



Better Training for Safer Food *Initiative*

Reports and
Payments

BTSF

BTSF INFO DAY 2020
Chafea

Luxembourg, 14 January 2020

CONTENTS

REPORTS

Timeline for reporting
How to submit a report
CIRCABC
Contents of reports



PAYMENTS

Documents
Contingency payment

Timeline for reporting

30 working days	Kick-off meeting
60 working days	First interim report and draft presentations
M 4-5	Start of the trainings
M 12	Second interim report with pedagogical review
M 18	Third interim report
M 23	Assessment meeting (if applicable). Draft final report and draft final syllabus
M 24	Final report with final syllabus, evaluation of trainings 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, upload revised version to CIRCABC. Inform Chafea by e-mail

Step 3: After technical acceptance, upload final version (Word+PDF), and send payment request to Chafea



European
Commission

CIRCABC

Communication and Information
Resource Centre for Administrations,
Businesses and Citizens

The screenshot shows the CIRCABC Library interface. At the top, there is a search bar and a navigation menu with items: BTSF Team, Information, Library (highlighted), Members, Agenda, Forums, and Admin. Below the navigation, there are tabs for 'Details', 'Keywords', and 'Dyna'. The main content area displays a table of documents with columns for 'Last modification' and 'Version'. Each row includes a star icon, a date and time, and the author's name.

	Last modification ↓		Version
☆	2019 03 07, 17:16	Udo JUTERSCHNIG	
☆	2018 10 05, 09:16	Udo JUTERSCHNIG	
☆	2017 06 15, 16:51	Marc VANDENBROECK	
☆	2016 02 08, 11:46	Udo JUTERSCHNIG	1.0
☆	2016 02 08, 11:38	Marc VANDENBROECK	
☆	2013 09 12, 09:24	Marc VANDENBROECK	
☆	2013 01 04, 12:22	Vincent CLAUSSE	

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

- Compile
information in one
file if possible

- Max 100 MB

Clear identification for each report

On cover page and header/footer:

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

Some general content elements

- 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 upon technical acceptance of 1st interim report: 20 %
- 2nd interim payment upon technical acceptance of 2nd interim report: 20 %
- 3rd interim payment technical acceptance of 3rd interim report: 20 %
- Balance payment upon technical acceptance final report: 40 %



Interim payments

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

Balance payment

1. **Final report** technically accepted, all PowerPoint **presentations** and other training material on CIRCABC
- 2. Send **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*