



4C Training

Agenda

Date: 27 – 28 September 2018

Location: Nairobi, Kenya

Venue: [Safari Park Hotel & Casino Nairobi](#), P.O Box 45038–00100 Nairobi, Kenya

Thursday, 27th September 2018

Time	Topic	Who
08.30 – 09.00	<i>Registration and Welcome Coffee</i>	
09.00 – 09.15	Welcome and Introductions	Gustavo Bacchi, 4C
Part 1: System Overview and Verification Approach		
09.15 – 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	Keith Castelino, 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	Keith Castelino, 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	Keith Castelino, 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)	Keith Castelino, 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	Keith Castelino, Gustavo Bacchi, 4C
<i>From 19.30</i>	<i>Dinner (Invitation by 4C)</i>	<i>All</i>

Friday, 28th September 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	Gustavo Bacchi, 4C
09.45 – 10.15	Innovative Tools for Risk Assessment	Keith Castelino, 4C
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	Keith Castelino, 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