|  |  |
| --- | --- |
| logo_ec_17_colors_300dpi | EUROPEAN COMMISSIONDIRECTORATE-GENERAL TAXATION AND CUSTOMS UNIONName of Directorate**Name of Unit** |

Brussels,

TAXUD.A/B/C/D/E … (2022)

Note to the Customs Programme Coordinators
of Belgium, Cyprus, the Czech Republic, Germany, Denmark, Spain, Hungary, Italy, Latvia, the Republic of Serbia and Turkey

Subject : Invitation to CLEP Customs control process Training
11-13 October 2022, in Röszke (Hungary)
Event Code: CTR/010/001

Please find attached the invitation for the above-mentioned workshop. The invited participants are listed in the Annex 1 of this document.

Registration forms should be completed and sent back to Customs2020@nav.gov.hu in copy with dezsi.zsolt@nav.gov.hu and taxud-customs-programme@ec.europa.eu as soon as possible and **by 16th September 2022** at the latest. In parallel, Programme Coordinators are requested to **register their participants in the Activity Reporting Tool** by the same deadline.

Officials attending events organised under the programmes have to **fulfil the reporting obligation** under the Monitoring and Evaluation Framework (MEF) of the programme by providing feedback through **a dedicated survey** when requested. Programme Coordinators should encourage participants to meet this obligation.

In case of a problem encountered during registration in ART, Programme Coordinators are invited to contact taxud-customs-programme@ec.europa.eu.

Stéphane Mail Fouilleul
Head of Unit

Enclosures: - Participants list
- Programme
- Privacy statement.
- Registration form

Cc.: Operational units involved: add name of Director if interested, Head of unit, person in charge of file
Taxud-Customs-Programme@ec.europa.eu

|  |  |
| --- | --- |
| logo_ec_17_colors_300dpi | EUROPEAN COMMISSIONDIRECTORATE-GENERAL TAXATION AND CUSTOMS UNIONName of Directorate**Name of Unit** |

**ANNEX 1**

**List of invited trainers/experts:**

1. HU Zsolt Kovács
2. HU Jenő Csaba Csáki
3. HU Tamás Tóth
4. HU Zsolt Dézsi
5. LV Olegs Jerofejevs
6. HU National Customs coordinator

**List of invited participants:**

1. BE Patrick De DEKEN
2. BE Erik PEETERS
3. CY Philio MYTIDOU
4. CY Nikolas KASIOULIS
5. CZ Nikola ZISCHKOVÁ
6. CZ Dominik PŘIBYL
7. DE Philip BRÜHL
8. DE Markus WITTENBECHER
9. DK Allan NIELSEN
10. ES Idoia Ramos FERNANDEZ
11. HU Zoltán CSÓRÉ
12. IT Francesco MESSINEO
13. RS Aleksandar ANDJELKOVIC
14. RS Veljko HODZIC
15. TR Hakan KOÇ
16. TR İrşad BAŞAK

**ANNEX 2**

**CUSTOMS WORKSHOP**

Customs control process Training

**11-13 October 2022**

**Röszke (Hungary)**

**Event code: CTR/010/001**

**CUSTOMS PROGRAMME**

|  |  |
| --- | --- |
| **Subject/Title**  | **Customs control process training** |
| **Event code** | **CTR/010/001** |
| **Date and duration** | **11-13 October 2022 (3 days)****10-13 October 2022 (4 days) for trainers and organizers** |
| **City (Country Code)** | **Röszke (HU)** |
| **Address** | **CELBET Centre of Expertise on Customs control skills development****H-6758 M5 Highway, Röszke Border crossing point (BCP)** |

|  |  |
| --- | --- |
| **Background**  | This initiative is organized by the National Tax and Customs Administration of Hungary in cooperation with CELBET, under the Common Learning Events Programme (CLEP) of Customs. The key objective of CLEP programme is to allow trainers, subject matter experts, and experts with teaching practice, to deliver training to Participating Countries administrations staff, enabling them to benefit mutually from existing expertise in the field of customs and tax and, in doing so, to enhance training capacity as well as professionalism of public administrations. This training workshop aims at sharing the established common CELBET and Hungarian customs expertise in the field of customs control process. |
| **Objectives**  | The objective of this CLEP event is to improve the professional and technical skills and professional competencies of customs officers performing customs controls at the external land border of the EU. This includes the application of risk management methods and IT applications, as well as the documentary and the physical checks).The event aims to be a ‘train-the-trainer’ format to further enhance the outreach that this sharing of Hungarian and CELBET expertise can have across the EU. During this training the best practices, experience and specific cases may also be shared amongst the participants. |
| **Expected outcome**  | * Identified good practices
* Introducing the activities of control officers in customs control processes and sharing information about the tools, technics and methods of trainings;
* Sharing case studies making deeper knowledge
* Presenting national training systems focusing on control customs officers working at BCPs.
 |
| **Methodologies** | * Presentations of vehicle inspections methodologies;
* Introducing the activities of the customs control process for customs officers and sharing information about the tools, technics and methods of trainings;
* Sharing case studies extending knowledge
* Practical work with vehicles at the BCP;
* Presenting the Hungarian training system focusing on the customs control process trainings
* Discussions
 |
| **Interpretation/ working language** | English. No interpretation will be provided. |
| **Number and profile of participants** | **Financed under the Programme budget** : 2 experts per Participating Administration  |
| **Participant preparation** | Short (maximum 5 minutes) presentationof interesting national cases country by country. |

|  |  |
| --- | --- |
| **Registration** | Each Customs Programme Coordinator is requested to complete the attached **Registration Form**, providing details of participants, and to send it as soon as possible and **by 16/9/2022 at the latest** to the host coordinators.Participants should contact their Customs Programme Coordinator before confirming participation and/or making any travel arrangements.  |
| **Accommodation (location, contact details and price)** | Cancellation costs are not going to be borne by the host administration.Please notice that the hotel rooms are pre-booked for all participants by the Hungarian Tax and Customs Administration in Szeged, at Art Hotel (Somogyi u. 16, H-6720, [Art Hotel Szeged - About us (accenthotels.com)](https://artszeged.accenthotels.com/en). The hotel price is 22 000 HUF (about 55 EUR) per room per night. The hotel rooms should be paid by the participants in cash (HUF or EUR) or by credit card directly for the hotel. |
| **Reimbursement**  | * The most appropriate and cost-effective way of travelling has to be chosen with a view to reimbursement of expenses.
* The **accommodation** unit cost for **Hungary** amounts to **…** **EUR** per night.
* The **daily allowance** unit cost for **Hungary** amounts to **…** **EUR**.
* Travel and living expenses (accommodation + daily allowance) will be covered under the conditions specified in the financial guide.
 |
| **Information concerning travel (airport-venue etc.)** | The participants should arrange their travel to the hotel by themselves.Practical information regarding the most appropriate means of transport from the airport to the hotel will be provided with separate e-mail, directly to the participants at the end of September.**If there is only early flight on 14th October from Budapest it is better to book a hotel in Budapest for 13th October’s night. It need to be managed by the national Customs coordinator and signed on the registration form.** |
| **Host coordination** | The host contact person for the workshop: Mr. Zsolt Dézsi, dezsi.zsolt@nav.gov.hu  |
| **Central coordination** | European CommissionTaxation and Customs Union Directorate GeneralProgramme Management TeamTAXUD-CUSTOMS-PROGRAMME@ec.europa.eu |

**Customs Programme**

**Customs control process Training**

**CTR/010/001**

**Röszke (HU), 11-13 October 2022**

**Draft AGENDA**

|  |
| --- |
| **Monday, 10 October****Training day 0** |
| 13:00 – 19:00 | Preparatory meeting for trainers and organisers |
|  | Arrival of participants to Budapest, and from Budapest to Szeged |
| 16.00 | Accommodation in the Art Hotel, Szeged |
| **Tuesday, 11 October****Training day 1** |
| 8:30 – 9:00 | Transfer from the hotel to the BCP Röszke |
| 9.00 – 09.30 | Welcome and introductionPresenting the BCP |
| 09.30 – 11.00 | Selection Process, Local Risk Assessment |
| 11:00 – 11:15 | **Coffee break** |
| 11.15 – 12.30 | Interviewing and profiling |
| 12.30 – 14.00 | **Lunch break** |
| 14:00 – 15:30 | Risk Assessment (The road to Decision)Motivation AspectsCar Search Techniques: Fuel tank control modus operandiNew Ukrainian cases (Transfer case & Oil sump) |
| 15:30 – 15:40 | **Coffee break** |
| 15.40 – 17.00 | Car Search Techniques: Knocking methodSeizures (result of risk analysing and profiling) *Cases from the Ukrainian, Serbian borders**Kahoot Challenge* |
| 19:00 - | Social event |
| **Wednesday, 12 October****Training day 2** |
| 8:30 – 9:00 | Transfer from the hotel to the BCP Röszke |
| 9:00 – 9:15 | Review of the first day*(team work)* |
| 9:15 – 10:00 | Car Search Techniques: Use of Sensation |
| 10:00 – 10:10 | **Coffee break** |
| 10:10 – 10:40 | Motivation – Fear |
| 10:40 – 11:20 | New car types & Search methods |
| 11:20 – 11:30 | **Coffee** |
| 11:30 – 12:30 | Field exercisesVisiting the confiscated cars in the storage |
| 12.30 – 14.00 | **Lunch break** |
| 14:00 – 15:00 | Interesting national cases*5 minutes per countries* |
| 15:00 – 15:15 | **Coffee break** |
| 15:15 – 16:05 | Buses – case studies |
| 16:05 – 17:00 | Trucks and trailers (What is not visible for X-ray machine) – case studies |
| 17.00 – 17.30 | Transfer from the BCP to the hotel |
| 17:30 – 19:00 | Sightseeing tour (Szeged) |
| **Thursday, 13 October****Training day 3** |
| 8.30 – 9.00 | Transfer from the hotel to the BCP |
| 9.00 – 9.15 | Review of the second day |
| 9:15 – 9:45 | Safety rulesPresentation about the practical and local rulesIntroduction to the practical part of the training |
| 9:45 – 10:00 | **Coffee break** |
| 10:00 – 12:30 | Field exercise in 4 groups |
| 12:30 – 14:00 | **Lunch break** |
| 14:00 – 15:30 | Field exercise in 4 groups |
| 15:30 – 15:45 | **Coffee break** |
| 15:45 – 16:00 | Feedback from Trainees (both groups) |
| 16:00 – 16:15 | Feedback from Trainers |
| 16:15 – 16:30 | Guidelines on using the course in national administration |
| 16:30 – 17:00 | Feedback on whole trainingClosure. Certificates |
| 17:00 – 17.30 | Transfer from the BCP to the hotel |
| **Friday, 14 October** |
|  | Leaving the hotel |

**ANNEX 3**

**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 programmes for meetings that are not linked to expert groups.*

**Data Controller:***European Commission, Directorate-General Taxation and Customs Union, E3 and the Polish National Revenue Administration.*

**Record reference:** *DPO-3078-5.*

**Table of Contents**

1. **Introduction**
2. **Why and how do we process your personal data?**
3. **On what legal ground(s) do we process your personal data?**
4. **Which personal data do we collect and further process?**
5. **How long do we keep your personal data?**
6. **How do we protect and safeguard your personal data?**
7. **Who has access to your personal data** **and to whom is it disclosed?**
8. **What are your rights and how can you exercise them?**
9. **Contact information**
10. **Where to find more detailed information?**
11. **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](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2018.295.01.0039.01.ENG&toc=OJ:L:2018:295:TOC) 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 programmes for meetings that are not linked to expert groups* undertaken bythe European CommissionDirectorate-General Taxation and Customs Union*, E3* as presented below.

1. **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 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.

1. **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).

1. **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.

1. **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)](http://ec.europa.eu/transparency/regdoc/index.cfm?fuseaction=list&n=10&adv=0&coteId=2&year=2019&number=900&dateFrom=&dateTo=&serviceId=&documentType=&title=&titleLanguage=&titleSearch=EXACT&sortBy=NUMBER&sortOrder=DESC&language=en).

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)).

1. **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](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1548093747090&uri=CELEX:32017D0046) 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](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32016R0679)).

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.

1. **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 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.

1. **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.

1. **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-CUSTOMS-PROGRAMME@ec.europa.eu and the Polish National Revenue Administration at*sekretariat.kss.warszawa@mf.gov.pl*

* **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.

1. **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.

**ANNEX 4**

**Registration form**

**11-13 October 2022, CLEP “Customs control process” training**

Please send the registration form by **16 September 2022** to the HOST coordinator: Mr Zsolt Dézsi (email: dezsi.zsolt@nav.gov.hu) in copy with Customs2020@nav.gov.hu.

|  |  |
| --- | --- |
| **Country :** |  |
| Participant’s name and surname |  |
| Function |  |
| Telephone N° E-mail  |  |
| Date and time of arrival + flight number, airport |  |
| Date and time of departure + flight number, airport |   |
| Do you need accommodation for 13th October in Art Hotel Szeged? | yes/no |
| Individual requirements? |  |