



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

BTSF on Integrated Pest Management  
Invitation letter to NCP\_2024

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

**CONTRACT NUMBER 2017 96 13 - 2<sup>ND</sup> PHASE**

**ORGANISATION AND IMPLEMENTATION OF TRAINING ACTIVITIES ON**

**SUSTAINABLE USE OF PESTICIDES, WITH A FOCUS ON INTEGRATED PEST MANAGEMENT**

**under the “Better Training for safer Food” Initiative**

**CONTENTS**

**AENOR**



Nederlandse Voedsel- en  
Warenautoriteit  
*Ministerie van Economische Zaken,  
Landbouw en Innovatie*



1. Course objectives.....	3
<b>General objective</b> .....	3
<b>Specific objectives</b> .....	3
2. Selection criteria for participants .....	3
3. Country allocations.....	4
4. Training dates and locations.....	6
5. Face-to-face logistical arrangements .....	7
Annex 1: Background and main topics covered in training.....	9
<b>Background</b> .....	9
Annex 2: Legislation and guidance .....	11
Annex 3: Agenda.....	12
Annex 4: Training material, outcomes, and dissemination activities.....	25
<b>Training material</b> .....	25
<b>Dissemination questionnaire</b> .....	25
<b>Self-assessment test</b> .....	25
Annex 5: Contractor contact details.....	26
Annex 6: Data protection notice .....	26



## 1. *Course objectives*

### General objective

The general objective of training is to up to date with all aspects of the Directive 2009/128/EC, on Sustainable Use of Pesticides, with a focus on Integrated Pest Management (IPM) aiming at improving the understanding of the IPM concept and IPM schemes moving towards development of criteria for assessment of IPM implementation at farm level.

### Specific objectives

The training aims specifically:

- to increase knowledge on the sustainable use of pesticides context and strategies;
- to enhance the knowledge on associated legal framework and requirements with special focus in the specific measures and provisions for the IPM;
- to increase the efficacy in the implementation National Action Plans (NAPs) measures;
- to identify gaps, difficulties and challenges like the improvement of measurable targets;
- to improve the knowledge and resources for the application and assessment of IPM principles;
- to improve the compliance of IPM at individual grower level.

## 2. *Selection criteria for participants*

Please be so kind that the participants have the following responsibilities and background context:

- Representatives from Plant Protection Services, from central competent authorities/headquarters, involved in developing policies, drafting instructions/guidelines at national level on Sustained Use of Pesticides, including crop specific IPM guidelines, co-ordination of control and reporting activities.
- Representatives from provincial/regional/local competent authorities involved in official controls at farm level (phytosanitary/plant protection authorities, paying agencies and/or control/certification bodies) and, in the context of IPM, staff



involved in pest monitoring, early diagnostics and warning systems.

- Advisors (either from governmental authorities or private bodies) providing consultancy to farmers on IPM.
- Representatives from research institutes, demonstration farms and/or other bodies involved in IPM related research projects and activities.

And need to be:

- Proficiency in English language.
- Committed to disseminate the learnings gained and to inform via a survey on which are the dissemination activities implemented

The selection of appropriate participants has a direct impact on the training session. Similar level of knowledge among them, with the possibility to have pro-active and positive discussions, is one of the key elements for success.

AENOR applies a qualitative approach for the selection of participants. National Contact Points are kindly invited to contact the Project Management Unit if they require any modification of the list or if they would wish to submit additional registration of additional participants, as due to multiple circumstances, sometimes places are left vacant, and it is easier and quicker to consider participants from the reserve list.

In any case, you will be able to check the main data of the project, related to dates and locations, at the [BTSF ACADEMY](#) website. The website will be regularly updated with details of forthcoming courses.

### **3. Country allocations**

Regarding the training sessions that will be implemented in 2024, the distribution of participants will be allocated according to the tables below. However, to facilitate the registration process, please consider that:

- Additional candidates for the waiting list will be welcomed. We will do our best to allocate them.
- NCPs are kindly invited to contact the project manager if they have any questions.

The following table indicates an estimation of participants per country and per session:



**Table 1: Distribution of seats among the countries invited**

MS/CC EFTA/EEA	Country	Zone	Total num. participants	S14	S15	S15
				2024-03-18/21	2024-05-06/09	2024-06-17/20
				Bologna, Italy	Kraków, Poland	Riga, Latvia
				S-VC-03	C&N-FT-01	C&N-FC-02
<b>NORTH zone countries</b>						
MS	Denmark	N	16	1	1	1
MS	Estonia	N	14	1	1	1
MS	Finland	N	17	1	1	1
MS	Latvia	N	16	1	1	1
MS	Lithuania	N	18	1	1	1
MS	Sweden	N	13	1	1	1
EFSA and other agreements	Iceland	N	10	1	1	1
EFSA and other agreements	Norway	N	10	1	1	1
						1
<b>Total North zone</b>			<b>114</b>	<b>8</b>	<b>8</b>	<b>9</b>
<b>CENTRAL zone countries</b>						
MS	Austria	C	14	1	1	1
MS	Belgium	C	14	1	1	1
MS	Czech Republic	C	16	1	1	1
MS	Germany	C	21	1	1	1
MS	Hungary	C	19	1	1	1
MS	Ireland	C	15	1	1	1
MS	Luxembourg	C	10	1	1	1
MS	Netherlands	C	14	1	1	1
MS	Poland	C	21	1	1	1
MS	Romania	C	19	1	1	1
MS	Slovakia	C	19	1	1	1
MS	Slovenia	C	19	1	1	1
EFSA and other agreements	North Ireland	C	14	1	1	1
<b>Total Central zone</b>			<b>221</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Total participants in North &amp; Central zones</b>			<b>335</b>	<b>21</b>	<b>21</b>	<b>22</b>
<b>SOUTH zone countries</b>						
MS	Bulgaria	S	19	1	1	1
MS	Croatia	S	21	1	1	1
MS	Cyprus	S	16	1	1	1
MS	France	S	18	1	1	1
MS	Greece	S	26	1	1	1
MS	Italy	S	18	1	1	1
MS	Malta	S	11	1	1	1
MS	Portugal	S	26	1	1	1
MS	Spain	S	26	1	1	1
CC	Albania	S	13	1	1	1
CC	Republic of North Macedonia	S	13	1	1	1
CC	Montenegro	S	13	1	1	1
CC	Serbia	S	13	1	1	1
CC	Turkey	S	13	1	1	1
<b>Total participants in South zone</b>			<b>246</b>	<b>14</b>	<b>14</b>	<b>14</b>
<b>TOTAL</b>			<b>581</b>	<b>35</b>	<b>35</b>	<b>36</b>



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

#### 4. Training dates and locations

Three F2F sessions of the programme are scheduled from March 2024 to June 2024.

**Important notes:** each session will address specific Integrated Pest Management for individual crops or group of crops. For each geographical zone, and therefore in each session, a specific specialised crop will be covered as indicated in the table hereafter. Places have been allocated considering the region to which each country belongs. Indications are provided in next section.

- Deadlines for the applications are fixed **4 to 5 weeks before the starting date of the corresponding course.**

**When the participants register, they commit themselves to attend the complete training session and to actively participate during activity groups and practical sessions.**

Table 2: Training dates for 2024

Num.	Dates from / to	Location, Country	Code	Region (N/C/S)	Crop for the site visit	Deadline for registration of participants
S14	2024-03-18/21	Bari, Italy	S-VC-03	South zone	Vegetable crops	<b>2024-02-02</b>
S15	2024-05-06/09	Kraków, Poland	C&N-FT-01	North & Central zone	Fruit trees	<b>2024-03-29</b>
S16	2024-06-17/20	Riga, Latvia	C&N-FC-02	North & Central zone	Field crops	<b>2024-05-10</b>



## **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 in the morning on the first day of the course, and the training will start the same day in the afternoon (depending on travel connections, participants may be asked to arrive at the training venues the day before the course starts in the afternoon in the evening). Return travel will be in the evening of the last day of the course or in the morning of the following day, depending on flight connections.

The AENOR team will liaise further with the nominated participants for all logistics and practical aspects.

### **Travels**

For each supported participant, the project will provide a return flight ticket - in economy class or a return train ticket in first class using the most direct route.

Upon arrival, transfer from the airport or station to the hotel will be arranged by the event manager, 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.

To 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.

For particular difficult transport / connection situations, the participants are kindly encouraged to contact the Event Manager in order to take the best travel arrangements combination.

### **Accommodation**

The project will provide full-board accommodation for subsidized trainees for the period of the training:

- on the 1st day of the training: lunch, afternoon coffee break, dinner and room charge (single occupancy);
- from the 2nd and the 3rd day of the training: full board accommodation including breakfast, 2 coffee breaks, lunch, dinner and room charge (single occupancy);
- on the 4th day of the training: breakfast, 1 coffee break and lunch for participants departing before 19:00, dinner and room charge (single occupancy) as required for the participants departing later or the day after the training, depending on flights connections availability.



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

Important notice: any additional expenses that may occur during the stay of the participants (e.g. phone calls, mini bar, etc.) will be directly paid by the participants, as they are costs not covered by the project.

Prior to each session, detailed information will be displayed on [www.btsf-aenor.com](http://www.btsf-aenor.com)





## ***Annex 1: Background and main topics covered in training***

### **Background**

Pathogens, weeds, and invertebrates cause significant cultivated plants losses worldwide. Plant protection is necessary to protect our crops. It makes its value and benefit evident for agriculture and forestry, as well as for horticulture, particularly by reducing yield losses and securing the quality of crops. It also provides a substantial overall benefit to society, contributing to securing business farms' incomes in agriculture, forestry and horticulture, and thus also to the securing of employment in rural areas. It is an important factor in enhancing the efficiency of crop production on open land and in securing the harmlessness of these products in terms of health.

Extensive specific legislation relating to plant protection was created to protect crops and commodities against harmful organisms, in order to secure the yields and the quality of cultivated plants and products; it was also created in order to avert or prevent dangers and risks that can emerge through the use of plant protection products or other plant protection measures, particularly for the human and animal health and for the environment.

Plant protection should be viewed, as an all-embracing term, not solely limited to the context of application of plant protection products. The benefits of feeding Europe while reducing pesticide dependence should be approached across the entire food industry from farmer and worker to consumer, from producers of plant protection products to those responsible for the provision of clean drinking water, from biodiversity to soil health. Regulatory mechanisms are largely in place, the benefits documented, and the challenges still posed known. Yet, while progress has been made, there is a huge road to be travelled to achieve a commonly shared vision.

The 2006 Thematic Strategy on the sustainable use of pesticides led to a new legislative framework for the approval and use of pesticides. As part of this strategy, Directive 2009/128/EC of the European Parliament and of the Council was adopted on 21 October (named SUD), establishing a framework for Community action to achieve the sustainable use of pesticides by reducing the risks and impacts of pesticide use on human health and the environment and promoting the use of Integrated Pest Management (IPM) and of alternative approaches or techniques such as non-chemical alternatives to pesticides.

The SUD provides for a range of measures and the obligation for MSs to adopt National Action Plans (NAPs), setting up their quantitative objectives, targets, measures and timetables to reduce



risks and impacts of pesticide and to encourage the development and introduction of IPM and of alternative approaches or techniques in order to reduce dependency on the use of pesticides.

The EC has been closely following implementation of SUD at MSs level. Considerable progress has been made and nowadays all MSs have adopted their NAPs. Though, the assessment outcomes disclose MSs Implementation under the SUD indicates there is a huge diversity in their completeness and coverage and MSs should improve their plans, as for example, should include measurable targets, in order to provide a clear picture of the extent of SUD implementation. Special interest and ambitions are focused on the application and assessment of IPM principles. MSs have not yet set clear criteria in order to ensure that the general principles of IPM are implemented by all professional users. Compliance with the principles of IPM at individual grower level is not being systematically checked.

To continue moving towards the better implementation of sustainable use practices and directive provisions, training for the actors involved in developing policies and guidelines, control monitoring and reporting activities is addressed as key toll and a priority for the EC efforts.

### **Main topics covered in the training**

The 6 training sessions will cover the following topics:

- Legal framework: requirements
- MSs compared implementation, strategies and measures, knowledge sharing, best practices
- Integrated Pest Management principles, practices and methods
- MSs approaches, knowledge exchange and best practices
- Integrated Pest Management systems and pest control methods for specific relevant crop/group according IPM Guidelines
- Integrated Pest Management assessment at farm level: practices, inspection procedures, check-lists.



## ***Annex 2: Legislation and guidance***

The general goals of the EU legislative framework on pesticides are:

- Ensure high level of protection of health and environment, improve internal market and agriculture production.
- Achieve sustainable use of pesticides by reducing risks and impacts of their use and promoting integrated pest management and other low input techniques.

Legal foundations in the field of plant protection on the evaluation, authorization, labelling and application of Plant Protection products are regulated by a number of laws and ordinances, whereby the following European regulations in particular play a key role:

- **Regulation (EC) No 1107/2009 of the European Parliament and of the Council of 21 October 2009. concerning the placing of plant protection products on the market.**
- **Links between Regulation 1107/2009 and Directive 2009/128/EC (Article 55 of Regulation 1107/2009).**
- **Directive 2009/128/EC of the European Parliament and of the Council of 21 October 2009 establishing a framework for Community action to achieve the sustainable use of pesticides.**
- IPM is addressed under **SUD Article 14.**

### **Regarding IPM at MSs level:**

SUD provides the general framework and sets out IPM principles, but not crop specific measures and requirements, which are left on subsidiarity to MSs to implement. Article 14 (5) lays down that MSs shall establish appropriate incentives to encourage professional users to implement crop or sector-specific guidelines for IPM on a voluntary basis.

- **IPM national guidelines** has been drafted by MSs public authorities and/or organizations representing particular professional users for individual crops or groups of crops.
- **IOBC Crop Specific Guidelines for Integrated Production:** with a broader territorial approach, the International Organization for Biological Control (IOBC) established over the last 20 years the general concept and crop specific guidelines for Integrated Production for the major crop in Europe which include IPM and have been the basis of the European legislation, and tools to facilitate the implementation of IPM in practice.



### ***Annex 3: Agenda***

In order to maintain the same duration as the F2F trainings and to keep a high level of attention, the virtual programme will only consist of half-days of training, mixing lectures and group activities:

#### **Face to face sessions (F2F)**

- **3 working days from Monday to Thursday**
- 2 full days + 2 half days
- Arrive on Monday and depart on Thursday (13h00)
- Schedule:
  - **M: 15:00 to 18h00**
  - **T, W: 09:00 to 18:00/18:15**
  - **Th: 09:00 to 13h00**
- 2 breaks of 30 minutes per day and a lunch break of 60 minutes.
- Dinner from Monday to Wednesday

**When the participants register, they commit to attend the complete training session and to actively participate during activity groups and practical sessions.**



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

BTSF on Integrated Pest Management  
Invitation letter to NCP\_2024

## Training programme on Plant Health Controls (F2F)

### TRAINING PROGRAMME ON SUSTAINABLE USE OF PESTICIDES WITH A FOCUS ON INTEGRATED PEST MANAGEMENT (IPM) – FACE-TO-FACE MODALITY

Day 1 – Opening, Introduction, Legal Requirements (I)					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
15h00	15h15	Registration, Opening and Welcome	<ul style="list-style-type: none"> <li>• Opening and welcome address</li> <li>• Presentation of the Programme “Better Training for Safer Food”</li> <li>• Delivery of the training kit</li> <li>• Domestic arrangements</li> <li>• Dissemination action planning: Emphasise the importance of dissemination and discuss participant's plans for dissemination</li> </ul>	Presentation	Event Manager
15h15	15h30	Course Introduction	<ul style="list-style-type: none"> <li>• Introduction to the Sustainable Use of Pesticides – Integrated Pest Management Programme</li> <li>• Course topics, objectives and activities</li> <li>• Presentation of the team of tutors</li> </ul>	Presentation Media: BTSF Video	Training Coordinator
15h30	15h45	Introduction participants	Presentation of trainees - Tour de table <ul style="list-style-type: none"> <li>• Brief introduction of participants</li> <li>• Expectations from the workshop</li> </ul>	Group presentation	Participants
15h45	16h00	Pre-training Test	Participants pre-training knowledge Self-Assessment test	Interactive Q&A (ARS System)	Participants Training Coordinator

# AENOR



Nederlandse Voedsel- en  
Warenautoriteit  
Ministerie van Economische Zaken,  
Landbouw en Innovatie



Day 1 – Opening, Introduction, Legal Requirements (I)					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
			<ul style="list-style-type: none"> <li>Measure the group of participants' knowledge at the beginning of the training</li> </ul>		
<b>MODULE 1 - LEGAL REQUIREMENTS</b>					
16h00	16h15	Lecture M1L1	<b>General EU policies Framework</b> Green Deal, Farm to Fork strategies and SUD Directive	Presentation	COM Representative / Training coordinator
16h15	16h45	Lecture M1L2	<b>Legal Framework Introduction and Regulation (EC) No 1107/2009 concerning PPP on the market</b> <ul style="list-style-type: none"> <li>Introduction to Reg. 1107/2009 and scope (Art. 1 and 2)</li> <li>PPP Placing on the Market (Art. 28)</li> <li>Derogations under (Art. 53 and Art. 54)</li> <li>Contents of authorisations (Art. 31)</li> <li>Low risk active substances and low risk PPPs (Art. 22, Art. 47)</li> <li>Proper use of PPPs (Art.55), packaging (Art.64) and labelling of PPPs (Art. 65)</li> <li>Record keeping of PPP use (Art. 67)</li> <li>PPP monitoring and controls (Art. 68)</li> </ul>	Presentation / Q&A	Training Coordinator
16h45	17h00	Coffee break			
17h00	17h30	Lecture M1L3	<b>Directive 2009/128/EC on the Sustainable Use of Pesticides</b> <ul style="list-style-type: none"> <li>Introduction of Directive 2009/128/EC</li> <li>National Action Plans (NAPs)</li> <li>Training and Certification of Operators; Training subjects (Annex I of SUD)</li> </ul>	Presentation / Q&A	Training Coordinator



Day 1 – Opening, Introduction, Legal Requirements (I)					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
			<ul style="list-style-type: none"> <li>• Pesticide Sales</li> <li>• Information and Awareness-Raising</li> <li>• Pesticide Application Equipment</li> <li>• Aerial Spraying</li> <li>• Handling of Storage of Pesticides, their Packaging and Remnants</li> </ul>		
17h30	18h00	Lecture M1L4	<b>SUD Implementation: Audit and non-audit activities on the implementation of Directive 2009/128/EC</b>	Presentation	COM Representative / Training coordinator
18h00	18h30	Lecture M1L5	<b>Article 14 Directive 2009/128/EC</b> <ul style="list-style-type: none"> <li>• Tools for pest monitoring</li> <li>• Tools for decision making. Advisory services on IPM</li> <li>• Crop and/or sector specific IPM guidelines</li> <li>• Measures in place to promote low pesticide input</li> <li>• Links to Article 55 of Regulation (EC) No 1107/2009 and Regulation (EU) No 2017/625 on official controls</li> </ul>	Presentation / Q&A	Tutor 2
18h30	19h15	Group Activity M1GA1	<b>Article 14 Directive 2009/128/EC. Individual MSs approach</b> <ul style="list-style-type: none"> <li>• Discuss general implementation of Directive 2009/128/EC at MSs level</li> <li>• Article 14 and individual MSs approach</li> <li>• Exchange on practices/activities in place in MSs</li> <li>• Discuss in plenary and compile a list combining measures/activities from different MSs</li> </ul>	Practical activity in working groups Plenary Discussion	Participants Tutors



Day 1 – Opening, Introduction, Legal Requirements (I)					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
			<ul style="list-style-type: none"><li>Summarize and agree best approach ideas potentially applicable to other/all MSs</li></ul>		
19h15		Closing Day 1			
19h30		Welcome drink and dinner			





Day2 – Legal Requirements (II), IPM General Principles, Crop Specific IPM Schemes, IPM assessment at farm level						
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible	
09h00	09h15	Introduction of the day	Summary of previous day's topics through To present the objectives of the day		Training Coordinator	
09h15	09h45	Lecture M1L6	<b>Other relevant EU-legislation regarding PPP and their use</b> <ul style="list-style-type: none"> <li>• Conditions specified on the labelling of PPP for risk identification</li> <li>• Risk of illegal PPP</li> <li>• Hazards and risks associated with PPP: Maximum Residue Levels (MRLs)</li> <li>• Statistics on sales and use of PPPs (Reg.1185/2009)</li> </ul>	Presentation / Q&A	Tutor 2	
09h45	10h45	Group Activity M1GA2	<b>MSs approaches on PPP and their Use</b> <ul style="list-style-type: none"> <li>• Share and discuss Training programs for pesticide operators in MSs</li> <li>• Share and discuss IPM strategies/measures in place in individual MSs</li> <li>• Record keeping at PPP users: PPP applications, pest monitoring, laboratory analysis, etc.</li> <li>• Selection of PPPs to be used</li> <li>• Discuss in plenary, agree and summarize good practices identified</li> </ul>	Practical activity in working groups Plenary Discussion	Participants Tutors	
10h45	11h15	Group picture & Coffee Break				
<b>MODULE 2 - IPM GENERAL PRINCIPLES, PRACTICES AND METHODS</b>						
11h15	12h15	Group Activity M2GA1	<b>IPM Principles, Practices and Methods</b> <ul style="list-style-type: none"> <li>• Exchange and Discuss MSs approaches on IPM practices and methods</li> <li>• Compile an agree a list of practices and methods</li> </ul>	Practical activity in working groups	Group Activity M2GA1	



Day2 – Legal Requirements (II), IPM General Principles, Crop Specific IPM Schemes, IPM assessment at farm level						
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible	
			<ul style="list-style-type: none"> <li>• Presentation by each group of the full range of IPM techniques (listed and agreed by the group)</li> <li>• Discussion with all participants on IPM methods and techniques</li> <li>• Identify methods and practices having the potential to work across the EU</li> <li>• Agree and compile a list of all different methods and techniques</li> </ul>	Plenary Discussion		
12h15	13h00	Lecture M2L1	<b>General IPM principles and techniques</b> <ul style="list-style-type: none"> <li>• Prevention and/or suppression of harmful organisms</li> <li>• Pest monitoring, forecasting, early diagnostics and warning systems</li> <li>• Decision making</li> <li>• Use of non-chemical methods</li> <li>• Choice of chemical pesticides</li> <li>• Minimizing interventions</li> <li>• Anti-resistance strategies</li> <li>• Record keeping on pesticide applications and pest monitoring</li> </ul>	Presentation / Q&A	Training Coordinator	
13h00	14h00	Lunch				
<b>MODULE 3 - CROP SPECIFIC SCHEMES</b>						
14h00	15h00	Group Activity M3GA1	<b>Crop Specific IPM Schemes</b> <ul style="list-style-type: none"> <li>• IPM systems in individual MSs</li> <li>• Crop specific IPM Guidelines approach at MSs level</li> <li>• Pest control methods applicable in individual MSs</li> </ul>	Practical activity in working groups	Participants Tutors	



Day2 – Legal Requirements (II), IPM General Principles, Crop Specific IPM Schemes, IPM assessment at farm level					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
15h00	15h45	Group Presentation s M3GP1	<b>Crop Specific IPM Schemes</b> <ul style="list-style-type: none"> <li>• Present summarized ideas for the relevant crop/group of crops IPM schemes</li> <li>• Plenary discussion, comments, and inputs to each group outputs</li> <li>• Reach an agreement with the other groups</li> </ul>	Presentations Plenary Discussion	Participants Tutors
15h45	16h15	Coffee Break			
<b>MODULE 4 - IPM ASSESSMENT AT FARM LEVEL AND OTHER SUD RELATED ASPECTS</b>					
16h15	17h15	Group Activity M4GA1	<b>IPM assessment at farm level, with special focus on other SUD related aspects</b> <ul style="list-style-type: none"> <li>• Exchange information on MSs practices on IPM assessment</li> <li>• National guidelines and reference documents</li> <li>• MSs approaches with regard to official controls</li> <li>• Other SUD related aspects covered during inspection:               <ul style="list-style-type: none"> <li>• training and certification of operations</li> <li>• pesticide application equipment</li> <li>• storage of PPP</li> <li>• storage and disposal of empty packages and PPP remnants</li> <li>• preparation of tank mixtures, etc.</li> </ul> </li> </ul>	Practical activity in working groups	Participants Tutors



Day2 – Legal Requirements (II), IPM General Principles, Crop Specific IPM Schemes, IPM assessment at farm level					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
17h15	18h15	Group Presentations M4GP1	<p><b>IPM assessment at farm level and other aspects of SUD</b></p> <ul style="list-style-type: none"> <li>• Present summarized ideas for assessment of IPM as part of official controls at farm level</li> <li>• Plenary discussion, comments, and inputs to each group outputs</li> <li>• Reach an agreement with the other groups</li> <li>• Provide a common proposal on a grid/check-list to be used for inspections at farm level</li> </ul>	Presentations Plenary Discussion	Participants Tutors
18h15		Closing Day 2			
20h00		Dinner social event			



Day 3 – Field Visit: IPM systems and IPM assessment at farm level					
Time	Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible	
<b>FIELD VISIT</b>					
09h00	09h10	Introduction of the day		Training Coordinator	
		<ul style="list-style-type: none"> <li>To present the objectives of the day</li> <li>• Introduction, and objectives of the practical Phase (visit)</li> <li>• IPM principles assessment on site</li> </ul>			
09h10	09h45	Lecture FVL1	IPM Research	Presentation / Q&A	Tutor 3
		<ul style="list-style-type: none"> <li>• Overview on IPM research projects and initiatives</li> <li>• Main research results and potential implementation of IPM</li> <li>• Multi-actor approach in the IPM applied research</li> <li>• Results and Technology transfer to farmers/producers</li> <li>• Dissemination/application at farm level</li> </ul>			
09h45	10h40	Lecture FVL2	IPM systems implementation	Presentation / Q&A	Tutor 4
		<ul style="list-style-type: none"> <li>• IPM practices/systems applied</li> <li>• IPM guidance documents</li> <li>• Pest monitoring, early diagnostic and warning systems</li> <li>• Advisory services</li> <li>• Record keeping in the context of IPM.</li> </ul>			
10h40	11h00	Coffee Break			
11h00	11h45	Lecture FVL3	IPM implementation at regional level	Presentation / Q&A	Tutor 5
		<ul style="list-style-type: none"> <li>• Overview on how IPM is implemented by farmers and how this is verified by regional authorities</li> </ul>			



Day 3 – Field Visit: IPM systems and IPM assessment at farm level					
Time	Title of the session	Training Objective / Subjects Covered		Method of Training	Responsible
<b>FIELD VISIT</b>					
			<ul style="list-style-type: none"> <li>• Success stories and challenges faced.</li> </ul>		
11h45	12h30	Field Visit FVGA1	<p><b>Welcome and presentation of the host entity</b></p> <ul style="list-style-type: none"> <li>• Use of IPM guidance documents</li> <li>• Advisory services (where applicable)</li> <li>• Decision making with regard to pest control</li> <li>• Document management and record keeping</li> </ul>	Presentation / Q&A / Video demonstration	Tutor 5
12h30	13h15	Lunch			
13h15	14h00	Transport from hotel to the field visit			
14h00	15h45	Field Visit FVGA1	<p><b>Demonstration on IPM Practices/Techniques applied by the host entity</b></p> <ul style="list-style-type: none"> <li>• Pest monitoring, early diagnostic, warning systems</li> </ul>	Practical activity in working groups	Participants Tutors
15h45	17h30	Field Visit FVGA2	<p><b>Inspection focusing on the assessment of IPM implementation</b></p> <ul style="list-style-type: none"> <li>• IPM implementation on the farm - assessment exercise</li> <li>• Tools and procedures for inspection</li> <li>• Use of grid/checklists, guidelines and other reference documents</li> <li>• Reporting of results</li> </ul>	Practical activity in working groups	Participants Tutors
17h30	18h00	Closing Day 3 - Transfer from the Field Visit to the Hotel			
20h00		Dinner			



Day 4 – Debriefing, Conclusions and Closing					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
09h10	09h10	Introduction of the day	Summary of previous day's topics through To present the objectives of the day		Tutor 1 (Training Coordinator)
09h10	09h45	Field Visit Review FVGA3	<b>Review of field visit and key observations on IPM systems, practices, research and tools</b> Break up in small groups and discussion	Group activity Plenary Discussion Q&A	Tutors Participants
09h45	10h30	Field Visit Debriefing FVGA4	<b>Review of field visit and results of IPM assessment exercise</b> Plenary Discussion Conclusions - Questions and answers	Group activity Plenary Discussion Q&A	Tutors Participants
10h30	10h50	Coffee Break			
10h50	11h45	IPM practical implementation and best practices FVGA5	<b>Compilation of best practices and sharing of experience:</b> Brief presentations made by participants on their MSs experience on IPM implementation and indicators	Plenary Discussion Q&A	Tutors Participants
11h45	12h15	Summary of course	<b>Summary of Course</b> <ul style="list-style-type: none"> <li>• Key Contents summary. Review of lessons learned</li> <li>• Questions raised by participants during the course</li> <li>• Main outcomes from knowledge sharing</li> </ul>	Presentation	Training Coordinator



Day 4 – Debriefing, Conclusions and Closing					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Responsible
			<ul style="list-style-type: none"> <li>• Summary of common agreed identified measures/ideas from MSs proven work in practice</li> <li>• Action plan of delegates to disseminate learning and information to colleagues</li> </ul>		
12h15	13h00	Post-Training Test	Participants post-training knowledge test <ul style="list-style-type: none"> <li>• Measure the impact of the training on the understanding of the taught subject by the group</li> <li>• Responding to outstanding questions from course questionnaires</li> </ul>	Interactive Q&A (ARS System)	Participants Training Coordinator
13h00	13h15	Review and on-line evaluation	<ul style="list-style-type: none"> <li>• Training evaluation by participants: on-line evaluation forms</li> <li>• Assessment of course delivery against participants' expectations and course objectives</li> <li>• Participants Remarks &amp; reporting on previous topic discussions</li> <li>• Establishment of networking opportunities</li> <li>• Tentative guidelines for future actions</li> </ul>	Plenary Discussion	Participants
13h15	13h30	Certificates and Final speeches	<ul style="list-style-type: none"> <li>• Delivery of the training certificates</li> <li>• Final speeches of Commission representatives / Event Manager</li> </ul>	Plenary Discussion	Event Manager / Training Coordinator
13h30		Lunch and travel back home			





## **Annex 4: Training material, outcomes, and dissemination activities**

### Training material

Participants will receive an email prior to the course with the link to the BTSF Academy and their password to access it.

All the presentations and hands-out will be available for download from the BTSF Academy, as well as background information on the tutors' team and IT guidance documents.

At the end of the last day of the training, pending their mandatory attendance to each day of the training, participants will be able to download their digital certificate of attendance.

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 questionnaire

BTSF initiative is a very successful tool to disseminate knowledge and best practices. Nevertheless, according to the general evaluation on effectiveness and efficiency of BTSF, it has been recommended to expand further BTSF. One of the ways to reaching this objective is by fostering Member State impact dissemination activities through fine-tuning of participants selection process and developing a more precise performance indicators to measure the outcome and impact.

With the aim to better respond to this requirement, the present program foresees two actions:

- All participants will receive the training material in advance of the training. The material will include additional pre-recorded material for offline studies. Preparatory videos will introduce the specific topic and provide background information to participants.
- 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

Participants should also be reminded that a knowledge test at the beginning and at the end of the session will be performed. This test is not intended to evaluate individual knowledge of participants but will serve to measure the learning impact of the training and it shall focus on the group level.



The test will be anonymous and will be composed by a set of multiple-choice questions linked to the content of the training. Participants will receive the answers after the second test, and they will be discussed in plenary.

Participants are expected to agree to carry out the above tests and to reply to the surveys and questionnaires. Participants agree to be registered in the BTSF Academy and agree to be recorded during Classroom Training sessions and to take a group photo of the participants and tutors at the end of the training. Videos and photo will be published in the BTSF Academy in the corresponding training course section and will be visible only to the registered participants in that training course.

Please find more information regarding data protection in Annex 7 and through the following link: <https://btsfacademy.eu/training/mod/page/view.php?id=417>

### ***Annex 5: Contractor contact details***

The project is managed by AENOR. The project management Unit is the following:

- Project Manager: Monica Zabala
- Training Coordinator of the course: Mr. Ringolds ARNITIS and Mr. Carlo MALAVOLTA
- Event Manager: Carmen Velez Pastrana

All official communication between National Contact Points and the project will be maintained through the functional e-mail address [20179613ipm@aenor.com](mailto:20179613ipm@aenor.com) or by phone to + 34 685 624 907.

Once it is confirmed the registration to NCPs, the registration form will be submitted to the corresponding Event Manager of the session that will lease directly with the participant and proceed with further instructions for additional information regarding logistic arrangements.

The management of the selection process and allocation of seats is a responsibility shared between NCPs and the Project Management Unit.

The places allocated to the countries will be strictly respected until the deadlines.

The updated information can be found in [BTSF Academy](#) and in AENOR BTSF projects' website <http://btsf-aenor.com/> The website will be regularly updated with details of forthcoming courses.

### ***Annex 6: Data protection notice***

The following Data Protection Notice explains the reason for the processing of all personal data provided by the participants and how HADEA will collect and handle them ensuring their protection. It also details how that information is used and what rights the data owner may exercise in relation to the data.



**1. The personal data of the participants** is processed in accordance with Regulation (EU) No 2018/1725 on the protection of individuals with regards to the processing of personal data by the Union institutions, bodies, offices, and agencies and on the free movement of such data. As the organisation of BTSF training courses implies the collection of individuals' personal data, its processing falls within the provisions of the above-mentioned Regulation.

The **data controller** of the processing operation is Head of the Health & Food Safety Unit of the Health and Digital Executive Agency (HADEA), acting as delegated HADEA'S data controller.

Personal data is accessed by the HADEA staff involved in the management of the BTSF training courses.

The data provided will also be accessed by National Contact Points (NCPs) and by DG SANTE.

The **data processor** is AENOR, the external contractor involved in the organisation of BTSF training courses who process the participants' personal data on HADEA'S behalf.

The **legal basis** for the processing activities is Article 5(a) of Regulation EU 2018/1725 because processing is necessary for the performance of a task carried out in the public interest (or in the exercise of official authority vested in the Union institution or body) \* and Article 5(d) of Regulation EU 2018/1725 for the non-mandatory data.

**2. The purpose(s)** of this processing is the selection, enrolment, and participation in the training activities under the BTSF, as well as for statistical purposes.

In addition, data is processed for the following purposes:

- to plan and organise training activities for BTSF participants.
- to issue certificates of participation for the different training courses.
- to collect feedback from participants so that the controller can deliver better and more effective training, according to participants' needs and knowledge as well as the skills necessary for their job.
- to perform ex-post evaluation of the impact of the BTSF Initiative.

HADEA covers all needs on the treatment of information for the BTSF Initiative.

**3. The following of the participants' data are collected:**

- Name and surname.
- Date of birth.
- Gender.
- Nationality.
- ID or passport details.



- Contact details (e-mail address, telephone number, mobile telephone number, postal address, name address and phone number of the sending organisation).
- Expertise, technical skills and languages, educational background, professional experience including details on current and past employment.

These are **mandatory** data for the purpose(s) outlined above.

In addition, dietary and medical requirements (such as specific dietary requirements, severe food allergies, medical conditions requiring special attention in case of an accident) are collected. These data can only be processed based on your explicit prior consent on the basis of Article 5.1(d) of Regulation EU 2018/1725.

Non-mandatory personal data may be collected such as photos and videos. These data can also only be processed based on their explicit prior consent on the basis of Article 5(d) of Regulation EU 2018/1725.

4. **The recipients** of the participant's personal data will be HADEA and its contractors in charge of the organisation of the training and bodies charged with monitoring or inspection tasks in application of EU law (e.g., internal audits, Court of Auditors, European Anti-fraud Office (OLAF)). The personal data will not be transferred to non-EU countries or international organisations.
5. The participant's **personal data** will be kept only for the time needed to achieve the purposes for which it is processed.

However, we may keep information identifying you for a longer period for historical, statistical, or scientific purposes with the appropriate safeguards in place.

Reports containing personal data will be archived according to HaDEA's legal framework.

Nevertheless, where needed, after this delay, personal data will be part of a list of contact details shared internally for the purpose of contacting data subjects in the future in the context of the HaDEA's activities. If data subjects do not agree with this, please contact the Controller by using [HaDEA-BTSF-PROJECTS@ec.europa.eu](mailto:HaDEA-BTSF-PROJECTS@ec.europa.eu) and by explicitly specifying your request

6. **The participants have the right** to access their personal data and to request their personal data to be rectified, if the data is inaccurate or incomplete; where applicable, they have the right to request restriction or to object to processing, to request a copy or erasure of their personal data held by the data controller. If processing is based on their consent, they have the right to withdraw their consent at any time, without affecting the lawfulness of the processing based on their consent before its withdrawal. Their request to exercise one of the above rights will be dealt with without undue delay and in any case within **one month**.



7. If the participants have any **queries** concerning the processing of their personal data, they may address them to Head of the Health & Food Safety Unit of the Health and Digital Executive Agency (HaDEA) (entity acting as data controller) via: [hadea-btsf-projects@ec.europa.eu](mailto:hadea-btsf-projects@ec.europa.eu) or to AENOR (entity acting as data processor) via: [20179613ipm@aenor.com](mailto:20179613ipm@aenor.com)
8. The **participants shall have right** of recourse at any time to the HaDEA Data Protection Officer at [HaDEA-data-protection@ec.europa.eu](mailto:HaDEA-data-protection@ec.europa.eu) and to the European Data Protection Supervisor ([EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)).

*\*Act of Establishment: Commission Decision C(2014) 9594 amending Decision C(2013) 9505 with a view to performance by HaDEA of tasks linked to the implementation of Union Programmes in the field of consumers, health and information provision and promotion measures concerning agricultural products implemented in the internal market and in third countries and food safety training measures*