2	2
MS + CC	14	30	30	16	30
EEA and EFTA Countries					
Norway					
Switzerland	1				
Iceland					
Total EEA and EFTA countries	1	0	0	0	0

8Latin and Central America and Caribbean	S. 10	S. 11	S. 12	S. 13	S. 14
Argentina	1				
Bolivia	1				
Brazil	1				
Chile	1				
Colombia	1				
Ecuador	1				
Guatemala	1				
Honduras	1				
Mexico	1				
Nicaragua	1				
Peru	1				
Uruguay	1				
<i>Reserve List</i>	3				
Asia					
India				2	
China				2	
Thailand				1	
Indonesia				1	
Sri Lanka				1	
Pakistan				1	
Taiwan				1	
Malaysia				1	
Vietnam				1	
Philippines				1	
<i>Reserve list</i>				2	
<i>Total non-EU Countries</i>	16	0	0	15	0
<i>Total Course</i>	30	30	30	31	30

ANNEX 2. TECHNICAL PROGRAMME

Day 1					
Time		Title of session	Training Objective / Subjects Covered	Method of Training	Responsible
Until 12.00		Arrival of participants			
12.00	13.30	Welcoming of participants and registration			
13.30	14.30	Lunch			
14.30	15.15	Welcome session	Presentation of the Programme "Better Training for Safer Food" - BTSF background presentation	Introductory remarks	DG SANTE
			Presentation of objectives, the main topics, and the expected results of training	Media: BTSF Video	Event Manager
			Introduction by each participant and tutor	Presentation. Tour de table	Sigrid Alexander Tutors and participants
15.15	15.30	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants
15.30	16.00	Organic Agriculture and legal regulations	Refreshing and highlighting of: <ul style="list-style-type: none"> - Basic principles and development of organic agriculture - EU Legislative framework for organic agriculture - Structure of EU regulations for organic agriculture incl. OFIS - Underlying conventional food regulations 	Presentation	Sigrid Alexander
16.00	16.30	Coffee break			
16.30	17.45	Setting up a system of controls/designating a Competent Authority (CA)	Elements of risk/control systems and its application into the context of organic production and EU Regulations <ul style="list-style-type: none"> - Tasks of the CAs and resources to be mobilise for its implementation - Internal control mechanisms and audits (internal/external) over the CA. - Design of the control system - Reporting requirements of CAs towards EC in the framework of the MANCP - List of operators to be published by CAs (Article 92b of 889/2008) 	Presentation	Paul Severens
17.45	18.15	Practical activity: Setting up a system of controls/designating a Competent Authority (CA)	Real case study used for discussion in working groups.	will be set with tutor together	Paul Severens and participants

18.15	18.30	Conclusions	Summary of contents. Questions from participants in regard to topics presented	Debate Questions and answers	Sigrid Alexander and participants
19.00	22.00	Welcome drink and dinner at the hotel premises			

Day 2					
Time		Title of session	Training Objective / Subjects Covered	Method of Training	Responsible
08.30	08.45	Wrap-up			
08.45	09.30	Controls on operators by CtrlA/CB (Part 1- Assessment of the operators' activities and own controls)	Assessment of the operators' activities and own controls -Assessment of the operators' activities and their own precautionary measures (controls of production process, quality assurance, etc.) - Assessment of information submitted by operators (full description of the units and activities, precautionary measures applied, schedule of crops...)	Presentation	Sigrid Alexander
09.30	10.15	Controls on operators by CtrlA/CB (Part 2 - Risk assessment/planning)	- Risk assessment/planning (focus) taking into account also the above point - Effectiveness of controls (annual or additional) to detect irregularities, see Commission audit findings on failings by CBs/CAs in overlooking non-compliances	Presentation	Dimitris Sotiropoulos
10.15	10.45	Coffee break			
10.45	11.30	Controls on operators by CtrlA/CB (Part 3 - Risk assessment/planning)	Subcontracting Group certification in non-EU countries Corrective controls	Presentation	Dimitris Sotiropoulos
11.30	12.15	Practical activity: Controls on operators by CtrlA/CB	Real case study used for discussion in working groups.	Group activity	Dimitris Sotiropoulos and participants
12.15	13.15	Lunch			
13.15	13.45	Practical activity: Controls on operators by CtrlA/CB	Presentation/ discussion of the results.	Group activity	Dimitris Sotiropoulos and participants

13.45	14.45	Import controls	- Guidance issued by the CA/updates of Regulation (EC) No 1235/2008 to officials in charge. - Risk analysis and use of relevant information to decide on the nature of controls. - Physical checks on import consignments - Import Procedures from Non-EU countries - Equivalent Control Bodies and authorities - Completeness of certificate of inspection (Col) - COI workflow	Presentation	Sigrid Alexander
14.45	15.00	Break			
15.00	16.15	E-certification/TRACES	Overview of TRACES: legislation and explanation TRACES use at import of organic products Role of competent authorities in the EU and in Third countries, control bodies and control authorities and operators.	Presentation	Paul Severens
16.15	16.45	Coffee break			
16.45	17.00	E-certification/TRACES	TRACES functionalities Creating/endorsing a new COI and extract COI Overview of available training material and access to 'training' and 'production' environment in TRACES Case study in training environment	Presentation	Paul Severens
17.00	17.45	Practical activity : E-certification/TRACES	Direct application on TRACES (log in TRACES and simulate a TRACES procedure or create a new COI)	Presentation/ Group activity	Paul Severens and participants
17.45	18.00	Test/Conclusions	Assessment of understanding of covered subject	Media: e-voting system	Tutors and participants
18.30		Social event including dinner			

Day 3							
Time		Title of session		Training Objective / Subjects Covered	Method of Training	Responsible	
08.30	08.45	Wrap-up					
08.45	9.45	Pesticide testing within organic controls		Designation of accredited laboratories by CA's Sampling plan Methods and scope of tests Follow up given to positive results (reporting, investigating)	Presentation	Dimitris Sotiropoulos	

			obligations, measures/sanctions) Additional official controls on organic products Imported from eastern countries such as Ukraine, Moldova, Uzbekistan etc		
09.45	10.15	Practical activity : Pesticide testing within organic controls	Real case study used for discussion in working groups.	Group activity	Dimitris Sotiropoulos
10.15	10.45	Coffee break			
10.45	12.15	Measures/sanctions in case of irregularities/infringements (part 1 - principles)	General principles and the importance of measures/sanctions in control systems Definition of irregularity/infringement (not regulated at EU level), establishment of an irregularity Types of measures/sanctions Assessment of measures/sanctions (focus)	Presentation and group activity	Julien Viau
12.15	13.15	Lunch			
13.15	13.45	Measures/sanctions in case of irregularities/infringements (part 1 - principles)	General principles and the importance of measures/sanctions in control systems Definition of irregularity/infringement (not regulated at EU level), establishment of an irregularity Types of measures/sanctions Assessment of measures/sanctions (focus)	Presentation and group activity	Julien Viau
13.45	14.15	Measures/sanctions in case of irregularities/infringements (part 2 - EU requirements)	EU requirements / Responsibilities of operators EU requirements / Responsibilities of CtrlA/CB	Presentation	Julien Viau
14.15	15.00	Measures/sanctions in case of irregularities/infringements (part 3 - Communications)	Responsibility and communication of irregularities Important aspect that surrounds measures/sanctions Follow-up of irregularities	Presentation followed by a discussion in plenary session	Julien Viau
15.00	15.15	Break			
15.15	15.45	Measures/sanctions in case of irregularities/infringements (part 3 - Communications)	Responsibility and communication of irregularities	Presentation followed by a discussion in plenary session	Julien Viau

			Important aspect that surrounds measures/sanctions Follow-up of irregularities		
15.45	16.30	Group activity: Measures/sanctions in case of irregularities/infringements	Real case study used for discussion in working groups.	will be set with tutor together	Julien Viau and participants
16.30	16.45	Coffee Break			
16.45	17.45	Weaknesses and good practices identified in the audits carried out by the DG Health and Food Safety in the host country	Key points and risk-oriented core aspects of relevant Member state`s The DG Health and Food Safety report(s) Weaknesses such as ineffective control measures, missing exchange of information between relevant stakeholders and EU MS and appropriate consequences Good practice such as harmonisation, public lists and quality tools	Presentation and group activity	National Tutor, all tutors and participants
17.45	18.00	Test/ Conclusions	Assessment of understanding of covered subject	Media: e-voting system	Tutors and participants
Evening stands at free disposal					

Day 4					
Time		Title of session	Training Objective / Subjects Covered	Method of Training	Responsible
08.30	08.45	Wrap-up			
08.45	09.45	Delegation of control tasks to control bodies (CBs) and conferral of control competences onto control authorities (CtrlA)	Differences between a CB and a CtrlA . What roles can/cannot be delegated based on concrete examples from audit reports? Supervision by CA over CBs: - CA's own risk assessment (overall/CBs) - Impartiality of CB/and its staff and effectiveness of controls (Article 27(9) of 834/2007) - Communication from CA - Communications from CBs, assessment of the information received and follow up actions to be taken by CAs - Cooperation between CA - Accreditation bodies - Witness/review audits, and other types of CA control activities - CBs' staff performance/competence and appropriateness of resources	Presentation	Julien Viau
09.45	10.15	Group activity: Supervision by CA over CBs	Real case study used for discussion in working groups	Practical activity	Julien Viau and participants

10.15	10.45	Coffee break			
10.45	12.00	Group discussions	Additional specialized and risk oriented real case studies used for discussion in working groups to illustrate and summarize the complexity of Organic Regulation	Group activity incl. brain storming session	All tutors
12.00	12.30	Summary of main topics covered	Final conclusions and training outcome	Debate	Sigrid Alexander
			Training Recommendations Dissemination tools	Questions and answers	
12.30	12.45	Knowledge test	Assessment of understanding of covered subject	Media: e-voting system	Participants
12.45	13.00	Conclusion	On-line evaluation Certificates award		Sigrid Alexander Event Manager
13.00	14.00	Lunch			
14.00	22.00	Departure 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:

•
Session1_Frankfurt_Martinus.doc (1 is the number of the session)

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