



4C Training - Agenda

Date: 10 - 11 December 2018

Location: Mexico City, Mexico

Venue: Hotel Galeria Plaza Reforma

Monday, 10th December 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 Certification 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	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 Certification Process	Gustavo Bacchi, 4C
13.30 - 14.00	4C Application Procedure and Documents	Betina Bacelis, 4C
14.00 - 15.00	4C Certification Report	Gustavo Bacchi, 4C
15.00 - 15.15	<i>Coffee Break</i>	
15.15 - 16.15	Group Work (II): Application of the Certification Report and Feedback	Betina Bacelis, 4C
16.15 - 16.45	Report Evaluation and Certificate Decision	Gustavo Bacchi, 4C



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16.45 - 17.15	Feedback	All
17.15 - 18.30	Individual Q&A Opportunities	Betina Bacelis, Gustavo Bacchi, 4C
<i>From 19.00</i>	<i>Dinner (Invitation by 4C)</i>	<i>All</i>

Tuesday, 11th December 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	Betina Bacelis, 4C
09.45 - 10.15	Innovative Tools for Risk Assessment	Gustavo Bacchi, 4C
10.15 - 10.30	Coffee Break	
10.30 - 12.00	Group Work (III): Applying Risk Assessment Tools	Gustavo Bacchi, 4C
<i>12.00 - 13.00</i>	<i>Lunch (Invitation by 4C)</i>	
13.00 - 13.30	Sampling Methodology and Audit Plan	Betina Bacelis, 4C
13.30 - 14.30	Group Work (IV): Sampling Methodology and Audit Plan	Betina Bacelis, 4C
14.30 - 15.00	Commercial Reporting	Gustavo Bacchi, 4C
15.00- 15.15	Promoting 4C On-pack logo	Gustavo Bacchi, 4C
15.15 - 15.45	Wrap up and suggestions for improvement	All
15.45 - 16.00	Presentation of Participation Certificates	

Please note:

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



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