



## 4C Training

### Agenda

Date: 2 – 3 August 2018

Location: Bogotá, Colombia

Venue: [Hotel Estelar Windsor House](#) - Calle 95 No. 9- 97 Bogotá, Colombia

#### Thursday, 2<sup>nd</sup> August 2018

Time	Topic	Who
08.30 - 09.00	<i>Registration and Welcome Coffee</i>	
09.00 - 09.15	Welcome and Introductions	Gustavo Bacchi, 4C
<b>Part 1: System Overview and Verification Approach</b>		
09.15 - 09.30	Importance of Sustainability Certification for Agricultural Commodities in the Region	Alejandra Rueda / Nes Naturaleza
09.30 - 09.45	The New 4C – Addressing Sustainability Challenges in the Coffee Sector	Gustavo Bacchi, 4C
09.45 - 10.15	Key Features of the 4C Code of Conduct	Betina Bacelis, 4C
10.15 - 10.45	Setting Up 4C Units and their roles	Gustavo Bacchi, 4C
10.45 - 11.00	<i>Coffee Break</i>	
11.00 - 11.30	Group work (I)	All
11.30 - 12.00	Internal Management System Requirements for 4C Units	Betina Bacelis, 4C
12.00 - 13.00	<i>Lunch (Invitation by 4C)</i>	
13.00 - 13.30	New 4C Verification Process	Gustavo Bacchi, 4C
13.30 - 14.00	4C Application Procedure and Documents	Betina Bacelis, 4C
14.00 - 14.30	4C Verification Report for Managing Entities	Gustavo Bacchi, 4C
14.30 - 15.30	Group Work (II): Application of the Checklist and Feedback	All



15.30 – 15.45	<i>Coffee Break</i>	
15.45 – 16.15	4C Verification Report for Business Partners (Producers, Traders, Warehouses, Processors)	Betina Bacelis, 4C
16.15 – 17.15	Group Work (III): Application of the Checklist and Feedback	All
17.15 – 17.45	Report Evaluation and License Decision	Gustavo Bacchi, 4C
17.45 – 18.00	Feedback	All
18.00 – 19.00	Individual Q&A Opportunities	Betina Bacelis, Gustavo Bacchi, 4C
<i>From 19.30</i>	<i>Dinner (Invitation by 4C)</i>	<i>All</i>

## Friday, 3<sup>rd</sup> August 2018

### Part 2: Risk Based Assessment Approach

09.00 – 09.15	Welcome and Recap of Day 1	Gustavo Bacchi, 4C
09.15 – 09.45	4C Risk Assessment	Pia Rothe, GRAS
09.45 – 10.15	Innovative Tools for Risk Assessment	Pia Rothe, GRAS
10.15 – 10.30	Coffee Break	
10.30 – 12.00	Group Work (IV): Applying Risk Assessment Tools	All
12.00 – 13.00	<i>Lunch (Invitation by 4C)</i>	
13.00 – 13.30	Sampling Methodology and Verification Plan	Betina Bacelis, 4C
13.30 – 14.30	Group Work (V)	All
14.30 – 15.00	Commercial Reporting	Gustavo Bacchi, 4C
15.00 – 15.15	Promoting 4C On-pack logo/ promoting	All
15.15 – 15.45	Wrap up and suggestions for improvement	All
15.45 – 16.00	Presentation of Participation Certificates	



**Please note:**

- At least one lead verifier per verifier company must participate in an 4C Training by the 31 December 2018
- All lead verifiers must participate in a 4C Training by 31 December 2019 to maintain their status
- We highly recommend participation in a 4C Training to all verifiers and users of the 4C System to become familiar with the new approach