



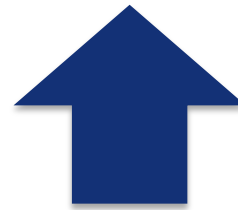
# Operational Guideline

**Set of instructions  
for smooth  
execution of the  
BTSF contract**

Luxembourg, 19th of March 2014

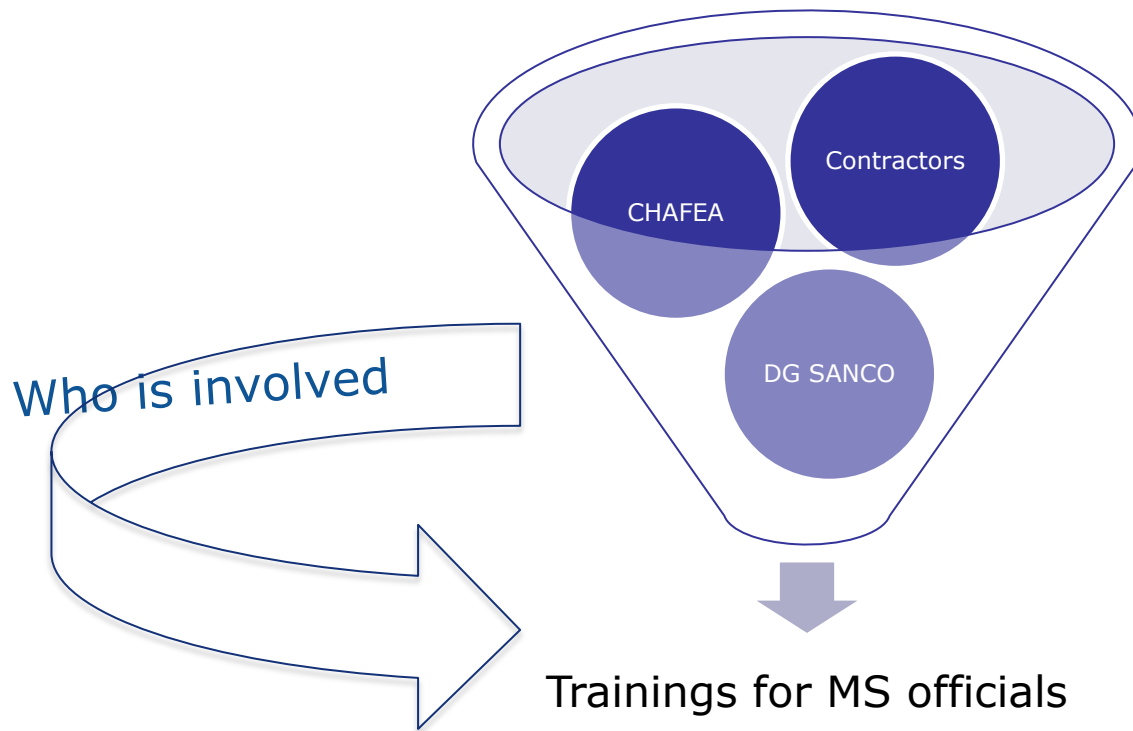
# Operational guideline BTSF

- Why we need this?



- The aim of this document is to provide guidance to the Contractors in relation to the contract implementation under the Better Training for Safer Food (BTSF) initiative.

# Operational guideline BTSF



# Operational guideline BTSF

- How we are governed?



- Contracts awarded within the procurement procedures published by the Contracting Authority are governed by EU law, complemented where necessary by the law of Luxembourg.

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## How we manage the contracts?



- The Contracting Authority of the BTSF contracts is CHAFEA.
- For the Contractors, the sole contact point is CHAFEA. All contract questions and contract execution details, are solved and agreed between CHAFEA and the contractor.
- Any other arrangement may lead to void the contract.

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## Activity - who shall be there

During the entire activity, the Event Manager and an Assistant Event manager shall be present on site, starting with the day of the arrival and ending with the day of departure (end of the training) of the participants.

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## How we treat guests and other stakeholders of the BTSF Initiative?



At each training session **all** present persons at that particular training session (**no differentiations** between participants or invited guests or institutional observers) will be offered:

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With refreshments:

like coffee, tea, water, juices, etc. biscuits or other snacks and fruits or vegetables during the “coffee-breaks”.

All present persons are invited to the social event and other networking activities organised by the contractor under the terms of the particular contract.



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## **Training Coordinator** Why we need her/him?

Responsible for the technical aspects of the training.

He/she is a member of the tutors' panel.

His/her tasks include the coordination of the work of the tutors' panel and ensuring the coherence of lectures' content and training methodology.

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## Tutor replacement

Contractor is obliged to inform immediately the contracting authority and propose an alternative person in order to continue with the training.

The Contractor needs to provide a suitable alternative candidate for the replacement

The request for such change needs to be done to the contracting authority by e-mail for the approval.

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## Tasks

The Contractor will ensure:

Registration,

and provide information and assistance to participants at the training sessions

**from departure from their home** in their country  
**until their return to the initial departure point**

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## Tasks

that participants can access internet free of charge,  
at least once daily;

provide all necessary for all administrative work,  
including copies and mail, related to the training  
session;

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## Tasks

- Provide information packs, both on paper and electronic to all participants
- These documents shall ease the dissemination and allow participants to share acquired knowledge with the peer fellows.
- This material must take the form of a comprehensive stand-alone set of documents
- Delivered in an appropriate package (e.g. bags, backpacks or similar) where all documents and other materials covering all the issues dealt with during the training session, can be safely stored and carried home without additional packaging

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## Tasks

- deliver to all training participants certificates attesting participation in the training course at the end of the training
- implement the procedure assessing the level of satisfaction of the training participants with the training and service received.

# Operational guideline BTSF

## Presentation PPT and reports

- New PPT to be in place no later than **2<sup>nd</sup> of the April** for all the BTSF contracts
- Contracts 2012 shall have approved Final report **before 19<sup>th</sup> of the December** 2014 if extended



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New CHAFEA address from 2<sup>nd</sup> of the April on:

**[https://webgate.ec.europa.eu/chafea\\_btsf/](https://webgate.ec.europa.eu/chafea_btsf/)**





European  
Commission

# Operational guideline BTSF

**Questions?**

*Thank you for  
your attention*

*and have a nice  
trip home!*