



# 4C Online Training

## General Description and Agenda

### Content

#### Day I:

The 4C Code of Conduct and its history:  
Robustness and continuous improvement

#### Day II:

The 4C certification for coffee production and  
chain of custody: From risk analysis and  
auditing to the issuance of certificates

#### Day III:

Essential information on new 4C add-ons,  
certificate maintenance, 4C Portal, commercial  
reporting and logo use



## 4C Online Training

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

This training offers an overview of the 4C Code of Conduct and guides its participants through the certification process, both for coffee production and for chain of custody, ensuring a better understanding and implementation of the audit requirements and procedures.



### Benefits at a glance



Get familiar with the **4C Certification System**, including Chain of Custody



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 the new **4C Add-ons:** Climate Friendly, Food Security and Gender Equality



### 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 DAYS

#### Day I

The 4C Code of Conduct and its history:  
Robustness and continuous improvement

#### Day II

The 4C certification for coffee production and chain of custody:  
From risk analysis and auditing to the issuance of certificates

#### Day III

Essential information on new 4C add-ons, certificate maintenance, 4C Portal, commercial reporting and logo use

Please find a detailed agenda for each day below



### FEES

You can book one of the available options.

**Regular Fee\*:**

Option 1 - Complete training (3 days): 680,00 EURO

The complete training is mandatory for new auditors, evaluators and certifiers.

Option 2 – Only day 2: 480,00 EURO

Ideal for those who have attended recent training and wish to update themselves on the latest 4C System improvements. This option is mandatory for certification bodies which would like to offer CoC certification (at least one auditor, and one evaluator, and one certifier per certification body).

Option 3 – Only day 3: 480,00 EURO

Attend this day to learn about 4C certificate maintenance, commercial reporting, available 4C digital tools and new 4C add-ons and their implementation - getting ready to address coffee's carbon footprint, as well as gender equality and food security gaps.

\*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](mailto:info@4c-services.org)

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



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# AGENDA

15 – 17 September 2021, Working language: English

## The 4C Code of Conduct and its History: Robustness and Continuous Improvement

Day I, 15 September 2021

Time (Berlin Time)	Topic
15:00 – 15:15	Welcome and Introduction
15:15 – 15:45	4C - An Independent and Innovative Solution for Sustainable Supply Chains
15:45 – 16:00	Questions and Answers
16:00 – 16:30	4C Code of Conduct: History and Features
16:30 – 16:45	Questions and Answers
16:45 – 17:15	4C Code of Conduct: Understanding Key Requirements
17:15 – 17:45	Group Work (I)
17:45 – 18:15	Coffee break ☕
18:15 – 18:45	An Introduction to Traceability in Supply Chains
18:45 – 19:00	Questions and Answers
19:00 – 19:30	Organizing a Coffee Producing 4C Unit
19:30 – 19:45	Questions and Answers
19:45 – 20:00	Internal Management Systems
20:00 – 20:45	Group Work (II)
20:45 – 21:00	Day Closing and Feedback

Day II 



## 4C Online Training

### The 4C Certification for Coffee Production and Chain of Custody: from Risk Analysis and Auditing to the Issuance of Certificates

Day II, 16 September 2021

Time (Berlin Time)	Topic
15:00 – 15:15	Welcome and Introduction
15:15 – 16:15	4C Certification Process for Coffee Production
16:15 – 16:30	Questions and Answers
16:30 – 17:30	4C Certification Process for Chain of Custody
17:30 – 18:00	Group Work (I)
18:00 – 18:30	Coffee break ☕
18:30 – 19:15	4C Risk Assessment Procedure, Sample Size Calculation and Selection
19:15 – 20:45	Group Work (II)
20:45 – 21:00	Day Closing and Feedback



## 4C Online Training

### Essential Information on new 4C add-ons, certificate maintenance, 4C Portal, commercial reporting and logo use

Day III, 17 September 2021

Time (Berlin Time)	Topic
15:00 – 15:15	Welcome and Introduction
15:15 – 15:45	Maintenance of a 4C Certificate and Improvement Plan
15:45 – 16:00	Questions and Answers
16:00 – 17:00	4C Portal and Other Available Tools
17:00 – 17:45	Group Work (I)
17:45 – 18:15	Coffee Break ☕
18:15 – 18:45	4C Commercial Reporting
18:45 – 19:00	Questions and Answers
19:00 – 19:30	4C Logo Use and Claims
19:30 – 20:00	Group Work
20:00 – 20:45	New 4C Add-on Certifications: <ul style="list-style-type: none"><li>✓ 4C Climate Friendly – Calculating and Reducing Coffee's Carbon Footprint</li><li>✓ 4C Food Security – Strengthening Commitment to Human Right to Adequate Food</li><li>✓ 4C Gender Equality – Promoting Women Empowerment</li></ul>
20:45 – 21:00	Final Closing and Feedback

Contact 4C:



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Visit our website:



[www.4c-services.org](http://www.4c-services.org)