Invitation Letter to BTSF National Contact Points seeking applications for BTSF training activities on

Service Contract 2020 96 03

Organisation and implementation of training activities
on the legislation and control of geographical indications and traditional specialities guaranteed
under the "Better Training for Safer Food" initiative

Course 1: Control of GIs in the wine sector

Phase 1

1. *Course objectives*

General objectives and courses within the project

The projects aims to improve knowledge, and further harmonise the approaches and practices of EU Member States (MSs) for an increased efficacy of their competent authorities and delegated control bodies in verifying compliance with the EU legal provisions in the area of geographical indications and traditional specialities guaranteed agricultural products and foodstuffs , wines and spirit drinks.

The project consists of 4 courses:

Course 1 - Training on the control of PDO/PGI in the wine sector
Course 2 - Training on the control of GIs in the field of spirit drinks
Course 3 - Training on the control of PDO/PGI/TSG in the field of agricultural products and foodstuffs
Course 4 - Cross-sectorial training on PDO/PGI/GI/TSG market controls in the sectors of agri-food, wine and spirit drinks

Specific objectives of the project

Goal 1: full grasp of the legal framework

Before going into the details of official control activities as such, it is important to guarantee that all participants are aware of the legislative context in which the protection of GIs operates. The first goal to be achieved is therefore broken down into three steps: the first one is to ensure that participants have a clear idea of the importance of GIs in order to get into the second step - linked to the familiarity and understanding of the EU quality policy and its rules. The third step is more specific and aims at a harmonized knowledge of the specific regulations of the three different sectors with a specific focus on how labelling and products' technical specifications are fundamental in this context.

Goal 2: perfect command of the organizational aspects of controls

Once the legal framework is clarified, it is important to see how each national Competent Authority (CA) can organize its internal structure in order to address in the most efficient way the requirements set in the regulations. The first step is to list and analyse the roles and responsibilities implied for a correct control activity, in order to move into the second step related to the understanding of the different ways to share them among the different control actors. The third step is, therefore, to ensure the ability to recognise the different ways of implementing official control systems in Member States (based on a risk analysis) , identifying their strengths and weaknesses as well as reflecting on how these could be introduced – if not present yet – in every participant's country of origin.

Goal 3: in-depth knowledge of the preliminary steps of the control activity

As soon as legal framework and control systems are well described to and understood by participants, the following goal enters into the core of the course: the control activity in practice. The first step is to clarify the concept of risk analysis in order to move forward with the second step related to the correct planning of activities. Activities correctly planned thanks to a sound risk analysis are then examined in detail with the third step, where all control procedures and sanctions in case of detected non-compliances are listed and reviewed.

Goal 4: in-depth knowledge of official controls in the whole chain

Thanks to a correct planning, control activities can start from the first stage till the last one of the whole chain. This goal tackles every single detail of the control activity. The first step is to get participants familiar with the control procedures at primary production and processes level, followed by the second step aimed at clarifying the activities to be performed at the packing/bottling, distribution and transport stages. The third step wants to investigate the control activity as soon as a GIs product is placed on the market, including import controls.

Goal 5: full awareness of the importance of correct reporting and communication activities

Control activities' results and collected data are fundamental for further improvements in GIs protection. This is why the fifth goal aims to get participants understand why CAs are requested to report and communicate about their activities. The first step is to clarify EU Commission reporting requirements and why they are so important in the EU quality policy context. The second step is to show participants that communication among the different national CAs and control bodies within the EU and outside the EU is the best tool for protecting GIs/ products. The third step, strictly related to the second, is to get participants familiar with already existing cooperation activities across the EU as well as to get them think on how further initiatives could be launched.

Goal 6: complete integration of all the information provided in the course

The whole courses are conceived with a logical structure addressing the five goals previously explained. The sixth goal is to put together all the elements in a meaningful overall picture, thanks to a global exercise, that can serve as a basis to further improve GIs official controls in every participants' home country.

Training dates and locations

2 four-day Face-to-face training courses will be delivered in 2023 with approximately 30 people in each session.

An introductory session in the afternoon of the first day will be followed by 3 days of training. The course agenda is attached (Annex 3).

Table 1: Training dates and Location

Year	Training sessions	Course title	Locations	Proposed dates	Registration deadline
2023	TS06	Control of Cis in the wine sector	Vienna, Austria	09-12 May 2023	03 April 2023
	TS09	Control of Cis in the wine sector	Turin, Italy	17-20 Oct 2023	11 Sep 2023

For organisational purposes, names of participants should be communicated at the latest 30 days before each workshop. A reminder will be sent to NCPs before each event.

2. 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 Course 1 Control of GIs in the wine sector
Only **eligible participants** should be further assessed against the minimum requirements below. Applicants must be: • staff of **competent authorities** involved in planning and coordinating control activities of the wine sector (preferably at central level) and field inspectors involved in the delivery of such controls or • staff of **delegated control bodies** to which specific tasks related to GI control activities of the quality schemes in the wine sector have been delegated or staff of **national accreditation bodies** and **customs authorities** involved in the wine GI sector

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 Course 1 Control of GIs in the wine sector	**Yes/No**
Participant must: Applicants must: • have a good working level of English	

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 Course 1 Control of GIs in the wine sector		**Enter Score**
a)	Total years of experience in GIs or wines within a competent authority/ delegated control body/national accreditation body/custom authority in areas of food/feed safety, animal health, animal welfare or food quality Scoring less than 3 years = 0 points; ≥ 3 years = 5 points; 5 - 10 years = 10 points; > 10 years = 12.5 points	
b)	Years of specific experience in implementing control activities of the GIs for wines within a competent authority (preferably at central level)/ delegated private control body/national accreditation body/custom authority Scoring no experience = 0 points; < 2 years = 5 points; 2-5 years = 7.5 points; > 5 years = 10 points	

c)	Contribution towards very specific advanced outcomes in the GIs wine sector <u>Scoring</u> no experience = 0 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 = 0 points		
	Maximum total score		**50**

3. Country allocations

A maximum of 90 seats will be allocated according to the tables below. Please note that the number of allocated seats for each country may vary.

Table 2: Suggested allocation for EU Member States and Candidate Countries

	country / suggested allocation					
Member States	Austria	2	Germany	4	Poland	4
	Belgium	2	Greece	2	Portugal	2
	Bulgaria	2	Hungary	2	Romania	2
	Croatia	2	Ireland	2	Slovakia	2
	Cyprus	2	Italy	5	Slovenia	2
	Czechia	2	Latvia	2	Spain	5
	Denmark	2	Lithuania	2	Sweden	2
	Estonia	2	Luxembourg	1		
	Finland	2	Malta	2		
	France	4	Netherlands	2		
	Total Member States					*64*
Member States Outermost Regions	Madeira (PT)	1	Canary Islands (ES)	1	Azores (PT)	1
	Guadalupe (FR)	0	La Réunion (FR)	0	Martinique (FR)	0
	Total Member States Outermost Regions					*3*
Candidate Countries	Albania	2	N. Macedonia	2	Turkey	0
	Montenegro	2	Serbia	2		
	Total Candidate Countries					*8*
Global participation EU Member States and Candidate Countries						*78*

Table 3: Suggested allocation for other non-EU Countries

	country / suggested allocation		
EFTA/ EEA/ countries with special agreements.	Iceland 1	Norway 1	Switzerland 1
	UK (N. Ireland) 0		
	Total EFTA/EEA/Countries with special agreements		*3*
Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries.	Bosnia & Herzegovina 0	Kosovo 0	Tunisia 0
	Armenia 1	Moldova 0	Ukraine 0
	Georgia 1	Morocco 0	Israel 0
	Azerbaijan 0	Jordan 1	
	Algeria 0		
	Total Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries.		*3*
Latin American countries	Argentina 0	Brazil 0	Chile 1
	Colombia 0	Costa Rica 0	Dominican Republic 0
	Ecuador 0	Guatemala 0	Honduras 0
	Mexico 0	Nicaragua 0	Panama 0
	Paraguay 1	Peru 0	El Salvador 0
	Guyana 0	Jamaica 0	Haiti 0
	Uruguay 1		
	Total Latin American countries		*3*
	Global participation other non-EU Countries		*9*

You are welcome to nominate more participants for the reserve list than indicated in the table above. If seats will become available, you will be informed in due time.

4. *Face-to-face logistical arrangements*

In the case of face-to-face training sessions, the European Commission will fund in full the visa, travel, accommodation, meals, and field visit costs for all training participants. No daily allowance will be paid on top of this. Any other costs are to be paid by the participants themselves.

Participants will arrive at the training venues on 09 May / 17 October 2023 morning and training will commence on 09 May / 17 October afternoon (depending on travel connections, participants may be requested to arrive at the training venues on 08 May / 16 October 2023 evening. Return travel will be on 12 May / 20 October 2023 afternoon or 13 May / 21 October morning according to flight connections.

NSF Euro Consultants team will liaise further with the nominated participants for all logistics and practical aspects.

Annex 1: Background and main topics covered in training

Background

Quality is an issue for every farmer and buyer, whether dealing with commodities produced to basic standards or with high-end quality products in which Europe excels. EU farmers must indeed build on a high-quality reputation to sustain competitiveness and profitability. EU quality policy supports the quality and variety of European agricultural production. Using geographical indications is a real opportunity to valorise agricultural products and their added value.

The EU protects European food heritage by highlighting its diversity and emphasising the qualities associated with the origin of its products. The European quality schemes for designations of origin, geographical indications and traditional specialities cover more than 3 400 products: cheeses, meat and meat products, fruits and vegetables oils, wines, spirit drinks and more. Consumers can easily recognise these products thanks to their logos, while their names are protected from imitation, faking or fraud.

EU law lays down stringent requirements guaranteeing the standards of all European products. In addition, EU quality schemes identify products which comply with specific requirements laid down in the corresponding product specification. Apart from protecting product names within its own borders, the EU takes many steps at international level to ensure that European quality products are recognized throughout the world. This is important, as products with a geographical indication account for 15% of EU agricultural exports.

An essential feature of the quality schemes is to ensure that consumers can trust the guarantees provided by labelling, which is only credible if backed by effective verification and controls. It should be ensured that Member States carry out these controls in a manner compatible with the EU regulatory framework. A clear understanding of the requirements laid down in the horizontal and sector-specific legislation by competent authorities, control bodies and by national accreditation bodies and customs authorities is a crucial factor for the effective operation of the control system.

Main topics covered in the training

- Topic 1: PDO/PGI for wines in the context of EU quality policy and regulatory framework overview
- Topic 2: Control systems related to PDO/PGI for wines aims to provide:
- Topic 3: Planning and organisation of control activity on PDO/PGI wines aims to provide:
- Topic 4: Official Controls on PDO/PGI wines aims to provide:

- Topic 5: Communication and reporting related to official controls on PDO/PGI wines aims to provide:
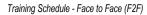- Topic 6: Integration activities
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Annex 2: Legislation and guidance

- REGULATION (EU) 1306/2013 of the European Parliament and of the Council of 17 December 2013 on the financing, management and monitoring of the common agricultural policy and repealing Council Regulations (EEC) No 352/78, (EC) No 165/94, (EC) No 2799/98, (EC) No 814/2000, (EC) No 1290/2005 and (EC) No 485/2008
- REGULATION (EU) 1308/2013 of the European Parliament and of the Council of 17 December 2013 establishing a common organisation of the markets in agricultural products and repealing Council Regulations (EEC) No 922/72, (EEC) No 234/79, (EC) No 1037/2001 and (EC) No 1234/2007
- REGULATION (EU) 1169/2011 of the European Parliament and of the Council of 25 October 2011 on the provision of food information to consumers, amending Regulations (EC) No 1924/2006 and (EC) No 1925/2006 of the European Parliament and of the Council, and repealing Commission Directive 87/250/EEC, Council Directive 90/496/EEC, Commission Directive 1999/10/EC, Directive 2000/13/EC of the European Parliament and of the Council, Commission Directives 2002/67/EC and 2008/5/EC and Commission Regulation (EC) No 608/2004
- REGULATION (EU) 1151/2012 of the European Parliament and of the Council of 21 November 2012 on quality schemes for agricultural products and foodstuffs
- REGULATION (EC) 178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety
- REGULATION (EU) 2017/625 of the European Parliament and of the Council of 15 March 2017 on official controls and other official activities performed to ensure the application of food and feed law, rules on animal health and welfare, plant health and plant protection products
- REGULATION (EC) 765/2008 of the European Parliament and of the Council of 9 July 2008 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC)
- REGULATION (EU) 952/2013 of the European Parliament and of the Council of 9 October 2013 laying down the Union Customs Code
- REGULATION (EC) 1924/2006 of the European Parliament and of the Council of 20 December 2006 on nutrition and health claims made on foods
- COMMISSION REGULATION (EC) 684/2009 of 24 July 2009 implementing Council Directive 2008/118/EC as regards the computerized procedures for the movement of excise goods under suspension of excise duty
- COMMISSION REGULATION (EEC) 3649/92 of 17 December 1992 on a simplified accompanying document for the intra-Community movement of products subject to excise duty which have been released for consumption in the Member State of dispatch
- 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')
- COMMISSION IMPLEMENTING REGULATION (EU) 2020/1209 of 13 August 2020 amending Implementing Regulation (EU) No 1352/2013 establishing the forms provided for in Regulation (EU) No 608/2013 of the European Parliament and of the Council concerning customs enforcement of intellectual property rights
- COMMISSION IMPLEMENTING REGULATION (EU) 2019/34 of 17 October 2018 laying down rules for the application of Regulation (EU) No 1308/2013 of the European Parliament and of the Council as regards applications for protection of designations of origin, geographical indications and traditional terms in the wine sector, the objection procedure, amendments to product specifications, the

register of protected names, cancellation of protection and use of symbols, and of Regulation (EU) No 1306/2013 of the European Parliament and of the Council as regards an appropriate system of checks

- COMMISSION IMPLEMENTING REGULATION (EU) 2018/274 of 11 December 2017 laying down rules for the application of Regulation (EU) No 1308/2013 of the European Parliament and of the Council as regards the scheme of authorisations for vine plantings, certification, the inward and outward register, compulsory declarations and notifications, and of Regulation (EU) No 1306/2013 of the European Parliament and of the Council as regards the relevant checks, and repealing Commission Implementing Regulation (EU) 2015/561
- COMMISSION IMPLEMENTING REGULATION (EU) 2019/935 of 16 April 2019 laying down rules for the application of Regulation (EU) No 1308/2013 of the European Parliament and of the Council as regards analysis methods for determining the physical, chemical and organoleptic characteristics of grapevine products and notifications of Member States decisions concerning increases in natural alcoholic strength
- COMMISSION DELEGATED REGULATION (EU) 2019/33 of 17 October 2018 supplementing Regulation (EU) No 1308/2013 of the European Parliament and of the Council as regards applications for protection of designations of origin, geographical indications and traditional terms in the wine sector, the objection procedure, restrictions of use, amendments to product specifications, cancellation of protection, and labelling and presentation
- COMMISSION DELEGATED REGULATION (EU) 2018/273 of 11 December 2017 supplementing Regulation (EU) No 1308/2013 of the European Parliament and of the Council as regards the scheme of authorisations for vine plantings, the vineyard register, accompanying documents and certification, the inward and outward register, compulsory declarations, notifications and publication of notified information, and supplementing Regulation (EU) No 1306/2013 of the European Parliament and of the Council as regards the relevant checks and penalties, amending Commission Regulations (EC) No 555/2008, (EC) No 606/2009 and (EC) No 607/2009 and repealing Commission Regulation (EC) No 436/2009 and Commission Delegated Regulation (EU) 2015/560
- COMMISSION DELEGATED REGULATION (EU) 2019/934 of 12 March 2019 supplementing Regulation (EU) No 1308/2013 of the European Parliament and of the Council as regards wine-growing areas where the alcoholic strength may be increased, authorised oenological practices and restrictions applicable to the production and conservation of grapevine products, the minimum percentage of alcohol for by-products and their disposal, and publication of OIV files
- REGULATION (EU) 608/2013 of the EP and of the Council, of 12.06 concerning customs enforcement of intellectual property rights COMMISSION DELEGATED REGULATION (EU) 2015/2446 of 28.07 supplementing Reg. 952/2013 - detailed rules concerning certain provisions of the UCC
- COUNCIL REGULATION (EC) 1186/2009 of 16.11 setting up a Community system of reliefs from customs duty Commission Delegated Regulation (EU) 2016/341 of 17.12 supplementing Reg. 952/2013 as regards transitional rules for certain provisions of the UCC where the relevant electronic systems are not yet operational and amending Delegated Regulation (EU) 2015/2446);Commission Implementing Regulation (EU) 2015/2447 of 24.11 detailed rules for implementing certain provisions of Reg. 952/2013 laying down the UCC
- COMMISSION DECISION 2008/654/EC of 24 July 2008 on guidelines to assist Member States in preparing the annual report on the single integrated multiannual national control plan provided for in Regulation (EC) No 882/2004 of the European Parliament and of the Council
- COMMISSION DECISION 2008/654/EC of 24 July 2008 on guidelines to assist Member States in preparing the annual report on the single integrated multiannual national control plan provided for in Regulation (EC) No 882/2004 of the European Parliament and of the Council
- COMMISSION DECISION 2007/363/EC Commission Decision of 21 May 2007 on guidelines to assist Member States in preparing the single integrated multi-annual national control plan provided for in Regulation (EC) No 882/2004 of the European Parliament and of the Council
- COUNCIL DIRECTIVE 2008/118/EC of 16 December 2008 concerning the general arrangements for excise duty and repealing Directive 92/12/EEC

- DIRECTIVE 2000/31/EC of the European Parliament and of the Council of 8 June 2000 on certain legal aspects of information society services, in particular electronic commerce, in the Internal Market ('Directive on electronic commerce')
- TTIP – intellectual property EU position paper
- Agreement on Trade-Related Aspects of Intellectual Property Rights
- Lisbon Agreement for the Protection of Appellations of Origin and their International Registration
- Geneva Act of the Lisbon Agreement on Appellations of Origin and Geographical Indications
- ISO/IEC 17065:2012 – Conformity assessment – Requirements for bodies certifying products, processes and services
- ISO/IEC 17020:2012 - Requirements for the operation of various types of bodies performing inspection
- ISO/IEC 17025:2012 - General Requirements for the competence of testing and calibration laboratories
- eAmbrosia - the EU geographical indications register - https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/geographical-indications-register/

Annex 3: Agenda

Training course on GIs/TSGs - Course 1
Control of GIs in the wine sector
Training Schedule - Face to Face (F2F)

NSF.

Tutors' Team: TC (Training Coordinator); T1 (Tutor 1); T2 (Tutor 2); T3 (Tutor 3); T4 (Tutor 4)
EMT: Event Management Team

Theoretical modules	Exchange and open discussions / debrief in plenary	Practical modules	General activities in plenary	Social activities

Time	Tuesday			Wednesday			Thursday			Friday			Time
			Opening *Topic 1: PDO/PGI for wines in the context of EU quality policy and regulatory framework overview*	*Topic 1: PDO/PGI for wines in the context of EU quality policy and regulatory framework overview* *Topic 2: Control systems related to PDO/PGI for wines* *Topic 3: Planning and organization of control activity on PDO/PGI wines*			*Topic 3: Planning and organization of control activity on PDO/PGI wines* *Topic 4: Official controls on PDO/PGI wines* *Topic 5: Communication and reporting related to official controls on PDO/PGI wines*			*Topic 5: Communication and reporting related to official controls on PDO/PGI wines* *Topic 6: Integration activity*			
09:00				TC	1.6	Morning energiser for previous day recap	TC		Morning energiser for previous day recap			Morning energiser for previous day recap	09:00
09:15						Protection of Third Countries GIs	T3	3.5	Practical activity on management of official controls: work in groups		5.2	Cooperation and communication among EU MSs and DG SANTE Dir. F recommendations	09:15
09:30													09:30
09:45					1.7	Exchange and open discussion on protection of Third Countries GIs		3.6	Practical activity on management of official controls: debrief	TC	6.1	Integration exercise on PDO and PGI wine controls: work in groups	09:45
10:00					2.1	Organization of Official Controls & CA responsibilities		4.1	Controls on primary producers and processors				10:00
10:15							T4				6.2	Integration exercise on PDO and PGI wine controls: debrief	10:15
10:30				T2	2.2	CA responsibilities and DG SANTE Dir. F GIs audit reports' recommendations		4.2	Case study on controls on primary producers and processors: work in groups				10:30
10:45												Coffee break	10:45
11:00						Coffee break			Coffee break				11:00
11:15										TC		Dissemination messages and final wrap-up	11:15
11:30					2.3	Exchange and open discussion on CA responsibilities and DG SANTE		4.3	Case study on controls on primary producers and processors: debrief				11:30
11:45	EMT		Registration and lunch	T2	2.4	Accreditation, approval and supervision of control bodies	T4	4.4	Controls on bottlers, distribution and transport chain	EMT TC		Final test of knowledge & summary of results	11:45
12:00													12:00
12:15					2.5	Practical activity on supervision of control bodies: work in groups		4.5	Case study on controls on bottlers, distribution and transport chain: work in groups	EMT		Chafea online evaluation	12:15
12:30													12:30
12:45			Opening, Introduction of the TC & EMT, BTSF Initiative (presentation & video)			Lunch			Lunch	EMT TC		Closing session	12:45
13:00	TC		Training objectives, Programme overview, Introduction of the Tutors										13:00
13:15	EMT TC		Initial test of knowledge									Lunch	13:15
13:30													13:30
13:45			Ice-breaking introduction of participants		2.6	Practical activity on supervision of control bodies: debrief		4.6	Case study on controls on bottlers, distribution and transport chain: debrief				13:45
14:00													14:00
14:15		1.1	PDO/PGI wines in the context of EU quality policy and of international treaties	T2	2.7	Non-compliances and sanctions		4.7	Controls at retail level				14:15
14:30	T1				2.8	Exchange and open discussion on non-compliances and sanctions	T4						14:30
14:45								4.8	Case study on controls at retail level: work in groups				14:45
15:00		1.2	EU regulatory framework related to wines with PDO/PGI			Coffee break							15:00
15:15								4.9	Case study on controls at retail level: debrief				15:15
15:30			Coffee break		3.1	Planning of official controls			Coffee break				15:30
15:45													15:45
16:00		1.3	Exchange and open discussion on EU legislation on PDO/PGI in wine sector	T3	3.2	Practical activity on planning of official controls: work in groups		4.10	Import controls: presentation				16:00
16:15													16:15
16:30	T1	1.4	Focus on labeling		3.3	Practical activity on planning of official controls: debrief	T4	4.11	Wine export discussion				16:30
16:45													16:45
17:00		1.5	Exercise on PDO/PGI wines' labels		3.4	Management of official controls		5.1	Communication and reporting procedures to the EC				17:00
17:15				TC		Wrap-up for the day Q&A			Wrap-up for the day Q&A				17:15
17:30	TC		Wrap-up for the day Q&A										17:30
17:45													17:45
18:00													18:00
18:15													18:15
18:30						Social activity related to GIs/TSGs products							18:30
18:45			Welcome drink and dinner										18:45
19:00									Dinner				19:00
19:15													19:15
19:30													19:30

Annex 4: Training material, outcomes and dissemination activities

Training material

All participants will receive the training material well in advance of the training in digital format on the BTSF Academy platform.

In accordance with DG SANTE's policy on "going paperless", and in accordance with the Commission's Green Deal, printed copies would only be available to participants upon prior request.

All participants will receive a Dissemination Kit electronically to enable them to actively disseminate course knowledge upon their return from BTSF training.

Dissemination Kit

This contains the following training materials:

• All course presentations

• Study notes on field trips and group activities/discussions and conclusions thereof

• The course syllabus

• The training information sheet

• Glossary of terms and abbreviations used in the course

• Additional references for further study

• Written guidance on how to actively disseminate course knowledge to colleagues upon participants' return to their home countries, different methodologies/examples/best practice

• Other information and material delivered at the course such as quizzes, FAQs etc.

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.

Please find more information regarding data protection here:

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

Annex 5: Contractor contact details

The Project is managed by NSF Euro Consultants

Project Manager: Ms. Ogniana Glavoussanova – Mereteva

Training Coordinator for Course 1 (Wines): Mr. Bartolomeo Filadelfia

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 2020.96.03-gis@nsf.org or by phone to + 359 879 332 383; +359 879 332 377.

All information on BTSF training can be found at the BTSF Academy website (Course page: https://better-training-for-safer-food.ec.europa.eu/training/course/view.php?id=319. The BTSF Academy course page will be regularly updated with details of forthcoming courses.