



4C Services Basic Training

Agenda

Date: 12-13th March 2019

Location: Bogotá, Colombia

Venue: Hotel Estelar Windsor House – Calle 95 No. 9-97 Bogotá, Colombia

Tuesday, 12th March 2019

Time	Topic	Who
08.30 – 09.00	<i>Registration and Welcome Coffee</i>	
09.00 – 09.15	Welcome and Introduction	Gustavo Bacchi, 4C

Part 1: 4C System Overview and Certification Approach

09.15 – 09.45	The New 4C – Addressing Sustainability Challenges	Gustavo Bacchi, 4C
09.45 – 10.15	4C Code of Conduct: Key Features	Myriel Camp, 4C
10.15 – 10.45	Setting Up 4C Units and Business Partners Roles	Gustavo Bacchi, 4C
10.45 – 11.00	<i>Coffee Break</i>	
11.00 – 11.30	Internal Management System (IMS)	Gustavo Bacchi, 4C
11.30 – 12.30	Group Work (I): 4C Code of Conduct & 4C Units	All
12.30 – 13.30	<i>Lunch (Invitation by 4C)</i>	
13.30 – 14.00	New 4C Certification Process	Gustavo Bacchi, 4C
14.00 – 14.30	4C Application Procedure and Documents	Myriel Camp, 4C
14.30 – 15.00	4C Risk Assessment & Innovative Tools	Gustavo Bacchi, 4C
15.00 – 15.15	<i>Coffee Break</i>	
15.15 – 15.45	4C Sampling Methodology and Audit Plan	Gustavo Bacchi, 4C
15.45 – 17.30	Group Work (II): Applying Risk Assessment Tools	All
17.30 – 18.00	Feedback	All



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18.00 – 19.00	Individual Q&A Opportunities	Gustavo Bacchi and Myriel Camp, 4C
<i>From 19.30</i>	<i>Dinner (Invitation by 4C)</i>	<i>All</i>

Wednesday, 13th March 2019

Part 2: Risk Based Assessment Approach

09.00 – 09.15	Welcome and Recap of Day 1	Myriel Camp, 4C
09.15 – 09.45	4C Audits & 4C Audit Report	Gustavo Bacchi, 4C
09.45 – 10.15	4C Audit Report Evaluation & Certificate Decision	Gustavo Bacchi, 4C
<i>10.15 – 10.30</i>	<i>Coffee Break</i>	
10.30 – 11.30	Group Work (III): Applying the 4C Audit Report	All
11.30 – 12.00	Annual Updates & Improvement Plan	Gustavo Bacchi, 4C
<i>12.00 – 13.00</i>	<i>Lunch (Invitation by 4C)</i>	
13.00 – 14.00	Group Work (IV): Report Evaluation & Certificate Decision	All
14.00 – 14.30	Commercial Reporting	Myriel Camp, 4C
14.30 – 15.00	4C On-pack Logo and Claims	Gustavo Bacchi, 4C
15.00– 15.30	Wrap Up and Suggestions for Improvement	All
15.30 – 16.00	Handover of Participation Attestations	All

Please note:

- Auditors that did not attend 4C Trainings in 2018 must participate in a 4C Training by 31 December 2019 to maintain their status as 4C Auditor.
- We highly recommend participation in a 4C Training to all users of the 4C System to become familiar with the new approach.
- 4C Trainings are not limited to 4C Auditors and Managing Entities of 4C Units. Therefore, if you are interested in understanding how 4C Certification works you are welcome.



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