



Better Training for Safer Food *Initiative*

Reports and
Payments

BTSF

BTSF INFO DAY 2018

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Chafea

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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
M 24	Final report with final syllabus and 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.

The screenshot shows the CIRCABC web interface. At the top, there is a navigation bar with the European Commission logo and the text 'EUROPA > European Commission > CIRCABC > CHAFAEA - Consumers, Health and Food Executive Agency > BTSF Team'. Below this, the 'BTSF Team' section is visible, with a 'Library' tab selected. The library view shows a list of 'Spaces' with columns for 'Title' and 'Modified Date'. The list contains several entries for 'CT' (Contract Tender) with dates ranging from 2009 to 2015. Below the list, there 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 'Main Menu' containing links for 'Browse categories', 'Logout (Juterud)', 'Help', and 'eLearning'. At the bottom left, there is a version number 'V.3.7.2 / Rev. 7721 / NL' and the text 'CIRCABC is open source'.

- Clear title: contract number, type of report, status, version number, date

- Compile information in one file if possible

- Max 100 MB

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 CIRCAABC
- 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
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L-2920 Luxembourg*

Food safety