

COURSE 3: TRACES USE AT IMPORT OF LIVE PLANTS

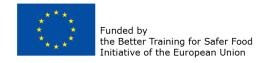
	Day 1						
Ti	me	Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor		
17h30	17h45	Introduction	Welcome address and presentation of the Programme "Better Training for Safer Food"	Presentation	DG SANTE Event Manager		
17h45	18h00	Introduction	Opening address	Presentation	Competent Authority of the hosting country		
18h00	18h30	Introduction	Presentation of the project's organisation, the aims, and the expected results. Definition of tasks to collect participants' expectations. Presentation of tutors and participants	Discussion	Training Coordinator, Tutors and participants		
18h30	18h45	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants		
18h45	19h15	Overview of TRACES: legislation and explanation	TRACES: a tracking system for live animals, products of animal and plant origin and live plants. A network between competent authorities. Who is involved, what does it contain, how to implement it.	Presentation	Training Coordinator		
19h15	22h00	Welcome drink and dinne	r at the hotel premises				



Day 2						
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor	
08h30	09h00	Travel of participants to conference room equipped with computers Division in 2 groups				
09h00	10h30	TRACES practice in the computers	Access to TRACES database. TRACES certification. Structure of CHEDPP.	Practical session in different groups according to the needs of the participants	Tutors and participants	
10h30	11h00	Coffee Break				
11h00	12h00	TRACES practice in the computers	TRACES interface Access - Log in / Log out TRACESNT/ EU Login - Languages Modules Creation of a CHEDPP Part I Structure of a CHEDPP, Creation of Part I, Save as Draft, Function "copy as new", Function "delete"	Practical session in different groups according to the needs of the participants	Tutors and participants	



Day 2						
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor	
12h00	13h00	TRACES practice in the computers	Creation and validation of a CHEDPP Part II Sign as in progress Print a certificate Function "replace" and "cancel" Creation and rejection of a CHEDPP Part II Laboratory test EUROPHYT notification	Practical session/Discussion	Tutors and participants	
13h00	14h30	Travel back of participants to the hotel and Lunch at hotel premises				
14h30	15h00	TRACES Notifications	TRACES notifications. Europhyt.	Presentation/ Discussion	Tutor	
15h00	16h00	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results.	Group activity	Tutors and participants	
16h00	16h30	Group Photo and Coffee Break				
16h30	18h00	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results.	Group activity	Tutors and participants	
19h30	22h00	Social Event and dinner in a restaurant				



			Day 3		
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
08h30	09h00	Travel of participants t Division in 2 groups	o conference room equipped with computers		
09h00	10h30	Statistical toolQlikview	Use of the statistical tool available in TRACES Qlikview	Presentation/ Practical session	Tutors and participants
10h30	11h00	Coffee break			
11h00	13h00	TRACES practice in the computers	Search for CHEDPP Reference data Creation,validation and delition of operator Other possibilities of the system Partial rejection Invasive species Wood Packaging Material only Control at Approved place of destination and Transhipment Quality control	Presentation/ Practical session	Tutors and participants
13h00	14h30	Lunch and Travel to BIP premise			
14h30	16h30	16h30 Practical Session	Division into 2 sub-groups and then switch. Session A: Introduction to the BIP activities. Best practices for the performance of official controls in BIP related to the use of TRACES.	Practical session Sharing of experiences Discussion	Local Authorities Tutors



			Day 3		
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor
			Session B: On the spot demonstration of TRACES use and related certification activities in a BIP. Practical examples on specific procedures.		
16h30	17h15	Travel back to the hotel and Coffee break			
17h15	18h00	The escape room	Review of different TRACES options.	Practical session/ Role game in teams	Tutors and participants
20h00	22h00	Dinner at the hotel premises			

Day 4						
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible tutor	
09h00	09h45	TRACES update	Demo of PHYTO certificate and cloning E-signature	Presentation	Training Coordinator	
09h45	10h30	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results: Specific TRACES procedures as transfer to approved place of destination.	Group activity	Tutors and participants	
10h30	11h00	Coffee break				
11h00	12h00	Case Studies	Group activity: case studies with division in working groups and presentation/ discussion of the results: Specific TRACES procedures as transfer to approved place of destination.	Group activity	Tutors and participants	
12h00	13h00	Practice in the computers	Group activity resolving exercises on the computers on different topics of TRACES procedures and Statistical tools.	Practical session Working groups Q&A	Tutors and participants	
13h00	13h15	Questions and Answers session		Discussion in plenary session	Tutors and participants	
13h15	13h30	Final evaluation of the Course				
13h30	13h40	Knowledge test	Anonymous test on the main topics of the course to evaluate initial knowledge of each participant.	Media: e-voting system	Participants	
13h40	14h00	Conclusion	Final conclusions and training outcome, closing of the training, certificates award.		Training Coordinator	
14h00	15h00	Lunch				
15h00	22h00	Departure of participa	nts			

Contract 2016 96 02 Kick-off meeting

