



4C Training

Agenda

Date: 9 - 10 August 2018

Location: Varginha, Brasil

Venue: [Hotel Grand Enio](#) - R. Guilherme Francisco Zanatelli, 40 Sta. Luiza, Varginha, MG, Brasil

Thursday, 9th 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
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Part 1: System Overview and Verification Approach

09.15 - 09.45	The New 4C - Addressing Sustainability Challenges in the Coffee Sector	Gustavo Bacchi, 4C
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09.45 - 10.15	Key Features of the 4C Code of Conduct	Betina Bacelis, 4C
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10.15 - 10.45	Setting Up 4C Units and their roles	Gustavo Bacchi, 4C
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10.45 - 11.00 Coffee Break

11.00 - 11.30	Group work (I)	All
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11.30 - 12.00	Internal Management System Requirements for 4C Units	Betina Bacelis, 4C
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12.00 - 13.00 Lunch (Invitation by 4C)

13.00 - 13.30	New 4C Verification Process	Gustavo Bacchi, 4C
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13.30 - 14.00	4C Application Procedure and Documents	Betina Bacelis, 4C
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14.00 - 14.30	4C Verification Report for Managing Entities	Gustavo Bacchi, 4C
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14.30 - 15.30	Group Work (II): Application of the Checklist and Feedback	All
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15.30 - 15.45 Coffee Break



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, 10th 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	Gustavo Bacchi, 4C
09.45 - 10.15	Innovative Tools for Risk Assessment	Betina Bacelis, 4C
10.15 - 10.30	Coffee Break	
10.30 - 12.00	Group Work (IV): Applying Risk Assessment Tools	All
<i>12.00 - 13.00</i>	<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