



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**

- Companies -



Master the application of **audit requirements and procedures**

- Auditors -



Boost your proficiency in **assessing deforestation and biodiversity risks**



Discover **Chain of Custody** certification to ensure responsible sourcing



TARGET GROUPS:

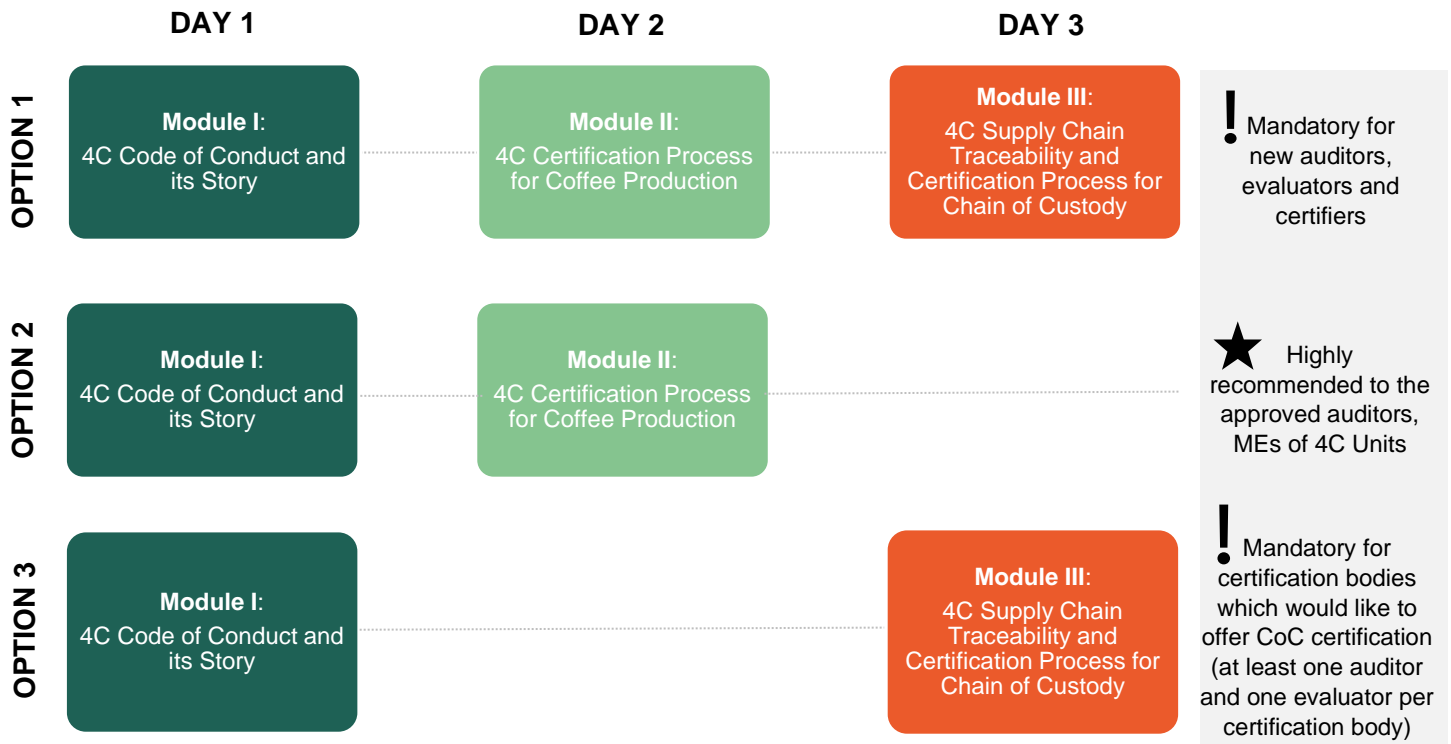
- Auditors
- Companies, including existing Managing Entities of 4C Units and interested producer cooperatives and associations, traders and exporters, as well as roasters, retailers and brand owners
- NGOs and research bodies
- Authorities
- Other interested parties



4C Online Training



TRAINING OPTIONS



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)

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

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



4C Online Training

AGENDA

5 – 7 October 2020, Working language: English*

***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, 5 October 2020

Time (Berlin Time)	Topic
09:00 – 09:15	Welcome and Introduction
09:15 – 09:45	4C - An Independent and Innovative Solution for Sustainable Supply Chains
09:45 – 10:00	Questions and Answers
10:00 – 10:30	4C Code of Conduct: History, Key Features, Revised Version
10:30 – 10:45	Questions and Answers
10:45 – 11:15	4C Code of Conduct: Understanding the Key Requirements
11:15 – 11:45	Group Work (I)
11:45 – 12:15	Coffee break ☕
12:15 – 12:45	4C Logo Use and Claims
12:45 – 13:00	Questions and Answers
13:00 – 13:30	Web-Training Teaser: Setting up Biodiversity Action Plans (by the Food & Biodiversity Initiative in English)
13:30 – 14:00	Final Discussion and Feedback

Module II





4C Online Training

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

Day 2, 6 October 2020

Time (Berlin Time)	Topic
09:00 – 09:15	Welcome and Introduction
09:15 – 10:00	Organizing a 4C Unit and its Internal Management System
10:00 – 10:15	Questions and Answers
10:15 – 11:00	4C Certification Process for Coffee Production
11:00 – 11:15	Questions and Answers
11:15 – 11:45	Risk Assessment, Sample Size Calculation and Selection
11:45 – 12:30	Group Work (I)
12:30 – 13:00	Coffee break ☕
13:00 – 13:30	4C Certification Process: Improvement Plan and Certificate Maintenance
13:30 – 13:45	Questions and Answers
13:45 – 14:15	4C Portal: New Features and Innovations
14:15 – 14:30	Questions and Answers
14:30 – 15:00	4C Commercial Reporting and Traceability of Managing Entities of 4C Units
15:00 – 15:30	Group Work (II)
15:30 – 16:00	Final Discussion and Feedback


Module III 



4C Online Training

MODULE III: 4C Supply Chain Traceability and Certification Process for Chain of Custody (CoC)

Day 3, 7 October 2020

Time (Berlin 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

Contact 4C:



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Visit our website:



www.4c-services.org