4C Online Training
General Description and Agenda 2020

Content

Module I:
4C Code of Conduct and its Story: Robustness and Continuous Improvement

Module II:
4C Certification Process for Coffee Production: From Risk Assessment and Audit to Issuance of Certificates

Module III:
4C Supply Chain Traceability and Certification Process for Chain of Custody
4C Online Training

**4C IS A GLOBALLY LEADING COFFEE CERTIFICATION SCHEME** that applies strict requirements for economic, social and environmental conditions for coffee production and processing to establish sustainable, trustworthy and fair coffee supply chains.

This training offers a crucial update on the latest revision of the 4C Code of Conduct and guides its participants through the certification process, ensuring better understanding and implementation of the new audit requirements and procedures. It also covers an increasingly important chain of custody certification, and much more.

**Benefits at a glance**

- Get familiar with the 4C Certification System
- Learn how to successfully implement sustainability requirements
- Master the application of audit requirements and procedures
- Boost your proficiency in assessing deforestation and biodiversity risks
- Discover Chain of Custody certification to ensure responsible sourcing

**TARGET GROUPS:**

- Auditors
- Companies, including existing Managing Entities of 4C Units and interested producer cooperatives and associations, traders and exporters, as well as roasters, retailers and brand owners
- NGOs and research bodies
- Authorities
- Other interested parties
TRAINING OPTIONS

DAY 1

OPTION 1
Module I: 4C Code of Conduct and its Story

OPTION 2
Module I: 4C Code of Conduct and its Story

OPTION 3
Module I: 4C Code of Conduct and its Story

DAY 2

Module II: 4C Certification Process for Coffee Production

DAY 3

Module III: 4C Supply Chain Traceability and Certification Process for Chain of Custody

Mandatory for new auditors, evaluators and certifiers

Highly recommended to the approved auditors, MEs of 4C Units

Mandatory for certification bodies which would like to offer CoC certification (at least one auditor and one evaluator per certification body)

Please find a detailed agenda for each module below

FEES:

You can book one of the available options.

Regular Fee*:
Option 1 (complete training): 680,00 EURO
Option 2: 480,00 EURO
Option 3: 480,00 EURO

*Not including VAT (applies only to companies located in Germany)

Group discount scheme is available. For more detail, see our website or contact info@4c-services.org

Early Bird Discount of 15% if booking at least 30 days ahead.
AGENDA

27 – 29 July 2020, Working language: Vietnamese*

*The current agenda is final and remains valid for all 4C Online Trainings in 2020. The only changes will regard the working language of respective trainings and timing, if necessary to meet different time zone requirements.

**MODULE I: 4C Code of Conduct and its Story: Robustness and Continuous Improvement**

*Day 1, 27 July 2020*

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
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<tbody>
<tr>
<td>13:00 – 13:15</td>
<td>Welcome and Introduction</td>
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<tr>
<td>13:15 – 13:45</td>
<td>4C - An Independent and Innovative Solution for Sustainable Supply Chains</td>
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<tr>
<td>13:45 – 14:00</td>
<td>Questions and Answers</td>
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<tr>
<td>14:00 – 14:30</td>
<td>4C Code of Conduct: History, Key Features, Revised Version</td>
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<td>14:30 – 14:45</td>
<td>Questions and Answers</td>
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<tr>
<td>14:45 – 15:15</td>
<td>4C Code of Conduct: Understanding the Key Requirements</td>
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<td>15:15 – 16:00</td>
<td>Group Work (I)</td>
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<td>16:00 – 16:30</td>
<td>Coffee break</td>
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<tr>
<td>16:30 – 16:45</td>
<td>4C Logo Use and Claims</td>
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<td>16:45 – 17:00</td>
<td>Questions and Answers</td>
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<tr>
<td>17:00 – 17:30</td>
<td>Web-Training Teaser: Setting up Biodiversity Action Plans (by the Food &amp; Biodiversity Initiative in English)</td>
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<tr>
<td>17:30 – 18:00</td>
<td>Final Discussion and Feedback</td>
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<td>Time</td>
<td>Topic</td>
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<tr>
<td>12:00 – 12:15</td>
<td>Welcome and Introduction</td>
</tr>
<tr>
<td>12:15 – 12:45</td>
<td>Organizing a 4C Unit and its Internal Management System</td>
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<td>12:45 – 13:00</td>
<td>Questions and Answers</td>
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<tr>
<td>13:00 – 14:00</td>
<td>4C Certification Process for Coffee Production</td>
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<td>14:00 – 14:15</td>
<td>Questions and Answers</td>
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<tr>
<td>14:15 – 14:45</td>
<td>Risk Assessment, Sample Size Calculation and Selection</td>
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<td>14:45 – 15:30</td>
<td>Group Work (I)</td>
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<tr>
<td>15:30 – 16:00</td>
<td>Coffee break</td>
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<tr>
<td>16:00 – 16:30</td>
<td>4C Certification Process: Improvement Plan and Certificate Maintenance</td>
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<td>16:30 – 16:45</td>
<td>Questions and Answers</td>
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<td>16:45 – 17:15</td>
<td>4C Portal: New Features and Innovations</td>
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<td>17:15 – 17:30</td>
<td>Questions and Answers</td>
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<tr>
<td>17:30 – 18:00</td>
<td>4C Commercial Reporting and Traceability of Managing Entities of 4C Units</td>
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<tr>
<td>18:00 – 18:30</td>
<td>Group Work (II)</td>
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<tr>
<td>18:30 – 19:00</td>
<td>Final Discussion and Feedback</td>
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### MODULE III: 4C Supply Chain Traceability and Certification Process for Chain of Custody (CoC)

**Day 3, 29 July 2020**

**Time** (Hanoi Time, GMT +7) | **Topic**
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13:00 – 13:15 | Welcome and Introduction
13:15 – 13:45 | Supply Chain Traceability: General Introduction
13:45 – 14:00 | Questions and Answers
14:00 – 15:00 | 4C CoC Certification Process
15:00 – 15:15 | Questions and Answers
15:15 – 15:45 | 4C CoC Certification Process: Audit Requirements and Documentation
15:45 – 16:00 | Questions and Answers
16:00 – 16:30 | Group Work (I)
16:30 – 17:00 | Coffee break
17:00 – 17:30 | 4C Portal: New Features and Innovations
17:30 – 17:45 | Questions and Answers
17:45 – 18:15 | 4C Commercial Reporting and Traceability of Intermediary and Final Buyers
18:15 – 18:45 | Group Work (II)
18:45 – 19:15 | Final Discussion and Feedback

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**Contact 4C:**

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- www.4c-services.org

**Visit our website:**

www.4c-services.org