

Better Training for Safer Food Initiative

Reports and Payments

BTSF

BTSF INFO DAY 2020

Chafea

Luxembourg, 14 January 2020





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Timeline for reporting

30 working	Kick-off meeting
days	
60 working	First interim report and draft presentations
days	
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

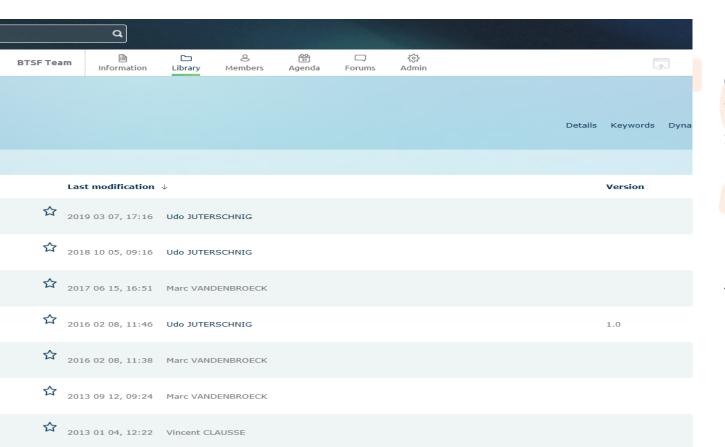
Step 2: Revise the report according to Chafea's comments, upload revised version to CIRCABC. Inform Chafea by e-mail

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



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



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, <u>number of</u> <u>participants</u> trained, participating countries, evaluation results, etc.
- Overview of the <u>tutors</u> and <u>project</u> <u>management team</u>
- 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 <u>Database</u> 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

Food safety