

## Photo Documentation of the Pilot Train-the-Trainer courses

From April 2014 till June 2014, more than 70 participants participated in the trial-train-the-trainer courses. The trial train-the-trainer courses took place in Poland, Austria, Italy and Germany.

All participants prepared themselves for the physical training session by an E-learning...

The screenshot shows the home page of the IRM-organic.eu e-learning platform. The header includes the logo 'IRM-organic.eu' and the 'Lifelong Learning' logo. The main content area is titled 'Train-the-Trainer Course «Improved Risk Management Tools for Organic Inspectors»'. It features a navigation menu on the left with 'TIT', 'TIT START', 'Course', 'TOOLS', and 'Logout'. The main text says 'Welcome to the E-Learning-Platform!' and 'Your log-in was successful.' Below this, there are four links: 'Click here if you want to know more about the e-Learning course in general >>>', 'You want to learn more about the Occupational Profile of an Organic Inspector? >>>', 'You want to get in contact with your fellows and tutors? Proceed to the Interactive «Tools»', and 'You are well prepared and ready for the online course? Start the course here >>>'. On the right, there is a 'Update your Profile' section with instructions and a 'Current status' section showing a 'Logout' button and the username 'bartels'. The footer contains logos for Quavera, AGRIZERT, AGRO BIO TEST, BIKO TIROL, ccpb, and SLK.

..... and finished with a multiple choice test.....

The screenshot shows a multiple choice test page on the IRM-organic.eu platform. The header is the same as the previous screenshot. The main content area is titled 'Questions Course 1-4' and shows a progress bar at '2/17'. The question is: 'Q01: To follow the risk-based approach the timing of the inspection is relevant. Following a risk based approach; what should be a favored timing for organic inspections?'. There are three radio button options: 'Production peak times', 'On the same time every year', and 'Critical phases when the probability of a use of unauthorized inputs is high'. A 'next page' button is at the bottom of the question area. The footer contains the same logos as the previous screenshot.

...and a two days face-to-face training course:



Radom, Poland, April 2014



Bologna, Italy, May 2014



Innsbruck, Austria, June 2014



Oberursel, Germany, June 2014

The program of the pilot face-to-face courses was the same at all locations:

Day 1	Topic
10.00	Introduction and presentation of the project
11.00	Preparation of inspections
13.00	Lunch break
14.00	Tools for on-site inspections I <ul style="list-style-type: none"> <li>• critical points for organic integrity</li> <li>• sampling and analysis</li> </ul>
17.00	Tools for on-site inspections II <ul style="list-style-type: none"> <li>• traceability checks</li> <li>• cross checks</li> <li>• flow of good checks</li> </ul>
18.30	Summary of the day
Day 2	
08.30	Introduction of the day's program
09.00	Documentation of inspection results
11.00	Communication in critical situations

13.00	Lunch break
14.00	Basic principles of teaching and methodology
16.00	Summary of the course
17.00	End


Each training part included group works.



The results of these group works were presented to the entire group.




The face-to-face-training started with a training session on planning and preparation of risk-oriented inspections.



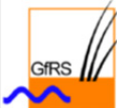
Lifelong Learning


IRM-ORGANIC "Training on improved risk management tools for organic inspectors" [www.irm-organic.eu](http://www.irm-organic.eu)

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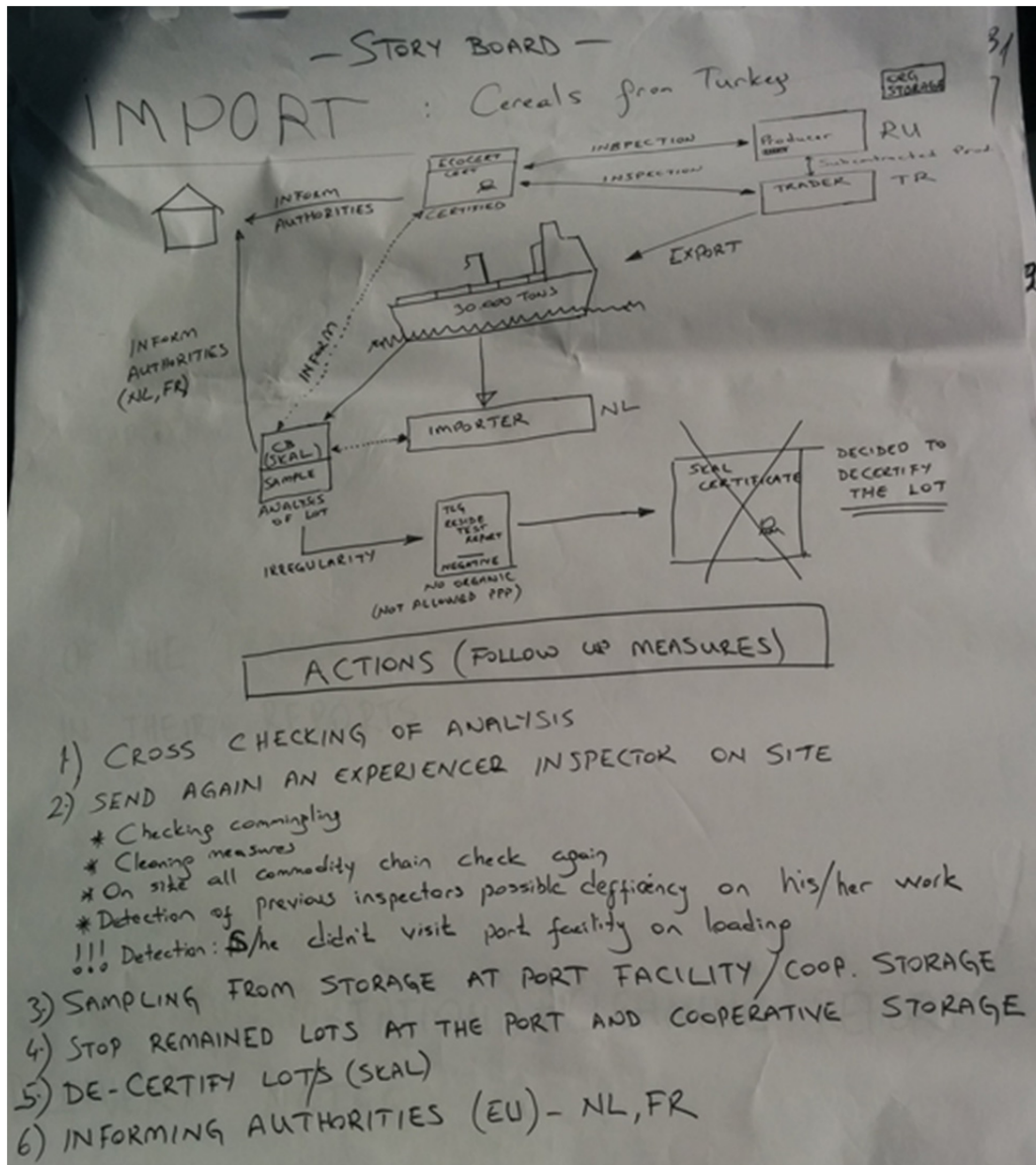


1. Background
2. Risk oriented planning of inspection
  1. Risks
  2. Risk assessment
  3. Definition of inspection (type and frequency)
3. Risk oriented preparation of inspections
  1. Description of the unit
  2. Organic critical points
  3. Preparation work
4. Group work
5. Presentation of the results





Task of the corresponding group work was to develop possible, realistic fraud scenarios and to give inspectors directions for their inspections.



The second session was on critical points for organic integrity, sampling and analysis.

## 1. Organic Critical Points



1. Definition and Background
2. Identification of OCPs
3. Content of an OCP concept
4. Measures of the control body/inspector
5. Group work


## 2. Sampling and Analysis

1. Background
2. Risk oriented sampling
3. How to take samples

The task for the group work was to identify critical points for organic integrity for different kinds of production/processing processes.

## Organic Critical Points - Examples

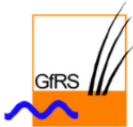


Critical Point	Risk	Preventive measure
Incoming goods	Commingling or confounding of organic and conventional products; Delivered products are conventional instead of organic; Usage of conventional, (non compliant) incoming goods	<ul style="list-style-type: none"> <li>▪ Check of incoming goods has to be documented (proof of check)</li> <li>▪ Delivery notes and invoices have to be stored, records to be made</li> <li>▪ Certificates of suppliers must be stored</li> </ul>
Storage	Commingling or confounding	<ul style="list-style-type: none"> <li>▪ Different storage rooms or „organic corner“</li> <li>▪ E.g. delivery of organic apples in green boxes, of conventional apples in blue boxes</li> <li>▪ All products are labelled</li> </ul>
Sale of animals 	Organic sale of conventional animals, if conversion period to short	<ul style="list-style-type: none"> <li>▪ Special labeling of conventional livestock in the register of animals, ...</li> <li>▪ Check the status of each animal before selling it as an organic one</li> <li>▪ Be aware that not each animal automatically has an organic status</li> </ul>

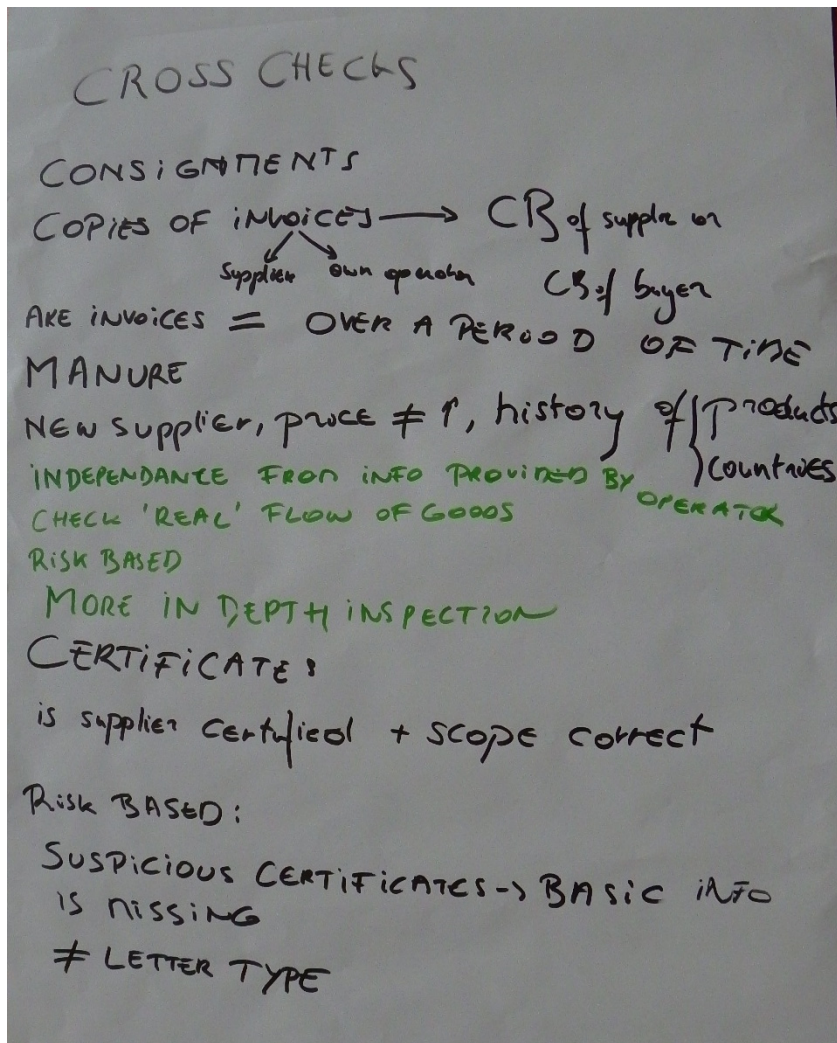
Followed by a session on traceability checks, cross checks and flow of goods checks.



1. Background
2. Inspection toolbox
3. Traceability checks
4. Cross checks
5. Flow of goods check



The task for the group work was to prepare inspectors for implementing these tools in a risk oriented way.





The next session was on the documentation of inspection results including objective evidences:

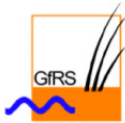


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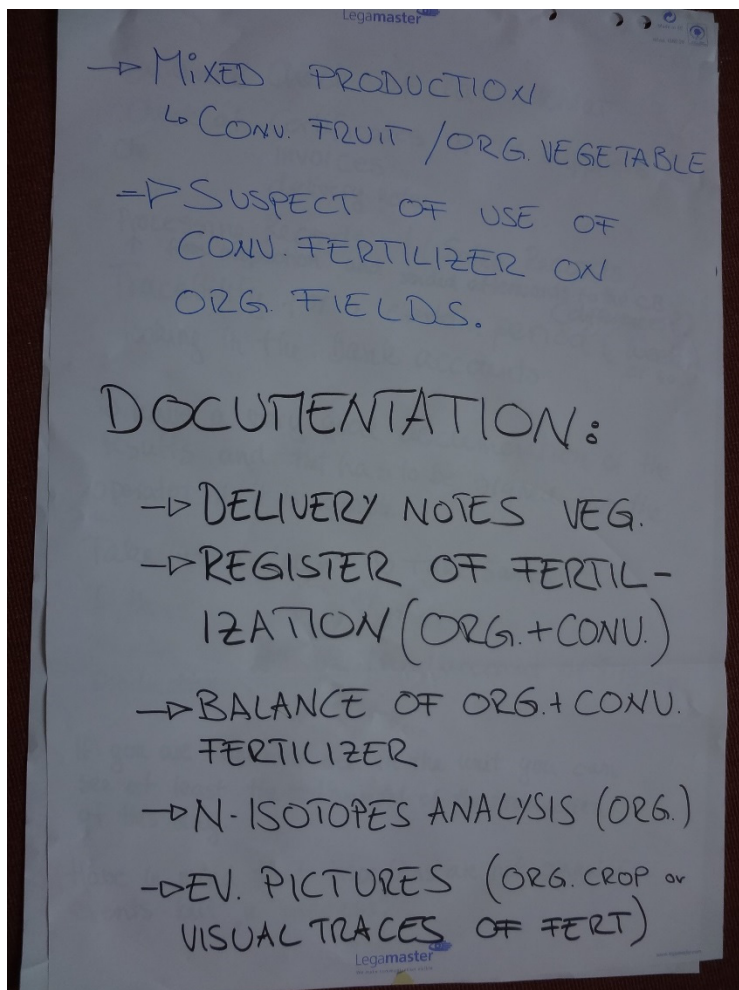
## Documentation of inspection results



1. Background
2. Requirements for documentation
  1. Completeness
  2. Objective evidence
  3. Follow Up
3. Group work
4. Presentation of the results



The group work was to define a special inspection situation and to note down all the objective evidence which is needed for a specified deviation.



As soft skills were an important topic which was demanded by experts and inspectors, the following session was on communication skills.

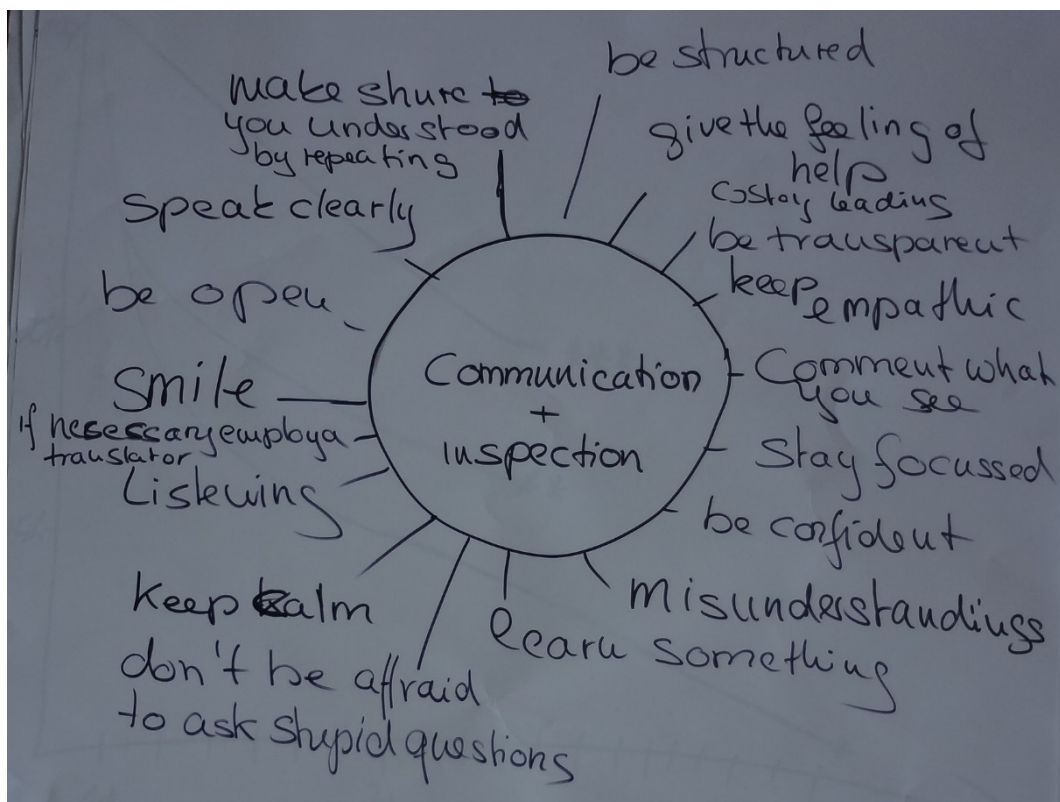


## Top 9 Communication skills

1. Listening
2. Nonverbal communication
3. Clarity and Concision
4. Friendliness
5. Confidence
6. Empathy
7. Open-mindedness
8. Respect
9. Feedback



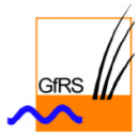
In a call query participants were asked to mention the points which came into their mind first, when hearing the words communication and inspection.



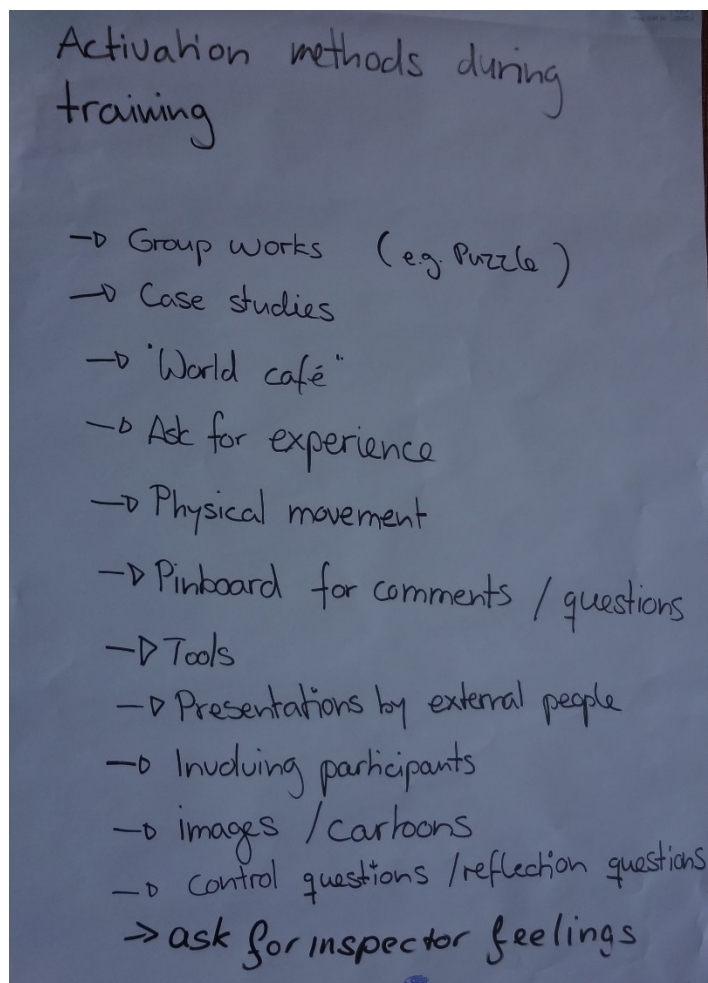
The last session was on how to carry out trainings and what kind of training methods can be used.



1. Background
2. Easy learning
  1. Reasons for learning
  2. Learners
  3. Brain learning
3. Methods
4. Training designs
5. Group work

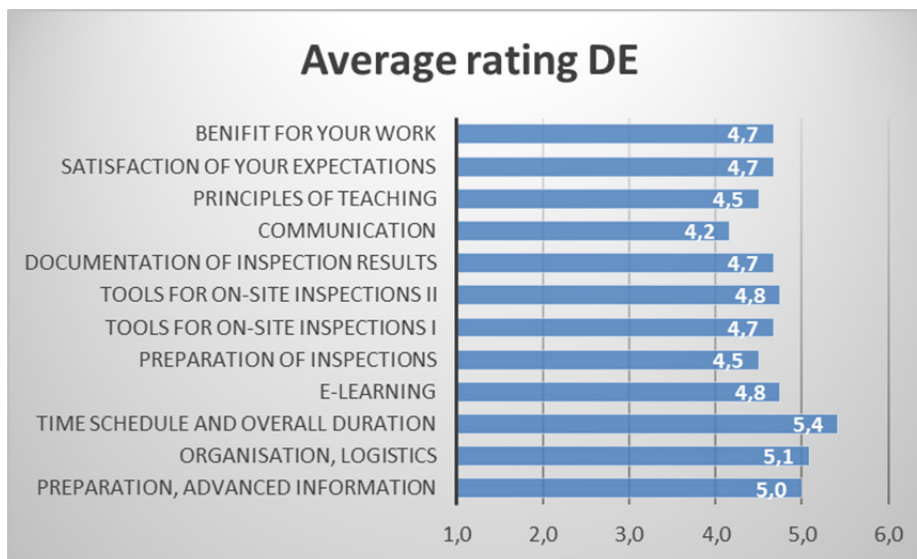
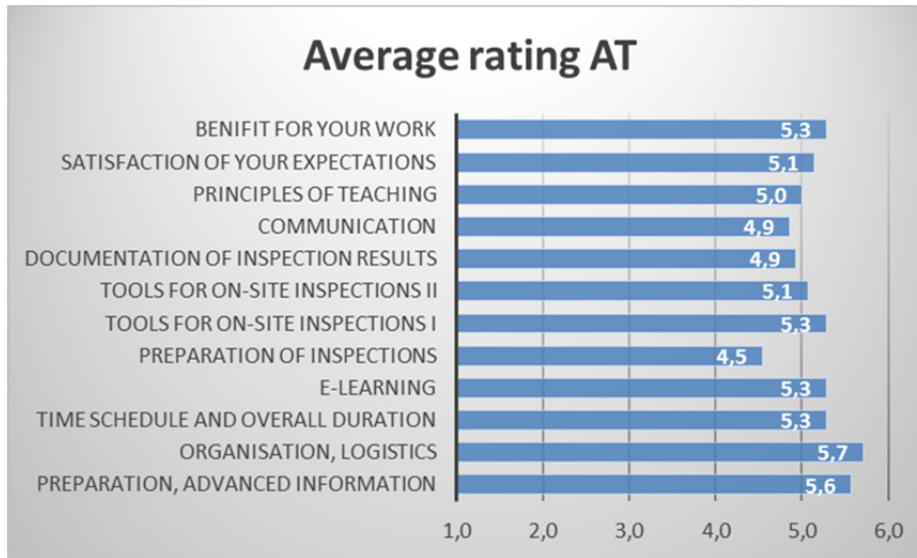


During group work one group was asked to collect their favourite activation methods.

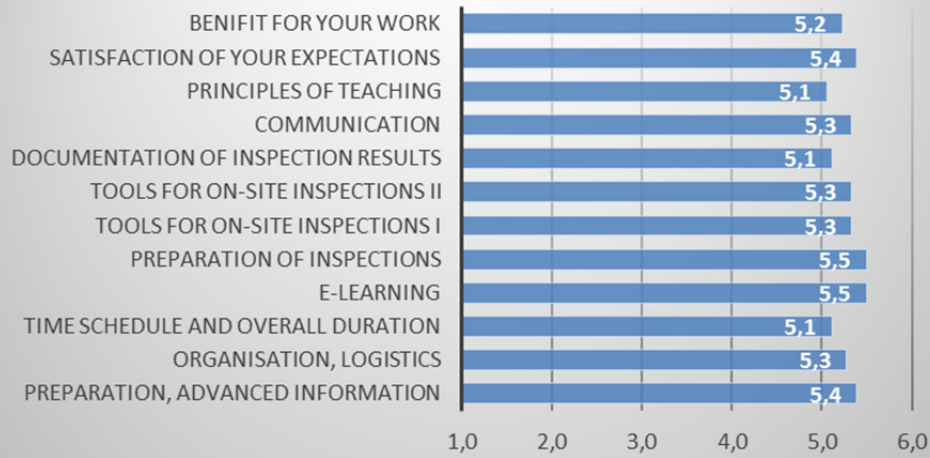


Finally, all participants were asked to give feedback on the course.

The general rating of the course was good as the evaluation of the trainings shows:



## Average rating IT



## Average rating PL

