



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
TAXATION AND CUSTOMS UNION
International and General Affairs
Management of programmes and EU Training

Brussels, 11/03/2021
TAXUD.E.3.002/SR/vv (2021) 1 846 360

**NOTE TO THE CUSTOMS 2020 PROGRAMME COORDINATORS
OF CELBET COUNTRIES
(BULGARIA, CROATIA, ESTONIA, FINLAND, GREECE, HUNGARY, LATVIA, LITHUANIA,
POLAND, ROMANIA AND SLOVAKIA)**

**Subject: Invitation to the CLEP “Customs control process”
ONLINE training session
23 March 2021 from 13.00-16.00 CET
24 March 2021 from 13.00-16.00 CET
Financial Code: CWS/104/002**

You are invited to nominate **two participants from your Administration** to attend the above-mentioned workshop organised by the Customs Eastern and South Eastern Land Border Expert Team (CELBET) in cooperation with the National Tax and Customs Administration of Hungary under the Common Learning Events Programme (CLEP) of Customs 2020. The key objective of the CLEP programme is to allow Member states or DG TAXUD to deliver Learning and Development activities to national trainers, subject matter experts, and experts with teaching practice. CLEP enables national administrations to benefit from an existing knowledge and expertise in the field of customs or tax or from a training specifically designed as a CLEP in order to enhance the training capacity or the professionalism of public administrations.

Providing training to the customs officers working in customs control process activities will increase the effectiveness and efficiency and results of controls (operational working methods) at the EU's external borders to the necessity to further. The improved customs controls capability and performance standards of customs can reinforce the protection of the EU's financial interest. Also the filtering out of goods which are harmful means more safety and security in Europe and in the global context.

The CELBET together with the Hungarian National Tax and Customs Administration developed a customs control process training program and is willing to share it with other participating administrations.

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Sandra.Ribon@ec.europa.eu

The training is planned to be organised as a blended-learning approach and consists in the following sessions:

- Session 1: EU training webinar on the theoretical parts of the training program (2 days webinar),
- Session 2: e-learning, using the related EU/CELBET e-learning courses,
- Session 3: face to face training focusing on the practical parts of the training program (planned date 12-14 October 2021 – provisional –, Hungary).

You are kindly asked to nominate those of your colleagues who are able to join to all sessions of the training.

The Session 1 of the training event will take place on-line on the CELBET Training Platform's (<https://edu.celbet.eu>) webinar tool. The link for this on-line training will be sent directly to the nominated participants.

The training content relates to the customs control process activities at border crossing points (BCP), the detailed content can be found in the Agenda.

Dates:

- **Day 1: 23 March 2021 13.00-16.00 CET**
- **Day 2: 24 March 2021 13.00-16.00 CET**

Participants profile:

The workshop is targeted to Customs officers working on customs control process activities at BCPs mainly in passengers' control.

- Customs officials with a sound knowledge and practical expertise on customs control process;
- Customs officials working in the field of customs control process.
- Customs officials responsible for introducing, realizing, delivering or updating training on customs control process in their national administration.

Number of participants:

The total number of participants is **limited to 22** (2 participants per participating country).

Working language: **English**. No interpretation will be provided.

Officials attending events organized under the programmes have to fulfil the reporting obligation under the Performance Measurement Framework (PMF) of the programme by providing feedback through Event Assessment Forms when requested. Programme Coordinators should encourage participants to meet this obligation.

Application forms should be completed and sent back as soon as possible and by **18 of March 2021 at the latest** to Zsolt Dézsi (dezsi.zsolt@nav.gov.hu) in copy with Customs2020@nav.gov.hu and to the European Commission: (TAXUD-PROGRAMME-TRAINING@ec.europa.eu). In parallel, Programme Coordinators are requested to **register** their participants in the Activity Reporting Tool by the same deadline.

Please respect the deadline: applications sent after the deadline will not be handled.

e-signed

Stéphane Mail Fouilleul
Head of Unit

Enclosures:

1. List of Project Group Members.
2. Detailed information.
3. Webinar tool – instruction for use.
4. Privacy statement.
5. Application form.

c.c.: C2020 TSG members (via PICS)

List of Project Group Members (trainers, experts)

| | Country | Name | e-mail |
|----|----------|------------------|--|
| 1. | Hungary | Zsolt KOVÁCS | kovacs.zsolt@nav.gov.hu |
| 2. | Hungary | Tamás TÓTH | toth.tamas_11@nav.gov.hu |
| 3. | Hungary | Jenő Csaba CSÁKI | csaki.jeno@nav.gov.hu |
| 4. | Latvia | Elina CIRULE | elina.cirule@vid.gov.lv |
| 5. | Hungary | Zsolt DÉZSI | dezsi.zsolt@nav.gov.hu |
| 6. | Slovakia | Norbert JAKUS | norbert.jakus@financnasprava.sk |

CUSTOMS 2020 PROGRAMME

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| Subject/Title | CLEP “Customs control process” |
| Financial code | CWS/104/002 |
| Date and duration | 23-24 March 2021 |
| City (Country Code) | N/A – online. |
| Background | <p>The background of the proposed activity is the need for a common learning framework, represented by CLEP.</p> <p>The key objective of the CLEP programme is to allow Participating countries or DG TAXUD to deliver Learning and Development activities to national trainers, subject matter experts, and experts with teaching practice. CLEP enables national administrations to benefit from an existing knowledge and expertise in the field of customs or tax or from a training specifically designed as a CLEP in order to enhance the training capacity or the professionalism of public administrations.</p> |
| Objectives | <p>The objective of the event is to improve the professional and technical skills, and professional competencies of the customs officers who are working at border crossing points of the EU. The event aims to be a train-the-trainers action in which best practice can be shared. The training programme and the training content were developed under the CELBET project and this particular training event has as additional objective to prepare participants for future customs missions which is one of the key objectives of CELBET 3.</p> |
| Indicative content of the webinar | <ul style="list-style-type: none"> • Selection process, local risk assessment. • Interviewing and profiling. • Seizures – result of risk analysis and profiling. • Case studies – passenger traffic, cars. • Case studies – passenger traffic, buses, minibuses. • Case studies – cargo traffic. |
| Expected outcome | <ul style="list-style-type: none"> • Improved skills on customs control process. • Case studies making deeper knowledge. • Best practises for customs control process (including the passengers) and training methodologies. • Increased knowledge on existing good training system of customs control officers in the trainings. |

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| | <ul style="list-style-type: none"> • Trained officials who can pass on the gained information to colleagues. |
| Methodologies | <p>The training is planned to be organized as a blended-learning approach and contains the following sessions:</p> <ul style="list-style-type: none"> • Session 1: EU training webinar on the theoretical parts of the training program. • Session 2: e-learning, using the related EU/CELBET e-learning modules. • Session 3: face to face training focusing on the practical parts of the training program. <p>The 3 sessions will contain theoretical and practical (on the job) training. The training sessions will include presentations, workshops, practical exercises, on the job activities.</p> |
| Interpretation/ working language | Working language: English. No interpretation is provided. |
| Number and profile of participants | <p>Maximum 2 experts per CELBET country.</p> <ul style="list-style-type: none"> • Total number of participants: 22 • Total number of trainers, experts: 6 <p><u>Participants profile:</u></p> <ul style="list-style-type: none"> • Customs officials with a sound knowledge and practical expertise on customs control process; • Customs officials working in the field of customs control process. • Customs officials responsible for introducing, realizing, delivering or updating training on customs control process in their national administration. |
| Participant preparation | Participants should have PC with access to the CELBET Training Platform (https://edu.celbet.eu) Big Blue Button (BBB) webinar tool. Please find more instruction in Annex 3 of this invitation. |
| Registration | Each Customs 2020 Programme Coordinator is requested to complete the attached Registration Form and send it to Customs2020@nav.gov.hu and dezsi.zsolt@nav.gov.hu with a copy to TAXUD-PROGRAMME-TRAINING@ec.europa.eu as soon as possible and not later than 18 March 2021. |
| Host coordination | The host contact person for the training session is Mr. Zsolt DÉZSI – dezsi.zsolt@nav.gov.hu , mobile: +36307567046 |

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| Central coordination | <p>European Commission Taxation and Customs Union Directorate General Programme Management Team TAXUD-CUSTOMS2020@ec.europa.eu</p> <p>Organisational issues: Ms Sandra Ribbon TAXUD-PROGRAMME-TRAINING@ec.europa.eu</p> |
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Technical specifications

Software requirements:

Internet browser for PC/notebook:

- Chrome, Firefox, Edge – newest version required

Internet browser for mobile phone:

- IOS (12.2+)– Safari Mobile
- Android (6.0+)– Chrome Mobile

Internet browser „Internet Explorer“ and older version of „Edge“ browser are not supported.

Internet connection:

EduLive server:

IP address: 194.1.0.254

Ports to be allowed:

- TCP/IP ports 80/443 (for HTTP/HTTPS)
- UDP ports in the range 16384 - 32768 (for FreeSWITCH/HTML5 RTP streams)

Equipment:

- Headphones
- Microphone

Testing procedure

Step 1:

- Self-registration (for new users) or Login (for already registered users) to the CELBET Training platform <https://edu.celbet.eu/>
- Go to the menu: "Webinar", then "Webinar test"
- Enter the password "bbb" in the field "Enrolment key"

Step 2:

- Go to: Test webinar

Step 3:

- It is possible to test the connection separately;
- in case you would like to test with the participation of another person, send a time proposal to George.Bucnaru@customs.ro.

Step 4:

- Sending information about the functionality/malfunction of the service to George.Bucnaru@customs.ro



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: *Organisation and management of meetings in the context of the Customs and Fiscalis 2020 programmes for meetings that are not linked to expert groups.*

Data Controller: *European Commission, Directorate- General Taxation and Customs Union, Unit E3.*

Record reference: *DPO-3078-5*

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

This privacy statement concerns the processing operation *Organisation and management of meetings in the context of the Customs and Fiscalis 2020 programmes for meetings that are not linked to expert groups* undertaken by the European Commission Directorate- General Taxation and Customs Union, *unit E3*, as presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: The European Commission collects and uses your personal information only for the organisation, preparation, management and follow-up of meetings financed through the Customs and Fiscalis 2020 and successor programmes that are not expert group meetings. More specifically, this concerns the following processing activities:

- communication activities such as sending e-mails and invitations (this entails the management of contact lists for correspondence);
- exchange of meeting documents (notably through information sharing and circulation of documents via
 - e-mail, and/or
 - the Advanced Gateway to EU Meetings (AGM) online system for meeting organisation (see Record of processing DPR-EC-01141 - Information system supporting the organisation of meetings (former notification DPO-3911)), and/or
 - CIRCABC (see Record of Processing DPR-EC-01666 - CIRCA and CIRCABC – Global User Directory (former notification DPO-1008))) and/or,
 - ART2 (see DPR-EC-04047.1).
- organisational and administrative activities to ensure the participants' access to Commission premises (see Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)));
- reimbursement of travel, subsistence costs or payment of special allowances in the sense of Article 21 of Commission decision C(2016) 3301 (see Record of Processing DPR-EC-00301 - Legal Entities and Bank Accounts (former notifications DPO-372 and DPO-300 and ART2 (see DPR-EC-04047.1)));
- audio-visual recording of the meetings for the purpose of drafting minutes (see Record of Processing DPR-EC-01937 (Audio-visual recording of meetings));

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data, because processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation (EU) No 2018/1725).

Bringing together customs and tax officials in different types of meetings plays an important role in enabling the Member States' authorities to improve cooperation, exchange expertise, build confidence, share knowledge as a basis for respectively supporting the functioning and

modernisation of the customs union (customs) and improving the proper functioning of the taxation systems in the internal market (Fiscalis-taxation).

4. Which personal data do we collect and further process?

In order to carry out this processing operation the Data Controller may collect the following categories of personal data:

- Personal data necessary for organising and managing meetings such as gender (Mr/Ms), name, organisation to which he/she belongs, e-mail address, phone/fax number;
- Personal data necessary for security (access control to Commission premises) such as ID card/Passport number and date of birth, name, surname, organisation he/she belongs to, gender;
- Personal data necessary for reimbursements purposes such as name, means of transport, hotel accommodation and banking details;
- Personal data necessary for payment of special allowances, such as name and banking details;
- Personal data included in the minutes of meetings, such as names of meeting participants and their positions expressed (in case of representatives of organisations, Member States' authorities and other public entities, only based on their prior freely given, specific, informed and unambiguous consent, if at all).
- Personal data necessary for establishing the attendance list and the minutes: signature, audio-visual recording of the meeting.

If you do not provide these personal data, possible consequences are the impossibility to attend meetings and/or to be reimbursed or paid.

We have obtained your personal data either directly from you, via the competent National department, another public entity or organisation that you work for or via the Permanent Representation of your country in Brussels.

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for a maximum of 5 years after closure of the file to which the personal data processed belongs.

The 'administrative retention period' of five years is based on the retention policy of Commission documents and files (and the personal data contained in them), governed by the common Commission-level retention list for European Commission files ([SEC\(2019\)900](#)).

It is a regulatory document in the form of a retention schedule that establishes the retention periods for different types of Commission files. That list has been notified to the European Data Protection Supervisor.

The 'administrative retention period' is the period during which the Commission departments are required to keep a file depending on its usefulness for administrative purposes and the relevant statutory and legal obligations.

This information is without prejudice to longer retention periods which may apply to personal data processed for the purpose of reimbursing travel and subsistence costs, payment of special allowances and ensuring the participant's access to Commission premises based on the dedicated processing operations notified to the DPO by the responsible Commission departments ([Records of Processing DPR-EC-00655 \(Commission Physical Access Control System \(PACS\)\)](#) and [DPR-EC-00301 - Legal Entities and Bank Accounts \(former notifications DPO-372 and DPO-300\)](#)).

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#)).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff authorised for carrying out this processing operation and to other authorised Commission staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

More specifically, the following Commission staff have access to certain parts of the personal data:

- Authorised staff of the European Commission's Directorate-General for Human Resources and Security have access to the personal data necessary for providing access to European Commission premises;
- Authorised staff of the European Commission's Directorate-General for Budget and the Paymaster Office (PMO) have access to the personal data needed for reimbursement purposes and payment of special allowances;
- Authorised staff of the European Commission's Directorate-General for Interpretation (SCIC) as meeting room and equipment providers have access to the audio-visual recordings of the meetings;
- Authorised staff of other European Commission departments involved in the policy follow-up to a specific meeting.
- Authorised staff in the Member States responsible for the management of the Customs and Fiscalis 2020 and successor programmes.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your

personal data is inaccurate or incomplete. Under certain conditions, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725, on grounds relating to your particular situation.

To the extent you consented to the publication of some of your personal data, you can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

Any request for access to personal data will be handled within one month. Any other request mentioned above will be addressed within 15 working days.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller:

European Commission, Directorate- General Taxation and Customs Union, *unit E3* at TAXUD-UNIT-E3@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <https://ec.europa.eu/dpo-register/>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPO-3078-5.