



# **Better Training for Safer Food** *Initiative*

**REPORTING FOR  
CONTRACTORS**

**BTSF**

**BTSF INFO DAY 2015**

*Udo Juterschnig*  
**CHAFEA**

**15 December 2015**

# AGENDA



- Timeline for reporting
- How to submit a report
- CIRCABC
- New spaces on CIRCABC
- Online evaluation

# Timeline for reporting

30 days	Kick-off meeting
60 days	First interim report and draft presentations
M 4	Start of the trainings
M 12	Second interim report with evaluations and pedagogical review
M 17-18	Third interim report with evaluations
M 23	Draft final report
M 24	Final technical report with evaluations, final syllabus and training material

# How to submit a report

Step 1: Upload draft report on CIRCABC, inform CHAFEA by e-mail

Step 2: Revise the report according to CHAFEA's comments, inform CHAFEA by e-mail

Step 3: After technical acceptance, upload final version (Word+PDF), send hard copies and invoice to CHAFEA



European  
Commission

# CIRCABC

Communication and Information  
Resource Centre for Administrations,  
Businesses and Citizens.

- Clear title: contract number, type of report, status, version number
- Not more than 3 files
- Check the title after uploading
- Do not delete documents

The screenshot shows the CIRCABC interface. At the top, there is a navigation bar with the European Commission logo and the text 'CIRCABC'. Below this, a breadcrumb trail reads 'EUROPA > European Commission > CIRCABC > CHAFEA - Consumers, Health and Food Executive Agency > BTSF Team'. The main content area is titled 'Library' and contains a table of files. The table has columns for 'Title' and 'Modified Date'. The files listed are CFT 2009 through CFT 2015. To the left of the table is a sidebar with a search bar and a 'Go' button. Below the search bar is a 'Clipboard' section. At the bottom left, there is a 'Main Menu' section with links for 'Browse categories', 'Logout (juterud)', 'Help', and 'eLearning'.

Title	Modified Date
CTF 2009	13 May 2011 11:16
CTF 2010	13 May 2011 11:17
CTF 2011	12 November 2012 16:21
CTF 2012	4 January 2013 12:22
CTF 2013	12 September 2013 09:24
CTF 2014	17 February 2015 09:53
CTF 2015	13 August 2015 09:08

# CIRCABC: New spaces

## **Knowledge test:**

Results, raw material and summary

## **Dissemination questionnaire:**

Returned questionnaires and summary

Summary in interim reports and final report



European Commission

Contact English (en)



EUROPA > European Commission > CIRCABC > CHAFAE - Consumers, Health and Food Executive Agency > BTSF Team

**BTSF Team**

- Information
- Library**
  - Add content
  - Create space
  - Add URL
  - Import
  - Bulk operation
- Members
- Events
- Newsgroups
- Administration
- Search
 

  - Advanced Search
- Clipboard
- Main Menu**
  - Browse categories
  - Logout (juterud)
  - Help
  - eLearning

Library > calls\_for\_tenders > CFT 2015 > 2015 96 01 - Organic farming

**Library**  
The Library is the space where **contents** are stored, managed and shared.

4 folders and 2 files in this space.

**Spaces**

Title	Modified Date	Actions
DISSEMINATION QUESTIONNAIRE	11 December 2015 12:12	
FINAL VERSIONS OF PRESENTATIONS	11 December 2015 12:13	
FINAL VERSIONS OF REPORTS	11 December 2015 12:13	
KNOWLEDGE TEST	11 December 2015 12:12	

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**Content**

Name	Size	Modified Date	Actions
2015 96 01 Draft first interim report V1.docx	12.8 KB	11 December 2015 14:11	
2015 96 01 Draft first interim report V1.pdf	24.45 KB	11 December 2015 14:11	

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# Online evaluation

- Access on CHAFEA website
- Compulsory for all BTSF trainings







European  
Commission

# Online evaluation: tutors

All public surveys

## BTSF Trainings - Survey

Fields marked with \* are mandatory.

Pages: Overview | TECHNICAL COVERAGE | TUTORS | ORGANIZATION / LOGISTIC

Views: Normal | [Enhanced Contrast](#)

Contact: [CHAFFA-BTSF-PROJECTS@ec.europa.eu](mailto:CHAFFA-BTSF-PROJECTS@ec.europa.eu)

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### 2. TUTORS

Tutor 1

	1	2	3	4	5	N/A
a. Clarity of the presentation*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
b. Interactivity of tutor*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

How many **additional** tutors do you need to evaluate?\*

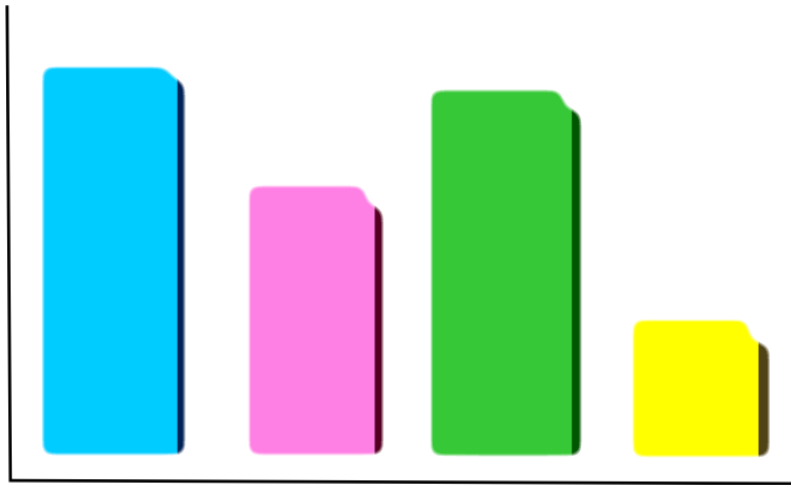
*Note:* For example if you need to evaluate:  
total 2 tutors, you have to select 1 in the drop-down list  
total 6 tutors, you have to select 5 in the drop-down list

[Previous](#) [Next](#) [Save as Draft](#)

The EUSurvey project has been funded by the [ISA programme](#) for the promotion of European eGovernment

[User guide \(pdf\)](#) | [Support](#)

# Online evaluation results



- By e-mail to the contractor's functional mailbox
- Compiled data from CHAFEA IT
- Prepare a summery for the reports



# THANK YOU FOR YOUR ATTENTION

## **Better Training for Safer Food BTSF**

• *European Commission  
Consumers, Health, Agriculture and Food Executive  
Agency  
L-2920 Luxembourg*