



# Better Training for Safer Food *Initiative*

## Reports

Format and content

**BTSF Info Day 2015**

**Tzitzikli Efthymia**

*Trainee – Better Training for Safer Food*

CHAFEA

# BTSF

**Brussels 15 December 2015**



## Agenda

- Types of reports
- Identification
- Content
- Deviations
- CHAFEA BTSF Database
- Signed attendance lists

## Types of reports

- First Interim Report incl. Draft Syllabus
- Second Interim Report incl. Pedagogical Review (not for Chafea/2015/BTSF/04)
- Third Interim Report
- Final Report incl. Final Syllabus



## Clear Identification

All reports should have a clear identification, containing :

- numbered chapters and pages
- contents, list of tables, list of Annexes
- header/footer (acronym, date, version number, status, contract number)

## Clear identification

On the Cover Page should be written:

- the contract number
- the title
- the version number
- the status (draft or final) and
- the date of submission

## Content

- Overview on training sessions and number of participants trained
- Overview on participating countries and country groups
- Overview of the tutors for each training session
- Overview of the project team (project manager, event manager, assistant event manager)

## Deviations

Any deviation related to:

- participants,
- tutors,
- project team

should be reported before the session by e-mail and afterwards included in the reports.

# CHAFEA BTSF Database

In order to **start** the evaluation of the report all the data should be uploaded into the CHAFEA BTSF database.



## Signed attendance lists

- Header (session number, location, date)
- Alphabetical order of the names of the participants
- All training days for each participant should be in one attendance list
- Add a numbering column
- Keep separate the list of trainees



European  
Commission

# Signed attendance lists

Training Session, location, date										
List of attendance										
			1 Day		2 Day		3 Day		4 Day	
No	Name	Country	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon



THANK YOU  
FOR YOUR ATTENTION

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

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

*Food safety*