



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

**Reports and  
Payments**

**BTSF**

**BTSF INFO DAY 2017**

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# Timeline for reporting

30 working days	Kick-off meeting
60 working days	First interim report and draft presentations
M 4	Start of the trainings
M 12	Second interim report with pedagogical review
M 17-18	Third interim report
M 22	Submission of the hand-over plan
M 23	Draft final report with syllabus and final version of training material

# How to submit a report

Step 1: Upload draft report to 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 payment request 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, date

- Compile information  
in one file if possible

- Max 100 MB

The screenshot shows the CIRCABC web 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 > CHAFAEA - Consumers, Health and Food Executive Agency > BTSF Team'. The main content area is titled 'Library > calls\_for\_tenders' and includes a sub-header 'Library' with the text 'The Library is the space where contents are stored, managed and shared.' Below this, there is a 'Spaces' section with a table listing items:

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

Below the table is a 'Content' section with a 'Name' column and a 'Size' column, currently displaying 'No items to display.' On the left side of the interface, there is a sidebar with a 'BTSF Team' dropdown menu, a 'Library' section with options like 'Add content', 'Create space', 'Add URL', 'Import', and 'Bulk operation', and a 'Main Menu' section with links for 'Browse categories', 'Logout (juterud)', 'Help', and 'eLearning'.

## Clear identification

On cover page and header/footer:

- Contract number, title, date, status, version
- Numbered chapters and pages
- List of contents and annexes

# Content

- Overview on training sessions, number of participants trained, participating countries, evaluation results, etc.
- Overview of the tutors and project management team
- Deviations related to participants, tutors, project team etc. shall be reported well before the session by e-mail and afterwards included in the reports
- BTSF Database filled in before report

# Payment scheme

- **No pre-financing payment**
- **1st interim payment: 20 %**
- **2nd interim payment: 20 %**
- **3rd interim payment: 20 %**
- **Balance payment: 40 %**





# Interim payments

- 1. **Interim report** technically accepted
- 2. When accepted send paper version of report and **payment request** to Chafea
- 3. Include statement of trained participants :
  - 2nd IP: more than **40 %** of participants
  - 3rd IP: more than **70 %** of participants

# Pre-existing rights

**A list of all pre-existing rights to the results or parts of the results or a declaration stating that there are no such pre-existing rights, as provided for in Article II.13.4.**

## II.13.4. Identification of pre-existing rights

When delivering the *results*, the contractor must warrant that, for any use that the contracting authority may envisage within the limits set in this contract, the *results* and the *pre-existing material* incorporated in the *results* are free of claims from *creators* or from any third parties and all the necessary *pre-existing rights* have been obtained or licensed.

To that effect, the contractor must establish a list of all *pre-existing rights* to the *results* of this contract or parts thereof, including identification of the rights' owners. If there are no *pre-existing rights* to the *results*, the contractor must provide a declaration to that effect.

# Balance payment

1. **Final report** technically accepted, all PowerPoint **presentations** on CIRCABC
- 2. Send paper version of report and **payment request** to Chafea
- 3. Include **statement** of trained participants and **audit certificate**
- **Payment in full if more than 95 % of the requested number of participants were successfully trained**

# Use of Contingency

## Before the activity:

1. Request from Chafea
2. Technical and financial offer
3. Approval from Chafea

## After the activity:

4. Submission of additional report
5. Acceptance from Chafea
6. Sending request for contingency payment



## Contingency payment



**Only payments  
in line with the  
approval letter  
from Chafea  
can be done**

## Please pay attention:

- **Send reports in time and payment request as soon as the report is accepted (also contingency!)**
- **Bank account as in the contract**





# THANK YOU FOR YOUR ATTENTION

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

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