Tallin, … April 2021 (WP ..)

**NOTE TO THE CELBET CONTACT POINTS OF**

**BULGARIA, CROATIA, ESTONIA, FINLAND, GREECE, HUNGARY, LATVIA, LITHUANIA, POLAND, ROMANIA AND SLOVAKIA**

**Subject: Customs Eastern and South-Eastern Land Border Expert Team – phase 3 (CELBET3)**

**Invitation to the CELBET3 webinar** **"Specialised training for enhancing the use of law enforcement terminology in the customs control scenarios performed at the BCPs”**

**Financial Code: TAXUD/2020/DE/202**

Aș you already know, the **CELBET 3 Training Team will organize the training course "Specialised training for enhancing the use of law enforcement terminology in the customs control scenarios performed at the BCPs”, in 3 phases: e-learning session, webinar and face-to-face course.**

The **main objective** of this course is to help the customs officers to **communicate in English** with clients in different situations.

The second phase, **the webinar will be organized:**

* On **18th, 19th and 20th May 2021, daily starting at 09.00 and ending no later than 16.00 CET.**
* Online, using CELBET Training Platform;
* The direct link: **https://edu.celbet.eu/course/view.php?id=23**
* The working language of the webinar is English.
* The objective of the webinar is to support the implementation of the subtask **5.2.1 Specialized trainings on customs control topics**
* **Content of the training:**
* On **18th May 2021**: Interviewing the customer. Restrictions and prohibitions
* On **19th May 2021**: BCP Diagnostic
* On **20th May 2021**: Car search terminology
* Number and profile of the participants:

- one person from each CELBET participant country;

- customs officer, who participated on the e-learning session;

- medium level of English.

* Special requirements:

- the list containing nominated participants will be sent, up to **13th May 2021,** to Mr. George Bucnaru, [George.Bucnaru@customs.ro](mailto:George.Bucnaru@customs.ro), Training Team expert;

- the participants are required to create themselves their access accounts on CELBET Training Platform ([https://edu.celbet.eu](https://edu.celbet.eu/)) and to test their connection minimum 1 day before webinar;

- for access to the course, the participants will use the enrollment key **English1**.

If you have any technical issues related to the CELBET Training Platform or related to this training course, please contact Mr. George Bucnaru, [George.Bucnaru@customs.ro](mailto:George.Bucnaru@customs.ro).

e-signed

Jyrki Linna

Head of CELBET 3

**Copy to**: CELBET Training Contact Points

**Enclosures:**

Annex 1 List of trainers and CELBET experts

Annex 2 Timetable

Annex 3. BBB tool – instruction for use

Annex 1

List of trainers and CELBET experts:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nr.** | **Mr/Ms** | **Name and Surname** | **Country** | **Role** |
| 1 | Ms. | Aida Cilinskiene | Lithuania | trainer |
| 2 | Ms. | Małgorzata Kowalczyk-Küchmeister | Poland | trainer |
| 3 | Ms. | Sonia Daneva | Bulgaria | trainer |
| 4 | Ms. | George Bucnaru | Romania | CELBET TR expert  Technical assistent |
| 5 | Ms. | Hanna-Kaisa Mikkonen | Finland | CELBET TR expert  CELBET Cafe Moderator |
| 6 | Mr. | Norbert Jakus | Slovakia | CELBET TR team leader |
| 7 | Mr. | Zsolt Dezsi | Hungary | CELBET TR expert |
| 8 | Ms. | Kalina Chobanova | Bulgaria | CELBET TR expert |

Annex 2. **TIMETABLE**

|  |  |
| --- | --- |
| **May 18, Tuesday** | |
| **Time** | **Activities on “Interviewing the Customer. Restrictions and Prohibitions”** |
|
| 9.00–9.15 | Introductions **in the Meeting Room** (teachers and students introduce themselves) |
| 9.15-10.00 | Lesson with a teacher (presenting the tasks, practising the activities) |
| **10.00 – 10.15** | **Break** |
| 10.15–11.00 | Working individually, in pairs or groups (doing the tasks, making conversations, having discussions) |
| **11.00 – 11.15** | **Break** |
| 11.15–12.00 | Working individually, in pairs or groups (doing the tasks, making conversations, having discussions) |
| **12.00–13.00** | **Lunch break** |
| 13.00–13.45 | Lesson with a teacher (discussing the tasks done, practising the activities) |
| **13.45 – 14.00** | **Break** |
| 14.00–14.45 | Working individually, in pairs or groups (doing the tasks, making conversations, having discussions) |
| **14.45 – 15.00** | **Break** |
| 15.00–16.00 | Lesson with a teacher (discussing the tasks done, practising the activities) |

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| **May 19, Wednesday** | |
| **Time** | **Activities on “BCP Diagnostics”** |
|
| 9.00-10.00 | Lesson with a teacher (presenting the tasks, practising the activities) |
| **10.00 – 10.15** | **Break** |
| 10.15–11.00 | Working individually, in pairs or groups (doing the tasks, making conversations, having discussions) |
| **11.00 – 11.15** | **Break** |
| 11.15–12.00 | Working individually, in pairs or groups (doing the tasks, making conversations, having discussions) |
| **12.00–13.00** | **Lunch break** |
| 13.00–13.45 | Lesson with a teacher (discussing the tasks done, practising the activities) |
| **13.45 – 14.00** | **Break** |
| 14.00–14.45 | Working individually, in pairs or groups (doing the tasks, making conversations, having discussions) |
| **14.45 – 15.00** | **Break** |
| 15.00–16.00 | Lesson with a teacher (discussing the tasks done, practising the activities) |

|  |  |
| --- | --- |
| **May 20, Thursday** | |
| **Time** | **Activities on “Car Search Terminology”** |
|
| 9.00-10.00 | Lesson with a teacher (presenting the tasks, practising the activities) |
| **10.00 – 10.15** | **Break** |
| 10.15–11.00 | Working individually, in pairs or groups (doing the tasks, making conversations, having discussions) |
| **11.00 – 11.15** | **Break** |
| 11.15–12.00 | Working individually, in pairs or groups (doing the tasks, making conversations, having discussions) |
| **12.00–13.00** | **Lunch break** |
| 13.00–13.45 | Lesson with a teacher (discussing the tasks done, practising the activities) |
| **13.45 – 14.00** | **Break** |
| 14.00–14.45 | Working individually, in pairs or groups (doing the tasks, making conversations, having discussions) |
| **14.45 – 15.00** | **Break** |
| 15.00–15.30 | Lesson with a teacher (discussing the tasks done) |
| 15.30-16.00 | Meeting for sharing impressions of the training. |

Annex 3. BBB tool – instruction for use

**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 Moblie

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

**Internet connection:**

Edulive server:

IP address: 194.1.0.253

**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