



COURSE 3: TRACES USE AT IMPORT OF LIVE PLANTS

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



| Day 2 | | | | | | |
|-------|-------|---|--|--|-------------------------|--|
| Time | | Title of the session | Training Objective / Subjects Covered | Method of Training | Responsible tutor | |
| 08h30 | 09h00 | Travel of participants to conference room equipped with computers Division in 2 groups | | | | |
| 09h00 | 10h30 | TRACES practice in the computers | Access to TRACES database. TRACES certification. Structure of CHEDPP. | Practical session in different groups according to the needs of the participants | Tutors and participants | |
| 10h30 | 11h00 | Coffee Break | | | | |
| 11h00 | 12h00 | TRACES practice in the computers | 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 to conference room equipped with computers Division in 2 groups | | | |
| 09h00 | 10h30 | Statistical tool Qlikview | 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 deletion of operator Other possibilities of the system Partial rejection Invasive species Wood Packaging Material only Control at Approved place of destination and Transshipment Quality control | Presentation/ Practical session | Tutors and participants |
| 13h00 | 14h30 | Lunch and Travel to BIP premise | | | |
| 14h30 | 16h30 | Practical Session | <i>Division into 2 sub-groups and then switch.</i> <u>Session A:</u> Introduction to the BIP activities. Best practices for the performance of official controls in BIP related to the use of TRACES. | 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 |
| | | <u>Session B:</u> 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 participants | | | |

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Kick-off meeting



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