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.

resource conservation   deforestation
biodiversity   transparency   food security   gender equality
human rights   chemical use   sustainable practices
climate friendly coffee   labour conditions
reducing CO2 footprint   waste management
in- and offsetting

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.

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

Regular Fee*:

<u>Option 1</u> - Complete training (3 days): 680,00 EURO
The complete training is mandatory for new auditors, evaluators and certifiers.

<u>Option 2</u> – 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).

<u>Option 3</u> – 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

4C Online Training

AGENDA

29 September – 01 October 2021, Working language: English

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

Day I, 29 September 2021

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 and Features
10:30 – 10:45	Questions and Answers
10:45 – 11:15	4C Code of Conduct: Understanding Key Requirements
11:15 – 11:45	Group Work (I)
11:45 – 12:15	Coffee break
12:15 – 12:45	An Introduction to Traceability in Supply Chains
12:45 – 13:00	Questions and Answers
13:00 – 13:30	Organizing a Coffee Producing 4C Unit
13:30 – 13:45	Questions and Answers
13:45 – 14:00	Internal Management Systems
14:00 – 14:45	Group Work (II)
14:45 – 15:00	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, 30 September 2021

Time (Berlin Time)	Topic
09:00 – 09:15	Welcome and Introduction
09:15 – 10:15	4C Certification Process for Coffee Production
10:15 – 10:30	Questions and Answers
10:30 – 11:30	4C Certification Process for Chain of Custody
11:30 – 12:00	Group Work (I)
12:00 – 12:30	Coffee break ☕
12:30 – 13:15	4C Risk Assessment Procedure, Sample Size Calculation and Selection
13:15 – 14:45	Group Work (II)
14:45 – 15:00	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, 01 October 2021

Time (Berlin Time)	Topic
09:00 – 09:15	Welcome and Introduction
09:15 – 09:45	Maintenance of a 4C Certificate and Improvement Plan
09:45 – 10:00	Questions and Answers
10:00 – 11:00	4C Portal and Other Available Tools
11:00 – 11:45	Group Work (I)
11:45 – 12:15	Coffee Break
12:15 – 12:45	4C Commercial Reporting
12:45 – 13:00	Questions and Answers
13:00 – 13:30	4C Logo Use and Claims
13:30 – 14:00	Group Work
14:00 – 14:45	New 4C Add-on Certifications: ✓ 4C Climate Friendly – Calculating and Reducing Coffee's Carbon Footprint ✓ 4C Food Security – Strengthening Commitment to Human Right to Adequate Food ✓ 4C Gender Equality – Promoting Women Empowerment
14:45 – 15:00	Final Closing and Feedback