

# TRAINING CATALOGUE



# TRAINING

COMMITTEE LINKING  
ENTREPRENEURSHIP – AGRICULTURE – DEVELOPMENT



Funded by  
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# THE COMMITTEE LINKING ENTREPRENEURSHIP – AGRICULTURE – DEVELOPMENT (COLEAD)

“ *The development of a sustainable global food system is crucial to meeting the challenges of reducing poverty and inequality, ensuring food security for all and protecting our planet. COLEAD's ambition is to contribute to the transition of the agricultural sector towards more sustainable agri-food systems adapted to local contexts.* ”

COLEAD is a network of companies, professional organisations, experts and private and public partners working in the agricultural and food sector, the world of development and the transmission of knowledge and expertise.

Our mission is to facilitate and implement all actions that directly and/or indirectly increase the contribution of agricultural sectors to achieving the Sustainable Development Goals (SDGs).

In practice, through development programmes, we provide online and on-the-spot technical assistance, professional training and support services in the areas of regulatory monitoring, market knowledge, partnerships, research and innovation brokerage and access to finance. COLEAD is thus a toolbox at the service of players in a sustainable agri-food system.

The growing complexity of the world, the repeated crises of the last 50 years and those of today (post-Covid economic turbulence, accelerating climate change, the war in Ukraine, etc.) demand intelligent policies and force us to remain humble in the face

of the unknown and the volatility of the global economy. There is no single approach to prescribe and no miracle solution, apart from the certainty that we need to create greater resilience at all levels. To be able to absorb shocks and crises, to adapt and, finally, to engage in genuinely transformational approaches over the longer term. This is the gamble that COLEAD is taking, by focusing its action on human capital.

That's why vocational training is at the heart of COLEAD's expertise and vision: "Growing People".



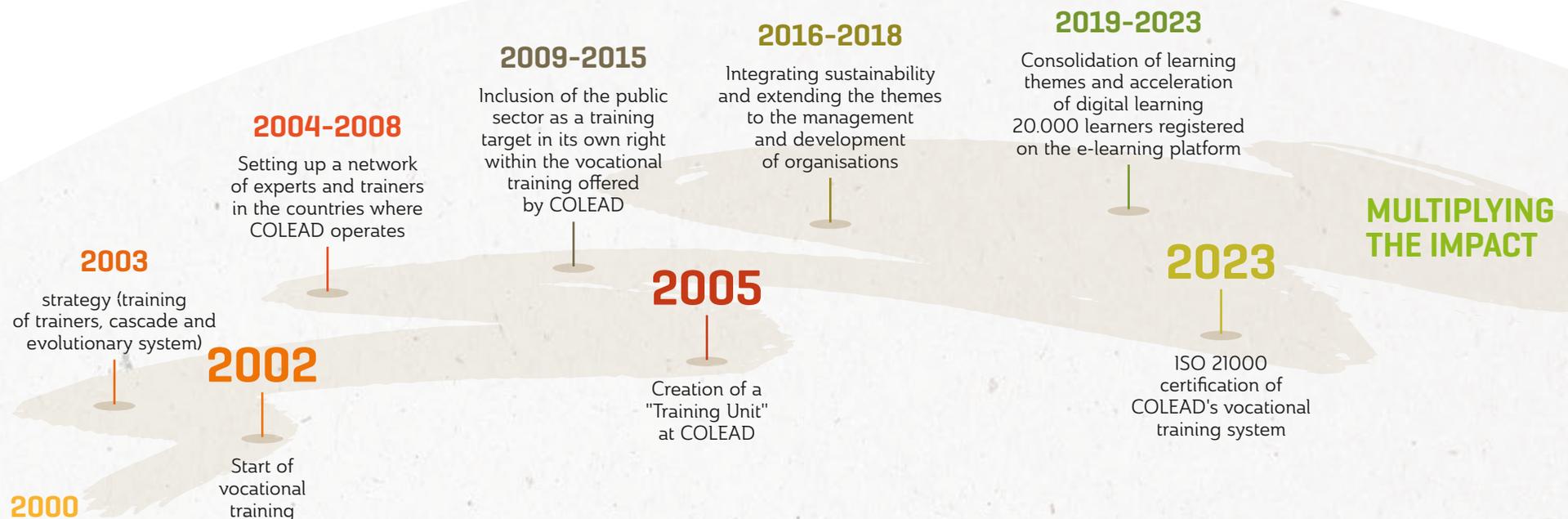


# COLEAD PROFESSIONAL TRAINING

“ Growing people ”

is COLEAD's vision that the mandatory and ongoing change to the global agri-food model requires and will require capacity building and ongoing training for current and future generations of producers, entrepreneurs, consultants, technicians, public or educational service agents and, in general, all the economic players in the agricultural and food system. This is particularly the case in sub-Saharan Africa, where the opportunities are as great as the challenges, and where sustainable agriculture is a driving force for a sustainable future.

COLEAD's training system, based on the values of Performance-Continuous Improvement-Commitment-Difference-Humanity, is the result of over 20 years' experience in the member countries of the OEACP (Organisation of African, Caribbean and Pacific States), particularly in the horticultural sector.



COLEAD's training system is currently based around three strategic areas:

- Axis 1: Guarantee a coherent, structured, high-quality training offer that meets the needs and expectations of learners and enables their organisations, and the agricultural sector in general, and the horticultural sector in particular, to maintain, adapt and develop in the long term.
- Priority 2: Strengthen the expertise and skills, both technical and educational, of local human resources so that they can provide day-to-day support to players in the agricultural sector in their projects.
- Priority 3: Increase the number of people benefiting from skills enhancement through relay training organisations and by encouraging the systematic and cascading transfer of knowledge and skills.

Every operator, from managers to workers, from middle managers to small producers, has a role to play in ensuring the sustainability of agriculture and food. We are also convinced of the importance of having an appropriate legal framework and effective public services to supervise and control operators. That's why it's essential that our learning methods and tools are designed to match the skill levels and needs of each of these links in the chain. By involving local and international experts at the heart of this system, we rely on their ability to come up with training solutions tailored to local realities.

Training means continually capitalising on and disseminating knowledge, know-how and specialised expertise to contribute to the profound transformation of agriculture and ensure that it can play its full role in food security, ecosystem preservation and economic growth. Our training system must contribute to the long-term enhancement of learners' skills to enable them to realise their projects.

To meet these challenges, COLEAD's training courses cover eight key themes:

1. Sustainable production and trade
2. Agricultural production and processing
3. Environmental management
4. Food safety
5. Plant health
6. Respect for the individual and professional development
7. Company management and development
8. Training methodologies

From sustainable agricultural production to environmental management, food safety and professional development, COLEAD emphasises the crucial importance of education and training in achieving the United Nations' Sustainable Development Goals (SDGs). COLEAD's training programmes are designed to contribute directly and indirectly to the achievement of these SDGs. These programmes enable the development of specific skills and knowledge, while promoting a holistic approach to sustainability.

“ *Growing people is about progress, growth and sustainable growth by giving companies and people the means to flourish while respecting the environment and the humanity of each individual.* ”

All the courses in this catalogue are grouped by theme. An overview of each course is provided on the next page.

In practice, the range of training courses is designed to be rich and varied to adapt to the diversity of target audiences and partner-beneficiary organisations. Most of the training courses are aimed at acquiring good practice. Some are aimed more at raising awareness on specific subjects and changing behaviour (ethics in the workplace, a major change in regulations, the importance of in-house training, etc.). Others are designed to enhance knowledge. Finally, COLEAD offers individualised support (coaching, tandem sessions) within organisations to ensure that learning takes root in everyone.

COLEAD distinguishes four types of training according to their purpose, learning methods and activities: awareness-raising, theoretical training, practical training and on-the-job training. Each course falls into one of these four categories.

## COLEAD ONLINE RESOURCE CENTRE



COLEAD offers an online professional training platform. This is part of a resource centre that brings together tools and technical support. These resources are designed, updated and distributed via donor-funded programmes. They are based on the specific needs of the horticultural sector in African, Caribbean and Pacific countries. These resources can be used by other agricultural sectors and other regions wishing to increase their contribution to achieving the Sustainable Development Goals (SDGs).

## COLEAD'S TRAINING COMMITMENTS

- comply with the requirements of its learners and relevant stakeholders, the requirements of ISO 21001: 2018, as well as the legal and regulatory requirements, and any other requirements, that apply to its training activity.
- adapt its training objectives and strategy, taking into account relevant educational, didactic, scientific and technical developments and the needs and expectations of its stakeholders.
- to fulfil its corporate social responsibility and ensure effective management of intellectual property.
- make available the resources needed to ensure the effectiveness of the Training Management System and its continuous improvement.





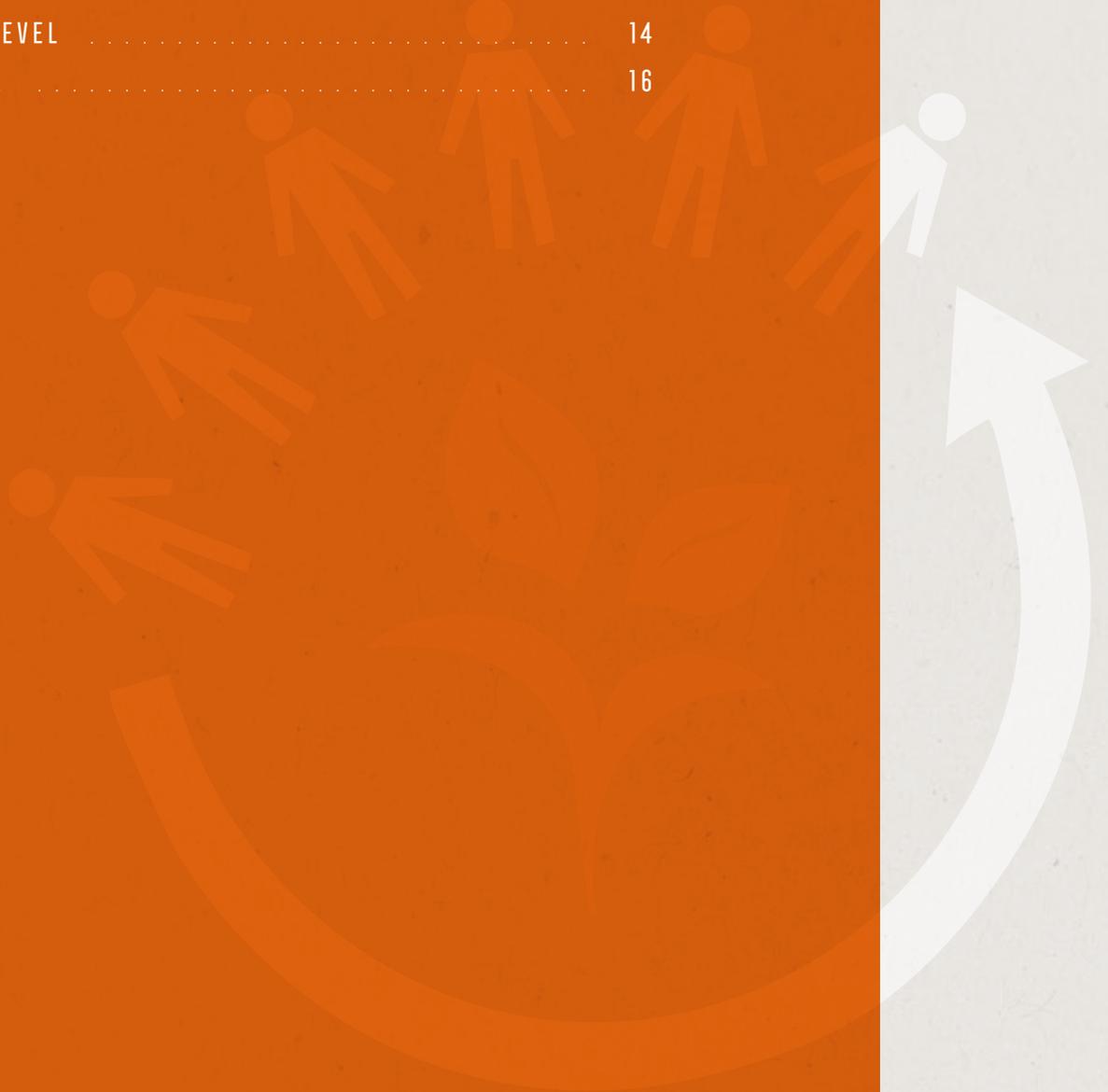
# 1

## SUSTAINABLE PRODUCTION AND TRADE

Corporate Social Responsibility (CSR) is an approach adopted by companies and organisations to take greater account of the environmental and social impacts of their activities. It implies that the company or organisation integrates the three pillars of sustainable production and trade into its overall vision: economic, environmental and social. CSR also involves dialogue with stakeholders (including customers, suppliers, employees, the state and local civil society), as it considers that the company has duties towards 'society'. In line with the United Nations (UN) Sustainable Development Goals (SDGs), COLEAD recognises the need to address the three dimensions of sustainability in this way, and offers CSR pathways and an understanding of the links between agriculture and health, and agriculture and the environment, in its range of vocational training courses.



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**SUSTAINABLE  
PRODUCTION  
AND TRADE**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**

# CORPORATE SOCIAL RESPONSIBILITY / INTERMEDIATE LEVEL

“ *Find out how to integrate a social responsibility approach into your company based on the principles of the ISO26000 standard.*

*Acquire the knowledge necessary to implement a social responsibility approach within my company.* ”

## PROGRAM

### OBJECTIVES

- Understand the origins, development and characteristics of the concept of social responsibility
- Explain the process by which the ISO 26000 standard was developed and the interest shown by companies in CSR
- Explain why the CSR approach is of interest, relevant and anticipates risks

### CONTENTS

- Social responsibility: what is it?
- Why start a process of taking social responsibility?

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Explain the role and impacts of CSR within a horticultural business.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Company manager
- Farm Manager
- Head of Human Resources
- Communication & CSR Manager

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



**SUSTAINABLE  
PRODUCTION  
AND TRADE**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**

# CORPORATE SOCIAL RESPONSIBILITY / ADVANCED LEVEL

“ *Do you want to initiate a CSR approach within your company but you don't know where to start? This course is for you!* ”

*Position yourself as a company with a view to a possible start of a CSR approach.*



## PROGRAM

### OBJECTIVES

- Explain the basic principles of and how to implement a CSR a corporate approach
- Identify stakeholders and understand the importance of dialogue with them
- Understand and develop the 7 key questions of the ISO 26000 standard

### CONTENTS

- The guidelines of the appropriation methodology in the social responsibility approach
- The 7 basic principles of social responsibility
- The concept of materiality and its stages
- The 7 central questions of the ISO 26000 standard
- Integration of the approach within an organization

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Quote and explain the 5 points of the methodology for adopting the CSR approach.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Company manager
- Farm Manager
- Head of Human Resources
- Communication & CSR Manager

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



**SUSTAINABLE  
PRODUCTION  
AND TRADE**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**

# AGRICULTURE, HEALTH AND ENVIRONMENT / INTERMEDIATE LEVEL

“ *Spreading a fertilizer, applying a treatment,... These are classic gestures of the producer among many others. But what is the impact of all our agricultural practices on our health and our direct environment?* ”

*With this course, identify on the one hand the environmental consequences of the agricultural practices of your organization and on the other hand think about the changes to be implemented for a more sustainable production.* ”

## PROGRAM

### OBJECTIVES

- List the impacts of the use of fertilizers, the use of phytosanitary products, varietal selection, product processing, post-harvest treatments and product packaging on human health
- List the impacts of agriculture on soil, water, air and biodiversity
- Cite examples of solutions to be implemented to reduce the impact of agriculture on its environment

### CONTENTS

- Impacts of agriculture and agricultural products on human health
- Impacts of agriculture on the environment



### PURPOSE OF THE TRAINING

Describe the impacts of agriculture on its environment and therefore on human health.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Companies
- Service providers



### TARGETED AUDIENCE

#### Public sector

- Head of plant health surveillance programmes
- Head of phytosanitary control
- Director of phytosanitary diagnosis laboratory
- Expert in phytosanitary risk assessment
- Phytosanitary inspector
- Agent in charge of phytosanitary treatments



## TARGETED AUDIENCE

### Company

- Company manager
- Farm Manager
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager
- Quality-Traceability Manager
- Risk Manager

### Service providers

- Expert-Trainer

## METHODS

- Presentations (PowerPoint or similar tools), self-paced training

## EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
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**SUSTAINABLE  
PRODUCTION  
AND TRADE**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**

# AGRICULTURE, HEALTH AND ENVIRONMENT / ADVANCED LEVEL

“ *Our agricultural activities impact our environment, but the reverse is also true. But how does our environment impact our agricultural activities?* ”

*Discover the close links between environment and agricultural production (both mutually influencing each other) in order to consider your agricultural practices from a more sustainable perspective.*

## PROGRAM

### OBJECTIVES

- Describe the action of abiotic factors (temperature, light, water, wind and gas) on agrosystems
- Explain the four stages of life cycle analysis
- Describe the legal framework and private voluntary standards for sustainable environmental management

### CONTENTS

- Impact of environmental factors on agricultural production
- Strategies for mitigating and adapting to environmental factors
- Life cycle analysis in agriculture
- Legal framework for sustainable environmental management



### PURPOSE OF THE TRAINING

Describe the influence of the environment on our agricultural practices and conversely assess the impacts of agricultural production on its environment through life cycle analysis.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Companies
- Service providers



## TARGETED AUDIENCE

### Public sector

- Head of plant health surveillance programmes
- Head of phytosanitary control
- Director of phytosanitary diagnosis laboratory
- Expert in phytosanitary risk assessment
- Phytosanitary inspector
- PPP application officer

### Company

- Company manager
- Farm Manager
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager
- Quality-Traceability Manager
- Risk Manager

### Service providers

- Expert-Trainer

## METHODS

- Presentations (PowerPoint or similar tools), self-paced training

## EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

## PREREQUISITES

- Be able to self-train
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THEORETICAL  
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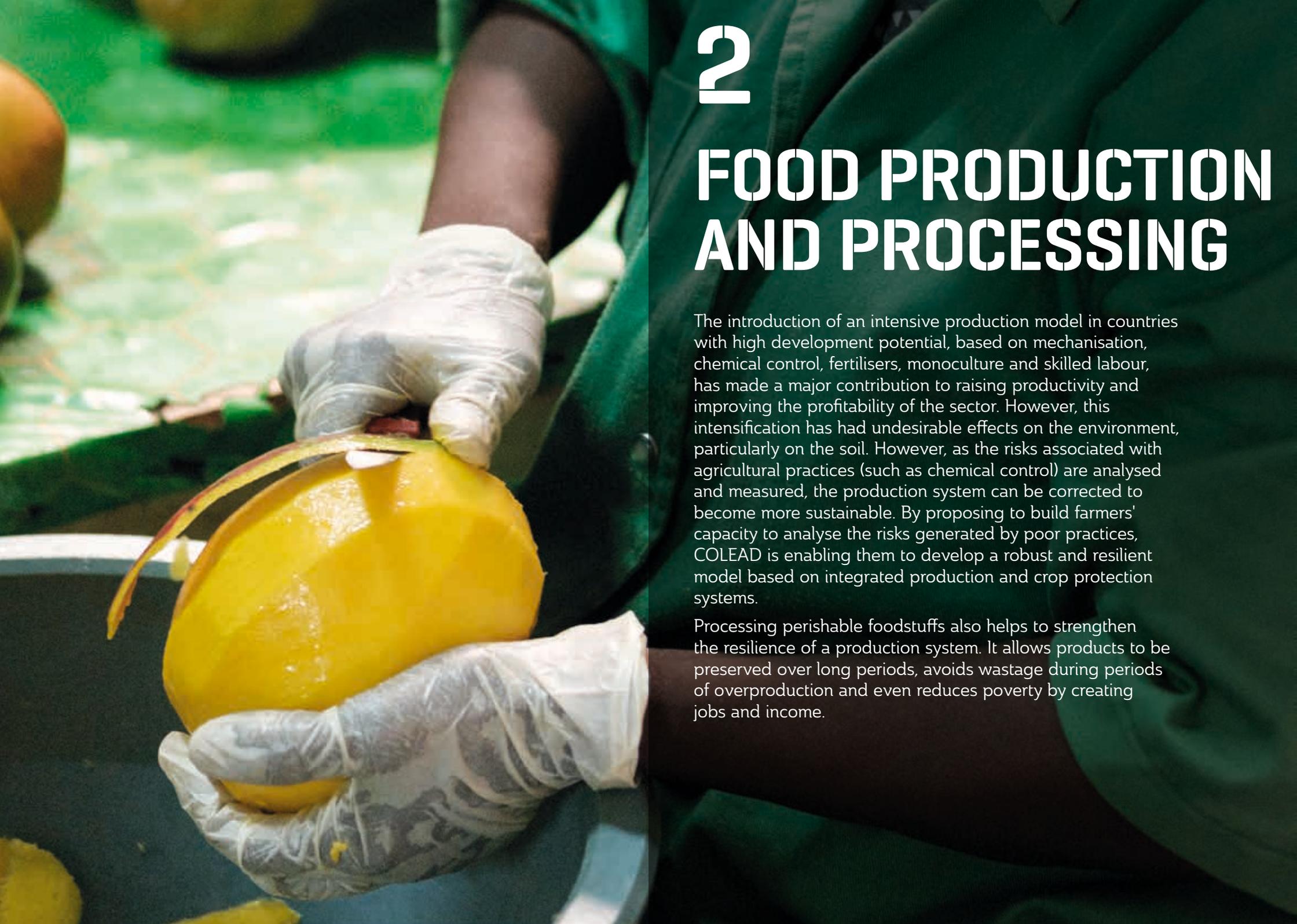
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CODE



ACCESS  
TRAINING



# 2

## FOOD PRODUCTION AND PROCESSING

The introduction of an intensive production model in countries with high development potential, based on mechanisation, chemical control, fertilisers, monoculture and skilled labour, has made a major contribution to raising productivity and improving the profitability of the sector. However, this intensification has had undesirable effects on the environment, particularly on the soil. However, as the risks associated with agricultural practices (such as chemical control) are analysed and measured, the production system can be corrected to become more sustainable. By proposing to build farmers' capacity to analyse the risks generated by poor practices, COLEAD is enabling them to develop a robust and resilient model based on integrated production and crop protection systems.

Processing perishable foodstuffs also helps to strengthen the resilience of a production system. It allows products to be preserved over long periods, avoids wastage during periods of overproduction and even reduces poverty by creating jobs and income.



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**FOOD  
PRODUCTION AND  
PROCESSING**

**- DOMAIN -  
SPS**

# INTRODUCTION TO SUSTAINABLE FARMING AND INTEGRATED CROP MANAGEMENT

“ *Everyone talks about sustainable agriculture and integrated production, but what is it?* ”

*Discover in this course what lies behind the notions of sustainable agriculture and integrated production.*



## PROGRAM

### OBJECTIVES

- List and explain the impacts of agriculture on the environment
- Define the notion of sustainability in agriculture
- List the factors (soil, water, etc.) playing a role in a sustainable agricultural system
- Understand sources of pollution

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

### CONTENTS

- The impact of agriculture on the environment
- The notion of sustainable agricultural practices
- Natural resource degradation factors



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



### PURPOSE OF THE TRAINING

Introduce the theme of sustainable agriculture and make the learner want to know more about this subject.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Smallholder
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

#### Service providers

- Expert-Trainer



**FOOD  
PRODUCTION AND  
PROCESSING**

**- DOMAIN -  
SPS**

# SUSTAINABLE FARMING AND INTEGRATED CROP MANAGEMENT / INTERMEDIATE LEVEL

“ *Producing sustainably and responsibly is our present and future challenge!* ”

*Sustainability is today at the heart of the main concerns of customers and the international market. See with this course how to set up a management system that meets these requirements.* ”

## PROGRAM

### OBJECTIVES

- Explain the different agricultural production systems
- List the steps leading to integrated production
- List the environmental requirements of the main quality standards

### CONTENTS

- Sustainable agriculture and integrated production
- From chemical control to integrated production
- The environmental requirements of the main quality standards

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Define the concept of integrated production and explain how this mode of production is taken into account in private standards.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



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CODE**



**ACCESS  
TRAINING**



**FOOD  
PRODUCTION AND  
PROCESSING**

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SPS**

# SUSTAINABLE FARMING AND INTEGRATED CROP MANAGEMENT / ADVANCED LEVEL

“ *Do we really know how we impact, through our activities, our farm?* ”

*Become aware of how your agricultural practices affect, for good or bad, your soil, water and biodiversity on your farm.*

## PROGRAM

### OBJECTIVES

- Explain the role of soil and organic matter in an agricultural system
- List the mechanisms of soil degradation and the techniques for preventing this degradation
- Understand the functions of organic matter in the soil and the benefits of using waste products for organic fertilization
- List the risks of water pollution and the techniques for preventing this pollution
- Understanding biodiversity, the essential services it provides, and the practices that affect it

### CONTENTS

- Soil protection and conservation
- Management of organic waste and use of substrates
- Water protection and conservation
- Maintaining and managing biodiversity

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



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TRAINING**



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**TRAINING  
CODE**



**ACCESS  
TRAINING**



### PURPOSE OF THE TRAINING

Define the three major components of integrated production (Soil, water and biodiversity) and for each of these, be able to list the risks of degradation and the prevention techniques.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

#### Service providers

- Expert-Trainer



**FOOD  
PRODUCTION AND  
PROCESSING**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**

# INTRODUCTION TO ORGANIC AGRICULTURE

“ *If we discovered organic farming!* ”

*Everyone talks about organic farming. Discover in this course what it consists of and what are the basic principles behind this production system.*



## PROGRAM

### OBJECTIVES

- Understand the main principles of organic farming
- List the main characteristics of organic farming (comparing to conventional farming)
- Understand why organic farming offers a market opportunity for producers in ACP countries
- State the basic steps of biological conversion

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### CONTENTS

- Principles of organic agriculture
- Differences between organic and conventional agriculture
- Market opportunities for ACP countries
- Conversion stages

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Introduce the subject and make the learner want to know more about organic farming.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

#### Service providers

- Expert-Trainer



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**FOOD  
PRODUCTION AND  
PROCESSING**

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SUSTAINABLE  
PRODUCTION**

# ORGANIC AGRICULTURE / INTERMEDIATE LEVEL



*You wish to switch from a conventional production system to an organic production system. Do you want to discover the implications this can have for your business and what conversion strategy to adopt? This course is for you!*

*Improve your ability to ask yourself the right questions for a possible conversion.*

## PROGRAM

### OBJECTIVES

- Define organic farming and explain its principles
- List and describe the main regulations and the main private standards of organic farming
- Explain the fundamental role of soil and organic matter in organic farming systems
- Explain the functions of organic matter and humus in the soil
- Define organic conversion

### CONTENTS

- Organic production: principles and definitions
- Regulation and certification Organic farming
- Soil protection and conservation
- Management of soil organic matter and composting
- Biological conversion

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Define the concept of organic farming based on its four main principles and its conversion process.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

#### Service providers

- Expert-Trainer



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**FOOD  
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# ORGANIC AGRICULTURE / ADVANCED LEVEL

“ *Produce organic very well! But how is this different from my conventional farming system?* ”

*Clearly identify all the sites on which you will have to work before embarking on a transition to organic farming.*

## PROGRAM

### OBJECTIVES

- Define soil fertility in organic farming
- Explain the basic concepts of water management and biodiversity in organic agriculture
- List the specificities of pest management in organic farming
- Know the principles of weed management in organic farming
- Explain the methods of seed and plant production in organic farming

### CONTENTS

- Soil fertility in organic production
- Water resources and biodiversity management
- Phytosanitary protection
- Weed and vegetation management
- Production of organic seeds and seedlings

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



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TRAINING**



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TRAINING**



### PURPOSE OF THE TRAINING

List and explain the main elements of reflection (management of soil, water, etc.) allowing the transition from a conventional agricultural production system to an organic production system.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

#### Service providers

- Expert-Trainer





**FOOD  
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SPS**

# INTRODUCTION TO CROP PROTECTION

“ *If I say crop protection, what comes to mind?* ”

*Discover the concept of crop protection in a fun and interactive way.*



## PROGRAM

### OBJECTIVES

- Identify the issues involved in crop protection
- List the different categories of plant pests and diseases
- Understand how to implement a crop protection strategy and the role of chemical control

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### CONTENTS

- Crop protection issues
- Categories of Plant Pests and Diseases
- Crop protection strategies
- The role of chemical control

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training



**THEORETICAL  
TRAINING**



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CODE**



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TRAINING**



### PURPOSE OF THE TRAINING

Introduce the subject and make the learner want to know more about crop protection.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager
- Packing manager

#### Service providers

- Expert-Trainer



**FOOD  
PRODUCTION AND  
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SPS**

# CROP PROTECTION / INTERMEDIATE LEVEL

“ *Get to know pests to maximize  
your field and post-harvest yields!* ”

*Review the basics (identification, impacts, etc.)  
of the issue of pest management on farms.*

## PROGRAM

### OBJECTIVES

- Categorize pests
- Define the concepts of epidemiology and dynamics of pest populations
- Characterize pathogenic microorganisms and their development conditions
- Classify weeds
- Explain the phenomenon of herbicide resistance

### CONTENTS

- Importance of crop pests and need to protect crops
- Epidemiology, dynamics and identification of pest populations
- Development and identification of plant diseases
- Weed competition and identification

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Describe the 3 categories of harmful organisms (pests, diseases, weeds), their dynamics and their impacts on crops.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager
- Packing manager

#### Service providers

- Expert-Trainer



**THEORETICAL  
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# CROP PROTECTION / ADVANCED LEVEL

“ *Let’s reflect on our fight against pests and work towards more effective and sustainable pest control programs!* ”

*Have the necessary knowledge to reflect on your control strategies, currently in place, against harmful organisms.*



## PROGRAM

### OBJECTIVES

- Know the methods for observing and sampling the various harmful organisms
- Explain the concepts of intervention thresholds and economic damage
- Be familiar with the different pest control strategies
- Be familiar with the different techniques used in integrated pest management and the steps involved in implementing an integrated pest management programme
- Illustrate the process of developing a control strategy by studying a case study

### CONTENTS

- Observation techniques and sampling methods
- Develop a crop protection strategy
- Principles of biological control and integrated control
- Case study

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



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### PURPOSE OF THE TRAINING

Improve management of pest populations on farms.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager
- Packing manager

#### Service providers

- Expert-Trainer



**FOOD  
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# INTRODUCTION TO INTEGRATED MANAGEMENT OF PESTS AND DISEASES

“ Discover the BA.BA to improve your plan to fight against bio-aggressors.

Discover in this course what it consists of and what are the basic principles that make it possible to develop an integrated management of bioaggressors.

## PROGRAM

### OBJECTIVES

- Understand key terms such as active substance, formulation and Good Plant Protection Practices (GPP)
- Identify various types of plant protection products and their applications
- Learn proper techniques for using and applying plant protection products

### CONTENTS

- Active substance and formulation
- Good phytosanitary practices
- Types of phytosanitary products and their uses

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Introduce the subject and make the learner want to know more about the integrated management of pests and diseases.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager

#### Service providers

- Expert-Trainer



**THEORETICAL  
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# INTEGRATED MANAGEMENT OF PESTS AND DISEASES / INTERMEDIATE



“ *Know your enemies and implement new approaches to defeat them!* ”

*As you know, integrated pest management requires a great knowledge of these harmful organisms and reflection on our methods of managing them. This course is there for that!*

## PROGRAM

### OBJECTIVES

- Understand the importance of crop pests and the need to protect crops
- Define and classify plant protection products according to their biological activity
- Understand the factors leading to resistance to plant protection products
- Understand the undesirable effects of chemical control and the need to develop integrated control programmes

### CONTENTS

- Importance of crop pests and the need for crop protection
- Chemical treatments of crops and harvested products
- Introduction: from chemical control to integrated production

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



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TRAINING**



### PURPOSE OF THE TRAINING

List and define the necessary elements (knowledge base and process to be implemented) for reflection on pest management.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager

#### Service providers

- Expert-Trainer



**FOOD  
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# INTEGRATED MANAGEMENT OF PESTS AND DISEASES / ADVANCED

“ *Want to improve your pest control program but don't know where to start? This course is for you!* ”

*Challenge your approach to pest management to be more efficient and cost-effective.*

## PROGRAM

### OBJECTIVES

- Briefly describe the different pest control strategies and how they have evolved over the last few decades.
- Describe the concept of phytosanitary treatment
- List the measures to be taken to ensure compliance with Good Plant Protection Practices during treatment
- Understand the history of the European on pesticides and biocides

### CONTENTS

- Develop a crop protection strategy
- Best practices for applying phytosanitary products
- Regulations on pesticides and biocides

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Reflect on/revise your pest control system taking into account the national and European regulatory framework and good application practices.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager

#### Service providers

- Expert-Trainer



**THEORETICAL  
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**FOOD  
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# INTRODUCTION TO BEST CROP PROTECTION PRACTICES

“ *How can I properly ensure the safety of my operators?* ”

*Discover in a playful and interactive way the notion of safety and good phytosanitary practices.*



## PROGRAM

### OBJECTIVES

- Understand the importance of thoroughly reading a crop protection product label before commencing work
- State and explain the different information present on a label of a phytosanitary product
- Acquire knowledge on the proper application of crop protection products and how to ensure personal safety

### CONTENTS

- Information and pictograms on a plant protection product label
- Protection methods against plant protection products
- Application techniques for plant protection products

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



### PURPOSE OF THE TRAINING

Introduce the subject and make the learner want to know more about safety and good phytosanitary practices.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers

### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager
- Plant protection products application operator

#### Service providers

- Expert-Trainer



**FOOD  
PRODUCTION AND  
PROCESSING**

**- DOMAIN -  
SPS**

# BEST CROP PROTECTION PRACTICES / INTERMEDIATE LEVEL

“ *The health and safety of your staff is paramount within your organization! Take this course to learn more.* ”

*Transform your health and safety policy, your risk analysis into concrete rules in order to secure the working conditions of your staff.*

## PROGRAM

### OBJECTIVES

- Define the notions of toxicity, exposure and intoxication
- Explain the methods for assessing the risk of operator exposure
- List the main occupational risks
- Define a health and safety policy
- Explain the analysis of accidents using the cause tree method

### CONTENTS

- Notions of toxicology
- Exposure to phytosanitary products
- Risk analysis, health and safety policy
- Investigation of accidents and search for causes

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Explain an analysis of risks related to the safety and health of personnel.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager
- Plant protection products application operator

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



**DISTANCE  
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**TRAINING  
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# BEST CROP PROTECTION PRACTICES / ADVANCED LEVEL



*Do you work with phytosanitary products and are you wondering how to ensure that you move towards zero risk? If so, this course is for you!*

*Reduce the risks incurred when using phytosanitary products.*



## PROGRAM

### OBJECTIVES

- List all the precautions to be taken when applying phytosanitary products
- Explain the role and benefits of personal protective equipment (PPE)
- List the different elements present on the packaging of phytosanitary products
- Define the rules concerning the transport and storage of phytosanitary products
- Define the first aid and first aid to be given in the event of an accident

### CONTENTS

- Reduce exposure and protect yourself
- Product packaging and labeling
- Safe and compliant storage of phytosanitary products
- General organization of the transport of phytosanitary products
- First aid and first aid in the event of an accident



### PURPOSE OF THE TRAINING

Reflect relevantly on all activities related to phytosanitary products within his organization.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager
- Plant protection products application operator

#### Service providers

- Expert-Trainer





### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



**FOOD  
PRODUCTION AND  
PROCESSING**

**- DOMAIN -  
SPS**

# CROP PROTECTION AND SAFE USE OF PESTICIDES



*Protect your crops!  
Protect your customers and consumers!  
This is your challenge!*

*Guarantee the safety of your products to your customers,  
ensure the health of your workers and strengthen your  
position in local, regional and export markets.*



## PROGRAM

### OBJECTIVES

- Diagnose and categorize crop enemies
- List the different control methods and choose the most appropriate control method
- Implement a control method
- List the characteristics of phytosanitary products and the associated risks
- Adopt good phytosanitary practices (PPE, reading labels, etc.)
- Rescue in case of poisoning

### CONTENTS

- Crop enemies
- Methods of struggle
- Organization and implementation of phytosanitary treatments
- Notions of toxicology
- Reduce exposure to phytosanitary products
- Organization and implementation of phytosanitary treatments



### PURPOSE OF THE TRAINING

Implement pest control methods that are safe for operators and consumers.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Production Manager
- Crop Protection Manager
- Nurseries manager





### METHODS

- Presentations (PowerPoint or similar tools), video
- Demonstration, application exercises
- Questions & answers, brainstorming, metaplan
- Group work, collaborative exercise (group project)
- Case study, pedagogical animation, debriefing / feedback, sharing of experience, field visit and group exercises

### EVALUATIONS

- Collaborative (or group) work
- Oral presentation

### PREREQUISITES

- Occupy a position of manager in connection with the phytosanitary treatment of crops
- Master crop protection techniques from sowing to harvest

### RECOMMENDATIONS

- Having followed the course on Integrated management of pests and diseases / Intermediate level (TP\_2.103)
- Having followed the course on Crop Protection / Level Advanced (TP\_2.101)
- Having followed the course on the Best Crop Protection Practices / Intermediate level (TP\_2.106)



**THEORETICAL  
TRAINING**



**FACE TO FACE**



**TRAINING  
CODE**



**FOOD  
PRODUCTION AND  
PROCESSING**

**- DOMAIN -  
SPS**

# IMPLEMENTATION OF CROP PROTECTION MEASURES



*Select and apply the most appropriate control method on your production culture.*

*Which control method is the best for your company?  
What are the risks related to the product used,  
for your plant and for the applicator?  
What are the good application techniques?  
Pass on the knowledge to your staff member!*



## PROGRAM

### OBJECTIVES

- Understand the main categories of crop pests, their biological characteristics and the damage they cause
- Understand the value of crop observations and the determination of intervention thresholds
- Be familiar with the various control methods, their advantages and limitations
- Understand the principle of integrated pest management (IPM)
- Identify the risks associated with the use of PPPs and know the methods for mitigating these risks and ensuring the effectiveness of treatments
- Be able to find and understand the information on a PPP label

### CONTENTS

- Crop Enemies
- Crop Protection Methods, and Integrated Pest Management
- Safety, Health, and Effective Application of PPP's
- Plant Protection Product Label



### PURPOSE OF THE TRAINING

Learn to select and use the most appropriate control method based on target pests and apply the method safely.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Production Manager
- Crop Protection Manager
- Nurseries manager





### METHODS

- Presentations (power point or other), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises
- Discussions, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Role playing, debriefing / deedback, sharing experience

### EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

### PREREQUISITES

- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the courses on crop protection / intermediate level (TP\_2.100) and on best crop protection practices / intermediate level (TP\_2.106) or having equivalent experience

### RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -**  
(1 working day per week)



**TRAINING  
CODE**



FOOD  
PRODUCTION AND  
PROCESSING

- DOMAIN -  
SPS

# DEVELOPMENT OF A CROP PROTECTION STRATEGY



*Making the most appropriate decision to protect your production culture!*

*Which integrated pest management strategy is the best for your company?*

*What are the main components of your functional pest and disease monitoring program?*

*Draft your own IPM strategy by following this training.*

*You will be able to know more about the pest and disease within your production culture and validate your strategy with the trainers.*



## PROGRAM

### OBJECTIVES

- List and identify pests and diseases of primary concern in your production culture
- Describe the main components of a functional pest and disease monitoring program
- Assess the robustness of their current pest and disease management strategy and estimate their current yield losses due to pest and disease pressure
- Draft the IPM strategy, including methodology and equipment for their farm operations
- Make the appropriate crop protection decision considering thresholds, feasibility, registered products in the country of use and the production system



### PURPOSE OF THE TRAINING

Design a functional pest and disease monitoring program.



### TYPES OF ORGANIZATIONS CONCERNED

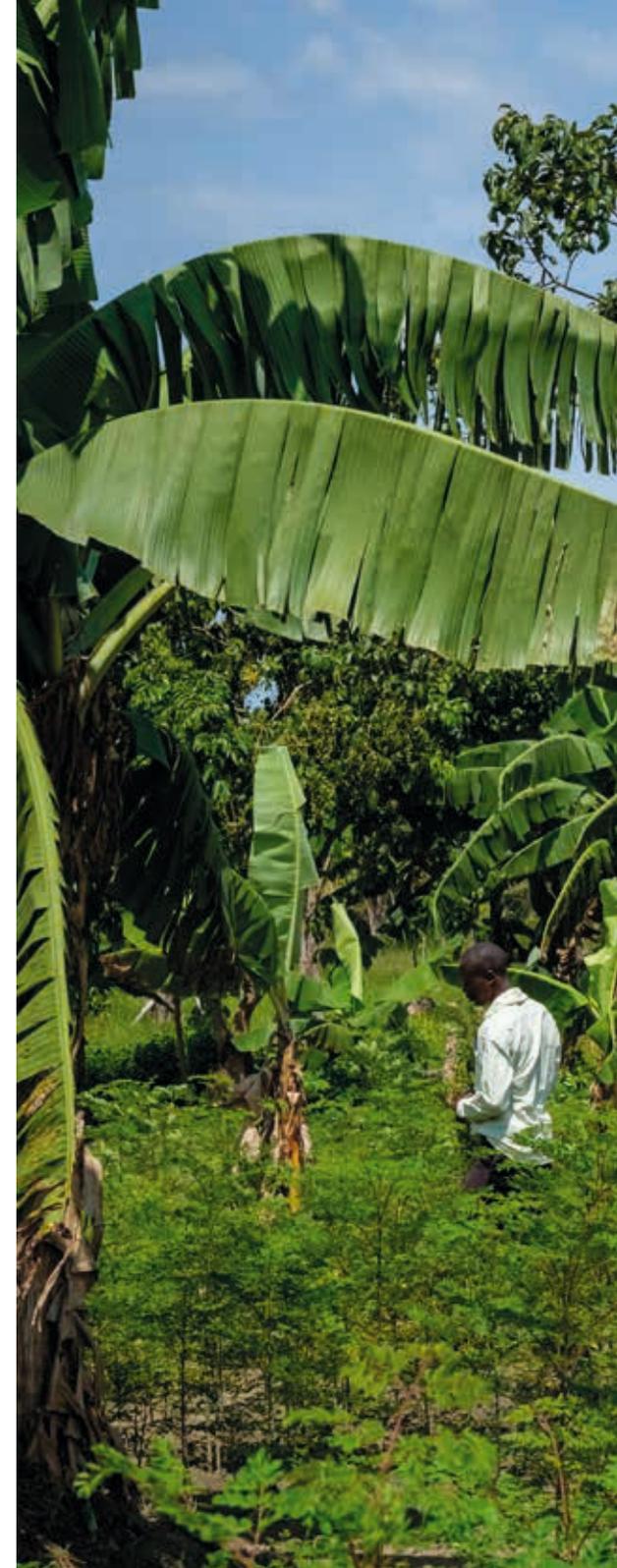
- Companies



### TARGETED AUDIENCE

#### Company

- Production Manager
- Crop Protection Manager
- Nurseries manager





## CONTENTS

- Crop enemies and the need to control them
- Components of a functional pest and disease monitoring programme
- Set a crop protection strategy
- Implementation of a draft IPM plan for crop-pest combination of choice

## METHODS

- Presentations (power point or other), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises
- Discussions, questions & answers
- Group work, collaborative exercise (group project)
- Role playing, debriefing / feedback, sharing experience

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the training course Crop protection / Intermediate level (TP\_2.100) or having equivalent experience
- Having followed the course Best crop protection practices / Intermediate level (TP\_2.106) or having equivalent experience

## RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



**FOOD  
PRODUCTION AND  
PROCESSING**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**

# ORGANIC AGRICULTURE

“ *Prepare your conversion to organic farming!* ”

*Do you want to start organic farming but you don't know where to start? This training is for you.* ”

## PROGRAM

### OBJECTIVES

- List the principles and foundations of organic farming
- Position yourself in relation to the main international and national certifications
- List the principles of biological conversion
- Conduct an initial diagnosis of organic conversion both at company level and at producer level (within the framework of group certification) on the basis of feasibility indicators
- List the key steps to be implemented for certification (group certification with the implementation of the ICS and individual certification)

### CONTENTS

- Principles - Fundamentals of organic farming
- Organic regulations and standards
- The different indicators of a biological conversion
- Implementation of an organic certification

### METHODS

- Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries), self-study course
- Demonstration, application exercises
- Discussions, debates
- Group work, exercise with correction by peers
- Experience sharing



### PURPOSE OF THE TRAINING

Undertake an analysis of the company's situation with a view to converting to organic production.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Crop protection manager





## EVALUATIONS

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

### Face to face training

- Occupy a production manager position
- Be able to apply a conventional technical crop protocol
- Having followed the course on Introduction to organic agriculture (TP\_2.099)

### Distance training

- Occupy a production manager position
- Be able to apply a conventional technical production route
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the course on Introduction to organic agriculture (TP\_2.099)

## RECOMMENDATIONS

### Face to face training

- Already have a production (conventional or not)
- Having followed the Organic Agriculture course / Intermediate level (TP\_2.097)

### Distance training

- Already have a production (conventional or not)
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
- Having followed the Organic Agriculture course / Intermediate level (TP\_2.097)



**THEORETICAL  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



**FOOD  
PRODUCTION AND  
PROCESSING**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**



#### PURPOSE OF THE TRAINING

Apply the principles of modern orchard management.



#### TYPES OF ORGANIZATIONS CONCERNED

- Companies



#### TARGETED AUDIENCE

##### Company

- Farm Manager
- Production Manager
- Nurseries manager
- Crop Protection Manager

# MODERN ORCHARD MANAGEMENT: MANGO PRUNING TECHNIQUES



*Let's cut away our prejudices  
and implement modern  
management of our orchards!*

*Increase the quality of your mangoes with modern  
orchard management techniques!*



## PROGRAM

### OBJECTIVES

- Define the concept of modern orchard management
- Make the links between pruning operations and increased profitability and fruit quality
- Evaluate a tree to prune
- Carry out the different types of pruning (training, rejuvenation, production, maintenance and sanitary)
- List the favorable periods and the precautions to be taken for the different sizes

### CONTENTS

- The principles of modern orchard management
- Definition and basis of size





### METHODS

- Presentations (PowerPoint or similar tools)
- Application exercises

### EVALUATIONS

- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Coaching: practice in the workplace

### PREREQUISITES

- Occupy a supervisor position in mango production or be in charge of training producers
- Master the basics of the technical route of the mango tree
- Have basic pruning equipment orchards (secateurs, ladders, etc.)

### RECOMMENDATIONS

- The organisation must have a mango orchard or have a group of producer-suppliers willing to modernise their orchards



**PRATICAL  
TRAINING**



**FACE TO FACE**



**TRAINING  
CODE**



FOOD  
PRODUCTION AND  
PROCESSING

- DOMAIN -  
SPS

# MANGO COMMERCIAL QUALITY BEST PRACTICES AT HARVEST AND POST-HARVEST LEVEL

“ *Mango quality forever!* ”

*Improve the quality of your mangoes  
to perform in export markets!*

## PROGRAM

### OBJECTIVES

- List and explain the quality criteria for mango destined for export
- Choose the relevant orchards with good harvest potential for export estimating volumes
- Describe the pre-harvest, harvest and post-harvest factors that influence mango fruit quality
- List the good pre-harvest, harvest and post-harvest practices for mango to guarantee the commercial fruit quality

### CONTENTS

- The role of actors in the mango supply chain
- Field and harvest activities
- Packhouse operations



### PURPOSE OF THE TRAINING

Guarantee a mango of good commercial quality to the clients and explain the good practices before, during and after harvest, from orchard to packhouse.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection manager
- Harvest Manager
- Packing manager
- Processing manager
- Quality and Traceability Manager





## METHODS

- Presentations (PowerPoint or similar tools), Documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises, Tutorial
- Discussions, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, Field training workshop, Role playing, Débriefing / Feedback

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

### Face to face training

- Occupy a managerial position in mango production
- Having followed the training on The principles of Food Safety Quality Management System and Traceability (TP\_5.049) or equivalent professional experience

### Distance training

- Occupy a managerial position in mango production
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the training on The principles of Food Safety Quality Management System and Traceability (TP\_5.049) or equivalent professional experience

## RECOMMENDATIONS

### Face to face training

- Having followed the training on packhouse optimisation (TP\_7.002)

### Distance training

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
- Having followed the training on packhouse optimisation (TP\_7.002)



**THEORETICAL  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 day of work per week)**



**TRAINING  
CODE**



**FOOD  
PRODUCTION AND  
PROCESSING**

**- DOMAIN -  
SPS**

# PINEAPPLE GOOD HARVEST AND POST HARVEST PRACTICES

“ *Make your pineapple a fruit  
that everyone envies you!*

*Improve the quality of our pineapples  
for even more exports!* ”

## PROGRAM

### OBJECTIVES

- Position yourself and cite your roles and duties in the pineapple sector
- List the export pineapple selection criteria
- List good hygiene practices throughout the stages from production to packaging to harvest
- List the provisions to be implemented to plan and organize the packaging of pineapples
- List the various formalities and measures required before export (controls, analyses, certificates, etc.)

### CONTENTS

- Pineapple selection criteria for export by air (variety, size, maturity, etc.)
- Good Harvesting Practices
- Packaging, transport, palletization
- Sanitary quality at all stages, from harvest to packaging
- Traceability at all stages, from harvest to packaging



### PURPOSE OF THE TRAINING

Identify the practices (hygiene, traceability, planning, organization) that can be improved throughout the production and packaging process in order to ensure the sanitary and phytosanitary quality of the pineapple.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Packing manager
- Processing Manager
- Quality-Traceability Manager



## METHODS

- Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries)
- Demonstration
- Discussions, debates, questions-answers, brainstorming
- Group work
- Experience sharing

## EVALUATIONS

- Active participation in face-to-face or synchronous online activities (live zoom...)
- Collaborative (or group) work
- Oral presentation

## PREREQUISITES

- Occupy a managerial position for a company active in the packaging of pineapples
- Having followed the training Good Hygiene Practices (TP\_5.048) or Good hygiene practices and the basic principles of traceability (TP\_5.050) or have equivalent experience

## RECOMMENDATIONS

- The organisation must already be active in packaging pineapple



THEORETICAL  
TRAINING



FACE TO FACE



TRAINING  
CODE



**FOOD  
PRODUCTION AND  
PROCESSING**

**- DOMAIN -  
SPS**

# AVOCADO GOOD HARVEST AND POST HARVEST PRACTICES

“ *The avocado! Good for the health of your business!*

*Improve the quality of your avocados to perform in export markets!* ”

## PROGRAM

### OBJECTIVES

- Describe the characteristics of avocado tree (biology, varieties, flowering pattern,...)
- Classify avocado fruits based on quality
- Describe the pre-harvest, harvest and post-harvest factors that influence avocado fruit quality
- Apply and conduct orchard fruit sampling for maturity testing
- Perform maturity tests and interpret the results

### CONTENTS

- Avocado tree and fruit quality traits
- Harvesting and Transporting Avocado
- Avocado handling in the Packhouse
- Marketing of avocado

### METHODS

- Presentations (PowerPoint or other), self-study courses, reading material (manuals, articles, summaries)
- Discussions, questions and answers, brainstorming
- Case studies, experience sharing



### PURPOSE OF THE TRAINING

Improve the quality of avocado fruit for the export market.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Officer
- Harvest Manager
- Packing manager
- Quality and Traceability Manager





### EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.),
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work

### PREREQUISITES

#### Face to face training

- Working for a company already active in the avocado packaging and/or production

#### Distance training

- Working for a company already active in the avocado packaging and/or production
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

### RECOMMENDATIONS

#### Distance training

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**





**FOOD  
PRODUCTION AND  
PROCESSING**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**

# THE CULTIVATION OF COCONUT TREES

“ *To avoid breaking your head for the production of coconuts, follow this training!!* ”

*Improve your coconut yields!*



## PROGRAM

### OBJECTIVES

- Describe the botany of the different varieties (and hybrids) of the coconut palm, its agromorphological characteristics, as well as its economic importance
- List good practices for creating and managing a coconut tree nursery
- List good practices for creating, monitoring and managing a coconut plantation
- Recognize coconut palm diseases and pests and associate them with preventive methods and/or control methods
- List good practices for harvesting and post-harvest management of coconuts

### CONTENTS

- General informations on the coconut tree
- Creation and management of a tree nursery
- Establishment of a plantation
- Monitoring and management of a plantation

### METHODS

- Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries), films to watch
- Field trip
- Exchanges with participants pre-training survey on the main problems encountered in coconut cultivation

### EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Collaborative (or group) work

### PREREQUISITES

- Occupy a managerial position in the production of coconut trees
- Master the basics of the coconut tree technical route

### RECOMMENDATIONS

- The organisation must have a coconut production area



### PURPOSE OF THE TRAINING

Manage coconut cultivation from seed to post-harvest.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager



**PRATICAL  
TRAINING**



**FACE TO FACE**



**TRAINING  
CODE**

A smiling man with a short beard, wearing a red tank top and dark shorts, is crouching in a field of lush green plants. He is looking towards the camera with a warm expression. The background is filled with tall trees and dense foliage, suggesting a rural or agricultural setting. The lighting is bright and natural, highlighting the man's features and the vibrant green of the plants.

# 3

## ENVIRONMENT MANAGEMENT

Agricultural production and livestock farming are conditioned by a range of environmental parameters: light, water, temperature, harmful or beneficial organisms, etc. When one of these is lacking, production can be jeopardised. When one of these is lacking, production can be jeopardised. We also know that farming practices can have a negative impact on ecosystems. It is therefore essential to understand how our environment works (how a soil functions, the water, carbon and nitrogen cycles, the role of biodiversity, etc.), and the potential impact of farming on this environment, so that we can adopt the necessary conservation and restoration practices. COLEAD offers the opportunity to learn about and understand the foundations of the environment in the broadest sense, to look specifically at the effects of agriculture on the environment and to learn about techniques and methods for restoring environmental quality. Risk analysis and 'life cycle analysis', as approaches that contribute to sustainable environmental management, are also an integral part of this training theme.



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ENVIRONMENT  
MANAGEMENT

- DOMAIN -  
SUSTAINABLE  
PRODUCTION

# KNOWLEDGE OF ENVIRONMENTAL FACTORS



*Let's get to know all the factors that can affect the life and growth of our plants!*

*Think about the place of your agricultural production system at different levels (soil, biocenosis, etc.)*



## PROGRAM

### OBJECTIVES

- Explain the influence of biotic and abiotic factors on the agrosystem
- Describe the water cycle
- Define a soil (composition, formation, properties)
- List and explain the services provided by biodiversity

### CONTENTS

- Influence of environmental factors on agriculture and adaptation strategies
- Hydrological context of agriculture and water needs of plants
- Introduction to Soil Science
- Role and importance of biodiversity for agricultural production

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Explain the functioning and interactions between plants, soil, water, atmosphere and the whole biocenosis.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

#### Service providers

- Expert-Trainer



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



ENVIRONMENT  
MANAGEMENT

- DOMAIN -  
SUSTAINABLE  
PRODUCTION

# IMPACTS OF AGRICULTURAL PRACTICES ON THE ENVIRONMENT / INTERMEDIATE LEVEL

“ *Let's become aware of the impact of our agricultural practices on what surrounds us!* ”

*Acquire the knowledge allowing you to reflect on your agricultural production methods in order to improve them.* ”

## PROGRAM

### OBJECTIVES

- Explain the legal framework and the non-regulatory framework (voluntary norms and private standards) of sustainable management of the environment
- List the impacts of agriculture on water quality
- Explain soil fertility
- List the impacts of agriculture on biodiversity
- List the impacts of agriculture on air quality
- Explain the impact of agricultural activities on waste production



### PURPOSE OF THE TRAINING

Explain the impacts of agricultural production on soil, water, biodiversity and waste production.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

#### Service providers

- Expert-Trainer



## CONTENTS

- Regulatory framework on sustainable management of the environment and requirements of private standards
- Sources of contamination and the importance of water quality
- Soil functions and fertility
- Threats to biodiversity and impacts of production systems
- Impacts of agriculture on air quality
- Impacts of agricultural activities on waste production and consequences

## METHODS

- Presentations (PowerPoint or similar tools), self-paced training

## EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



ENVIRONMENT  
MANAGEMENT

- DOMAIN -  
SUSTAINABLE  
PRODUCTION

# IMPACTS OF AGRICULTURAL PRACTICES ON THE ENVIRONMENT / ADVANCED LEVEL

“ *Let's become aware of the impact of our agricultural practices on what surrounds us!*

*Identify agricultural practices that can be improved to ensure more sustainable production in the long term.* ”



## PROGRAM

### OBJECTIVES

- Detail the impacts of agriculture on water
- Detail the impacts of agriculture on soil fertility
- Detail the impacts of agriculture on biodiversity
- Detail the impacts of agriculture on air quality

### CONTENTS

- Impact of agriculture on water quality
- Impact of agriculture on soil fertility
- Impacts of agriculture on biodiversity
- Impacts of agricultural practices on air quality

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



### PURPOSE OF THE TRAINING

Detail the impacts of agricultural production on soil, water, biodiversity and air.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

#### Service providers

- Expert-Trainer



ENVIRONMENT  
MANAGEMENT

- DOMAIN -  
SUSTAINABLE  
PRODUCTION

# RESTORATION OF ENVIRONMENTAL QUALITY / INTERMEDIATE LEVEL



*Let's reflect on our agricultural practices  
to make them sustainable!*

*Let's move towards more sustainable agriculture by  
adapting to regulatory pressure and climate change.*



## PROGRAM

### OBJECTIVES

- List a set of measures reducing the impact of agricultural practices on soil, water, air, biodiversity
- List and define 6 sustainable agricultural production methods
- Explain the methodology to be applied within the operation during a risk analysis
- Define the concept of life cycle analysis and its stages
- List the national and international regulatory framework for waste
- List the environmental benefits of good waste management

### CONTENTS

- How to reduce the impacts of agriculture on the environment?
- Assess the risks of environmental impacts to meet the requirements of the standards
- Prioritize your interventions thanks to the life cycle analysis (LCA)
- Rational management of waste related to agricultural production

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Quote and explain the techniques and methods that allow, at farm level, to reduce the impact of agricultural activities and restore a sufficient level of environmental quality.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

#### Service providers

- Expert-Trainer



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



ENVIRONMENT  
MANAGEMENT

- DOMAIN -  
SUSTAINABLE  
PRODUCTION

# RESTORATION OF ENVIRONMENTAL QUALITY / ADVANCED LEVEL

“ *Let's change our agricultural practices for more sustainable production!*

*Let's work on the solutions to implement for a more sustainable agriculture.* ”

## PROGRAM

### OBJECTIVES

- Detail the set of measures improving water management within the farm
- Detail the set of measures improving soil management within the farm
- Detail the set of measures improving the management of biodiversity within the farm
- Detail the set of measures improving waste management within the farm
- Learn methods to reduce emissions of pollutants, particulates, and greenhouse gases into the atmosphere

### CONTENTS

- Improving water management and reducing the impact on water resources
- Preserve and restore soil fertility
- Cultivation practices favorable to biodiversity
- Reduction and recovery of agricultural waste
- Reduce and offset air pollutant emissions



### PURPOSE OF THE TRAINING

Detail and explain the techniques and methods that allow, at farm level, to reduce the impact of agricultural activities and restore a sufficient level of environmental quality.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

#### Service providers

- Expert-Trainer





### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



**ENVIRONMENT  
MANAGEMENT**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**

# SUSTAINABLE PRODUCTION SYSTEMS



*Do you produce sustainably?*

*Permaculture, agroecology, conservation agriculture, sustainable agriculture... these are just a few examples of agricultural production methods. But how do we produce?*



## PROGRAM

### OBJECTIVES

- List the impacts and limits of industrial agriculture based on intensive use of inputs and tillage
- Define the legal and regulatory framework for sustainable management of the environment
- Identify agricultural practices that do not comply with the requirements of private standards in terms of environmental preservation and sustainability
- Compare the characteristics of various production methods (conventional production, organic production, agroforestry, permaculture, agroecology)
- Analyze the effects of industrial agriculture and poor practices on soil, water, biodiversity, air
- Know how to use the SAE or “Self-Assessment System” (COLEAD tool) in its operation

### CONTENTS

- Preserve and restore soil fertility
- Assess the sustainability of production systems
- Improving production methods and practices
- Implement a sustainable management plan



### PURPOSE OF THE TRAINING

Position your business according to its economic profitability, its acceptability-social equity and its preservation of the environment.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Agricultural manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager
- Irrigation manager
- Harvest manager



## METHODS

- Documents to read (manuals, articles, summaries), self-study courses
- Application exercises
- Discussions, questions-answers
- Exercise with peer correction
- Debriefing / Feedback

## EVALUATIONS

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources,...)
- Homework assignment

## PREREQUISITES

- Occupy a management position within an organization active in the horticultural sector
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -**  
(1 working day per week)



**TRAINING  
CODE**



**ENVIRONMENT  
MANAGEMENT**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**

# WASTE MANAGEMENT

“ *Manage your waste to make your business more sustainable and gain in competitiveness.*

*We produce waste every day during our activities in the fields, in the packhouse,...  
But how can we recover or reduce it?  
Could they generate revenue for us?  
Take this training to learn more!* ”

## PROGRAM

### OBJECTIVES

- Define the notion of waste in the horticultural context
- Identify and classify the nature, source and flow of waste produced within your company
- Identify key business-level threats, weaknesses, strengths and opportunities for waste management
- Identify sustainable practices for recovering organic waste within a company
- List the main elements to develop a waste management plan

### CONTENTS

- The discovery of waste
- Reducing the production of agricultural waste
- Recovery of waste and organic matter
- Energy recovery from organic waste



### PURPOSE OF THE TRAINING

Develop an organic waste management plan within your company.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Company manager
- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Irrigation Manager
- Harvest Manager
- Manager Purchasing
- Packing manager
- Processing Manager



## METHODS

- Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries), self-study course
- Application exercises
- Discussions, questions-answers
- Collaborative exercise (group project), exercise with correction by peers
- Debriefing / Feedback

## EVALUATIONS

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources,...)
- Collaborative (or group) work

## PREREQUISITES

- Hold a position of supervisor involved in the management of the waste of his organization
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



ENVIRONMENT  
MANAGEMENT

- DOMAIN -  
TRAINING  
METHOD

# TRAINING OF TRAINERS ON “SUSTAINABLE ENVIRONMENTAL MANAGEMENT”

“ *Sustainable management of the environment: a crucial issue for organizations in which you can be an actor!*

*Do you want to improve yourself as a trainer and coach? Do you want to broaden your horizon of skills on sustainable management of the environment? This training is for you!* ”

## PROGRAM

### OBJECTIVES

- Clearly explain the essential elements on a subject related to the sustainable management of the environment
- Interact and regulate a group of distance learners
- Make good media (such as the slideshow)
- Communicate more effectively
- Develop a training program

### CONTENTS

- Knowledge of environmental factors
- Impacts of agricultural practices on the environment
- Restoration of environmental quality
- Training facilitator methods (preparation and facilitation)



### PURPOSE OF THE TRAINING

Play the role of trainers and coaches for the technical managers of companies, in particular within the framework of collective training or specific training in companies organized by COLEAD in the field of sustainable management of the environment.



### TYPES OF ORGANIZATIONS CONCERNED

- Service providers



### TARGETED AUDIENCE

- Service providers**
- Expert-Trainer



## METHODS

- Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries), self-study course
- Application exercises
- Discussions, debates, questions-answers
- Group work, collaborative exercise (group project)
- Case study, debriefing / feedback, experience sharing

## EVALUATIONS

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources,...)
- Oral presentation

## PREREQUISITES

- Have a experience specialized in the theme of “Environmental Management”
- Have experience in supporting organizations in the horticultural sector in ACP countries
- Have prior experience in adult training (at least 5 years)
- Know the environmental issues of the horticultural sector
- Be able to support organizations in their transition to sustainable production practices
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
- Having followed of all self-paced training courses in the environment theme



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -**  
(spread over a  
period of 4 months)



**TRAINING  
CODE**



# 4

## PLANT HEALTH

Plant Health" incorporates two different dimensions of equal importance: (i) the compliance of plant products with standards guaranteeing food safety, as well as standards mainly concerning pesticide residues (compliance with applicable Maximum Residue Limits or MRLs) and certain environmental contaminants (heavy metals, mycotoxins, etc.) (ii) the absence of regulated harmful organisms (including "quarantine organisms") such as insects, nematodes, viruses, fungi or bacteria, which are not naturally present in a given region, but which may be introduced unintentionally as a result of international transport. Plant health therefore means using products that comply with standards guaranteeing food safety, as well as offering a product that is free from harmful organisms. Each Member State is therefore required to draw up a policy for the preservation and protection of plant health. This brings together all the elements of a concerted strategy. The following COLEAD training programmes cover this issue and its key concepts.



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PLANT  
HEALTH

- DOMAIN -  
SPS

# ASSESSMENT OF SANITARY AND PHYTOSANITARY / INTERMEDIATE LEVEL

“ *Estimate the situation of your organization on the theme “quality” of products.*

*Food safety, SPS agreement, biological hazard, harmful organisms, etc. You are interested in all these notions and you would like to know more about their meanings, their relationships, etc. Then this course is made for you!* ”

## PROGRAM

### OBJECTIVES

- List the SPS, TBT agreements and the various international standards covering the field of quality (sanitary, commercial, organoleptic, etc.) of agricultural products
- List the key concepts of food safety and describe the relationships between them
- Define the three main categories of danger by citing examples for each of them
- Define the notions of harmful organisms and quarantine organisms
- Familiarize with global institutions responsible for establishing agricultural product quality standards and regulations
- Explain the application of risk analysis to food safety issues



### PURPOSE OF THE TRAINING

Describe the basic concepts of sanitary and phytosanitary quality.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Companies
- Service providers



### TARGETED AUDIENCE

#### Public sector

- Risk assessment manager
- Head of legislation

#### Company

- HSE Manager
- Quality-Traceability Manager
- Risk Manager

#### Service providers

- Expert-Trainer



### CONTENTS

- SPS agreements and international standards
- Food safety basics
- Biological, physical and chemical risks
- Major pests (including quarantine organisms)
- Regulatory framework for foods of plant origin
- Introduction to risk analysis

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**





**PLANT  
HEALTH**

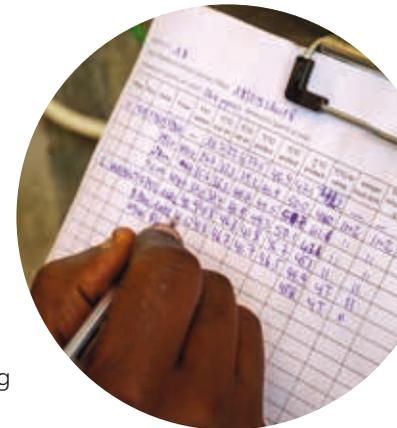
**- DOMAIN -  
SPS**

# ASSESSMENT OF SANITARY AND PHYTOSANITARY RISKS / ADVANCED LEVEL



*Assessing a risk, managing a risk, communicating a risk are activities that are both closely linked and very different. This course will explain that to you!*

*Compare the concept of risk analysis (and these three components) with what is done in practice within your organization.*



## PROGRAM

### OBJECTIVES

- Define risk assessment and its methodology
- List the general principles of pest risk assessment
- List the different categories of information carriers
- Define risk management by comparing it to risk assessment
- Describe the role of communication in the risk management framework
- Explain the different types of communication related to risk management and assessment

### CONTENTS

- Risk assessment (food safety)
- General principles of pest risk assessment
- Documentary resources: where to find information
- Communication on results of risk assessment and official controls and risk management measures

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Define the three components of risk analysis.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers



### TARGETED AUDIENCE

#### Public sector

- Risk assessment manager
- Head of legislation
- Expert in health risk assessment

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



PLANT  
HEALTH

- DOMAIN -  
SPS

# COMMUNICATION ON SANITARY AND PHYTOSANITARY RISKS / INTERMEDIATE LEVEL



*What and how to  
communicate about sanitary  
and phytosanitary risks?*

*This course allows you to understand  
the role and importance of communication  
in the context of the management of  
sanitary and phytosanitary risks.*



## PROGRAM

### OBJECTIVES

- Categorize the components of quality
- List the key food safety concepts and briefly describe the relationships between them
- Know the factors responsible for the risk of poisoning
- Differentiate the past “obligation of means” approach versus the current “obligation of results” approach in the context of food safety
- Define the notion of traceability
- Differentiate Tracing from Tracking and ascending traceability from descending



### PURPOSE OF THE TRAINING

Communicate on sanitary and phytosanitary and identify the difficulties encountered and how to move towards greater efficiency.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers



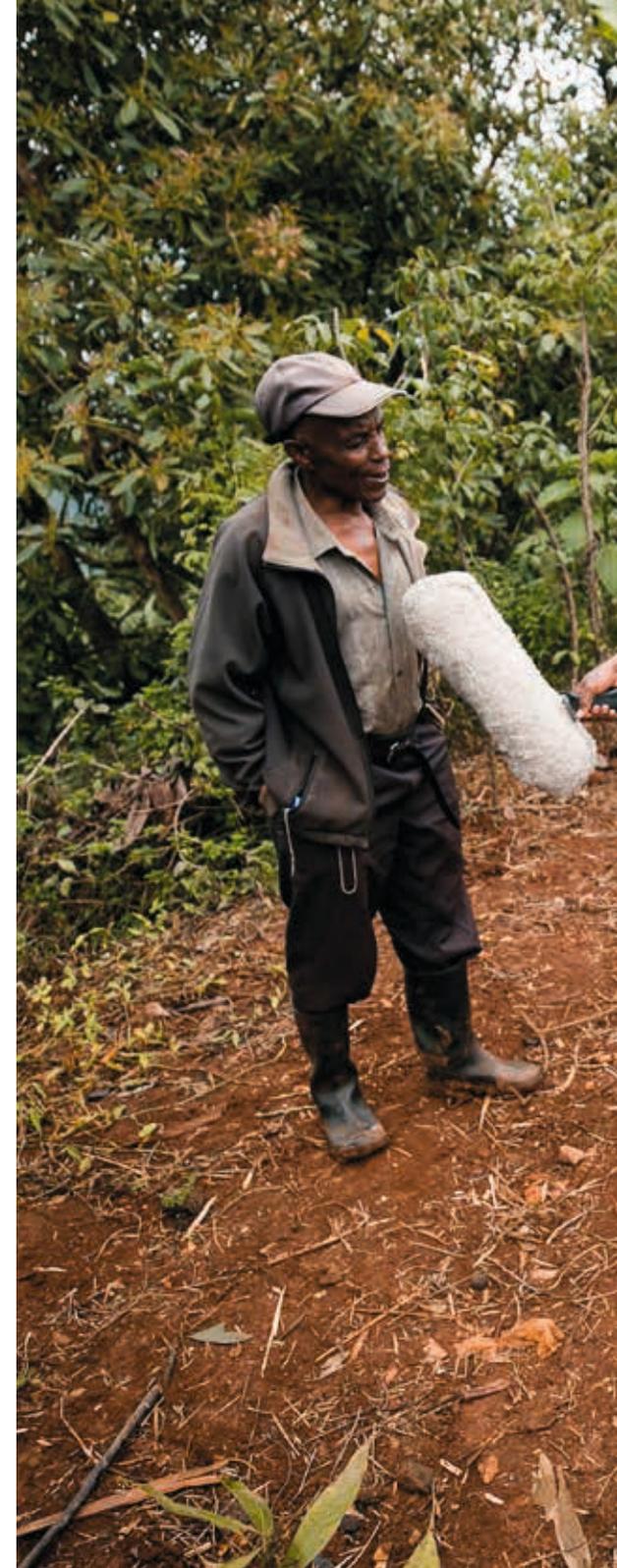
### TARGETED AUDIENCE

#### Public sector

- Expert in pest risk assessment
- Expert in health risk assessment

#### Service providers

- Expert-Trainer





### CONTENTS

- Food Safety Basics
- Traceability: principles, objectives and elements of a traceability system
- Data Information System
- Implementation of a traceability system
- Early Detection and Emergency Response (RASFF)
- Food safety risk communication

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



PLANT  
HEALTH

- DOMAIN -  
SPS

# COMMUNICATION ON SANITARY AND PHYTOSANITARY RISKS / ADVANCED LEVEL



*How to communicate well on sanitary and phytosanitary risks within your organization?*

*There are different types of communication depending on the situations experienced, the interlocutors... We do not communicate in the same way during a serious food epidemic as during a normal situation! What are these differences and what good practices should be implemented?*



## PROGRAM

### OBJECTIVES

- Describe communication and its good practices in the context of food risk analysis during epidemics and major food crises
- Differentiate the communication of food safety control results in normal times, in emergency situations and in the context of international food trade
- List and explain the types of communication during risk management and assessment



### PURPOSE OF THE TRAINING

Describe the different types of communication and their good practices according to the risk analysis activity (assessment, management), depending on the situation.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers



### TARGETED AUDIENCE

#### Public sector

- Director of a Competent Authority in charge of SPS issues
- Director of a National Plant Protection Organization
- Head of data management
- Head of communication on SPS risks

#### Service providers

- Expert-Trainer





## CONTENTS

- Communication during major epidemics and food crises
- Communication on the results of food safety checks
- Communication on results of risk assessment and official controls and risk management measures
- Communication case study

## METHODS

- Presentations (PowerPoint or similar tools), self-paced training

## EVALUATIONS

- Knowledge tests (MCQ online tests,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



PLANT  
HEALTH

- DOMAIN -  
SPS

# ORGANIZATION OF OFFICIAL CONTROLS / INTERMEDIATE LEVEL

“ *Contribute to the quality of national horticultural value chains!*  
*In a world where product exchanges are increasing, the role of official controls is becoming more and more crucial!*  
*But what do we mean by official control?* ”

## PROGRAM

### OBJECTIVES

- List commonalities and differences between public food law and private food regulation
- List the regulations defining official controls and their implications with third countries
- List the international and European regulations in charge of the quality of agricultural products
- List the main principles of national official control and surveillance programs applicable to the processing of foods of plant origin and applicable to residues and environmental contaminants
- Explain the concept of sampling and sampling plan
- Understand the importance of monitoring residues and contaminants in food products, and learn practical methods for their implementation



### PURPOSE OF THE TRAINING

List the ins and outs (regulatory framework, methodology) of the notion of official control of agricultural products.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers



### TARGETED AUDIENCE

#### Public sector

- Head of official SPS controls
- Head of legislation
- Head of communication on SPS risks
- Expert in pest risk assessment
- Expert in health risk assessment
- Sanitary inspector
- Phytosanitary inspector

#### Service providers

- Expert-Trainer





## CONTENTS

- Principles of official controls and certification systems (public/private)
- Role of competent authorities in official controls, activities and tasks of official controllers (verifications, inspections, audits, certification)
- Regulatory framework for foods of plant origin
- General principles of national surveillance and official control programs in the processing of foods of plant origin
- Main notions of sampling
- Official control of residues and environmental contaminants

## METHODS

- Presentations (PowerPoint or similar tools), self-paced training

## EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



PLANT  
HEALTH

- DOMAIN -  
SPS

# ORGANIZATION OF OFFICIAL CONTROLS / ADVANCED LEVEL

“ Official control, a more complex activity than it seems!

*Keep up to date review what you have learned consider your own NPPO's position on official controls Carrying out an official control may seem like a fairly basic activity. However, it requires preparation, planning, compliance with standards and regulations during its execution and appropriate communication. Let's see how it all works!*

”

## PROGRAM

### OBJECTIVES

- List the general rules regarding sample collection techniques
- Define the modalities of the sampling plans for the statistical control of the proportion of non-compliant individuals of a batch of goods
- Define the control of hygiene and microbiological safety of food
- Mention the differences between border import control in a country that has no trade agreement with a third country and border import control in a country that has a trade agreement or is part of a political and commercial organization of states
- Explain the content of an inspection report and the possible follow-up to the inspections
- Mention the differences and commonalities between the communication of the results of food safety controls, in normal times, in emergency situations and in the context of international food trade



### PURPOSE OF THE TRAINING

Detail and explain three phases of official control: planning - execution - communication of control results.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers



### TARGETED AUDIENCE

#### Public sector

- Head of official SPS controls
- Head of legislation
- Head of communication on SPS risks
- Expert in pest risk assessment
- Expert in health risk assessment
- Sanitary inspector
- Phytosanitary inspector

#### Service providers

- Expert-Trainer



## CONTENTS

- The sampling method for specific official controls at planning level
- Sampling planning
- Planning of checks, inspections and audits
- Border control planning
- Report on control activities
- Communication on the results of food safety checks in the food chain

## METHODS

- Presentations (PowerPoint or similar tools), self-paced training

## EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



PLANT  
HEALTH

- DOMAIN -  
SPS

# ORGANIZATION OF INSPECTIONS / INTERMEDIATE LEVEL

“ *Inspection, a crucial activity to protect its national value chains.*

*Organizing inspections is one of the central activities of the competent authorities as well as within a company. But in what framework and what logic do they fit?* ”

## PROGRAM

### OBJECTIVES

- List the various international and European agreements and standards covering the field of quality (sanitary, commercial, organoleptic, etc.) of agricultural products
- Define the concepts of pests and quarantine
- Define and connect the notions of food hygiene, good hygiene practices and prerequisite programs
- Explain the HACCP method (role, principles and steps)
- Describe the principles and steps for setting up a Food Safety Quality Management System and a traceability system
- Explain the implementation of a system for responding to food safety emergencies



### PURPOSE OF THE TRAINING

List and explain all the basic operations and the regulatory framework related to the notion of quality (sanitary, phytosanitary, organoleptic, etc.).



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers



### TARGETED AUDIENCE

#### Public sector

- Head of official SPS controls
- Head of legislation
- Phytosanitary risk expert
- Sanitary risk expert
- Sanitary inspector
- Phytosanitary inspector

#### Service providers

- Expert-Trainer

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### CONTENTS

- Regulatory framework for foods of plant origin
- Major pests (including quarantine organisms)
- Prerequisite programs (PRP/PrPo): hygiene principles and requirements for water supply and cold chain
- The HACCP method: principles and implementation
- Implementation of a FSQMS (Food Safety Quality Management System) in a company
- Traceability: principles, objectives and elements of a traceability system

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



**PLANT  
HEALTH**

**- DOMAIN -  
SPS**

# ORGANIZATION OF INSPECTIONS / ADVANCED LEVEL

“ *Control? Inspection? Audit? These terms are familiar to us. But what differentiates them in substance and in their implementation?* ”

*Evaluate the control, inspection and audit activities implemented within your organization.*

## PROGRAM

### OBJECTIVES

- List the main elements making up the doctrine in terms of control, inspection and audit
- Describe the concept of a self-monitoring system and the steps leading to its implementation
- List the challenges and objectives of a control in a company
- Describe the 3 stages of a control in a company
- List inspection and audit procedures
- Describe the typical contents of an inspection report

### CONTENTS

- Principles of the conduct of a control, an inspection, an audit - Deontology
- Principles of self-checking and nature of checks
- Implementation of a corporate control system
- Inspection and verification procedures
- Inspection reports
- Inspection, certification and accreditation

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



### PURPOSE OF THE TRAINING

Define and describe the implementation of a control, inspection or audit of a food business.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers



### TARGETED AUDIENCE

#### Public sector

- Official control manager
- Phytosanitary risk expert
- Sanitary risk expert
- Sanitary inspector
- Phytosanitary inspector

#### Service providers

- Expert-Trainer



**PLANT  
HEALTH**

**- DOMAIN -  
SPS**

# ORGANIZATION AND MANAGEMENT OF A LABORATORY / INTERMEDIATE LEVEL

“ *Laboratories, a key element of food safety!*

*Laboratories have key roles at all levels of food safety systems!  
Let's take a look at their organization!* ”

## PROGRAM

### OBJECTIVES

- List the regulations relating to surface treatments on fruits and vegetables, pesticides used on plants and pesticide residues
- Describe the characteristics of each laboratory category
- Define ISO/IEC 17025 and good laboratory practices
- List the missions entrusted to a plant health laboratory
- List the standards and processes for certification and accreditation of a laboratory
- Define the concept of metrology and its role in laboratories

### CONTENTS

- Legislation and the role of private standards
- Regulatory framework for foods of plant origin
- The role of laboratories in the food safety system
- Organization of the laboratory (in accordance with ISO 17025 standards)
- Organization of a plant health laboratory
- Quality management (accreditation, certification of laboratories)

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



### PURPOSE OF THE TRAINING

Describe the regulatory environment and the missions of a laboratory.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers



### TARGETED AUDIENCE

#### Public sector

- Director of phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory

#### Service providers

- Expert-Trainer



PLANT  
HEALTH

- DOMAIN -  
SPS

# ORGANIZATION AND MANAGEMENT OF A LABORATORY / ADVANCED LEVEL



*Each hazard corresponds  
to a specific analysis method!  
Let's study this!!*

*See how to improve current practices taking place  
in laboratories.*



## PROGRAM

### OBJECTIVES

- Understand the principles of the analytical methods and equipment used for heavy metals, mycotoxins and pesticide residues
- Learn methods for detecting pathogenic micro-organisms in food
- Distinguish between quarantine and non-quarantine pest detection methods
- Familiarize with criteria for selecting analytical methods and validating them
- List guidelines for reporting results obtained from chemical analysis and microbiological examination of foodstuffs
- List all the elements necessary for the realization of a business plan for laboratories



### PURPOSE OF THE TRAINING

List a set of validated methods, covering chemical analyzes and microbiological examinations, necessary for official controls.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers



### TARGETED AUDIENCE

#### Public sector

- Director of phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory

#### Service providers

- Expert-Trainer





## CONTENTS

- Analytical methods (chemical contaminants, such as residues, heavy metals, dioxins, mycotoxins,...)
- Methods for the detection of foodborne pathogens
- Methods for detecting quarantine organisms (insects and nematodes)
- Validation of methods
- Writing analysis reports
- Business Plan for Laboratories

## METHODS

- Presentations (PowerPoint or similar tools), self-paced training

## EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



PLANT  
HEALTH

- DOMAIN -  
SPS

# ORGANIZATION OF NATIONAL FOOD CONTROL SYSTEMS / INTERMEDIATE LEVEL

*Food safety is important,  
but what is it?*

*In response to food crises and growing  
consumer demand for safe, high-quality  
products, food safety has become a major  
concern for governments and all players  
in the agri-food chain! But what is it really  
about?*

## PROGRAM

### OBJECTIVES

- Describe the general regulatory framework (standards and international agreements) that govern trade
- List and explain the key concepts relating to food safety
- Define the responsibilities and obligations of the different stakeholders of a food safety system
- Explain how to strengthen national food control systems
- Define the notion of food safety policy



### PURPOSE OF THE TRAINING

Define the concept  
of food safety system.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers



## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of SPS issues
- Head of official SPS controls
- Head of data management
- Head of legislation
- Head of plant health surveillance programmes
- Head of communication on SPS risks
- Director of phytosanitary diagnostic laboratory
- Expert in health risk assessment
- Expert in contaminant analysis
- Sanitary inspector

### Service providers

- Expert-Trainer



## CONTENTS

- SPS Agreement and international standards
- General principles of food safety in the European regulatory framework
- Respective responsibilities of stakeholders
- Guidelines for strengthening national food control systems
- Food safety policy

## METHODS

- Presentations (PowerPoint or similar tools), self-paced training

## EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



PLANT  
HEALTH

- DOMAIN -  
SPS

# ORGANIZATION OF NATIONAL FOOD CONTROL SYSTEMS / ADVANCED LEVEL

*Assess the status of your  
national food control system.*

*Now we know what a food safety  
system consists of, but what are the main  
components needed to make it work at  
the national level?*

## PROGRAM

### OBJECTIVES

- Describe the framework of European regulations and private standards related to food safety
- Define the concept of surveillance in the context of food safety
- List the challenges and basic principles of official food safety controls
- List the different categories of laboratories and their respective roles in food safety systems
- Explain how to coordinate food safety services
- Explain the role of verification and validation procedures in the operation of the food control system



### PURPOSE OF THE TRAINING

Detail some specific food safety topics such as surveillance, coordination of services, laboratories and evaluation.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers





## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of SPS issues
- Head of SPS risk assessment
- Head of official SPS controls
- Head of data management
- Head of legislation
- Head of plant health surveillance programmes
- Head of communication on SPS risks
- Director of contaminant laboratory
- Expert in health risk assessment
- Expert in contaminant analysis
- Sanitary inspector

### Service providers

- Expert-Trainer



## CONTENTS

- Regulations and the role of private standards
- General principles of national surveillance and control systems
- Organization of national food control systems
- Coordination of activities in a food safety system
- Role of laboratories in food safety systems
- Evaluation of the national food safety system

## METHODS

- Presentations (PowerPoint or similar tools), self-paced training

## EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



PLANT  
HEALTH

- DOMAIN -  
SPS

# ORGANIZATION, MISSIONS AND OPERATION OF AN NPPO / INTERMEDIATE LEVEL



*Let's do the WWWWHHW  
(What, Who, Where, When,  
How, How Much, Why)  
of the NPPOs together!*

*Assess the situation of your NPPO.*



## PROGRAM

### OBJECTIVES

- Explain the terms SPS Agreement and International Plant Protection Convention (IPPC) and the relationship between them
- Detail the functions, obligations, missions, structures and funding mechanisms of a National Plant Protection Organization (NPPO)
- List stakeholder contributions and participations in NPPO missions and activities

### CONTENTS

- Market access: SPS agreement and International Plant Protection Convention
- Structures and setting up a NPPO
- Functioning of a National Plant Protection Organization
- Managing relations with stakeholders



### PURPOSE OF THE TRAINING

Define the key points related to the concept of National Plant Protection Organization.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers





## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of SPS risk assessment
- Head of official SPS controls
- Head of data management
- Head of legislation
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Head of communication on SPS risks
- Director of phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Sanitary inspector
- Phytosanitary inspector

### Service providers

- Expert-Trainer



## METHODS

- Presentations (PowerPoint or similar tools), self-paced training

## EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



PLANT  
HEALTH

- DOMAIN -  
SPS

# ORGANIZATION, MISSIONS AND OPERATION OF AN NPPO / ADVANCED LEVEL

“ *Let's dive into the key missions  
of NPPOs!* ”

*Assess the situation of your NPPO in relation to  
its 4 essential missions: pest surveillance, market  
access, diagnosis and export certification.*

## PROGRAM

### OBJECTIVES

- Describe different pest surveillance components by NPPOs
- Understand the diagnostic laboratory's role, management, and sustainability in fulfilling NPPO missions
- Understand export certification objectives and NPPO responsibilities
- Understand NPPO's role in market access and the importance of conducting Pest Risk Assessments

### CONTENTS

- Pest surveillance
- Diagnostic services
- Export certification
- The role of the NPPO in market access



### PURPOSE OF THE TRAINING

Detail 4 specific missions  
of NPPOs: pest surveillance,  
market access, diagnosis  
and export certification.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers



## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of SPS risk assessment
- Head of official SPS controls
- Head of data management
- Head of legislation
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Head of communication on SPS risks
- Director of phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Laboratory assistant
- Sanitary inspector
- Phytosanitary inspector

### Service providers

- Expert-Trainer

## METHODS

- Presentations (PowerPoint or similar tools), self-paced training

## EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



PLANT  
HEALTH

- DOMAIN -  
SPS

# PEST RISK ANALYSIS IN COLLABORATION WITH COLEAD AND IPPC / INTERMEDIATE LEVEL



## *Pest Risk Analysis Essentials!*

*Equip yourself with the essential skills to conduct Pest Risk Analysis (PRA): become proficient in categorizing pests, identifying pathways, assessing economic impacts. Join us on this empowering journey to access global markets with regulated pest-free products and strengthen your capacity in plant health.*



## PROGRAM

### OBJECTIVES

- Explain the context of pest risk analysis
- Collect and analyse the essential PRA data
- Implement PRA pathway for any new import of plant commodity

### CONTENTS

- History and background
- Pest risk analysis – an overview
- Pest risk analysis – illustration



### PURPOSE OF THE TRAINING

Understand the principles of Pest Risk Analysis (PRA), the steps of the process, the necessary resources and the importance of having usable national data.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities
- Companies



## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Head of communication
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Technician in analytical laboratory
- Technician in phytosanitary diagnosis laboratory
- Laboratory assistant
- Sanitary inspector
- Phytosanitary inspector
- Plant protection monitoring officer

### Company

- Horticultural producer



## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



PLANT  
HEALTH

- DOMAIN -  
SPS

# PEST RISK ANALYSIS COURSE IN COLLABORATION WITH COLEAD AND IPPC / ADVANCED LEVEL

“ *Pest Risk Analysis: Let's go deeper!*

*Unlock the power of IPPC standards and enhance your role as a plant health expert. Ensure seamless international market access for horticultural products by strengthening local plant health capacity and promoting the implementation of ISPMs. Join our training program and become a master of pest risk analysis today.* ”

## PROGRAM

### OBJECTIVES

- Implement the 3 stages of a Pest Risk Analysis
- Gain hands-on experience by conducting a pest risk analysis (PRA)



### PURPOSE OF THE TRAINING

Facilitate access to global markets for regulated pest-free products by conducting effective pest risk analysis (PRA)



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities
- Companies





## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Technician in analytical laboratory
- Technician in phytosanitary diagnosis laboratory
- Laboratory assistant
- Sanitary inspector
- Phytosanitary inspector
- Plant protection monitoring officer

### Company

- Horticultural producer



## CONTENTS

- Initiation
- Pest risk assessment
- Pest risk management and review
- Case study

## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
- Case study

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.), Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet
- Having followed the training course Pest risk analysis in collaboration with COLEAD and IPPC- Intermediate level (TP\_4.085)

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



PLANT  
HEALTH

- DOMAIN -  
SPS

# PEST RISK ANALYSIS [COLLABORATION WITH IPPC & CABI]

“ *Practical hand-on Training on PRA*

*Are you wondering how to conduct PRAs  
in your territory?*

*Are you looking after relevant databases  
and tools to help you with this mission?*

*Are you eager to meet colleagues and/or  
create new contact with experienced  
persons working on PRA?*

*This training is for you.* ”

## PROGRAM

### OBJECTIVES

- Explain the importance and role of PRA in a phytosanitary system
- Reference the theoretical bases of PRA, in relation to the main ISPMs and relevant guidelines
- Find information and people that they need for PRA
- Use relevant tools that are available to conduct Pest Risk Analysis
- Handle risk and uncertainty appropriately
- Complete the 8 steps for both pest and pathway PRAs

### CONTENTS

- Introduction to Pest Risk Analysis
- Pest and pathway prioritization For PRA
- PRA initiation and pest categorization
- Assessing the Probability of Introduction and Spread
- Assessing potential consequences and overall risk
- Risk management and risk communication



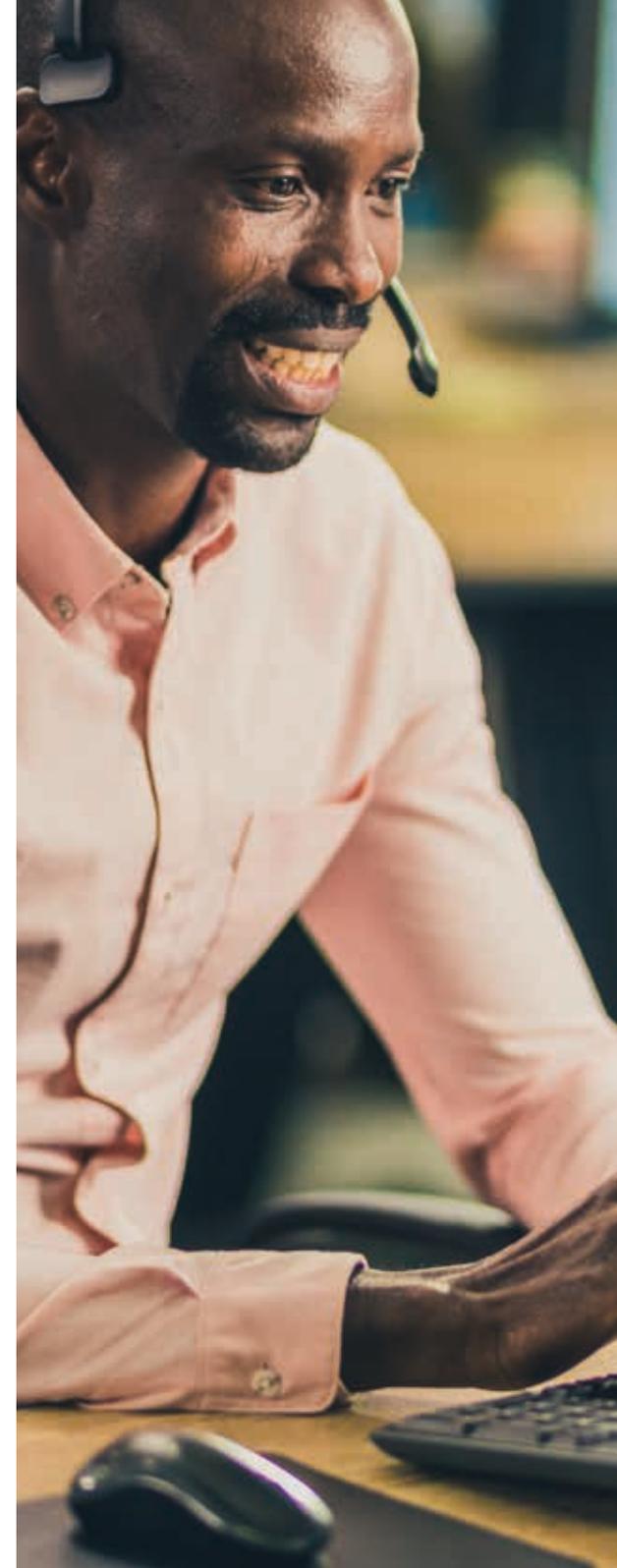
### PURPOSE OF THE TRAINING

Strengthen your capacity to implement PRA in your territory in line with the priorities of the International Plant Protection Convention and in compliance with the International Standards for Phytosanitary Measures and relevant guidelines.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities





## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Head of communication
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Technician in analytical laboratory
- Technician in phytosanitary diagnosis laboratory
- Laboratory assistant
- Sanitary inspector
- Phytosanitary inspector
- Plant protection monitoring officer

## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
- Demonstration, application exercises
- Discussions, debates, questions & Answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, Role playing, debriefing / feedback, sharing experience

## EVALUATIONS

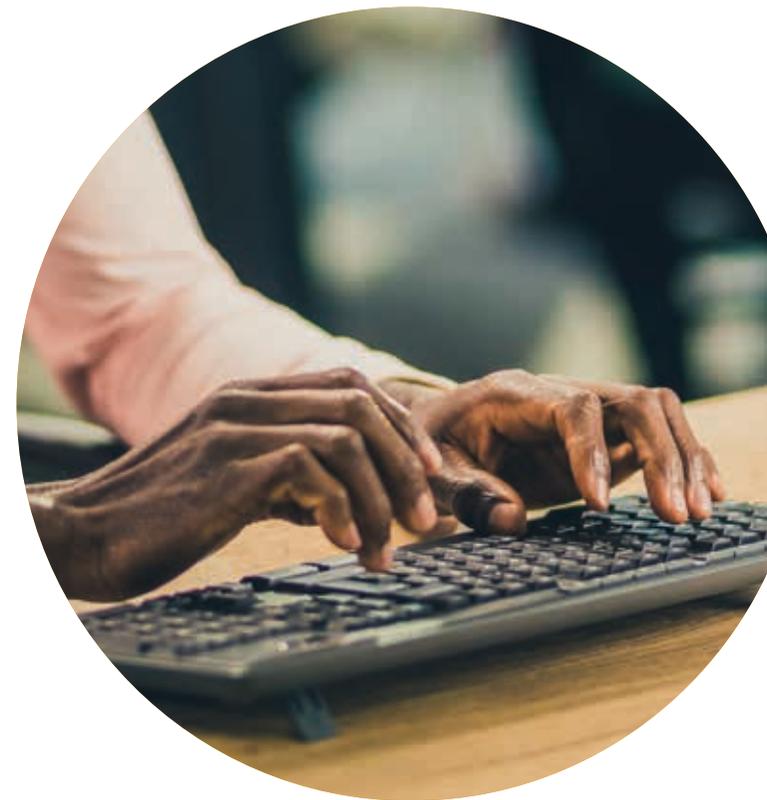
- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

- Good knowledge of the Pest list in the region and its relevance to the concept of Pest Free country
- Must be involve in Pest Risk Analysis with Relevant NPPOs
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Be able to use a compendium
- Must have completed at least PRA self study intermediate level (TP\_4.085)

## RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**PRactical  
TRAINING**



**DISTANCE  
- TUTORED -  
( 2.5 days / week  
for 5 weeks)**



**TRAINING  
CODE**



PLANT  
HEALTH

- DOMAIN -  
SPS

# PHYTOSANITARY EXPORT CERTIFICATION SYSTEM: EXPORTERS AND RE-EXPORTERS



## *Export Certification Explained!*

*This course will provide you with a deep understanding of phytosanitary export certification, ensuring you remember your obligations to the NPPO. Gain expertise in preparing phytosanitary certificates, navigating compliance procedures, customs and shipping documents, and handling the necessary paperwork for seamless shipment of plant products. Equip yourself with the knowledge and skills needed to excel in international trade.*



## PROGRAM

### OBJECTIVES

- Know the impact of plant pest and diseases and the consequence of their spreading in case of non-compliance
- Know SPS agreement, key missions of NPPO and phytosanitary measures required by IPPC
- Explain how traceability can support you to deal with phytosanitary issues.
- Communicate risk to stakeholders like raising awareness among workers
- Fill a phytosanitary certificates and certificates for re-export



### PURPOSE OF THE TRAINING

(Re) discover the purpose and importance of phytosanitary export certification, the obligation of exporters toward the National Plant Protection Organisation (NPPO) especially for the preparation of the phytosanitary certificate for export or re-export, and the necessity to collaborate closely with all other stakeholders.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities
- Companies





## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Technician in analytical laboratory
- Technician in phytosanitary diagnosis laboratory
- Laboratory assistant
- Phytosanitary inspector
- Plant protection monitoring officer

### Company

- Company manager
- Farm Owner / Manager
- Horticultural producer
- Production Manager
- Harvest Manager
- Purchasing Manager
- Packing manager
- Processing manager
- Quality and Traceability Manager
- Forwarding agent
- Marketing Manager
- Harvest Technician



## CONTENTS

- Overview of phytosanitary certification
- Plant pests and their control
- Traceability
- Risk communication to stakeholders
- Collaboration between exporters and the NPPO
- Application for phytosanitary certificates and phytosanitary certificates for re-export

## METHODS

- Presentations (PowerPoint or similar tools), Self-study course

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



PLANT  
HEALTH

- DOMAIN -  
SPS

# PHYTOSANITARY EXPORT CERTIFICATION SYSTEM: PLANT AND PLANT PRODUCT PROVIDERS



*Influence of plants and plant products or other objects on pest propagation with international trade and consequences of non-compliance explained!*

*Whether you're involved in producing fruits, vegetables, cut flowers, grains, seeds, wood products, bulbs, tubers, or plants for planting, or if you're responsible for processing and packaging plants, discover the essential elements of exporting and understand why close collaboration with the NPPO and other stakeholders is crucial.*



## PROGRAM

### OBJECTIVES

- Understand phytosanitary certifications
- Able to identify and control plant pests
- Understand the importance of the collaboration between plant and plant product providers and the national plant protection organization (np-po)
- Learn about traceability in plant products



### PURPOSE OF THE TRAINING

Discover the purpose and importance of phytosanitary export certification and what are the obligations of plant and plant product providers to the National Plant Protection Organisation, or NPPO.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities
- Companies



## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in phytosanitary diagnosis
- Sanitary inspector
- Phytosanitary inspector

### Company

- Company manager
- Farm Owner / Manager
- Horticultural producer
- Production Manager
- Manager of nurseries
- Crop Protection Manager
- Crop / field scout
- Harvest manager

## CONTENTS

- Overview of phytosanitary certification
- Plant Pests and Control Measures
- Collaboration between plant and plant product providers and the national plant protection organization (NPPO)
- Traceability
- Risk communication to stakeholders

## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



PLANT  
HEALTH

- DOMAIN -  
SPS

# PHYTOSANITARY EXPORT CERTIFICATION SYSTEM: EXPORT INSPECTORS



*Essentials of export certification.*

*Equip yourself with a comprehensive understanding of inspection rules, regulations, and international standards through this course. Gain the expertise to identify and address non-compliance issues in imported or exported products, regardless of their packaging. Expand your knowledge and excel in your role as an inspector in ensuring compliance with phytosanitary regulations.*



## PROGRAM

### OBJECTIVES

- Understand the purpose and importance of phytosanitary export certification
- Be able to take the necessary measures to prepare and issue a phytosanitary (re-)export certificate
- Keep records
- Address non-compliances

### CONTENTS

- Collaboration between export inspectors and private stakeholders
- Measures for certification
- Preparing the phytosanitary (re)export certificate
- Issuing the phytosanitary (re)export certificate
- Non-compliances



### PURPOSE OF THE TRAINING

Discover the purpose and importance of the role of phytosanitary inspectors in the phytosanitary export certification, the measures to be taken to prepare and issue a phytosanitary export or re-export certificate, to keep records and address non-compliances.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities
- Companies





## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Head of communication
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Technician in analytical laboratory
- Technician in phytosanitary diagnosis laboratory
- Laboratory assistant
- Phytosanitary inspector

### Company

- Company manager
- Farm Owner / Manager
- Horticultural producer
- Production Manager
- Purchasing Manager
- Packing manager
- Processing manager
- Quality and Traceability Manager
- Marketing Manager



### METHODS

- Presentations (PowerPoint or similar tools), Self-study course

### EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



PLANT  
HEALTH

- DOMAIN -  
SPS

# PHYTOSANITARY EXPORT CERTIFICATION SYSTEM: EXPORT SUPERVISORS



*Are you looking to ensure compliance with phytosanitary measures as part of a "global action plan" to deal with phytosanitary risks?*

*Are you a decision-maker in the field of plant health, a manager within a NPPO, a director of certification services, a phytosanitary control manager or a manager of plant health monitoring programmes? This course will help you carry out your administrative tasks within the NPPO and manage all the departments involved in the official export certification system, as well as the resources needed to implement effective monitoring and inspection programmes in line with your national policy.*



## PROGRAM

### OBJECTIVES

- Manage adequately human resources considering plant health requirements
- Know how to ensure proper collaboration and communication between the NPPO, private stakeholders and/or international collaborators
- Organise certification process and non-compliance notification in adequation with IPPC standards
- Organise preparation and issuance of phytosanitary (re)export certificates
- Be able to use the ePhyto Solution



### PURPOSE OF THE TRAINING

Discover the measures to be applied for organising and managing the phytosanitary export certification system from the field to the issuance of the phytosanitary certificate, how to review the system based on notifications of non-compliance, and how to cooperate with the other NPPOs and international institutions like the IPPC.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities
- Companies



## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of data management
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Director of a phytosanitary diagnostic laboratory
- Expert in pest risk assessment
- Expert in phytosanitary diagnosis
- Technician in phytosanitary diagnosis laboratory
- Sanitary inspector
- Phytosanitary inspector
- Plant protection monitoring officer

### Company

- Company manager
- Horticultural producer
- Production Manager
- Harvest Manager
- Packing manager
- Processing manager
- Marketing Manager

## CONTENTS

- Human Resources
- Collaboration and communication between the NPPO and private stakeholders
- Organising certification
- Organising preparation and issuance of phytosanitary (re)export certificates
- The ePhyto Solution
- International Collaboration

## METHODS

- Presentations (PowerPoint or similar tools), Self-study course

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



PLANT  
HEALTH

- DOMAIN -  
SPS

# PHYTOSANITARY INSPECTION

“ *Phytosanitary Inspection explained!*

*The course will provide guidance on using visual examination to detect pests and regulated articles. It will also focus on sampling methodologies and preparing specimens for submission to a diagnostic laboratory to support the inspection.* ”

## PROGRAM

### OBJECTIVES

- Identify the main elements of a phytosanitary inspection and the associated procedures
- Know how to conduct documents examination, consignment verification and visual examination for pests and other phytosanitary import requirements
- Understand how the diagnostic techniques could be used in the verification of pest identity may be incorporated into the inspection procedure
- Know how to prepare inspection report and highlight the importance of good record-keeping and understand inspection outcome

### CONTENTS

- Overview - Introduction to the inspection process and plant pests
- Import verification
- Export verification
- Methodologies for sampling consignments
- Inspection of horticultural produce and fresh cut flowers and foliage
- Inspection of live plants, tubers and bulbs for planting and their associated growth media



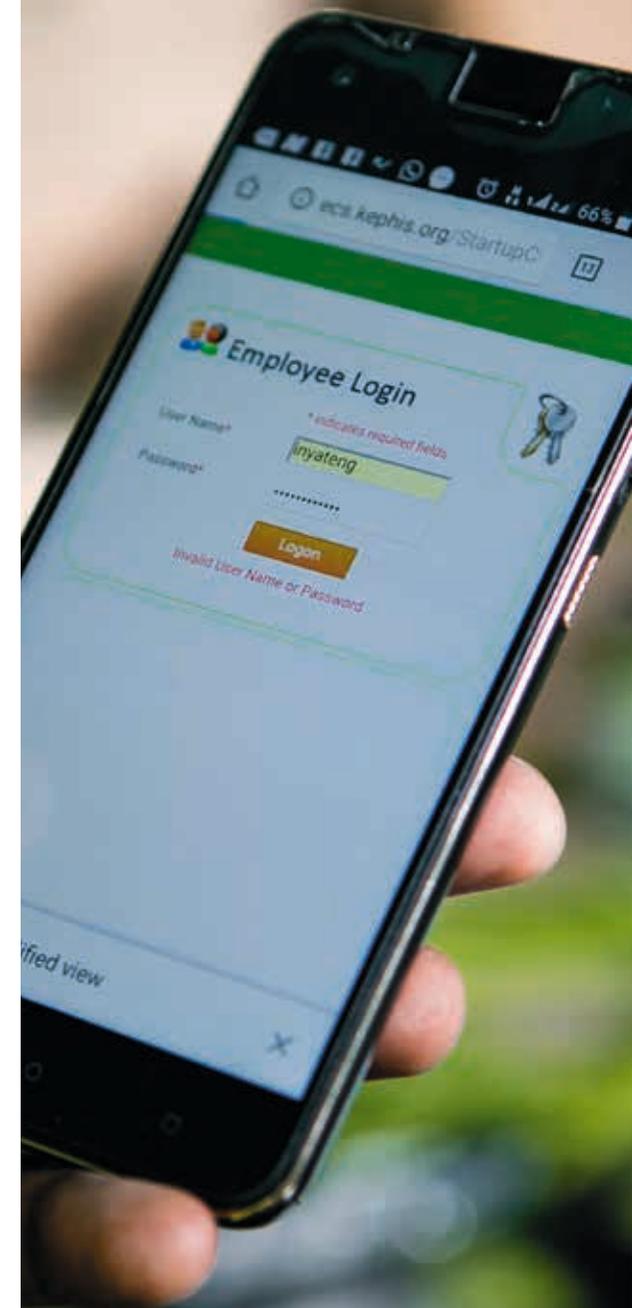
### PURPOSE OF THE TRAINING

Carry out phytosanitary inspections of consignments of plants, plant products and other regulated articles at import and export.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities
- Companies
- Service providers





## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Head of communication
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Technician in analytical laboratory
- Technician in phytosanitary diagnosis laboratory
- Laboratory assistant
- Sanitary inspector
- Phytosanitary inspector
- Plant protection monitoring officer
- PPP application officer

### Company

- Company manager
- Farm Owner / Manager
- Horticultural producer
- Production Manager
- Manager of nurseries
- Crop Protection Manager

### Service providers

- Expert-Trainer



## METHODS

- Presentations (PowerPoint or similar tools), Documents to be read (manuals, articles, syntheses), Self-study course
- Demonstration, application exercises
- Discussions, Questions & Answers, Metaplan
- Case study

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.), Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)

## PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

## RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



PLANT  
HEALTH

- DOMAIN -  
SPS

# MONITORING ORGANISMS HARMFUL TO PLANTS AS PART OF AN INTEGRATED PEST RISK MANAGEMENT SYSTEM

“ *Nip pest problems in the bud through  
pest surveillance at first glance!*

*Get ready to improve or update your plant health  
surveillance system!* ”

## PROGRAM

### OBJECTIVES

- Define the roles and place of monitoring in a phytosanitary system.
- Be familiar with the theoretical bases of phytosanitary monitoring, in relation to with the main ISPMs and relevant guidelines
- Identify the basic elements for organising and setting up a general surveillance in relation to IPPC requirements, national policy and the phytosanitary context of the country
- Identify the basic elements for organising and implementing a specific surveillance in relation to IPPC requirements, national policy and the phytosanitary context of the country
- Design and implement a general and specific surveillance system (case study)



### PURPOSE OF THE TRAINING

Design a pest surveillance system in countries or to improve the current one.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities



### TARGETED AUDIENCE

#### Public sector

- Director of NPPO
- Head of SPS risk management
- Head of plant health surveillance programmes
- Expert in pest risk assessment





## CONTENTS

- Interest, Importance and Place of Surveillance in a Phytosanitary System
- Theoretical bases of Phytosanitary Monitoring - ISPMs related to Phytosanitary Surveillance
- Approaches, Elements and Application of General Surveillance - Approaches to General Surveillance
- Approaches, Elements and Application of Specific Monitoring
- Case Study - Designing and Implementation of a Codling Moth Surveillance Programme

## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
- Demonstration, application exercises, tutorial
- Discussions, debates, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -**  
{1 working day per week}



**TRAINING  
CODE**



PLANT  
HEALTH

- DOMAIN -  
SPS

# ESTABLISHMENT OF PEST FREE COUNTRY (PFC)



*How to be free? If we talk about pest freedom, join this training session!*

*Support national value chains and trade commodities by protecting them from dangerous pest. With a few additional measures, avoid production loses and costly chemical treatments.*



## PROGRAM

### OBJECTIVES

- Define the concept “pest free country” and its bases as phytosanitary measures in a national phytosanitary system, in relation to the main ISPMs
- Know the steps involved in the initiation phase of PFC qualification and the information to be collected
- Comprehend the conditions required for the development of a pest-free country program
- List the different steps and technical interventions for National Plant Protection Organization (NPPO) to establish and maintain “Pest Free Country (PFC)”
- Know the means and measures to be implemented to keep a country free of harmful organisms
- List the steps to follow, the information required and the risks for market access

### CONTENTS

- Introduction to regulatory framework on Pest Free Country as a phytosanitary measure and overall methodology to establish and maintain a Pest Free Country
- Initiation and development phases for pfc program
- Establishment phase of PFC
- Maintenance phase of PFC, market access phase and synthesis



### PURPOSE OF THE TRAINING

Identify and apply basic elements for PFC implementation in compliance with IPPC and ISPM requirements taking into account the phytosanitary policy, objectives and situation of their countries.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities



### TARGETED AUDIENCE

#### Public sector

- Director of NPPO
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Expert in pest risk assessment





### METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
- Demonstration, application exercises, Tutorial
- Discussions, debates, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction

### EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

### PREREQUISITES

#### Face to face training

- Occupy a managerial position within the competent authority

#### Distance training

- Occupy a managerial position within the competent authority
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

### RECOMMENDATIONS

#### Distance training

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



PLANT  
HEALTH

- DOMAIN -  
SPS

# ORGANISATION OF OFFICIAL CONTROL



*Be ready to control properly  
and effectively!*

*To control is your core activity! How does this  
fit in a national system of controls?*



## PROGRAM

### OBJECTIVES

- List the principles and requirements of an official control policy, with regard to the SPS Agreement and the International Plant Protection Convention (IPPC);
- Explain the development of EU plant health legislation and its implications for third countries
- Identify the basic elements of a National Control System in relation to the 4 pillars of an SPS system
- Explain the risk identification process in the implementation of a system of controls (import and export) and phytosanitary certification, with regard to the international standards for relevant phytosanitary measures
- Describe the methodology for organising official controls and its different stages (Preparation, Programming, Planning and Execution)
- Identify the foundation of an internal audit system for the official control system



### PURPOSE OF THE TRAINING

Design and supervise the implementation of a system of official controls, adapted to the requirements of the International Plant Protection Convention and in particular in relation to the requirements of the new EU plant health legislation.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities



### TARGETED AUDIENCE

#### Public sector

- Director of a Competent Authority in charge of SPS issues
- Director of a National Plant Protection Organization
- Head of official SPS controls
- Head of phytosanitary control
- Sanitary inspector
- Phytosanitary inspector





## CONTENTS

- Functions and obligations of a National Plant Protection Organisation under the International Plant Protection Convention
- Developments in EU plant health legislation: context, issues, requirements and implications of (4) PRM options for the export of fruit and vegetables to the EU
- The Basics of a National Control System
- Identification of risks for the organisation of official controls
- Setting up an Official Control Plan linked to operators' risk profiles Specific objectives
- Internal audit of a system of official controls

## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
- Demonstration, application exercises, tutorial
- Discussions, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

### Face to face training

- Occupy a managerial position within the competent authority

### Distance training

- Occupy a managerial position within the competent authority
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

### Distance training

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



PLANT  
HEALTH

- DOMAIN -  
SPS

# EXECUTION OF OFFICIAL CONTROL

“ *Let's get ready to control!*

*Be updated and more and more efficient while  
doing your daily work as inspector.* ”

## PROGRAM

### OBJECTIVES

- List the applications of Standards for Phytosanitary Measures (ISPMs) in relation to the requirements of the International Plant Protection Convention (IPPC) for contracting parties
- Explain the regulatory context and the evolution of EU plant health legislation, in particular in relation to EU Regulation 2016 / 2031 and its implications
- List and define the general principles of phytosanitary inspection and certification, in relation to the main relevant ISPMs
- Learn how to develop and implement a sampling plan for official controls
- Understand the export certification system, including the components of a phytosanitary certificate, information requirements, and common reasons for rejections
- List the requirements for documentation, traceability and reporting of official control activities and their results

### CONTENTS

- Requirements of international plant protection standards and evolution of EU plant health regulations
- General principles of phytosanitary inspection
- Types of controls, organization and procedures of official controls
- The Importance of sampling and the application of sampling protocols
- Phytosanitary export certification systems
- Preparation and Completion of Additional Declarations



### PURPOSE OF THE TRAINING

Conduct phytosanitary control, inspection and certification activities in accordance with procedures and instructions.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities



### TARGETED AUDIENCE

#### Public sector

- Head of phytosanitary control
- Head of phytosanitary certification
- Phytosanitary inspector
- Head of official SPS controls





### METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
- Demonstration, tutorial
- Discussions, debates, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction

### EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

### PREREQUISITES

#### Face to face training

- Occupy a execution position within the competent authority (in charge of inspection or any other activity related to official contrôle)

#### Distance training

- Occupy a execution position within the competent authority (in charge of inspection or any other activity related to official contrôle)
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

### RECOMMENDATIONS

#### Distance training

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



PLANT  
HEALTH

- DOMAIN -  
SPS

# SAMPLING AND METHODS FOR DETECTING HARMFUL ORGANISM



*Sampling Techniques Simplified!*

*As an NPPO agent, you are wondering if your sampling methods are good and fit the international requirements? Your territory is looking at exporting fruit and vegetable and you need to implement new sampling procedures? You are looking for a refresher on the topic with concrete activities to support your NPPO? This training is for you.*



## PROGRAM

### OBJECTIVES

- Recognize the importance of detecting quarantine pests and learn relevant methods
- Understand the purpose of sampling planning
- Understand the general rules for taking and storing samples for goods inspection
- Familiarize with the missions of a plant health laboratory
- Comprehend the EU requirements outlined in Regulation (EU) 2019 / 2072 for exporting Fresh CAPSICUM



### PURPOSE OF THE TRAINING

Select appropriate sampling and sampling methodologies for inspection or testing of consignments to verify compliance with phytosanitary requirements.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities
- Companies



## TARGETED AUDIENCE

### Public sector

- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Sanitary inspector
- Phytosanitary inspector
- Plant protection monitoring officer

### Company

- Company manager
- Horticultural producer
- Production Manager

## CONTENTS

- Methods for detecting quarantine pests (insects, roundworms)
- Sampling planning for official controls
- Sampling methodology during official controls
- The organisation of a plant health laboratory
- EU regulation and certificate completion

## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
- Demonstration, application exercises
- Discussions, questions & answers, brainstorming
- Group work, collaborative exercise (group project)
- Case study

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Homework assignment

## PREREQUISITES

- Must be involve in Pest Risk Analysis with Relevant NPPOs
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



THEORETICAL  
TRAINING



DISTANCE  
- TUTORED -  
(3 days per week)



TRAINING  
CODE



PLANT  
HEALTH

- DOMAIN -  
SPS

# PHYTOSANITARY CERTIFICATES AND ADDITIONAL DECLARATION REQUIREMENTS FOR EXPORT TO THE EUROPEAN UNION

“ *Support your horticultural sectors by reducing the number of notifications linked to incorrectly completed certificates!* ”

*Discover the changes brought by the new phytosanitary legislation in terms of certification to export to the European Union and adapt to these changes.* ”

## PROGRAM

### OBJECTIVES

- Explain the evolution and challenges of EU phytosanitary legislation
- Find EU import requirements by product
- Use the information present in the interception notifications
- Correctly complete the additional declaration according to the exported products
- Develop documentation sheets on harmful organisms for inspectors
- Update the list of priority pests according to the products exported



### PURPOSE OF THE TRAINING

Properly complete phytosanitary certificates, paying particular attention to the requirements of additional declarations.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities



### TARGETED AUDIENCE

#### Public sector

- Director of a National Plant Protection Organization (NPPO) (Phytosanitary)
- Head of official SPS controls
- Head of legislation
- Head of phytosanitary certification
- Phytosanitary inspector





### CONTENTS

- Evolution of EU legislation
- Basis of EU legislation
- Interceptions
- Additional statement
- Fact sheet
- List of priority pests

### METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises, tutorial
- Discussions
- Group work
- Case study, experience sharing

### EVALUATIONS

- Collaborative (or group) work
- Oral presentation

### PREREQUISITES

- Occupy the post of phytosanitary inspector within an NPPO
- Know the basics of phytosanitary certification
- Know how to carry out a phytosanitary inspection
- Having followed the Official Control course (TP\_4.040) or equivalent experience



**THEORETICAL  
TRAINING**



**FACE TO FACE**



**TRAINING  
CODE**



PLANT  
HEALTH

- DOMAIN -  
SPS

# INTEGRATED MANAGEMENT MEASURES FOR FRUIT FLY CONTROL FOR COMPANIES IN THE MANGO SECTOR

“ *Fruit fly or eat fruit?! Everything about fruit fly management to better export!*

*Improve your fly management for a quality export!* ”

## PROGRAM

### OBJECTIVES

- List the key elements of the biology and modes of infestation of the fruit fly
- Identify steps at risk of infection
- Recognize stung fruit based on the dedicated educational animation
- Cite phytosanitary inspection and certification procedures
- Train operators in recognizing fruit bitten by flies to exclude them from sorting, based on the method of Educational Animation M1, developed specifically by COLEAD on this subject



### PURPOSE OF THE TRAINING

Implement integrated fruit fly management measures within companies in the mango sector.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Production Manager
- Crop Protection Manager
- Harvest Manager
- Packing manager
- Quality-Traceability Manager





## CONTENTS

- Context and objectives of the training
- General presentation of the mango file
- Fruit fly biology
- Risks and integrated management measures of the mango dossier
- Inspection and phytosanitary certificate
- Recognition of fruits bitten by the fruit fly

## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises
- Questions & answers, brainstorming
- Pedagogical animation, debriefing / feedback, sharing of experience

## EVALUATIONS

- Oral presentation

## PREREQUISITES

- Be in charge of fruit fly management within your organization (in the orchards and/or packhouse), work in the mango sector
- Master the mango production and/or packaging stages



**PRATICAL  
TRAINING**



**FACE TO FACE**



**TRAINING  
CODE**



# 5 FOOD SAFETY

The food crises of the last 25 years have shaken consumer confidence and led to ongoing changes in market regulations, particularly in the area of public health. Beyond the health issue, it is the economy of medium- and low-income exporting countries that can potentially be affected by such changes in public and private standards, if they are not taken into account. Food safety is at the heart of COLEAD's work, and the organisation advocates economic activities that comply with laws and regulations, respect people's well-being and apply best practice. The various training programmes presented here address ways of guaranteeing food safety and restoring consumer confidence. In addition, the various courses provide an understanding of regulatory systems, risk control measures (HACCP approach) and product traceability systems.



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**FOOD SAFETY**

**- DOMAIN - SPS**

# INTRODUCTION TO MANAGEMENT OF FOOD SAFETY RISKS

“ *Food safety risk management: the B.A B.A for my organization.* ”

*We are all the time in our daily life assessing risks whether consciously or unconsciously! What about within our organization? Have the knowledge allowing a first basic reflection on your practices within your organization in connection with the sanitary quality of food.*

## PROGRAM

### OBJECTIVES

- Differentiate danger from risk
- List the different types of danger
- Differentiate precautionary measures from preventive measures
- Know the basic principles of risk assessment
- Know how to use risk assessment to select the most appropriate control options

### CONTENTS

- The difference between a hazard and a risk
- The nature of different hazards
- The difference between precaution and prevention
- The principle of risk assessment and control measures

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL TRAINING**



**DISTANCE - SELF-PACED -**



**TRAINING CODE**



**ACCESS TRAINING**



### PURPOSE OF THE TRAINING

Explain the risk assessment method and each of its steps.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Crop protection manager
- Irrigation manager
- Harvest manager
- HSE manager
- Packing manager
- Processing manager
- Quality-traceability manager

#### Service providers

- Expert-Trainer



**FOOD SAFETY**

- DOMAIN - SPS

# MANAGEMENT OF FOOD SAFETY RISKS / INTERMEDIATE LEVEL

“ *Let's question our practices in relation to food safety.* ”

*Acquire a comprehensive understanding of food hygiene principles, including implementation strategies, risk identification, and evaluation processes. Enhance your expertise in ensuring food safety and become a competent professional in this crucial field.* ”



## PROGRAM

### OBJECTIVES

- Define food hygiene and its general principles
- Explain the implementation of food hygiene principles (pre-requisite programs and good hygiene practice guides)
- List the origins and natures of biological, physical and chemical risks
- Distinguish risk analysis from hazard analysis
- List and explain the steps of risk assessment

### CONTENTS

- General Principles of Food Hygiene
- Origin and nature of food risks
- Basic principles of risk analysis

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL TRAINING**



**DISTANCE - SELF-PACED -**



**TRAINING CODE**



**ACCESS TRAINING**



### PURPOSE OF THE TRAINING

Explain the method of risk assessment and each of its stages.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Crop protection manager
- Irrigation manager
- Harvest manager
- HSE manager
- Packing manager
- Processing manager
- Quality-traceability manager

#### Service providers

- Expert-Trainer



**FOOD SAFETY**

- DOMAIN - SPS

# MANAGEMENT OF FOOD SAFETY RISKS / ADVANCED LEVEL



“ *Let's manage food safety risks!*

*Reducing food safety risks within your organization begins with the implementation of good practices, but which ones? How to prioritize? This is what you will discover in this course.*

”

## PROGRAM

### OBJECTIVES

- Understand the steps involved in setting up an FSQM system
- Know the control measures that can be implemented in a company
- Know the internal audit and FSQM system certification process
- Understand the purpose of a self-control system and the value of good practice guides

### CONTENTS

- Setting up a FSQM system
- Control measures in companies
- The internal control and certification process of the FSQM System
- The self-checking system and guides to good production practices (self-checking guides)

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL TRAINING**



**DISTANCE - SELF-PACED -**



**TRAINING CODE**



**ACCESS TRAINING**



### PURPOSE OF THE TRAINING

List the elements necessary for the implementation of a food safety risk assessment process.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Crop protection manager
- Irrigation manager
- Harvest manager
- HSE manager
- Packing manager
- Processing manager
- Quality-traceability manager

#### Service providers

- Expert-Trainer



**FOOD SAFETY**

**- DOMAIN - SPS**

# INTRODUCTION TO HYGIENE AND FOOD SAFETY

“ *The basics of hygiene rules.* ”

*Who has never had to suffer from food poisoning? Most are fortunately benign. However, within your organization you must make every effort to ensure the sanitary quality of your products! With this course, acquire the first knowledge to start thinking about your practices related to food hygiene.*



## PROGRAM

### OBJECTIVES

- Know the different types of microbes to be considered in food safety and the sources of contamination
- Define the concept of Food Safety Quality Management System
- List the 5Ms of the so-called 5M method

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

### CONTENTS

- Microbes in relation to food safety
- Sources of contamination
- The concept of a quality management system
- The 5M method



**THEORETICAL TRAINING**



**DISTANCE - SELF-PACED -**



**TRAINING CODE**



**ACCESS TRAINING**



### PURPOSE OF THE TRAINING

Explain the essential hygiene rules to be observed in production.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Crop protection manager
- Irrigation manager
- Harvest manager
- HSE manager
- Packing manager
- Processing manager
- Quality-traceability manager

#### Service providers

- Expert-Trainer



**FOOD SAFETY**

- DOMAIN - SPS

# HYGIENE AND FOOD SAFETY / INTERMEDIATE LEVEL

“ *Let us ensure the sanitary quality of our products!* ”

*With this course, build your knowledge base allowing you to analyze the hygiene measures currently in place within your organization.*



## PROGRAM

### OBJECTIVES

- Define food hygiene and its general principles
- Explain the implementation of food hygiene principles (pre-requisite programs and good hygiene practice guides)
- List the factors to take into account when preserving and storing fruits and vegetables
- Cite techniques for preparing and preserving fruits and vegetables

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### CONTENTS

- General principles of food hygiene
- Preservation and preservation of fruits and vegetables

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Explain the role of hygiene at different stages of the food chain and in particular during the preservation and processing of fruits and vegetables.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Crop protection manager
- Irrigation manager
- Harvest manager
- HSE manager
- Packing manager
- Processing manager
- Quality-traceability manager

#### Service providers

- Expert-Trainer



**THEORETICAL TRAINING**



**DISTANCE - SELF-PACED -**



**TRAINING CODE**



**ACCESS TRAINING**



**FOOD  
SAFETY**

**- DOMAIN -  
SPS**

# HYGIENE AND FOOD SAFETY / ADVANCED LEVEL

“ *Become a pro in terms of sanitary quality of horticultural products.* ”

*Sanitary quality, sanitary security, hygiene, risk, danger, phytosanitary security,...  
If these notions are confusing for you, this course will make it all clear!*

## PROGRAM

### OBJECTIVES

- List the key concepts of food safety and briefly describe the relationships between them
- Differentiate the past “obligation of means” approach versus the current “obligation of results” approach in the context of food safety
- List the origins and natures of biological, physical and chemical risks
- Explain the HACCP method and its 7 principles and 12 steps
- List European and global regulations relating to food safety, biological contaminants, phytosanitary safety

### CONTENTS

- Basics of Food Security
- Origin and nature of food risks
- The HACCP method
- Sanitary and phytosanitary safety regulations

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Explain the notion of quality starting from the nature of the risks, passing through the assessment of the risks in production and up to the main global and European regulations (from micro to macro).



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Crop protection manager
- Irrigation manager
- Harvest manager
- HSE manager
- Packing manager
- Processing manager
- Quality-traceability manager

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



**FOOD SAFETY**

- DOMAIN - SPS

# INTRODUCTION TO REGULATIONS AND PRIVATE STANDARDS



“ *Regulatory framework and private standards: make a difference!* ”

*How to navigate between European regulations, international standards, private standards, etc.? Take this course and initiate a first reflection on your organization's strategies in relation to regulations and PVS.*

## PROGRAM

### OBJECTIVES

- Cite the SPS Agreement and examples of SPS measures
- Explain the TBT agreement (Technical Barrier to Trade)
- Explain the differences between Private Voluntary Standards and regulations

### EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### CONTENTS

- Sanitary and phytosanitary agreement
- Technical barriers to trade agreement
- Private voluntary standards

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training



**THEORETICAL TRAINING**



**DISTANCE - SELF-PACED -**



**TRAINING CODE**



**ACCESS TRAINING**



### PURPOSE OF THE TRAINING

Explain the origin of regulations (international and European) and private standards and differentiate between what comes under regulations or private standards.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Crop protection manager
- HSE manager
- Packing manager
- Processing manager
- Quality-traceability manager
- Communication & CSR manager

#### Service providers

- Expert-Trainer



**FOOD  
SAFETY**

**- DOMAIN -  
SPS**

# PRIVATE REGULATIONS AND STANDARDS / INTERMEDIATE LEVEL

“ *Position your organization in the environment of private regulations and standards.*

*International regulations and private standards impact all the activities of your organization! It is therefore crucial to understand them well!* ”



## PROGRAM

### OBJECTIVES

- List European and global regulations relating to food safety, biological contaminants, phytosanitary safety
- List the international and European standards and regulations governing the quality standards of agricultural products and their labeling
- List the authorized treatments on fruits and vegetables and their respective regulations
- Gain knowledge of the OECD regime
- List the European and international regulations governing the control of agricultural products

### CONTENTS

- Sanitary and phytosanitary safety regulations
- Commercial quality and labeling of fruits and vegetables
- Regulations relating to the control of agricultural products

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Describe the normative environment (public and private) in which his company is located.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Crop protection manager
- HSE manager
- Packing manager
- Processing manager
- Quality-traceability manager
- Communication & CSR manager

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



**FOOD  
SAFETY**

**- DOMAIN -  
SPS**

# PRIVATE REGULATIONS AND STANDARDS / ADVANCED LEVEL

“ *Adapt our development strategies taking into account the national and international normative framework* ”

*Better understand regulations and private standards so that they are beneficial to the development of your organization.*

## PROGRAM

### OBJECTIVES

- List key concepts of food safety and explain their interrelationships
- Identify factors for developing a company's growth strategy
- Categorize European markets based on their requirements, providing relevant examples for each category
- Identify major private standards related to sanitary quality and provide a brief description of their characteristics
- List and describe the principles of sustainability for businesses

### CONTENTS

- Basics of Food Security
- Market access strategy
- Private standards
- Companies faced with ethical production requirements

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



### PURPOSE OF THE TRAINING

Describe the normative environment (public and private) in which his company is located.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Crop protection manager
- HSE manager
- Packing manager
- Processing manager
- Quality-traceability manager
- Communication & CSR manager

#### Service providers

- Expert-Trainer



**FOOD  
SAFETY**

**- DOMAIN -  
SPS**

# INTRODUCTION TO TRACEABILITY

“ *Follow us in the discovery  
of traceability!*

*Discover the essential terms and notions  
to set up and understand the usefulness  
of an effective traceability system.* ”



## PROGRAM

### OBJECTIVES

- Define the notion of traceability
- List the basic principles of a traceability system
- List the tools and materials for traceability

### CONTENTS

- The concept of traceability
- The basic principles of a traceability system
- Traceability tools and media

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

List the basic notions covering the notion of traceability.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager
- Irrigation manager
- Harvest manager
- HSE manager
- Purchasing manager
- Packing manager
- Processing manager
- Quality-traceability manager

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



**FOOD SAFETY**

- DOMAIN - SPS

# TRACEABILITY / INTERMEDIATE LEVEL



*Find out what the QR-codes and barcodes of our products hide!*

*Do you want to develop your knowledge to implement a traceability system within your organization or evaluate your currently used traceability system? This course is for you.*



## PROGRAM

### OBJECTIVES

- Define traceability and its purposes
- List the various international or European regulations relating to traceability
- Name the 4 functionalities of a traceability system

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### CONTENTS

- Objectives and elements of a traceability system

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Explain the notions of traceability and traceability system.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager
- Irrigation manager
- Harvest manager
- HSE manager
- Purchasing manager
- Packing manager
- Processing manager
- Quality-traceability manager

#### Service providers

- Expert-Trainer



**THEORETICAL TRAINING**



**DISTANCE - SELF-PACED -**



**TRAINING CODE**



**ACCESS TRAINING**



**FOOD  
SAFETY**

**- DOMAIN -  
SPS**

# TRACEABILITY / ADVANCED LEVEL

“ *Traceability, self-checking, sanitary quality: what is the link between all these notions?* ”

*Your organization has different systems to ensure the sanitary quality of a product: traceability, self-checking and sanitary quality management systems. How can you make them more efficient and consistent with each other? Find out in this course!*

## PROGRAM

### OBJECTIVES

- List the steps to follow to establish a food safety quality management system
- Describe the 7 steps to setting up a traceability system
- Explain the process to be followed to develop traceability procedures
- Define the concept of product marking
- Explain the concept of a self-monitoring system and the steps leading to its construction

### CONTENTS

- Objectives and elements of a traceability system
- Implementation of a FSQMS (Food Safety Quality Management System) in a company
- Implementation of a traceability system
- Traceability tools

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



### PURPOSE OF THE TRAINING

Explain the links between FSQMS, traceability system and self-monitoring system.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager
- Irrigation manager
- Harvest manager
- HSE manager
- Purchasing manager
- Packing manager
- Processing manager
- Quality-traceability manager

#### Service providers

- Expert-Trainer



**FOOD  
SAFETY**

**- DOMAIN -  
SPS**

# GOOD HYGIENE PRACTICES

“ *Get to know the principles of food hygiene & apply them into your company!* ”

*Food hygiene is a key practice to sell your products to your clients.  
Do you know to learn about the principles of food hygiene?  
Do you know to apply it to your company?  
Do you need to pass on knowledge to your staff member?  
Register to our training on “Good hygiene practices”!*

## PROGRAM

### OBJECTIVES

- Understand the principles of hygiene
- Identify good hygiene practices related to their activity and COVID-19 prevention
- Implement hygiene principles and COVID-19 prevention
- Raise awareness of good hygiene practices and COVID-19 prevention among company personnel

### CONTENTS

- General hygiene principles
- Good hygiene practices and COVID-19 prevention measures related to your activity
- Implementing GHP related to one’s activity and prevention of COVID-19
- Raising awareness on GHP and COVID-19 prevention



### PURPOSE OF THE TRAINING

Master the hygiene principles from field to packaging and transportation



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Packing manager
- Processing manager
- Quality and Traceability Manager





## METHODS

- Presentations (power point or other), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises
- Discussions, questions & answers, brainstorming
- Group work
- Field training workshop, Debriefing / feedback, sharing experience

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

- Work as a manager in the agri-food chain at a packhouse or in the field
- Know about covid-19 hygiene measures
- Be able to transfer knowledge to their staff member
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -**  
(1 working day per week)



**TRAINING  
CODE**



**FOOD  
SAFETY**

- DOMAIN -  
SPS

# GOOD HYGIENE PRACTICES AND THE BASIC PRINCIPLES OF TRACEABILITY

“ *Prepare your company for food safety quality management!*

*Hygiene and traceability represent the foundations of a sanitary quality management system! Let's study them!* ”

## PROGRAM

### OBJECTIVES

- Define the principles of hygiene (in the field, in transport and in packhouse) and the notion of prerequisite program
- Apply and enforce good hygiene practices within a company
- Define the concept of traceability through its various components
- Analyze the existing traceability system to improve it or develop a draft traceability system
- List the factors influencing the preservation of fruits and vegetables
- List techniques for preparing fruits and vegetables

### CONTENTS

- Origins and nature of food safety risks
- The general principles of food hygiene
- Preservation and preservation of fruits and vegetables
- The principles of traceability and its implementation



### PURPOSE OF THE TRAINING

Improve or implement good hygiene practices and traceability system.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Production Manager
- Harvest Manager
- HSE Manager
- Packing manager
- Quality-Traceability Manager



## METHODS

- Presentations (PowerPoint type or similar tools), video projection
- Demonstration, application exercises
- Discussions, debates, questions-answers, tour de table
- Group work, collaborative exercise (group project)
- Case study, pedagogical animation, debriefing / feedback, sharing of experience

## EVALUATIONS

- Collaborative (or group) work
- Oral presentation
- Questions & answers

## PREREQUISITES

- Occupy a managerial position in the agro-food chain at the level of a packaging station or in the field

## RECOMMENDATIONS

- Having followed Introduction to traceability (TP\_5.122) course
- Having followed Introduction to Hygiene and food safety (TP\_5.116) course
- Bring the documents related to the Food Safety Quality Management System



THEORETICAL  
TRAINING



FACE TO FACE



TRAINING  
CODE



**FOOD  
SAFETY**

- DOMAIN -  
SPS

# THE PRINCIPLES OF FOOD SAFETY QUALITY MANAGEMENT SYSTEM AND TRACEABILITY

“Quality first” for our products!!  
Gain in quality and become more competitive!

## PROGRAM

### OBJECTIVES

- List the main building blocks of a functional food safety quality management system (internal versus external audit, training, quality manual, equipment, hygiene, crop protection traceability) etc.
- List the main food safety quality management standards used in horticulture, their scope, and the markets that require these standards
- Describe the key steps in implementing FSQMS
- Describe “traceability” and “traceability system”
- List the different traceability tools (paper based and IT based) and their advantages and inconvenient
- Decide which traceability tool suits their own context

### CONTENTS

- Food safety regulations and private standards
- Food safety systems management, implementation and documentation
- Monitoring and certification of food safety systems
- Traceability – discovery and application



### PURPOSE OF THE TRAINING

Develop or evaluate your own Food Safety Quality Management System (FSQMS) with a view to future improvements.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Harvest Manager
- Packing manager
- Processing manager
- Quality and Traceability Manager
- HSE Manager
- Risk Manager





### METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Application exercises
- Questions & answers
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, project-based learning, role playing

### EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

### PREREQUISITES

- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the training course Good Hygiene Practices (TP\_5.048) or equivalent experience

### RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -**  
(1 working day per week)



**TRAINING  
CODE**



**FOOD  
SAFETY**

**- DOMAIN -  
SPS**

# INTERNAL AUDIT OF A MANAGEMENT SYSTEM FOR AN NPPO

“ *Control your control system!* ”

*Ensure the effectiveness of your integrated management measures and also the implementation and compliance of your procedures and approaches!*

## PROGRAM

### OBJECTIVES

- List the requirements for setting up an internal audit system, in relation to the roles and responsibilities of NPPOs, with regard to the International Plant Protection Convention (IPPC)
- List the general principles and basics of internal audit and their implications for their implementation at the NPPO level
- Design an internal audit system applied to the phytosanitary inspection and certification processes
- Demonstrate the ability to execute an internal audit for phytosanitary inspection and certification processes
- Prepare necessary documentation and conduct an internal audit within an NPPO
- Generate comprehensive reports, effectively communicate audit findings, and follow up on identified non-conformities

### CONTENTS

- Issues, requirements and importance of internal audit, in relation to the roles and responsibilities of NPPOs
- Basic principles of an internal audit system
- The 4 Pillars of an internal audit system
- Implementation of internal audit
- Development of internal audit materials (checklist and associated documentation)
- The system for reporting and disseminating results



### PURPOSE OF THE TRAINING

Develop an internal audit system extended to the various activities of a competent authority.



### TYPES OF ORGANIZATIONS CONCERNED

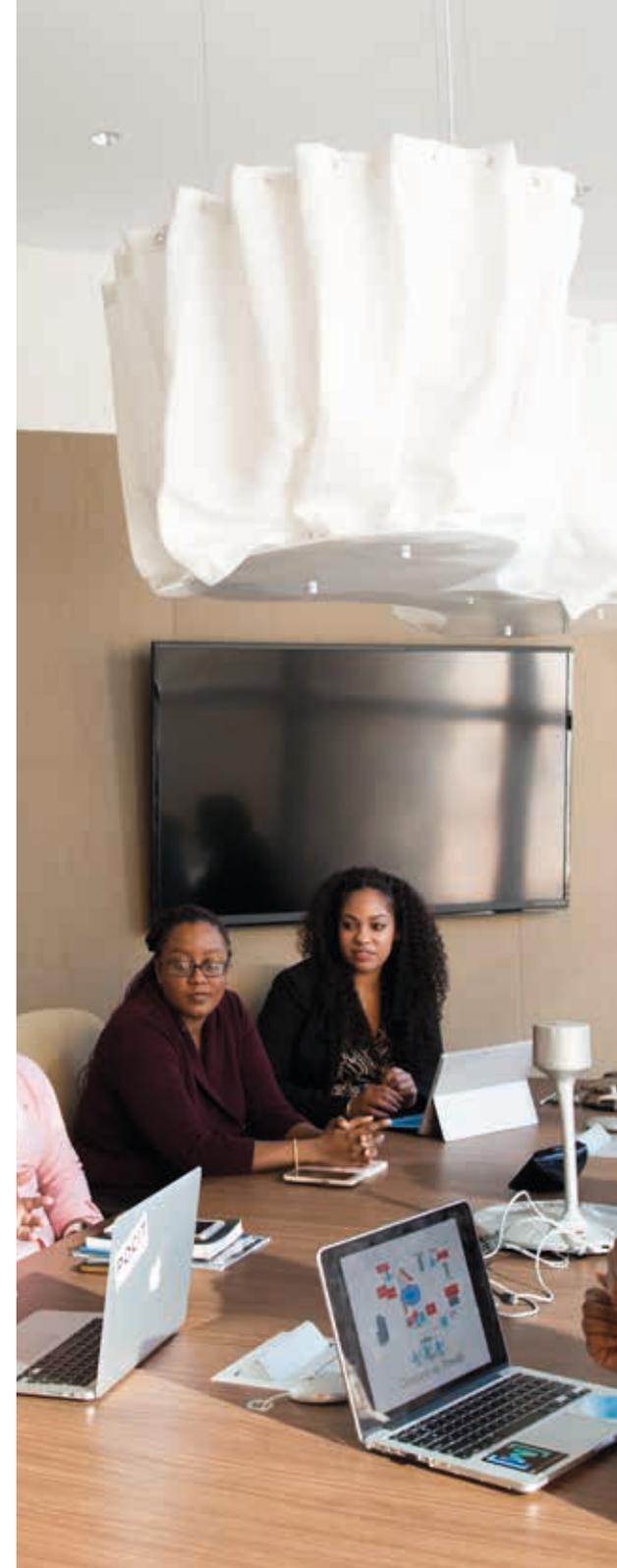
- Competent authorities



### TARGETED AUDIENCE

#### Public sector

- Director of a National Plant Protection Organization (NPPO)
- Head of official SPS controls
- Head of data management
- Head of legislation
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification





### METHODS

- Presentations (PowerPoint type or similar tools), documents to read (manuals, articles, summaries)
- Demonstration, application exercises
- Discussions
- Group work, collaborative exercise (group project), exercise with correction by peers
- Project-based learning, debriefing / feedback

### EVALUATIONS

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources,...)
- Collaborative (or group) work

### PREREQUISITES

- Have been designated as an auditor by its management
- Not have been involved in the development and/or management of the management system to be audited (one cannot audit one's own work)
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

### RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -**  
(1 working day per week)



**TRAINING  
CODE**



**FOOD  
SAFETY**

**- DOMAIN -  
SPS**

# INTERNAL AUDIT OF A MANAGEMENT SYSTEM FOR A COMPANY

“ *Internal audit! The why and the how!*  
*Effectively control your management system.* ”

## PROGRAM

### OBJECTIVES

- Define the concept of management system assessment
- List the general principles and basics of internal auditing and their implications for their implementation within a company in the horticultural sector
- List and execute the preparation steps for internal audits
- List and execute the steps for implementing internal audits

### CONTENTS

- Assessment of a FSQMS within the company
- The principles of internal audits
- The implementation of internal audits

### METHODS

- Presentations (PowerPoint type or similar tools), documents to read (manuals, articles, summaries)
- Application exercises
- Discussions
- Group work, collaborative exercise (group project), exercise with correction by peers
- Debriefing / feedback



### PURPOSE OF THE TRAINING

Perform internal audits within a company.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Production Manager
- Maintenance Manager
- HSE Manager
- Packing manager
- Processing manager
- Quality-Traceability Manager





## EVALUATIONS

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources,...)
- Collaborative (or group) work

## PREREQUISITES

### Face to face training

- The company must have a management system ready to be audited
- Not be involved in the development and/or management of the system that must be audited (one cannot audit one's own work)
- Have the skills required by the standard to be an auditor
- Be able to follow the deontology and ethics of the auditor
- If it is an internal audit related to Food Safety quality, have followed: The principles of Food Safety Quality Management System and Traceability (TP\_5.049)
- If it is an internal audit related to Food processing, have followed: The HACCP method (TP\_5.051) training

### Distance training

- The company must have a management system ready to be audited
- Not be involved in the development and/or management of the system that must be audited (one cannot audit one's own work)
- Have the skills required by the standard to be an auditor
- Be able to follow the deontology and ethics of the auditor
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- If it is an internal audit related to Food Safety quality, have followed: The principles of Food Safety Quality Management System and Traceability (TP\_5.049)
- If it is an internal audit related to Food processing, have followed: The HACCP method (TP\_5.051) training



## RECOMMENDATIONS

### Distance training

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



**FOOD  
SAFETY**

**- DOMAIN -  
SPS**

# GLOBALG.A.P STANDARD (MODALITIES AND CHECKLIST)

“ *Bridge the quality gap through  
GLOBALG.A.P!*

*Do you want your company to access the  
international market (especially EU) by  
meeting one of its main requirements which  
is GLOBALG.A.P? This training is for you!*

”

## PROGRAM

### OBJECTIVES

- Distinguish GLOBALGAP certification option I from option II to be able to choose the relevant one for the company
- Describe the working of an ICS (Internal Control system) and QMS (Quality Management System) in the option II
- Distinguish internal inspections / internal audits from external inspections by certification bodies
- Estimate the equipment, processes, budget and human resources implications of GLOBALG.A.P. implementation and certification
- Apply the compliance criteria of the GLOBALG.A.P. checklists for individual farms and for QMS auditing
- Define National Technical Working Group (NTWG) and National Interpretation Guideline (NIG)

### CONTENTS

- Genesis and relevance of compliance to GLOBALG.A.P
- How does the standard work? - (checklist-compliance criteria – for option I and options II)
- Different auditing schemes
- GLOBALG.A.P standard checklist and compliance
- Quality management and the NTWG & NIG in GLOBALG.A.P implementation



### PURPOSE OF THE TRAINING

Implement GLOBAL G.A.P standard choosing the relevant option and estimating the required resources (time, human resources, costs,...).



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Horticultural producer
- Production Manager
- Crop protection manager
- Harvest Manager
- Quality and Traceability Manager





### METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
- Demonstration, application exercises
- Discussions, debates, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, role playing, débriefing / feedback, sharing experience

### EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

### PREREQUISITES

- The company is not yet GLOBAL G.A.P. certified certification (option 1 or 2) but is in the process of obtaining certification
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Completion of Introduction to Good Hygiene Practices (TP\_5.116), Introduction to Traceability (TP\_5.112) and Introduction to regulations and private standards (TP\_5.119) or have equivalent experience

### RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -**  
(1 working day per week)



**TRAINING  
CODE**



**FOOD  
SAFETY**

**- DOMAIN -  
SPS**

# INTERNAL INSPECTIONS (GLOBALG.A.P OPTION II)

“ *The journey to successful GlobalGAP version II implementation starts here!*

*Be sure to be GlobalGAP version II certified!* ”

## PROGRAM

### OBJECTIVES

- Explain the role of internal inspections in maintaining an effective quality management system
- Distinguish Globalgap internal auditor from internal inspector
- Apply the steps need to be taken and the document required when preparing and carrying out internal inspections
- Interpret the GlobalGAP compliance criteria in the field
- Write GlobalGAP internal inspections reports

### CONTENTS

- GLOBALG.A.P. Quality Management System (QMS) requirements
- Importance of producer group internal inspections, qualifications and competency requirements for inspectors
- GLOBALG.A.P. compliance criteria and non-conformities
- The GLOBALG.A.P. internal site inspection process
- The site inspection in practice

### METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises
- Discussions, debates, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, role playing, débriefing / feedback, sharing experience



### PURPOSE OF THE TRAINING

Carry out internal inspection of producers/suppliers linked to their company as part of GLOBAL G.A.P. certification (option II).



### TYPES OF ORGANIZATIONS CONCERNED

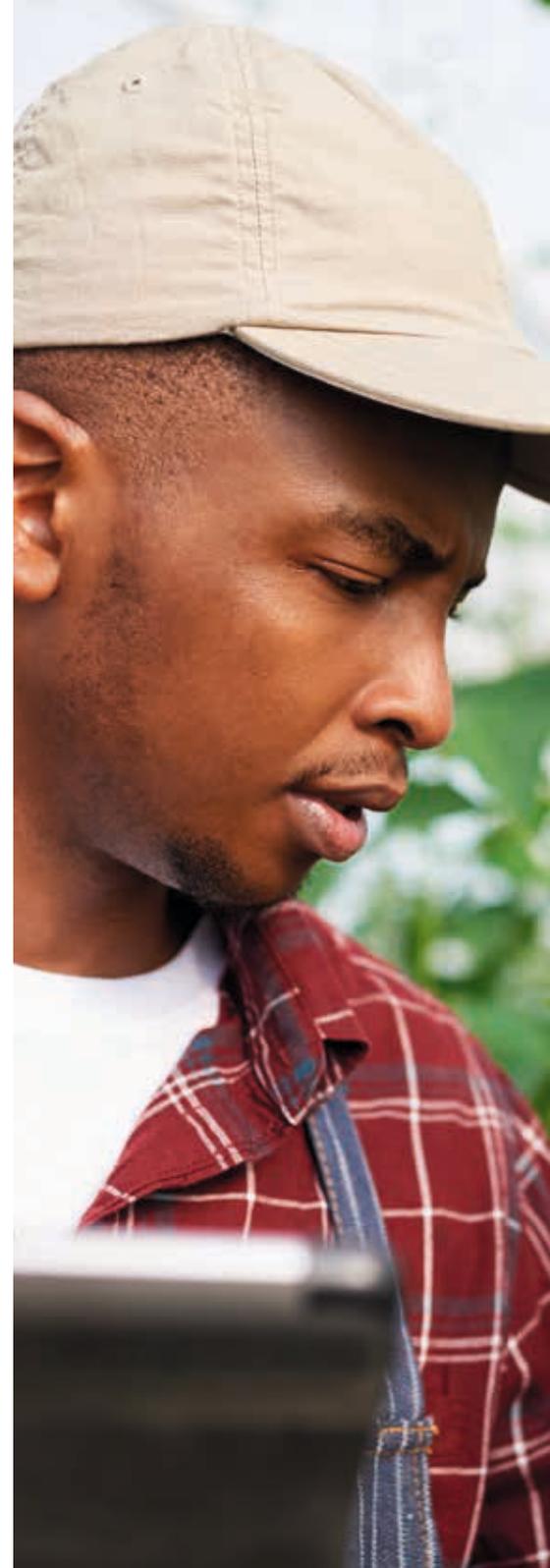
- Companies



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Production Manager





## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

### Face to face training

- The company must be certified or in the process of being certified GLOBAL G.A.P option 2
- Be (or will be) involved in internal inspections for GLOBAL G.A.P option 2 certification
- Having followed the Standard GLOBAL G.A.P. (Modalities and Checklist) training course (TP\_5.047) or have equivalent professional experience

### Distance training

- The company must be certified or in the process of being certified GLOBAL G.A.P option 2
- Be (or will be) involved in internal inspections for GLOBAL G.A.P option 2 certification
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the training course GLOBALG.A.P Standard (Modalities and Checklist) (TP\_5.047) or equivalent experience

## RECOMMENDATIONS

### Face to face training

- Bring samples of product recall documents, risk assessment forms, company audit files, completed checklists,...

### Distance training

- Bring samples of product recall documents, risk assessment forms, company audit files, completed checklists,...
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**PRactical  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



**FOOD  
SAFETY**

**- DOMAIN -  
SPS**

# GLOBALG.A.P.: HOW TO INTRODUCE THE STANDARD TO OUTGROWERS

“*Relay GLOBALG.A.P knowledge to outgrowers in the best way!*  
*Would you like to easily explain the GLOBALG.A.P. standard in an adapted manner to your outgrowers? This training is for you!*”

## PROGRAM

### OBJECTIVES

- Introduce the GLOBALG.A.P. standard in simple wording to outgrowers (by using the Field Training Workshops)
- Clearly articulate the division of roles and responsibilities between the farmer and the exporting company
- Adapt the awareness raising session to the practices of their company
- Disseminate the information and the awareness raising methodology to stakeholders and colleagues

### CONTENTS

- Introduction to the FTW: the principles
- Training to learn how to accomplish an FTW: Role Plays
- Preparation of the personal training session: short in-company training



### PURPOSE OF THE TRAINING

Use the Field Training Workshop method related to GlobalGAP standard.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Production Manager
- Quality and Traceability Manager

#### Service providers

- Expert-Trainer





## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises
- Discussions, questions & answers, brainstorming
- Group work, collaborative exercise (group project)
- Field training workshop, role playing, debriefing / feedback, sharing experience

## EVALUATIONS

- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

- The company must be GLOBAL G.A.P option 2 certified (or soon will be)
- Be actively involved in the implementation of the GLOBAL G.A.P Standard as an internal inspector, auditor, production manager, agronomist, etc.
- Be capable of training staff and producers/suppliers
- Have completed the GLOBAL G.A.P Standard (Modalities and Checklist) (TP\_5.047) training course or have equivalent professional experience



**PRactical  
TRAINING**



**FACE TO FACE**



**TRAINING  
CODE**



FOOD  
SAFETY

- DOMAIN -  
SPS

# INCLUDE COVID-19 MEASURES IN THE FSQM SYSTEM

“ *Let's protect each other from  
COVID-19!*

*Faced with covid, you must review the way  
you organize work to ensure the safety of your  
employees and the perinity of your activity.  
But concretely how to do it? Be prepared to deal  
with COVID-19 with this training.* ”

## PROGRAM

### OBJECTIVES

- Define the term “Coronavirus” and its mode of action within the body
- List the modes of spread of COVID 19
- List the practices allowing mutual protection and preventing the spread of the virus
- Deconstruct myths and misinformation about the virus and the disease
- Find the sources of precise information on the virus and the disease in order to update its practices
- Explain the implications of COVID-19 on the food sector and the role of horticultural businesses

### CONTENTS

- Information on coronaviruses and COVID-19
- Practical guidelines for horticultural businesses
- Private voluntary standards
- Business Coaching



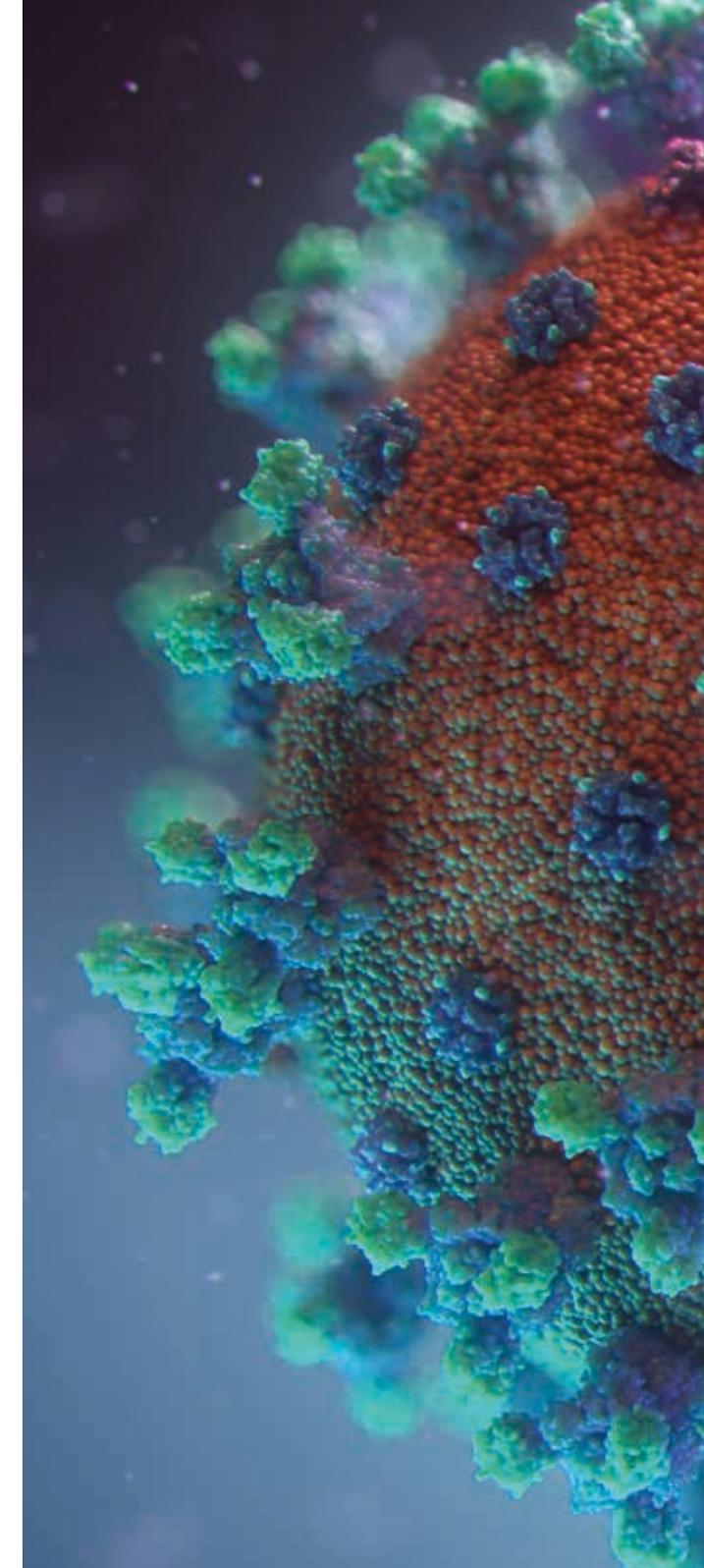
### PURPOSE OF THE TRAINING

Adapt company, farm or fitness center practices to incorporate COVID-19 measures.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Companies
- Service providers





## TARGETED AUDIENCE

### Public sector

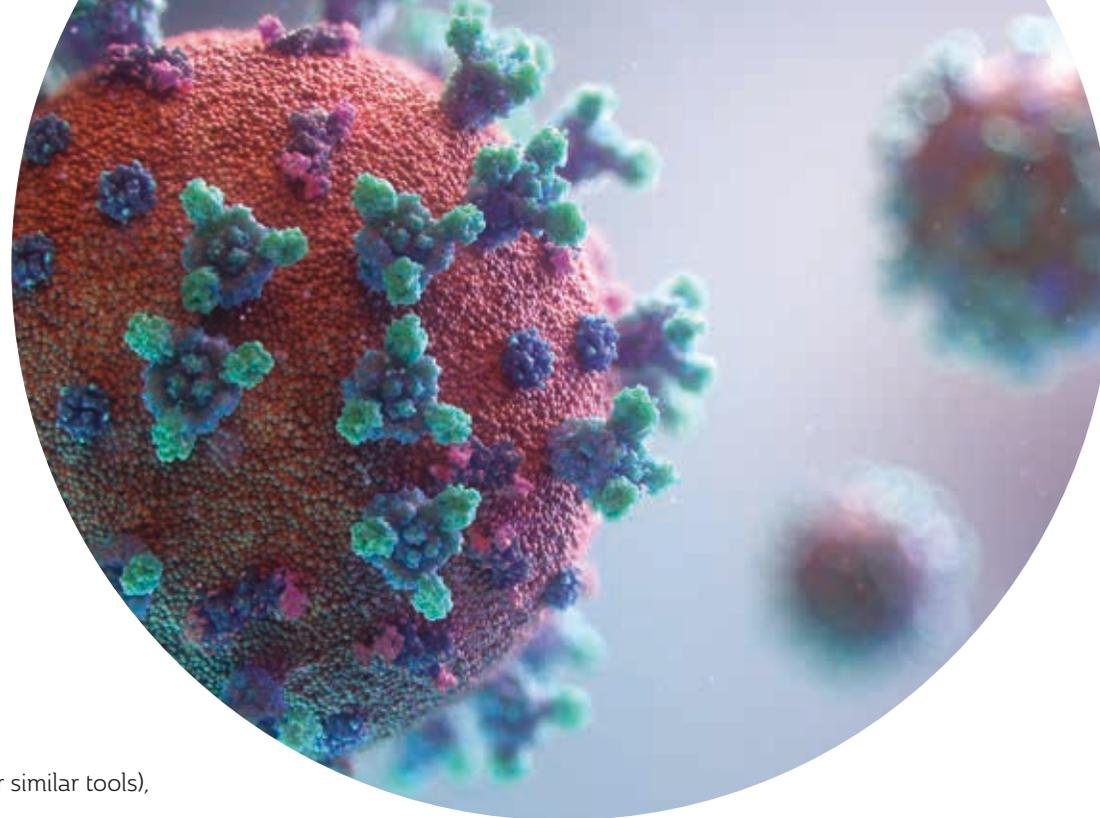
- Director of a Competent Authority (Sanitary)
- Director of a National Plant Protection Organization (NPPO) (Phytopsanitary)
- Head of official SPS controls
- Head of data management
- Head of legislation
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Director of phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory

### Company

- Company manager
- Farm Manager
- Production manager
- Nurseries manager
- Crop protection manager
- Irrigation manager
- Harvest manager
- Maintenance manager
- Communication and CSR Manager
- HR Administration Manager
- Processing manager
- Packing manager
- Quality-Traceability Manager

### Service providers

- Expert-Trainer



## METHODS

- Presentations (PowerPoint or similar tools), documents to read
- Tutorials
- Discussions, questions-answers

## EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

## PREREQUISITES

- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



THEORETICAL  
TRAINING



DISTANCE  
- TUTORED -



TRAINING  
CODE



**FOOD  
SAFETY**

**- DOMAIN -  
SPS**

# THE HACCP METHOD

“ *HACCP! What is hidden behind these 5 letters?* ”

*Make your quality management system ever more efficient by implementing the HACCP method!*

## PROGRAM

### OBJECTIVES

- Describe the role of HACCP in food safety
- List the 7 principles of HACCP
- Explain the 2 phases of HACCP
- List and explain the 12 steps for implementing HACCP

### CONTENTS

- Definition of HACCP
- The seven basic principles of HACCP
- Implementation of the HACCP method

### METHODS

- Presentations (PowerPoint type or similar tools)
- Demonstration, application exercises
- Discussions, questions-answers
- Group work, collaborative exercise (group project)
- Case study, debriefing / feedback, experience sharing

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)
- Collaborative (or group) work
- Oral presentation



### PURPOSE OF THE TRAINING

Apply the HACCP method within the company.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Quality-Traceability Manager
- HSE Manager





## PREREQUISITES

### Face to face training

- Hold a managerial position in an organization active in food processing or planning to start this type of activity
- Having followed the training course on the principles of food safety management system f and traceability (TP\_5.049) or have equivalent professional experience

### Distance training

- Hold a managerial position in an organization active in food processing or planning to start this type of activity
- Having followed the training course The principles of Food Safety Quality Management System and Traceability (TP\_5.049)
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

### Face to face training

- Having followed the Introduction to management of food safety risks (TP\_5.113)
- Bring the company's internal documents on HACCP

### Distance training

- Having followed the Introduction to management of food safety risks (TP\_5.113)
- Bring the company's internal documents on HACCP
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



# 6

## SOCIAL ACCOUNTABILITY AND EMPOWERMENT

The economy and the agricultural and food products market in particular are placing increasing emphasis on the ethical approach of companies and organisations. In this sense, they are called upon to be civic-minded and committed institutions, responsible for the well-being of their workers. In its sustainability charter, COLEAD states that it wants companies and organisations to be good corporate citizens and committed partners. This means that they must be responsible for the well-being of their employees and committed to long-term economic and social development. This includes ensuring fair and decent working conditions for workers and small producers in the supply chain.

The training programmes presented here address the private voluntary standards of the agri-food sector in this area and the competitive advantages of investing in social, environmental and ethical responsibility. Some tools for assessing sustainable and ethical performance are also covered.



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**SOCIAL  
ACCOUNTABILITY AND  
EMPOWERMENT**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**

# INTRODUCTION TO ETHICAL PRODUCTION



“ *Ethical production, fair trade, sustainable production, socially responsible production, etc. How to find your way among all these notions?* ”

*Discover in a playful and interactive way the notion of ethical production.*

## PROGRAM

### OBJECTIVES

- Differentiate the notions related to ethical production
- List the requirements related to ethical production
- List the main tools for assessing sustainable performance

### CONTENTS

- Ethical production concepts
- Ethical production requirements
- Sustainable performance

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



### PURPOSE OF THE TRAINING

Discover the key concepts of ethical production.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Company manager
- Farm Manager
- Horticultural producer
- Head of Human resources
- Career Development Manager
- Communication and CSR manager

#### Service providers

- Expert-Trainer



**SOCIAL  
ACCOUNTABILITY AND  
EMPOWERMENT**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**



### PURPOSE OF THE TRAINING

Explain the concept of ethical production and its implications within your company.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Company manager
- Farm Manager
- Horticultural producer
- Head of Human resources
- Career Development Manager
- Communication and CSR manager

#### Service providers

- Expert-Trainer

# ETHICAL PRODUCTION / INTERMEDIATE LEVEL



*Do we produce ethically?*

*Have food for thought to position your company in the context of ethical production.*



## PROGRAM

### OBJECTIVES

- List the elements to be taken into account by the company to develop its development strategy
- Characterize the European market
- Define and classify the main PVS (private voluntary standards) related to ethical production
- Distinguish the different notions related to ethical production

### CONTENTS

- Basic principles of market access strategy
- Voluntary private standards related to ethical production
- The link between sustainable development and ethical production

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**





**SOCIAL  
ACCOUNTABILITY AND  
EMPOWERMENT**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**

# ETHICAL PRODUCTION / ADVANCED LEVEL

“ *Producing ethically is very good!  
But let's not forget the marketing of  
our products and our customers!* ”

*Make the right decisions when embarking on  
an ethical production process!*



## PROGRAM

### OBJECTIVES

- List the different regulations governing ethical production
- List and describe the main tools for assessing and monitoring ethical performance
- Recognize the value of key ethical and sustainable product labels and the competitive advantages they provide
- Define the profile of the consumer of ethical products

### CONTENTS

- The emergence of ethical standards and what they mean for companies
- Assessing sustainable or ethical performance
- Marketing ethical and sustainable products

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Link the framework of ethical production to commercialization and its evaluation tools.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Company manager
- Farm Manager
- Horticultural producer
- Head of Human resources
- Career Development Manager
- Communication and CSR manager

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



**SOCIAL  
ACCOUNTABILITY AND  
EMPOWERMENT**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**



#### PURPOSE OF THE TRAINING

Develop appropriate measures to ensure compliance with labor standards and legislation.



#### TYPES OF ORGANIZATIONS CONCERNED

- Companies



#### TARGETED AUDIENCE

##### Company

- Company manager
- Farm Manager
- Head of administration and finance
- Head of Human Resources
- Career Development Manager
- Human Resources Administration Manager

# LABOR STANDARDS: OPTIMIZATION OF HUMAN RESOURCES MANAGEMENT AND MARKET OPPORTUNITIES



*Freedom of association, absence of discrimination, non-excessive working hours,... are realities with which we are confronted within our companies. How to approach them, manage them for the sustainability and profitability of our companies?*

*Create a better business climate to improve your business performance and gain competitive advantage.*



## PROGRAM

### OBJECTIVES

- Evaluate the economic risks and the long-term consequences of a lack of strategy to contain ethical problems in the workplace
- Identify emerging market opportunities for companies committed to a social responsibility approach
- Identify existing bad practices within their company
- Implement corrective actions to end illegal working conditions
- Develop a preventive approach to managing problematic situations





## CONTENTS

- General Introduction
- Define and understand the notion of ethics
- Forced labor
- What are business ethics?
- Prioritize ethical issues according to the local context
- Child labor

## METHODS

- Presentations (PowerPoint type or similar tools), documents to read (manuals, articles, summaries)
- Application exercises
- Discussions, debates, questions-answers, brainstorming
- Group work, collaborative exercise (group project)
- Case study

## EVALUATIONS

- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources, etc.)
- Collaborative (or group) work
- Oral presentation

## PREREQUISITES

- Having followed the Ethical Production / Intermediate Level (TP\_6.123) or equivalent professional experience



THEORETICAL  
TRAINING



FACE TO FACE



TRAINING  
CODE



**SOCIAL  
ACCOUNTABILITY AND  
EMPOWERMENT**

**- DOMAIN -  
SUSTAINABLE  
PRODUCTION**

# GRASP (OPTION 2): HOW TO EXPLAIN IT TO OUTGROWERS?

“ *Grasp the GRASP standard  
for your outgrowers!* ”

*Are you an internal inspector or extension staff  
working closely with outgrowers implementing GRASP?  
Would you like to enhance implementation of GRASP  
at outgrowers level?* ”

## PROGRAM

### OBJECTIVES

- List and define the set of 11 questions belonging to the GRASP standard
- Select eligible outgrowers for GRASP audits
- Use the Field training Workshop method in a GRASP standard context

### CONTENTS

- Employees representatives
- Complaints process
- Self-declaration on good social practice (Ethics; ethics in a business context and prioritizing ethics in a local context)
- Access to national Labour regulations
- Working contract
- Pay slips



### PURPOSE OF THE TRAINING

Explain the implications of social compliance in a adapted manner to outgrowers using the Field Training Workshop method.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Production Manager
- Quality and Traceability Manager

#### Service providers

- Expert-Trainer





## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises
- Discussions, debates, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, field training workshop, role playing, debriefing / feedback, sharing experience

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

- Working for a company that is (or soon to be certified) GRASP
- Be able to train staff and producer-suppliers
- Be familiar with the content of the GRASP standard



**PRactical  
TRAINING**



**FACE TO FACE**



**TRAINING  
CODE**



**SOCIAL  
ACCOUNTABILITY AND  
EMPOWERMENT**

**- DOMAIN -  
TRAINING  
METHOD**

# TRAINING OF TRAINERS ON THE THEME OF PRODUCTION ETHICS AND CORPORATE SOCIAL RESPONSIBILITY

“ *Ethics and CSR topics of the future  
for companies*

*Do you want to improve yourself as a trainer and coach?  
Do you want to broaden your horizon of CSR skills?  
This training is for you!* ”

## PROGRAM

### OBJECTIVES

- Detail current repositories and standards
- Carry out comprehensive training sessions related to the themes of ethics and CSR
- Support business executives in a global reflection on the values of the company
- Support companies in the effective application of rules in terms of ethics and sustainable production methods
- List the various current market access strategies available to a manager

### CONTENTS

- Clarification of the concepts of the key concepts of CSR
- The Corporate Social Responsibility (CSR) approach
- From Sustainable Development to Ethical Production
- Private Voluntary Standards (PVS) relating to production, manufacturing and distribution methods



### PURPOSE OF THE TRAINING

Play the role of trainers and coaches for business leaders and managers, whether in the context of collective / specific company training or coaching in the field of ethics and CSR.



### TYPES OF ORGANIZATIONS CONCERNED

- Service providers



### TARGETED AUDIENCE

- Service providers**
- Expert-Trainer



## METHODS

- Presentations (PowerPoint type or similar tools), documents to read (manuals, articles, summaries), self-study course
- Application exercises
- Discussions, debates, questions-answers
- Group work, collaborative exercise (group project)
- Case study, debriefing / feedback, experience sharing

## EVALUATIONS

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

### Face to face training

- Have experience in supporting organizations in the horticultural sector in ACP countries on CSR or on ethical production
- Have prior experience in adult training (at least 5 years)
- Having followed Introduction to ethical production (TP\_6.125) training or having equivalent professional experience

### Distance training

- Have experience in supporting organizations in the horticultural sector in ACP countries on CSR or on ethical production
- Have prior experience in adult training (at least 5 years)
- Having followed Introduction to ethical production (TP\_6.125) training or having equivalent professional experience
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

### Face to face training

- Having followed Ethical Production / Intermediate Level (TP\_6.123) course
- Having followed Corporate Social Responsibility - Intermediate Level (TP\_1.170) course

### Distance training

- Having followed Ethical Production / Intermediate Level (TP\_6.123) course
- Having followed Corporate Social Responsibility - Intermediate Level (TP\_1.170) course
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



# 7

## MANAGEMENT AND DEVELOPMENT OF ORGANISATIONS

The sustainable management of an organisation or business must integrate all its dimensions: governance, resource and skills management, customer relations, aspects of productivity and innovation, the workforce and succession, health and safety, training and skills acquisition and community relations, as well as business practices and ethics. Managing and developing an organisation is therefore a global approach that requires a wide range of skills and is based on several major generic functions such as: innovating, anticipating, steering (setting objectives and monitoring results), controlling, organising, delegating, leading, directing and communicating. The 'Organisational Management and Development' theme of the COLEAD training system is therefore a synthetic subject which aims to link all this knowledge together.



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## MANAGEMENT AND DEVELOPMENT OF ORGANISATIONS

- DOMAIN -  
MANAGEMENT OF ORGANISATIONS

# INTRODUCTION TO BUSINESS MANAGEMENT / INTERMEDIATE LEVEL

“ *Managing an organization: what does it mean in broad terms?* ”

*Discover the different facets of managing an organization.*



## PROGRAM

### OBJECTIVES

- Define the concept of a company, its operating methods and its objectives
- List the key disciplines to master for good business management
- List the different forms of business, their advantages and disadvantages
- Link sustainability and business management

### CONTENTS

- The organizational world
- Governance models
- Factors of production
- The advantages and disadvantages of each legal form of organization
- The importance of sustainability, social responsibility and culture in doing business

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

List and define the main disciplines that must be mastered to guarantee the performance of activities and the legality of operations within an organization.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Company manager
- Farm Manager
- Horticultural producer

#### Service providers

- Expert-Trainer



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



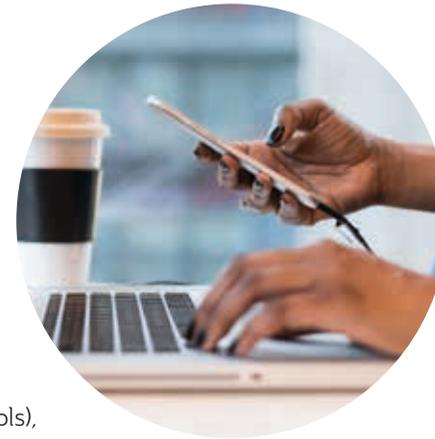
**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**

# INTRODUCTION TO BUSINESS MANAGEMENT / ADVANCED LEVEL

“ *Be ready to face the different challenges that await you as an entrepreneur!*

*Prepare yourself before initiating a business project.* ”



## PROGRAM

### OBJECTIVES

- List the fundamentals of accounting including financial statements
- Define the concept of business development and its key elements
- Explain the concept and role of marketing
- Define the concept of corporate finance and its role in business growth
- List the objectives and functions of human resource management
- Explain the business and financial risk assessment process

### CONTENTS

- The basics of accounting
- Business idea development processes and techniques
- The concept and roles of marketing
- The basics of finance and business risk management
- Human resources management

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Explain the basic elements of each of the 6 disciplines required for business management and development.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Company manager
- farm manager
- Horticultural producer

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**

# ACCOUNTING AND FINANCIAL MANAGEMENT

“ *Let's make accounting management  
a powerful and relevant tool for  
the growth of our organization!*

*Improve the profitability of your organization.* ”



## PROGRAM

### OBJECTIVES

- Define the different possible financial organizations for a company
- List the main international financial and accounting conventions
- Define the most commonly used financial ratios
- Understand the importance of financial statements in assessing a company's financial health
- List the different methods of financial forecasting
- Define business valuation and its measurement methods

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

### CONTENTS

- Funding and Accountability Principles
- Financial analysis
- Financial projection



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



### PURPOSE OF THE TRAINING

Define what the concepts of accounting and financial analysis cover in order to help assess the profitability and viability of your organization.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Accounting and Financial Manager
- Financial controller
- Paying Accountant

#### Service providers

- Expert-Trainer



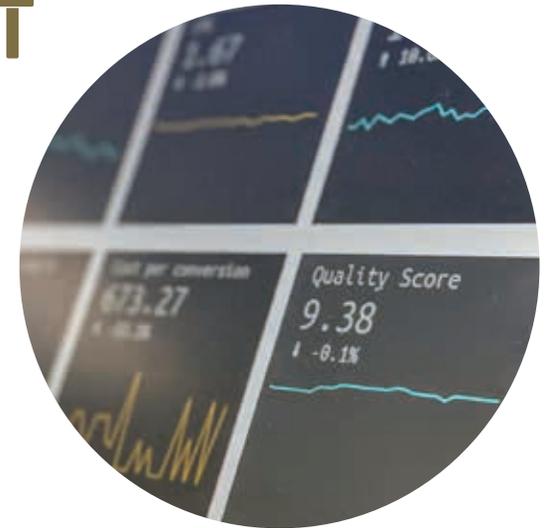
**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**

# BUSINESS DEVELOPMENT

“ *The essentials for developing your organisation in a sustainable way.* ”

*Find out how to develop long-term strategic plans, create business plans to raise capital, manage customer relationships to improve customer relationships to improve their experience and loyalty, and use market intelligence to stay competitive.*



## PROGRAM

### OBJECTIVES

- Understand the strategic planning process
- Understand the importance of the business plan for the company
- Manage customer relationships more effectively to ensure business continuity
- Know the usefulness of market intelligence and know how to carry out these studies

### CONTENTS

- Strategic business planning
- Development of the business plan
- Business development key tasks
- Market intelligence and market trends in the horticulture sector

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Know the key elements in terms of management to sustainable development organisation.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Business Manager
- Production Manager
- Marketing Manager



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**

# MARKETING AND COMMUNICATION

“ *Let's market and communicate better about our brands and products!* ”

*Improve and increase the marketing of your organization's products / services.*



## PROGRAM

### OBJECTIVES

- List the steps and components of market research
- Explain how digital technologies are impacting agricultural businesses, including marketing and communications
- Define marketing communications
- Explain the concept of public relations, its functions and components
- Define brand management
- Identify the different types of intellectual property rights for the horticultural sector

### CONTENTS

- Industrial analysis, value chain analysis, market research and digital platforms
- Development of a marketing plan/strategy
- Marketing communications, public relations and internal communication
- The importance of branding and intellectual property rights

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

List the first elements of reflection on the marketing and communication used within his organization.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Marketing Manager
- Communication & CSR Manager
- Sale and Customer service Manager
- Business Manager

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**

# CORPORATE FINANCE MANAGEMENT

“ *Producing and selling our products is essential for our company, but this is only possible thanks to efficient and relevant financing management!* ”

*Open up to new perspectives in terms of financing your business.*



## PROGRAM

### OBJECTIVES

- Identify and distinguish different financing options available to MSMEs in the horticultural sector
- Choose financing options based on their understanding of the impact on the profitability, financial position, and capital structure of MSMEs
- Identify and select insurance and guarantee schemes that offer optimal growth opportunities of horticultural MSMEs
- Acquire knowledge about the structure of financing plans

### CONTENTS

- Financing options and sources available
- The impact of financing options on the financial statements
- Insurance and guarantee systems
- Financial planning

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Reflect on the management of the financing of his organization (for what purpose? Where to find them? How to implement them?)



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Head of administration and finance
- Financial controller
- Risk Manager
- Accounting and Financial Manager
- Company Manager
- Horticultural producer

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



## MANAGEMENT AND DEVELOPMENT OF ORGANISATIONS

- DOMAIN -  
MANAGEMENT OF ORGANISATIONS

# HUMAN RESOURCE MANAGEMENT

“ *Let's learn to manage our most precious capital: people.*

*Improve the working environment for your staff.* ”

## PROGRAM

### OBJECTIVES

- Define and differentiate the notions of leadership and management
- Explain good corporate governance and its role in strengthening businesses
- List staff recruitment and retention methods
- Define the performance management organization
- Explain the different types of relationship with staff
- Define the principles of occupational health and safety

### CONTENTS

- Leadership and Human Resource Management
- Recruitment, selection and retention of staff
- Performance management and training – development
- Staff relations and labor relations
- Health and security at work
- Business Continuity

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



THEORETICAL  
TRAINING



DISTANCE  
- SELF-PACED -



TRAINING  
CODE



ACCESS  
TRAINING



### PURPOSE OF THE TRAINING

Explain how to manage human capital within a company.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Head of Human Resources
- HR Administration Manager
- Career Development Manager

#### Service providers

- Expert-Trainer



**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**

# COMMERCIAL AND FINANCIAL RISK MANAGEMENT

“ *Take risks for our business:  
Yes, but by having correctly  
analyzed and evaluated them!!*  
*Reduce business and financial risk to your  
organization.* ”



## PROGRAM

### OBJECTIVES

- Detail the 4 major categories of financial risk
- Define risk diversification principles and strategies
- Understand risk management principles and available strategies
- List the steps in developing a risk management plan

### CONTENTS

- Financial risks
- Principles and strategies of risk diversification
- Risk management strategies

### METHODS

- Presentations (PowerPoint or similar tools), self-paced training

### EVALUATIONS

- Knowledge tests (MCQ, online tests,...)

### PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

### RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments



### PURPOSE OF THE TRAINING

Initiate a reflection on the identification, analysis and assessment of risks within an organization.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Risk Manager

#### Service providers

- Expert-Trainer



**THEORETICAL  
TRAINING**



**DISTANCE  
- SELF-PACED -**



**TRAINING  
CODE**



**ACCESS  
TRAINING**



MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS

- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS



#### PURPOSE OF THE TRAINING

Develop a development  
strategy.



#### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Companies
- Service providers

# STRATEGIC BUSINESS DEVELOPMENT

“ *Do you want to sustain your activities? Take this training!*

*Improve your development strategy for your organization to ensure a sustainable and profitable activity for all.* ”

## PROGRAM

### OBJECTIVES

- Ensure the viability of the organization's main business activity
- Define the key elements of strategic planning (issues, goals, objectives)
- Be able to use a business model canvas

### CONTENTS

- Business Development Basics
- Business development and commercial strategy
- Strategic planning
- The canvas business model
- The Business Plan (brief introduction)





## TARGETED AUDIENCE

### Public sector

- Director of the Competent Authority responsible for SPS aspects
- Director of a National Plant Protection Organization (NPPO) (Phytosanitary)
- Head of official SPS control
- Director of phytosanitary diagnosis laboratory
- Director of contaminant analysis laboratory

### Company

- Company manager
- Farm Manager
- Head of administration and finance
- Head of Human Resources
- Business manager

### Service providers

- Expert-Trainer



## METHODS

- Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries)
- Demonstration, application exercises
- Discussions, Questions & answers, brainstorming
- Group work, collaborative exercise (group project)
- Case study

## EVALUATIONS

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources,...)
- Collaborative (or group) work

## PREREQUISITES

- Professional experience in the management of an organization, preferably in the horticultural sector in ACP countries
- Know the basics of accounting, business finance and business development
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



THEORETICAL  
TRAINING



DISTANCE  
- TUTORED -  
(1 working day per week)



TRAINING  
CODE



**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**

# EFFECTIVE ACCOUNTING AND FINANCIAL MANAGEMENT

“ *Calculate the best opportunities  
for you sustainability!*

*Boost your profitability and ensure your viability  
thanks to an effective accounting!* ”

## PROGRAM

### OBJECTIVES

- Identify the essential data to be recorded and relate with the basic rules of an accounting system
- Draw up and interpret a general accounting table, a profit and loss account and a balance sheet
- Estimate future financial needs based on financial statements and growth forecasts
- Draw up a provisional budget and manage financial resources

### CONTENTS

- Basic principles and essentials of accounting
- Financial statements
- Financial analysis
- Financial forecasts and provisional budget

### METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises, tutorial
- Discussions, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, project-based learning, debriefing / feedback, sharing experience



### PURPOSE OF THE TRAINING

Master the basics of accounting and financial procedures.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities
- Companies



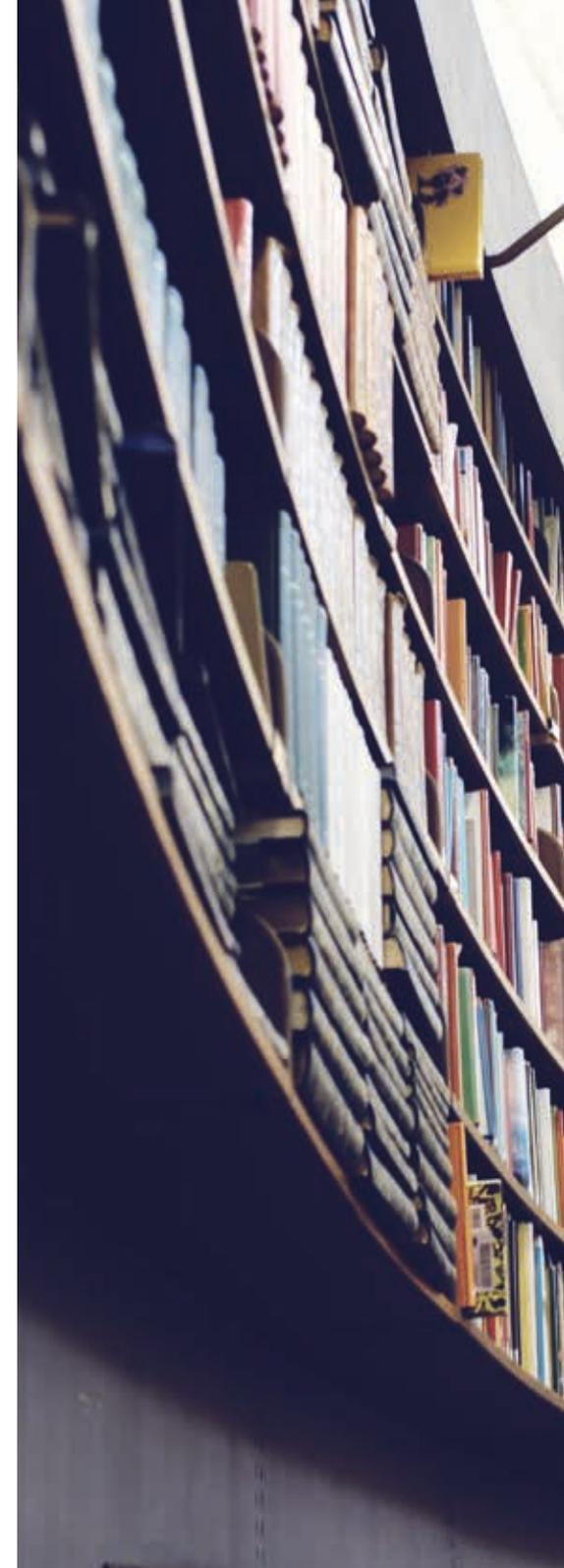
### TARGETED AUDIENCE

#### Public sector

- Head of administration and finance
- Accounting and Financial Manager

#### Company

- Farm Manager
- Head of administration and finance
- Accounting and Financial Manager





### EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

### PREREQUISITES

- Staff in organisations with “basic” and “intermediate” levels of maturity
- Professional experience in managing an organisation, preferably in the horticultural sector
- Basic accounting knowledge
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the training course Strategic business development (TP\_7.061) or equivalent professional experience

### RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -**  
{1 working day per week}



**TRAINING  
CODE**



MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS

- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS

# FINANCIAL AND NON-FINANCIAL RISK MANAGEMENT

“ Prepare your business  
to face all risks!

*Every entrepreneur takes risks. As President Kennedy said, “Only those who take the risk of failing spectacularly will succeed brilliantly”. Take this training and be ready to manage your risks!* ”

## PROGRAM

### OBJECTIVES

- Identify and analyze the main constraints to development growth in the horticultural sector
- Identify events, obstacles or threats (use of “scenario planning tools”)
- Identify and analyze the company’s vulnerability to financial and non-financial risks
- Identify and analyze the factors favoring each type of risk
- Assess and prioritize the risks (nature of the risk, cause / origin, consequences / severity and probability of occurrence / frequency)

### CONTENTS

- Definition of risk, its importance and identification of the main types of risk
- Financial risks
- Non-financial risks
- Risk prevention and management



### PURPOSE OF THE TRAINING

Identify and analyze all of a company’s risks (financial and non-financial) in order to avoid major potential impacts.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities
- Companies



### TARGETED AUDIENCE

#### Public sector

- Director of a Competent Authority (Sanitary)
- Director of a National Plant Protection Organization (NPPO) (Phytosanitary)

#### Company

- Company manager
- Farm Manager
- Head of administration and finance
- Risk Manager



### METHODS

- Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries), self-study course
- Demonstration, application exercises
- Discussions, questions-answers
- Exercise with peer correction
- Debriefing / feedback, sharing of experience

### EVALUATIONS

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources,...)
- Homework assignment

### PREREQUISITES

- Professional experience in the management of an organization, preferably in the horticultural sector
- Basic knowledge of accounting and financial management of companies
- Knowledge of the markets, their components and customer characteristics (volumes, purchase motivations, competition, product prices, fluctuations, market risks, etc.)
- Basic knowledge of the requirements of the horticultural sector for access to local, regional and international markets (e.g. regulations, quality standards)
- Basic knowledge in labor legislation, including health and safety aspects
- Be able to work independently

- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the training course Strategic business development (TP\_7.061) or equivalent professional experience

### RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -**  
(1 working day per week)



**TRAINING  
CODE**



**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**



#### PURPOSE OF THE TRAINING

Lay the foundation  
of a marketing strategy.



#### TYPES OF ORGANIZATIONS CONCERNED

- Companies



#### TARGETED AUDIENCE

##### **Company**

- Company manager
- Farm Manager
- Business Manager
- Marketing manager
- Communications and CSR manager
- Sales & Customer Service Manager
- Customer Relationship officer

# PRINCIPLES OF A GOOD MARKETING AND COMMUNICATION STRATEGY

“ *Marketing and Communication:  
the key to brand building awareness!*  
*Start building strong commercial relationship  
with your customers!* ”

## PROGRAM

### OBJECTIVES

- Identify customers and analyse their expectations and market requirements
- Evaluate the strengths and weaknesses of your business in the horticultural context in order to seize opportunities
- Create a commercial communication plan

### CONTENTS

- The identification of your customers and analysis of their characteristics to determine their needs
- The components of a market
- The basic elements of a marketing strategy and plan
- The basic principles to marketing communication





## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises, tutorial
- Discussions, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, Project-based learning, role playing, debriefing / feedback, sharing experience

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Homework assignment

## PREREQUISITES

- Professional experience in sales, customer relations, promotion and marketing of horticultural products
- Knowledge of markets, their components and customer characteristics (volumes, purchasing motivations, competition, product prices, fluctuations, market risks, etc.)
- Basic knowledge of the requirements of the horticultural sector for access to local, regional and international markets (e.g. regulations, quality standards)

- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the training course Strategic business development (TP\_7.061) or equivalent professional experience

## RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**



#### PURPOSE OF THE TRAINING

Prevent any commercial litigation and react if necessary, to defend its product and the reputation of its company.



#### TYPES OF ORGANIZATIONS CONCERNED

- Companies



#### TARGETED AUDIENCE

##### Company

- Company manager
- Business Manager
- Purchasing Manager
- Sale and Customer service Manager
- Risk Manager

# CLAIMS HANDLING



*Dealing with a commercial dispute is always a delicate and complicated situation! Learn to manage them!*

*Prepare your business to face commercial litigation.*



## PROGRAM

### OBJECTIVES

- List and define the different types of commercial litigation concerning the horticultural sector
- Identify the causes of a commercial dispute
- Take the appropriate measures in the face of a commercial dispute
- Learn lessons from any disputes experienced by the company

### CONTENTS

- Commercial litigation
- Commercial dispute prevention measures
- Respond to commercial litigation

### METHODS

- Presentations (PowerPoint or similar tools)
- Demonstration, application exercises
- Discussions, Questions & answers, brainstorming
- Group work, collaborative exercise (group project)
- Case study, role play, debriefing / feedback, experience sharing





### EVALUATIONS

- Collaborative (or group) work
- Oral presentation

### PREREQUISITES

#### Face to face training

- Work for an organisation that has been active for several years on the regional, European or international market
- Be involved in commercial negotiations
- Be able to draw up a sales contract
- Be able to understand articles of law
- Have experience of commercial negotiation

#### Distance training

- Work for an organisation that has been active for several years on the regional, European or international market
- Be involved in commercial negotiations
- Be able to draw up a sales contract
- Be able to understand articles of law
- Have experience of commercial negotiation
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

### RECOMMENDATIONS

#### Distance training

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS

- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS

# COMMERCIAL NEGOCIATION

“ *Conclude deals & increase  
your portfolios.*

*Are you looking for potential buyers?  
Do you want to make an effective negotiations?  
You don't know what are the needed information  
in a contract?  
This training is for you!* ”

## PROGRAM

### OBJECTIVES

- Define the purpose of a commercial negotiation
- Identify the qualifications required of a trade negotiator
- Prepare a trade negotiation and how to develop a negotiating strategy
- Quote the keys to a good trade negotiation
- Master communication during negotiations, including in an international context
- Apply some basic techniques to use in commercial negotiations

### CONTENTS

- Understanding negotiations
- Preparing for negotiations
- The negotiation process
- Concluding negotiations

### METHODS

- Presentations (power point or other), documents to be read (manuals, articles, syntheses)
- Application exercises
- Discussions, debates, questions & answers, brainstorming
- Group work
- Case study, role playing, debriefing / feedback, sharing experience



### PURPOSE OF THE TRAINING

Put in practice what a commercial negotiation is, how to conduct it effectively and how to bring the client to an agreement in the form of a contract.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Company manager
- Farm Owner
- Sales & Customer Service Manager
- Customer Relationship Officer





## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

### Face to face training

- Be involved in business negotiations
- Previous experience in a fair
- Be involved in the market decision making
- Having followed Market Access training (TP\_7.019) or equivalent professional experience

### Distance training

- Be involved in business negotiations
- Previous experience in a fair
- Be involved in the market decision making
- Having followed Market Access training (TP\_7.019) or equivalent professional experience
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

### Distance training

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**PRACTICAL  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS

- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS



#### PURPOSE OF THE TRAINING

Effectively prepare for participation in a trade fair in order to make it productive.



#### TYPES OF ORGANIZATIONS CONCERNED

- Companies



#### TARGETED AUDIENCE

##### Company

- Company Manager
- Business Manager
- Purchasing Manager
- Marketing Manager
- Communications and CSR Manager
- Sales & Customer Service Manager

# TRADE FAIR PREPARATION AND PARTICIPATION [COMPANIES]

“ *Get new contracts when you participate in trade fairs.*

*Are you going to participate in a fair / trade show in the coming months? And you want to make your participation effective and successful during this important event! Then take this training!*

## PROGRAM

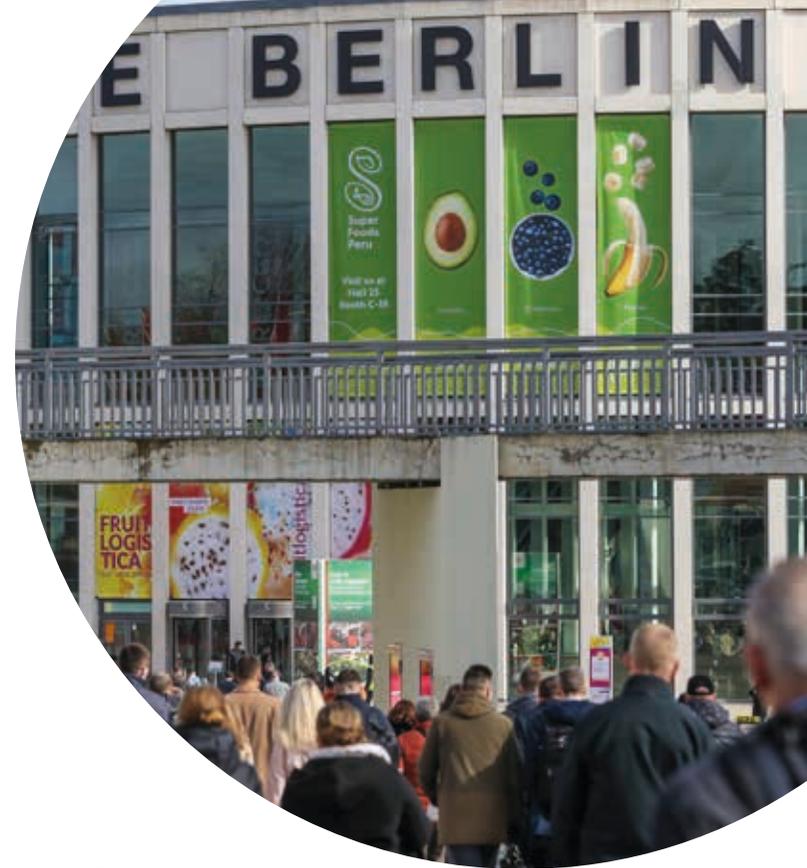
### OBJECTIVES

- Manage your trade show preparation as a project
- Promote your business and products
- Connect with visitors / exhibitors relevant to your business
- Ensure the follow-up of commercial relations
- Evaluate your participation in the show in order to maximize the results

### CONTENTS

- Pre-show preparation
- Presenting your company and its products at the show
- Business meetings, negotiations and post-show follow-up





## METHODS

- Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries)
- Application exercises, tutorial
- Discussions, questions-answers
- Individual discovery exercise
- Project-based learning, debriefing / feedback, experience sharing

## EVALUATIONS

- Active participation in face-to-face or synchronous online activities (live zoom...)
- Homework assignment

## PREREQUISITES

- Hold a position related to commercial negotiation and/or customer research
- Have a good knowledge of your company (certification, financial/material/human resources, marketing, etc.) and its products (quality, price, timetable, packaging, etc.)
- Good knowledge of suppliers and customers
- Experience in negotiation
- Understand the challenges and issues associated with your company's activities
- Know your export market
- Good interpersonal skills
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

- Fluent in English
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
- Bring the following 4 documents to the training: Example of a commercial contract, Marketing plan (promotional marketing materials (e.g. flyer, brochure, PPT, business card, website), Organisation's business plan, Export marketing plan



**PRATICAL  
TRAINING**



**DISTANCE  
- TUTORED -**  
(1.5 working days  
per week)



**TRAINING  
CODE**



MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS

- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS

# PACKHOUSE OPTIMISATION

“ *Make your packhouse an efficient and safe tool for the sustainability of your business!*

*Does your packhouse frequently shut down? Do you generate large amounts of waste? Are your employees sometimes overwhelmed and other times twiddling their thumbs? With this training, discover how to effectively manage your packhouse in order to gain in quality and competitiveness!* ”

## PROGRAM

### OBJECTIVES

- List and define the different activities and roles within the packhouse
- Establish the stages of the packaging process for harvested products
- Identify and manage all internal and external parameters (supply, training, spatial organization, etc.) influencing the operation of the station
- Evaluate the effects of the change obtained after the implementation of the internal optimization plan

### CONTENTS

- Organizing a packhouse
- The different parameters influencing the operation of a station
- Business project to be carried out
- Experience sharing



### PURPOSE OF THE TRAINING

Improve the fluidity and efficiency of work, while reducing costs and better meeting quality, safety and sustainability requirements via an internal optimization plan.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies



### TARGETED AUDIENCE

#### Company

- Packing manager



## METHODS

- Presentations (PowerPoint or similar tools)
- Demonstration, application exercises
- Discussions, Questions & answers, brainstorming
- Group work, collaborative exercise (group project)
- Project-based learning, debriefing / feedback, experience sharing

## EVALUATIONS

- Collaborative (or group) work
- Oral presentation
- Homework assignment

## PREREQUISITES

### Face to face training

- Be involved in the management of a packhouse

### Distance training

- Be involved in the management of a packhouse
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

### Face to face training

- Before the classroom training: List the difficulties encountered during previous campaigns, by discussing them with all the company's: Prepare a document setting out the different stages followed by the product in the packhouse (flow chart); Prepare a document setting out the relationships between the various posts within the packhouse (organisation chart)

### Distance training

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
- Before the training: List the difficulties encountered during previous campaigns, by discussing them with all the company's: Prepare a document setting out the different stages followed by the product in the packhouse (flow chart); Prepare a document setting out the relationships between the various posts within the packhouse (organisation chart)



**PRATICAL  
TRAINING**



**FACE TO FACE**



**DISTANCE  
- TUTORED -  
(1 working day per week)**



**TRAINING  
CODE**



**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**

# BUSINESS SURVIVAL BOOTCAMP

“ *COVID-19, climat change,...  
our companies live in a crisis-prone  
environment! How to cope?*

*Prepare yourself to face the crises affecting your business!*



## PROGRAM

### OBJECTIVES

- Establish the different possible scenarios in which a crisis could affect companies
- Determine critical areas of business risk
- Integrate the concrete measures to be taken from the point of view of the treasury
- Review overall operating costs line by line) assessing the possibility of reducing or eliminating non-essential expenses
- Identify key human resources needed to continue operations
- Manage direct and indirect consequences on staff

### CONTENTS

- Expenses management
- Practical tools to improve the resilience of your business

### METHODS

- Presentations (PowerPoint or similar tools), Documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises, tutorial

### EVALUATIONS

- No rating

### PREREQUISITES

- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

### RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**SENSITIZATION  
TRAINING**



**DISTANCE  
- TUTORED -**



**TRAINING  
CODE**



### PURPOSE OF THE TRAINING

Develop an action plan to address critical risks.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Company Manager
- Head of administration and finance
- Business Manager
- Accounting and Financial Manager
- Financial controller
- Risk Manager

#### Service providers

- Expert-Trainer



**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**

# #COVID19 - SUPPORT TO DEAL WITH THE BUSINESS IMPLICATIONS OF COVID-19: ONLINE SUPPORT SESSIONS

“ *How to deal with COVID-19 as a Manager?  
Maintain the sustainability of your business in times of COVID-19!* ”

## PROGRAM

### OBJECTIVES

- Analyze and manage cash flow
- Integrate the concrete steps to be taken from a cash flow perspective into a comprehensive and effective emergency action plan
- Review overall operating costs line by line) assessing the possibility of reducing or eliminating non-essential expenses
- Identify key human resources needed to continue operations
- Manage direct and indirect consequences on staff

### CONTENTS

- Risk management
- Cost management
- Finance management
- Human Resource Management

### METHODS

- Tutorial
- Discussions, questions-answers
- Debriefing / feedback, sharing of experience

### EVALUATIONS

- Coaching support

### RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



### PURPOSE OF THE TRAINING

Develop and plan its responses to the challenges resulting from the microeconomic consequences of the COVID-19 pandemic.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Company Manager
- Head of administration and finance
- Business Manager
- Accounting and Financial Manager
- Financial controller
- Risk Manager

#### Service providers

- Expert-Trainer



**PRATICAL  
TRAINING**



**DISTANCE  
- TUTORED -  
(spread over  
4 to 6 weeks)**



**TRAINING  
CODE**



MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS

- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS

# BOOKKEEPING AND COST BENEFIT CALCULATIONS FOR OUTGROWERS

“ *Book-keeping knowledge for successful farming enterprise!* ”

*Would you like your outgrowers to run their vegetable farms as a business? Would you want the outgrowers to track their cash flows for better planning and ensure profitability?* ”

## PROGRAM

### OBJECTIVES

- Identify production-related expenditures (by type and nature) and revenues of the export crop for an average outgrower
- Monitor production expenses, revenues and income (Expenses / income booklet) for an average outgrower
- Calculate key business performance indicators such as yield, turnover, gross margin, net margin, net profit or loss, rejection rates, total unit cost, variable unit cost, fixed unit cost, costs covered by the farmer, costs covered by the company
- Identify associated cash flows and distinguish cash flows from profitability
- Animate the training sessions in a farmer group using the handout and the different exercises it includes



### PURPOSE OF THE TRAINING

Play the role of trainers and train your outgrowers on how to calculate cost/benefit.



### TYPES OF ORGANIZATIONS CONCERNED

- Companies
- Service providers



### TARGETED AUDIENCE

#### Company

- Company manager
- Farm Manager
- Head of administration and finance
- Production Manager
- Accounting and Financial Manager
- Financial controller

#### Service providers

- Expert-Trainer





## CONTENTS

- Identifying and monitoring expenditure and income
- Calculation of key performance indicators and simplified cash flow statements
- Identifying expense items
- Cash flow and its distinction from profitability
- Cash flow problems
- Accounting as a planning tool

## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises
- Discussions, debates, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Role playing, debriefing / feedback, sharing experience

## EVALUATIONS

- Collaborative (or group) work
- Oral presentation
- Homework assignment



## PREREQUISITES

- The organisation must work with outgrowers
- Be able to train staff and outgrowers

## RECOMMENDATIONS

- Bring samples of records for tracking harvests, picking records, inputs supplied, etc



**PRATICAL  
TRAINING**



**FACE TO FACE**



**TRAINING  
CODE**



**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
MANAGEMENT OF  
ORGANISATIONS**



#### PURPOSE OF THE TRAINING

Play the role of trainers and coaches for the technical managers of companies especially in the framework of collective trainings or specific in-company training.



#### TYPES OF ORGANIZATIONS CONCERNED

- Service providers



#### TARGETED AUDIENCE

- Service providers**
- Expert-Trainer

# TRAINING OF TRAINERS ON “BUSINESS MANAGEMENT AND DEVELOPMENT

“ *Be prepared to be trainer  
for COLEAD!*

*Have you always wanted to be a better trainer?  
Do you have experience in business management  
and development? This training for is designed  
for you.* ”

## PROGRAM

### OBJECTIVES

- Explain clearly the essential elements of a subject related to the topics of business management and development
- Interact and regulate a group of learners remotely
- Design relevant learning materials (such as a slide show)
- Communicate effectively
- Design a digital training programme

### CONTENTS

- Reinforce your technical expertise
- Reinforcing the theoretical knowledge of pedagogical content development (part 1 & 2)
- Practical training on pedagogy and digital training design





### METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises
- Discussions, questions & answers, brainstorming
- Group work, collaborative exercise (group project)
- Project-based learning, role playing, debriefing / feedback

### EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

### PREREQUISITES

- Expertise in one of the following areas: accounting and corporate finance, business development and entrepreneurship, marketing and communication, corporate financial management, human resources management and business and financial risk management
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

### RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**THEORETICAL  
TRAINING**



**DISTANCE  
- TUTORED -**  
(1 working day per week)



**TRAINING  
CODE**



**MANAGEMENT  
AND DEVELOPMENT  
OF ORGANISATIONS**

**- DOMAIN -  
SPS**

# IMPLEMENTATION OF THE COLEAD RAPID SPS ASSESSMENT TOOL (R-SAT)

“ *Thinking about assessing your their national sanitary and phytosanitary (SPS) systems? Join this training!*

*Get ready to improve or update your national SPS systems!* ”

## PROGRAM

### OBJECTIVES

- List the principles and requirements for applying the COLEAD with regard to the WAgreement, the Codex alimentarius standards and the International Plant Protection Convention (IPPC)
- Classify the elements of a National SPS System between the 4 components of an SPS system (governance, operational processes, skills management and communication and relationship dynamics)
- List the 15 control points, criteria and concept of maturity as applied to the 4 components of the SPS system
- Prioritize activities in the development of the national SPS action Plan
- Apply the methodology supporting stakeholders in the development of a priority national SPS action plan based on COLEAD R-SAT



### PURPOSE OF THE TRAINING

Design, facilitate and supervise the development of a National SPS System, the action plan adapted to the requirements of the relevant International Organisations based on needs identified through stakeholders engagements and in particular in relation to market requirements, using the COLEAD R-SAT.



### TYPES OF ORGANIZATIONS CONCERNED

- Competent Authorities
- Service providers



### TARGETED AUDIENCE

#### Public sector

- Director of a Competent Authority in charge of SPS issues
- Director of a National Plant Protection Organization

#### Service providers

- Expert-Trainer





## CONTENTS

- The need for changes to SPS system?
- The COLEAD R-SAT grid (45 Criteria)
- Case Study: Applying the R-SAT
- How to use the COLEAD R-SAT
- Issues, roles and implications of Experts in the use of the COLEAD R-SAT

## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), tandem
- Application exercises
- Discussions, debates, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study

## EVALUATIONS

- Participation in synchronous online activities (live zoom...)
- Collaborative (or group) work
- Oral presentation

## PREREQUISITES

- Experts with a background in policy and implementation of regulatory monitoring, design, development and updating of phytosanitary and sanitary controls and certification procedures
- Good SPS knowledge
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

- Having followed the Organisation of national food control systems. Intermediate level course (TP\_4.163)
- Having followed the Organisation, missions and functioning of a NPPO/Intermediate Intermediate course (TP\_4.136)
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
- Be familiar with IPPC documents, ISPMs and CODEX



**PRactical  
TRAINING**



**DISTANCE  
- TUTORED -  
(3h30 per day)**



**TRAINING  
CODE**

# 8

## TRAINING METHODOLOGIES

The training methodology covers essential communication techniques, adult training and the principles of active pedagogy. It also covers the basic principles of leading and facilitating meetings, as well as leading groups. The aim of this approach is to create interactive and participative learning environments, thereby fostering commitment and knowledge retention among adult learners. Using these methods via the COLEAD training system makes training sessions more dynamic and optimises the results obtained.





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## TRAINING METHODOLOGIES

- DOMAIN -  
TRAINING  
METHOD

# FROM FACE-TO- FACE TO DISTANCE: TRANSPOSING YOUR TRAINING

“ *Adapt to new ways of training!*

*COVID-19, information technologies, etc. have changed the way we work and train. One of the consequences is that distance learning is becoming more and more important in training systems. How to prepare for it?* ”

## PROGRAM

### OBJECTIVES

- Analyze its face-to-face training in order to identify the needs (pedagogical and learning) and the constraints of its remote transposition
- Script and design an online device from a face-to-face device
- Select and use the most suitable pedagogical practices and digital tools to transpose your training
- Create multimedia learning resources for a remote device
- Animate and support the learning of participants with individual and collective management techniques
- Evaluate the success and efficiency factors of its distance learning system

### CONTENTS

- The current pedagogical scenario VS the framework – and the constraints – of the transposition project
- Transposition of the face-to-face training course to a relevant distance course
- Design of educational resources for distance learning
- Preparation of all the support and accompaniment modalities



### PURPOSE OF THE TRAINING

Transpose training from a “face-to-face” modality to a “remote” modality.



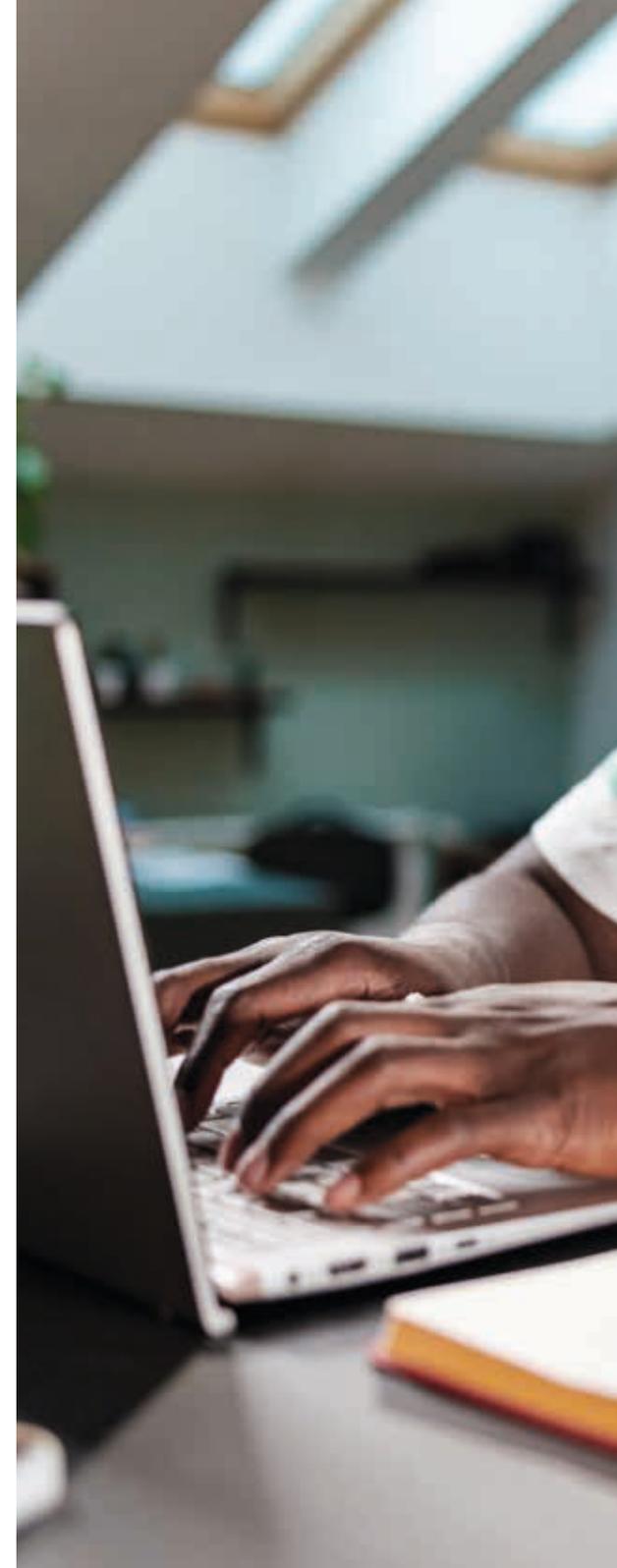
### TYPES OF ORGANIZATIONS CONCERNED

- Service providers



### TARGETED AUDIENCE

- Service providers**
- Expert-Trainer





### METHODS

- Presentations (PowerPoint type or similar tools), documents to read (manuals, articles, summaries)
- Demonstration, application exercises, tutorial
- Discussions, Questions & answers, brainstorming
- Group work, collaborative exercise (group project)
- Project-based learning, debriefing / feedback, experience sharing

### EVALUATIONS

- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources, etc.)
- Collaborative (or group) work
- Homework assignment

### PREREQUISITES

- Have proven experience as a trainer, in adult training
- Have experience working with MSMEs in the horticultural sector
- Have a good technical knowledge of one of the 7 COLEAD themes
- Be able to prepare and lead a face-to-face training session
- Be able to develop a training program
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

### RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**PRactical  
TRAINING**



**DISTANCE  
- TUTORED -  
(1.5 working days  
per week)**



**TRAINING  
CODE**



## TRAINING METHODOLOGIES

- DOMAIN -  
TRAINING  
METHOD

# HOW TO USE MOODLE FOR CREATING AND ANIMATING AN ONLINE TRAINING COURSE

“ *Create your personalised  
learning environment  
with Moodle!*

*Get ready to move your training  
into the digital age!* ”

## PROGRAM

### OBJECTIVES

- List the different Moodle user roles and their specificities
- Navigate through the Moodle platform
- List and use the different tools available in Moodle
- List and use the different resources in Moodle
- Design a digital training program
- Use Camtasia to create pedagogical videos

### CONTENTS

- The basic principles of Moodle
- The roles of different users
- Moodle activities and features
- Resources in Moodle
- The basics of managing a Moodle platform



### PURPOSE OF THE TRAINING

Design and animate an online  
training course using Moodle.



### TYPES OF ORGANIZATIONS CONCERNED

- Service providers



### TARGETED AUDIENCE

**Service providers**

- Expert-Trainer





## METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises, tutorial
- Discussions, questions & answers
- Exercise with peer correction
- Debriefing / feedback, sharing experience

## EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)

## PREREQUISITES

- Have previous experience in the development of training programs and content
- Be comfortable with technological tools (internet, applications, office suite, etc.)
- Experience as a face-to-face and digital trainer
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

## RECOMMENDATIONS

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)



**PRactical  
TRAINING**



**DISTANCE  
- TUTORED -  
(1 to 2 hours per day)**



**TRAINING  
CODE**



## TRAINING METHODOLOGIES

- DOMAIN -  
SPS



### PURPOSE OF THE TRAINING

Train senior operators in the mango sector to train their team(s) in integrated management for fruit fly control.



### TYPES OF ORGANIZATIONS CONCERNED

· Companies



### TARGETED AUDIENCE

#### Company

- Farm Manager
- Production Manager
- Crop Protection Manager
- Harvest Manager
- Packing manager
- Quality-Traceability Manager

# COACHING: INTEGRATED MANAGEMENT MEASURES FOR FRUIT FLY CONTROL FOR COMPANIES IN THE MANGO SECTOR



*Stop sting! Train your staff on fruit fly management!*

*Creating knowledge is good, creating knthrough coaching is better! Put your new skills as a trainer into practice during a real scenario and thus train your staff in fruit fly management.*



## PROGRAM

### OBJECTIVES

- Train operators to recognize fruit bitten by flies to keep them out of sorting
- Plan and replicate “integrated management for fruit fly control” training for all operators handling mangoes

### CONTENTS

- Practical application of the training course Integrated management measures for fruit fly control for companies in the mango sector (TP\_4.077)
- Coaching and debriefing of the real life situation exercise





### METHODS

- Demonstration, application exercises
- Pedagogical animation, debriefing / feedback

### EVALUATIONS

- Oral presentation

### PREREQUISITES

- Work for an organisation active in the mango sector
- Be responsible for fruit fly management within your organisation (orchards and/or packhouse)
- Be familiar with the stages of mango production and/or packaging
- Having followed the training course on integrated management measures for fruit fly control for companies in the mango sector (TP\_4.077)



**ON JOB SITUATION  
TRAINING**



**FACE TO FACE  
(in companies)**



**TRAINING  
CODE**



# GROWING PEOPLE

JUNE 2023

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