



4C Online Training

General Description and Agenda

Content

Day I:

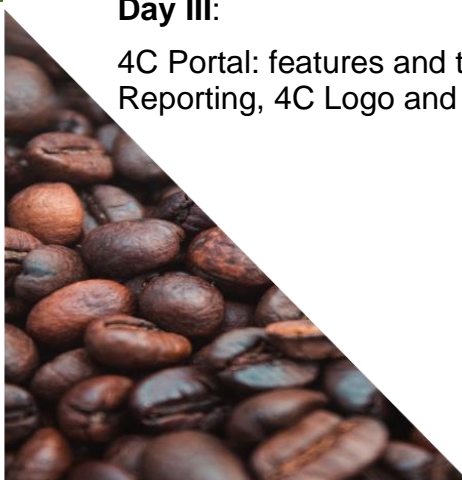
4C History and Innovations, 4C Code of Conduct, 4C Certification Process and Risk Assessment for Coffee Production

Day II:

4C Certification Process and Risk Assessment for Chain of Custody, 4C Certificate Maintenance and 4C Country-specific risk lists

Day III:

4C Portal: features and tools, Commercial Reporting, 4C Logo and Claims and 4C Add-ons





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**, 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



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TRAINING DAYS

Day I

4C History and Innovations, 4C Code of Conduct, 4C Certification Process and Risk Assessment for Coffee Production

Day II

4C Certification Process and Risk Assessment for Chain of Custody, 4C Certificate Maintenance and 4C Country-specific risk lists

Day III

4C Portal: features and tools, Commercial Reporting, 4C Logo and Claims and 4C Add-ons

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

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



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AGENDA

20-22 September 2022, Working language: **English** with simultaneous translation into **Vietnamese**

4C History and Innovations, 4C Code of Conduct, 4C Certification Process and Risk Assessment for Coffee Production

Day I, 20 September 2022

Time (Berlin Time)	Topic
08:00 – 08:15	Welcome and Introduction
08:15 – 08:45	4C - An Independent and Innovative Solution for Sustainable Supply Chains
08:45 – 09:15	4C Code of Conduct: History, Characteristics, and Highlights
09:15 – 09:30	Questions and Answers
09:30 – 10:00	Organizing a Coffee Producing 4C Unit and its IMS
10:00 – 10:45	GROUP WORK I
10:45 – 11:15	Coffee break
11:15 – 12:00	4C Certification Process for Coffee Production
12:00 – 12:25	4C Risk Assessment Procedure for Coffee Production
12:25 – 12:40	Questions and Answers
12:40 – 13:45	GROUP WORK II
13:45 – 13:55	Questions and Answers
13:55 – 14:00	Day Closing and Feedback

Day II





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4C Certification Process and Risk Assessment for Chain of Custody, 4C Certificate Maintenance and 4C Country-specific risk lists

Day II, 21 September 2022

Time (Berlin Time)	Topic
08:00 – 08:15	Welcome and Introduction
08:15 – 09:05	4C Certification for Chain of Custody
09:05 – 09:50	GROUP WORK I
09:50 – 10:10	4C Chain of Custody Certification Process and Risk Assessment
10:10 – 10:20	Questions and Answers
10:20 – 11:25	GROUP WORK II
11:25 – 11:55	Coffee break ☕
11:55 – 12:25	4C Country-specific risk lists and top issues identified during the audits
12:25 – 12:35	Questions and Answers
12:35 – 13:05	Requirements for Maintenance of a 4C Certificate
13:05 – 13:50	GROUP WORK III
13:50 – 14:00	Day Closing and Feedback


Day III 



4C Online Training

4C Portal: features and tools, Commercial Reporting, 4C Logo and Claims and 4C Add-ons

Day III, 22 September 2022

Time (Berlin Time)	Topic
08:00 – 08:15	Welcome and Introduction
08:15 – 09:15	4C Portal and Other Tools
09:15 – 09:30	Questions and Answers
10:30 – 10:45	GROUP WORK I
10:45 – 11:15	Coffee break 
11:15 – 11:55	4C Commercial Reporting
11:55 – 12:10	Questions and Answers
12:10 – 12:55	GROUP WORK II
12:55 – 13:20	4C Logo and Claims
13:20 – 13:45	4C Add-on Certifications
13:45 – 14:00	Final Closing and Feedback