

**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 3: Control of PDO/PGI/TSG in the field of agricultural products & foodstuffs**

**Phase 1**

Valid as of 01/06/2023

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## 1. *Course objectives*

### **General objective**

#### **General objectives and courses within the project**

The project aims to improve knowledge, and further harmonize 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 specialties 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**

#### **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 well 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.

**2. Training dates and locations**

Under Course 3 a total of two Face-to-face training sessions are conducted between November 2022 and December 2023 with approximately 30 people in each session.

An introductory session in the morning 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**

<b>Year</b>	<b>Training sessions</b>	<b>Course title</b>	<b>Locations</b>	<b>Proposed dates</b>	<b>Registration deadline</b>
<b>2023</b>	TS08	Control of PDO/PGI/TSG in the field of agricultural products and foodstuffs	Lisbon, Portugal	19-22 September 2023	21 August 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.

Different colours should be used to differentiate different sub-topics.

### 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 Course 3 Agri-food

Only eligible participants should be further assessed against the minimum requirements below.

Applicants must be:

- staff of competent authorities involved in planning and coordinating GI/TSG control activities of the agri-food 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 agri-food sector have been delegated
- or
- staff of national accreditation bodies and customs authorities involved in the agri-food 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 3 Agri-food

Yes/No

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 3 Agri-food

Enter Score

a)	Total years of experience in GIs/TSG for agri-food 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  <u>Scoring</u> : less than 3 years = 0 points; ≥ 3 years = 5 points; 5 - 10 years = 7.5 points; > 10 years = 10 points	
b)	Years of specific experience in implementing control activities of the GIs/TSG for agri-food within a competent authority (preferably at central level)/ delegated private control body/national accreditation body/custom authority  <u>Scoring</u> : no experience = 0 points; < 2 years = 5 points; 2-5 years = 7.5 points. > 5 years = 10 points <u>Scoring</u> no experience = 0 points; < 2 years = 5 points; 2-5 years = 7.5 points; > 5 years = 10 points	

c)	<p>Contribution towards very specific advanced outcomes in the GIs/TSG for agri-food sector</p> <p><u>Scoring</u>: no experience = 0 points; &lt; 2 years = 5 points; 2-4 years = 7.5 points. &gt; 4 years = 10 points</p>	
d)	<p>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.</p> <p><u>Scoring</u></p> <ol style="list-style-type: none"> <li>1. Commitment to distribute the training material among their colleagues = 5 points;</li> <li>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</li> <li>3. Points 1, 2 plus preparing informative articles in the professional national journals = 15 points</li> <li>4. no commitment = <b>NO INVITATION</b></li> </ol>	
<b>Maximum total score</b>		<b>50</b>

#### 4. Country allocations

A total of 90 seats will be allocated under Course 3 Agri-food for Phase 1 of the project. Please note that the number of allocated seats for each country may be subject to variation.

The total number of seats per country for the training session in question is presented below.

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

	Country / suggested seat allocation					
Member States	Austria	1	France	1	Malta	1
	Belgium	1	Germany	1	Netherlands	1
	Bulgaria	1	Greece	1	Poland	1
	Croatia	1	Hungary	1	Portugal	1
	Cyprus	1	Ireland	1	Romania	1
	Czechia	1	Italy	1	Slovakia	1
	Denmark	1	Latvia	1	Slovenia	1
	Estonia	1	Lithuania	1	Spain	1
	Finland	1	Luxembourg	1	Sweden	1
	<b>Total Member States</b>					<b>27</b>
<b>Global participation EU Member States and Candidate Countries</b>						<b>27</b>

**Table 3: Suggested allocation for other non-EU Countries**

	Country / suggested seat allocation		
EFTA/ EEA/ countries with special agreements	Iceland	Norway	
	Lichtenstein	UK (Northern Ireland)	1
	<b>Total EFTA/EEA/Countries with special agreements</b>		<b>1</b>
Other non-EU European countries	Switzerland 1	UK (GB)	
	<b>Total other non-EU European countries</b>		<b>1</b>
Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries	Egypt	Moldova	Tunisia
	Kosovo	Morocco 1	
	<b>Total Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries</b>		<b>1</b>
Asian countries	China	Indonesia	Thailand
	India		
	<b>Total Asian countries</b>		
Latin American countries	Colombia 1	Mexico 1	Chile
	<b>Total Latin American countries</b>		<b>2</b>
<b>Global participation other non-EU Countries</b>			<b>5</b>

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.

## **5. 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 19 September 2023 and training will commence on the 19 September afternoon (depending on travel connections, participants may be requested to arrive at the training venues on 18 September evening). Return travel will be on 22 September afternoon or 23 September morning according to flight connections.

The NSF Euro Consultant 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 in particular 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 also 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/TSG for agricultural products and foodstuffs in the context of EU quality policy and regulatory framework overview** aims to provide:

- good understanding of the geographical indications' importance
- familiarity with the policy and regulatory framework related to PDO/PGI/TSG for agricultural products and foodstuffs at international and EU level
- up-to-date and harmonised knowledge of the legal framework concerning PDO/PGI/TSG in the agricultural products and foodstuffs sector with focus on labelling and technical specifications



**Topic 2: Control systems related to PDO/PGI/TSG for agricultural products and foodstuff** aims to provide:

- in-depth knowledge of official control systems related to PDO/PGI/TSG for agricultural products and foodstuffs, a clear understanding of authorities' responsibilities and the role of other control actors
- increased knowledge about the particularities of the control systems from different EU Member States
- deeper knowledge on the various approaches of MSs applicable to implement official controls' enforcement measures

**Topic 3: Planning and organisation of control activity on PDO/PGI/TSG products** aims to provide:

- ability to apply the risk analysis for the planning of control activity
- extensive knowledge of the common issues that may be encountered at the planning stage and the best practices to tackle them
- better knowledge of the different approaches for the development of particular control procedures and how to harmonise them

**Topic 4: Official controls on PDO/PGI/TSG agricultural products and foodstuffs** aims to provide:

- better knowledge about the field procedures, their challenges and best practices;
- better knowledge about the control procedures for PDO/PGI/TSG agricultural products and foodstuffs, and harmonise them with a comprehensive approach

**Topic 5: Communication and reporting related to official controls on PDO/PGI/TSG agricultural products and foodstuffs** aims to provide:

- better knowledge about the reporting requirements to the EU Commission in all their aspects
- better understanding of the importance of communication among the national and other MS bodies and available tools
- better knowledge about the best practices on cooperation across the EU

**Topic 6: Integration activities** aims to provide:

- more integrated knowledge of the practices and approaches on controls applied in the other Member States thanks to sharing of good practices and experiences
- harmonised practices and approaches concerning control activity thanks to the common conclusions drawn in the working groups during the Integration activity exercise
- emphasis on the importance of communication among the national and other MS bodies and learn the good practices on cooperation across EU

## **ANNEX 2: Legislation and guidance**

- 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) 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) No 339/93
- 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 (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
- 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 IMPLEMENTING REGULATION (EU) 2019/723 of 2 May 2019 laying down rules for the application of Regulation (EU) 2017/625 of the European Parliament and of the Council as regards the standard model form to be used in the annual reports submitted by Member States
- REGULATION (EU) 952/2013 of the EP and of the Council of 9.10 laying down the Union Customs Code (UCC)
- COMMISSION DELEGATED REGULATION (EU) 664/2014 of 18 December 2013 supplementing Regulation (EU) No 1151/2012 of the European Parliament and of the Council with regard to the establishment of the Union symbols for protected designations of origin, protected geographical indications and traditional specialties guaranteed and with regard to certain rules on sourcing, certain procedural rules and certain additional transitional rules
- COMMISSION IMPLEMENTING REGULATION (EU) 668/2014 of 13 June 2014 laying down rules for the application of Regulation (EU) No 1151/2012 of the European Parliament and of the Council on quality schemes for agricultural products and foodstuffs
- Guidelines on the labeling of foodstuffs using protected designations of origin (PDOs) or protected geographical indications (PGIs) as ingredients
- COMMISSION IMPLEMENTING REGULATION (EU) 2019/723 of 2 May 2019 laying down rules for the application of Regulation (EU) 2017/625 of the European Parliament and of the Council as regards the standard model form to be used in the annual reports submitted by Member States
- 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 REGULATION (EU) 2021/382 of 3 March 2021 amending the Annexes to Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs as regards food allergen management, redistribution of food and food safety culture

- 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')
- Commission Communication - Guidelines on the labelling of foodstuffs using protected designations of origin (PDOs) or protected geographical indications (PGIs) as ingredients
- FVO overview report on a series of audits on PDO/PGI/TSG for agricultural products and foodstuffs in EU Member States 2012 -2014
- EN ISO/IEC 17065:2012 - Conformity assessment - Requirements for bodies certifying products, processes and services
- 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
- Guide to Applicants How to Compile the Single Document
- Study on economic value of EU quality schemes, geographical indications (GIs) and traditional specialities guaranteed (TSG) ([https://ec.europa.eu/info/food-farming-fisheries/key-policies/common-agricultural-policy/cmef/products-and-markets/economic-value-eu-quality-schemes-geographical-indications-gis-and-traditional-specialities-guaranteed-tsgs\\_en](https://ec.europa.eu/info/food-farming-fisheries/key-policies/common-agricultural-policy/cmef/products-and-markets/economic-value-eu-quality-schemes-geographical-indications-gis-and-traditional-specialities-guaranteed-tsgs_en) )
- Bilateral Agreements - [https://ec.europa.eu/info/food-farming-fisheries/plants-and-plant-products/plant-products/wine/bilateral-and-free-trade-agreements\\_en](https://ec.europa.eu/info/food-farming-fisheries/plants-and-plant-products/plant-products/wine/bilateral-and-free-trade-agreements_en)
- eAmbrosia - the EU geographical indications register - <https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/geographical-indications-register/>
- GI view - Search for Geographical Indications across the European Union and beyond <https://www.tmdn.org/giview/>
- [https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/quality-schemes-explained\\_en](https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/quality-schemes-explained_en)
- [https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/eu-quality-food-and-drink\\_en](https://ec.europa.eu/info/food-farming-fisheries/food-safety-and-quality/certification/quality-labels/eu-quality-food-and-drink_en)
- <https://ec.europa.eu/trade/policy/accessing-markets/intellectual-property/geographical-indications/>
- <https://ec.europa.eu/trade/policy/countries-and-regions/negotiations-and-agreements/>
- [https://curia.europa.eu/jcms/jcms/P\\_106308/en/](https://curia.europa.eu/jcms/jcms/P_106308/en/)
- [https://ec.europa.eu/food/audits-analysis/audit\\_reports/index.cfm](https://ec.europa.eu/food/audits-analysis/audit_reports/index.cfm)

# ANNEX 3: Agenda

## Training course on GIs/TSG - Course 3 Control of PDO/PGI/TSG in the field of agricultural products and foodstuffs Training Schedule - Face to Face (F2F)



Tutors' Team: TC (Training Coordinator); T1 (Tutor 1); T2 (Tutor 2); T3 (Tutor 3); T4 (Tutor 4); T5 (Tutor 5)  
EMT: Event Management Team

Theoretical modules		Exchange and open discussions / debrief in plenary		Practical modules		General activities in plenary		Social activities				
Tuesday			Wednesday			Thursday			Friday			
Opening Topic 1: PDO/PGI/TSG for agricultural products and foodstuffs in the context of EU quality policy and regulatory framework overview			Topic 1: PDO/PGI/TSG for agricultural products and foodstuffs in the context of EU quality policy and regulatory framework overview Topic 2: Control systems related to PDO/PGI/TSG for agricultural products and foodstuffs Topic 3: Planning and organization of control activity on PDO/PGI/TSG products			Topic 3: Planning and organization of control activity on PDO/PGI/TSG products Topic 4: Official controls on PDO/PGI/TSG agricultural products and foodstuffs Topic 5: Communication and reporting related to official controls on PDO/PGI/TSG agricultural products and foodstuffs			Topic 5: Communication and reporting related to official controls on PDO/PGI/TSG agricultural products and foodstuffs Topic 6: Integration activity			
09:00			TC		Morning energiser for previous day recap	TC		Morning energiser for previous day recap	TC		Morning energiser for previous day recap	09:00
09:15				1.6	Exchange and open discussion on protected names registers and products specifications		3.4	Management of official controls	T3	5.2	Cooperation and communication among EU MSs and DG SANTE Dir. F recommendations	09:15
09:30												09:30
09:45			T1	1.7	Protection of Third Countries GIs	T3	3.5	Practical activity on management of official controls: work in groups		6.1	Integration exercise on PDO/PGI/TSG agricultural products and foodstuffs controls: work in groups	09:45
10:00									TC			10:00
10:15				1.8	Exchange and open discussion on protection of Third Countries GIs		3.6	Practical activity on management of official controls: debrief		6.2	Integration exercise on PDO/PGI/TSG agricultural products and foodstuffs controls: debrief	10:15
10:30					Coffee break			Coffee break				10:30
10:45											Coffee break	10:45
11:00				2.1	Organization of Official Controls & CA responsibilities		4.1	Controls on primary producers and processors				11:00
11:15									TC		Dissemination messages and final wrap-up	11:15
11:30			T2	2.2	CA responsibilities and DG SANTE Dir. F GIs audit reports' recommendations	T4	4.2	Case study on controls on primary producers and processors: work in groups				11:30
11:45									EMT			11:45
12:00				2.3	Exchange and open discussion on CA responsibilities and DG SANTE recommendations		4.3	Case study on controls on primary producers and processors: debrief	TC		Final test of knowledge & summary of results	12:00
12:15	EMT	Registration and lunch		2.4	Accreditation, approval and supervision of delegated bodies		4.4	Controls on packers, distribution and transport chain		EMT	HaDEA online evaluation	12:15
12:30												12:30
12:45		Opening, Introduction of the TC & EMT, BTSF Initiative (presentation & video)							EMT		Closing session	12:45
13:00	TC	Training objectives, Programme overview, Introduction of the Tutors			Lunch			Lunch	TC			13:00
13:15	EMT											13:15
13:30	TC	Initial test of knowledge										13:30
13:45												13:45
14:00		Participants' presentation		2.5	Practical activity on supervision of delegated bodies: work in groups	T4	4.5	Case study on controls on packers, distribution and transport chain: work in groups				14:00
14:15												14:15
14:30		1.1 PDO/PGI/TSG agricultural products and foodstuffs in the context of EU quality policy and of international treaties	T2	2.6	Practical activity on supervision of delegated bodies: debrief		4.6	Case study on controls on packers, distribution and transport chain: debrief				14:30
14:45	T1			2.7	Non-compliances and sanctions	T3	4.7	Controls at retail level				14:45
15:00		1.2 EU regulatory framework related to agricultural products and foodstuffs with PDO/PGI/TSG		2.8	Exchange and open discussion on non-compliances and sanctions							15:00
15:15												15:15
15:30		Coffee break			Coffee break			Coffee break				15:30
15:45												15:45
16:00		1.3 Exchange and open discussion on EU legislation on PDO/PGI/TSG for agricultural products and foodstuffs sector		3.1	Planning of official controls	T3	4.8	Case study on controls at retail level: work in groups				16:00
16:15							4.9	Case study on controls at retail level: debrief				16:15
16:30												16:30
16:45	T1	1.4 Focus on labeling	T3	3.2	Practical activity on planning of official controls: work in groups	T5	4.10	Import controls: video presentation				16:45
17:00				3.3	Practical activity on planning of official controls: debrief							17:00
17:15		1.5 Exercise on PDO/PGI/TSG agricultural products and foodstuffs' labels	TC		Wrap-up for the day Q&A	T3	5.1	Communication and reporting procedures to the EC				17:15
17:30	TC	Wrap-up for the day Q&A				TC		Wrap-up for the day Q&A				17:30
17:45												17:45
18:00												18:00
18:15												18:15
18:30												18:30
18:45					Social activity related to GI/TSG products & dinner							18:45
19:00		Welcome drink & dinner						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. The material will include additional pre-recorded material for offline studies.

All participants will receive a Dissemination Kit electronically to enable them to actively disseminate course knowledge upon their return from BTSF training. Participants attending face-to-face courses will receive the information on the USB key.

### 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**

Project managed by: NSF Euro Consultants Consortium  
Project Manager: Ms. Ogniana Glavoussanova-Mereteva  
Training Coordinator for Course 3 – Agri-food: Ms. Ana Soeiro

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 team will be maintained through the functional e-mail address [2020.96.03-gis@nsf.org](mailto:2020.96.03-gis@nsf.org) or by phone to +359 879 332 377.

All information on BTSF training can be found at the [BTSF Academy](#) website. The website will be regularly updated with details of forthcoming courses.