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

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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.

resource conservation
deforestation
biodiversity transparency food security
human rights chemical use best practices
climate friendly coffee labour conditions
waste management

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 |

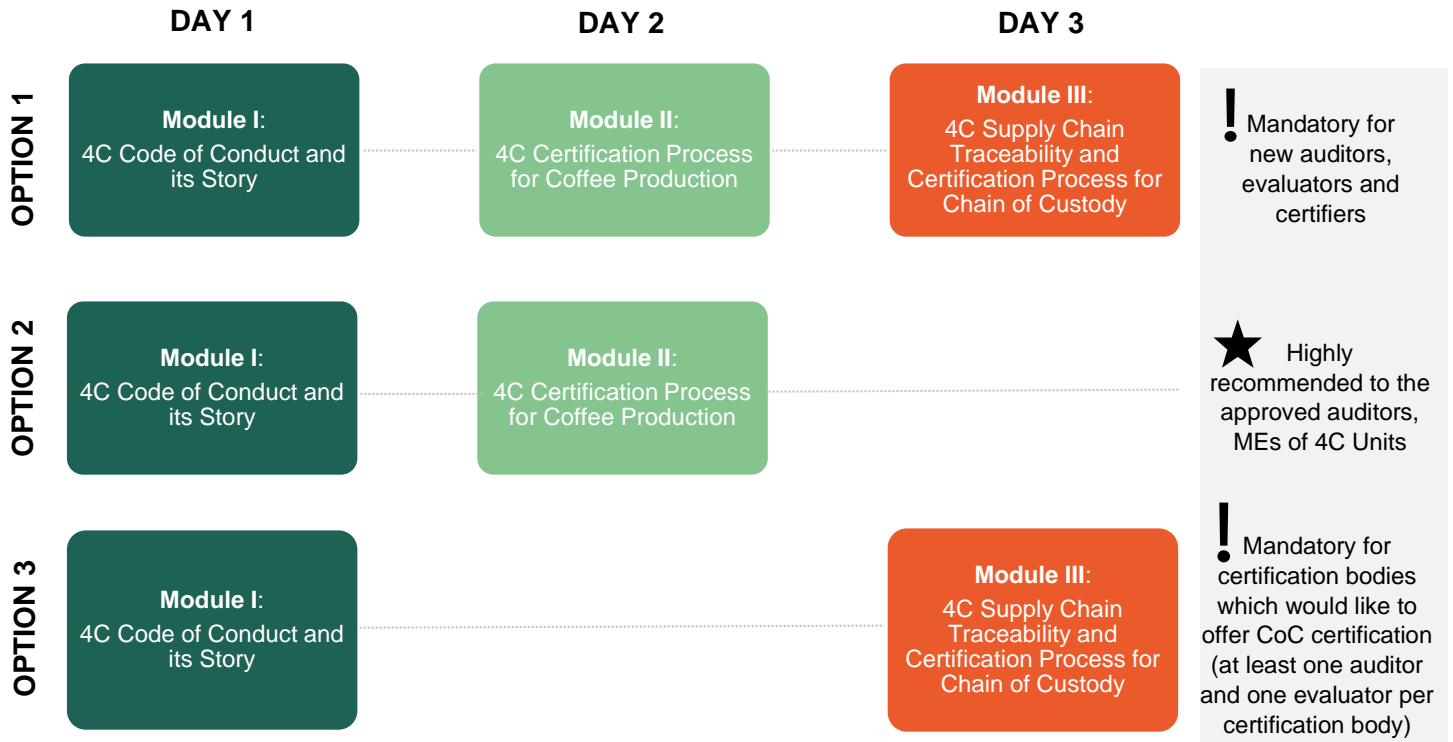- Companies -   - Auditors -

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

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⚙ TRAINING OPTIONS

	DAY 1	**DAY 2**	**DAY 3**	
OPTION 1	**Module I**: 4C Code of Conduct and its Story	**Module II**: 4C Certification Process for Coffee Production	**Module III**: 4C Supply Chain Traceability and Certification Process for Chain of Custody	❗ Mandatory for new auditors, evaluators and certifiers
OPTION 2	**Module I**: 4C Code of Conduct and its Story	**Module II**: 4C Certification Process for Coffee Production		★ Highly recommended to the approved auditors, MEs of 4C Units
OPTION 3	**Module I**: 4C Code of Conduct and its Story		**Module III**: 4C Supply Chain Traceability and Certification Process for Chain of Custody	❗ 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

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

*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

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AGENDA

19 – 21 August 2020, Working language: Portuguese*

*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.

<table>
<tr><td colspan="2">MODULE I: 4C Code of Conduct and its Story: Robustness and Continuous Improvement
Day 1, 19 August 2020</td></tr>
<tr><td>Time
(Brasília Time)</td><td>Topic</td></tr>
<tr><td>09:00 – 09:15</td><td>Welcome and Introduction</td></tr>
<tr><td>09:15 – 09:45</td><td>4C - An Independent and Innovative Solution for Sustainable Supply Chains</td></tr>
<tr><td>09:45 – 10:00</td><td>Questions and Answers</td></tr>
<tr><td>10:00 – 10:30</td><td>4C Code of Conduct: History, Key Features, Revised Version</td></tr>
<tr><td>10:30 – 10:45</td><td>Questions and Answers</td></tr>
<tr><td>10:45 – 11:15</td><td>4C Code of Conduct: Understanding the Key Requirements</td></tr>
<tr><td>11:15 – 11:45</td><td>Group Work (I)</td></tr>
<tr><td>11:45 – 12:15</td><td>Coffee break</td></tr>
<tr><td>12:15 – 12:45</td><td>4C Logo Use and Claims</td></tr>
<tr><td>12:45 – 13:00</td><td>Questions and Answers</td></tr>
<tr><td>13:00 – 13:30</td><td>Web-Training Teaser: Setting up Biodiversity Action Plans (by the Food & Biodiversity Initiative in English)</td></tr>
<tr><td>13:30 – 14:00</td><td>Final Discussion and Feedback</td></tr>
</table>

Module II ➤

MODULE II: 4C Certification Process for Coffee Production: From Risk Assessment and Audit to Issuance of Certificates
Day 2, 20 August 2020

Time (Brasília Time)	Topic
08:00 – 08:15	Welcome and Introduction
08:15 – 09:00	Organizing a 4C Unit and its Internal Management System
09:00 – 09:15	Questions and Answers
09:15 – 10:00	4C Certification Process for Coffee Production
10:00 – 10:15	Questions and Answers
10:15 – 10:45	Risk Assessment, Sample Size Calculation and Selection
10:45 – 11:30	Group Work (I)
11:30 – 12:00	Coffee break
12:00 – 12:30	4C Certification Process: Improvement Plan and Certificate Maintenance
12:30 – 12:45	Questions and Answers
12:45 – 13:15	4C Portal: New Features and Innovations
13:15 – 13:30	Questions and Answers
13:30 – 14:00	4C Commercial Reporting and Tracebility of Managing Entities of 4C Units
14:00 – 14:30	Group Work (II)
14:30 – 15:00	Final Discussion and Feedback

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MODULE III: 4C Supply Chain Traceability and Certification Process for Chain of Custody (CoC)
Day 3, 21 August 2020

Time (Brasília Time)	Topic
09:00 – 09:15	Welcome and Introduction
09:15 – 09:45	Supply Chain Traceability: General Introduction
09:45 – 10:00	Questions and Answers
10:00 – 11:00	4C CoC Certification Process
11:00 – 11:15	Questions and Answers
11:15 – 11:45	4C CoC Certification Process: Audit Requirements and Documentation
11:45 – 12:00	Questions and Answers
12:00 – 12:30	Group Work (I)
12:30 – 13:00	Coffee break
13:00 – 13:30	4C Portal: New Features and Innovations
13:30 – 13:45	Questions and Answers
13:45 – 14:15	4C Commercial Reporting and Traceability of Intermediary and Final Buyers
14:15 – 14:30	Group Work (II)
14:30 – 15:00	Final Discussion and Feedback