



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

Brussels,
 TAXUD.E.3/SR (2022) 5 713 635

**NOTE TO THE CUSTOMS PROGRAMME COORDINATORS
 OF BULGARIA, CZECHIA, ESTONIA, FINLAND, GERMANY, GREECE, HUNGARY, ITALY,
 LATVIA, POLAND, ROMANIA, SLOVAKIA, SLOVENIA AND TURKEY**

**Subject: CLEP - Invitation to "*Specialised training for enhancing the customs control process performed at the BCP on the EU external border by using the proper customs terminology in English*" Workshop
 On 20-23 September 2022 - Constanta (Romania)
 Event Code: CTR/012/001**

Following to the call for interest sent on 27 June 2022 (TAXUD.E.3/SR (2022) 5 105 872), the selected participants (Annex 1) from your Administration are invited to participate to the above-mentioned CLEP event organized by the Romanian Customs Authority.

Registration forms should be completed by participants and sent back as soon as possible and **by 15 August 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 **fulfill 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.

(e-signed)
 Stephane Mail Fueilleul
 Head of Unit
p.o. Agnija Rasa, deputy Head of Unit

Enclosures: - Programme
 - List of participants
 - Agenda
 - Privacy statement
 - Registration form

C.c.: Customs TSG representatives (via PICS)



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CUSTOMS WORKSHOP

***" Specialised training for enhancing the customs control process
performed at the BCP on the EU external border by using the
proper customs terminology in English "***

20-23.09.2022

Constanta (ROMANIA)

Event code: CTR/012/001

CUSTOMS PROGRAMME

Subject/Title	<i>Specialised training for enhancing the customs control process performed at the BCP on the EU external border by using the proper customs terminology in English</i>
Event code	CTR/012/001
Date and duration	20-23.09.2022
City (Country Code)	Constanta (RO)
Address	39-41 Mircea cel Batran Blvd Constanta, Romania
Background	<p>The initiative to organise this training activity by the Romanian Customs Authority under the Common Learning Events Programme (CLEP) builds on a CELBET Training Team idea put forward in 2019. Because of the COVID pandemic, this event was not organized as a face-to-face activity, but only as e-learning sessions and webinars on the CELBET Training Platform in 2020 and 2021.</p> <p>The key objective of the CLEP programme is to allow trainers, subject matter experts and experts with teaching practice, to deliver training to the Participating Countries' administrations' staff, enabling them to benefit mutually from existing expertise in the field of customs and, in doing so, to enhance training capacity as well as professionalism of public administrations.</p>
Objectives	The objective of this training is to support customs authorities to act as one to protect the financial and economic interests of the Union and its Member States, through human competency building, for increasing the effectiveness and efficiency of customs controls at the EU's external borders. The improved customs control capability and performance standards of customs can reinforce security and safety within the Union. Also, the filtering out of goods, which are harmful to the citizens, the society and nature, or in general, means more safety and security in Europe and in the global context. These objectives lead to the necessity to further train the customs officers working in different tasks, at BCP's.
Expected outcome	<ol style="list-style-type: none"> 1. Enhanced language competencies in the area of customs control at the BCP on the external border of EU 2. EU/CELBET training materials on professional terminology used in customs control area collected 3. The needs for effective participation in specialized exchange missions discussed and listed

Methodologies	<ul style="list-style-type: none"> • Lesson with a teacher (presenting the tasks, practising the activities) • Working individually, in pairs or groups (doing the tasks, making conversations) • Free discussions on different related topics
PICS (Programmes Information and Collaboration Space)	<p>Participants can receive preparatory documents for the workshop through PICS (Programmes Information and Collaboration Space). The host administration may also communicate further organisational information through this platform. Programme Coordinators are requested to invite participants to register in PICS before sending the application form.</p> <p>[https://webgate.ec.europa.eu/pics/filedepot/folder/20545?fid=81861]</p>
Interpretation/ working language	<p>Working language is English.</p> <p>No interpretation will be provided.</p>
Number and profile of participants	<p>The workshop is targeted to Customs officers working in BCP's, at the external borders of the EU.</p> <p><u>Financed under the Programme budget:</u> 1-2 customs officers by participating customs administration. The total number of participants (students) is limited to 24.</p>
Participant preparation	<p>Participants are requested to study the training materials existing on CELBET Training Platform, section Specialised training for enhancing the use of law enforcement terminology in the customs control scenarios performed at the BCPs</p> <p>[https://edu.celbet.eu/course/view.php?id=23#section-0]</p>
Registration	<p>Each national Customs Programme Coordinator is requested to complete the attached Registration Form, providing details of participants, and to send it as soon as possible <u>by 15.08.2022 at the latest</u> to the host coordinators.</p> <p>Participants should contact their Customs Programme Coordinator before confirming participation and/or making any travel arrangements.</p>
Accommodation (location, contact details and price)	<p>RO customs administration has pre-booked standard single rooms at the Continental Forum hotel (in Constanta) for all participants. The total cost for participation on this CLEP activity (accommodation and meals) is 104 Euro/night.</p> <p>Each participant is responsible for the hotel reservation/booking. For that, on the hotel-site, check-in online page [https://continental-forum-constantina.continentalhotels.ro/online-check-in], they need to use the reservation code CLEP2022.</p> <p>For participating in this CLEP activity, it is mandatory to have a reservation at Continental Forum hotel, by using the reservation code CLEP2022.</p> <p>Cancellation costs are not going to be borne by the host administration.</p>

Reimbursement	<ul style="list-style-type: none"> - 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 Romania amounts to EUR 109 per night. - The daily allowance unit cost for Romania amounts to EUR 62. - Travel and living expenses (accommodation+ daily allowance) will be covered under the conditions specified in the financial guide.
Information concerning travel (airport-venue etc.)	<p>For the transport, there are 2 possibilities:</p> <ul style="list-style-type: none"> - by airplane to Mihail Kogalniceanu (Constanta) airport, where you will be picked-up by hosts car; - by airplane to Otopeni (Bucharest) airport, where you have to take the train to Gara de Nord station and then to Constanta station, where you will be picked-up by hosts car. <p>Our administration is trying to ensure transport for you, from Otopeni (Bucharest) airport directly to Constanța by car.</p> <p>Additional informational will be provided in due time.</p>
Host coordination	<p>The host contact persons for the workshop are: Mr. George Bucnaru (george.bucnaru@customs.ro) and Mrs. Elena Poenaru (elena.poenaru@customs.ro)</p>
Central coordination	<p>European Commission Taxation and Customs Union Directorate General Programme Management Team TAXUD-CUSTOMS-PROGRAMME@ec.europa.eu</p>

Additional information:

1. A preparatory meeting will be held the day before the event. This is only for teachers/ trainers and hosts/ organizers.
2. Registration at the venue, in the Lobby area of the hotel.

List of participants

	Name and surname	Country	Role
1	Mrs. Daneva Sonia	Bulgaria	teacher
2	Mrs. Kowalczyk-Kuchmeister Malgorzata	Poland	teacher
3	Mrs. Bellusova Sylvia	Slovakia	teacher
4	Mrs. Stefan Cosmina Florina	Romania	teacher
5	Mr. Oleg Mitroskin	Estonia	trainee
6	Ms. Reiska Mari	Estonia	trainee
7	Ms. Ece Ozgun	Turkey ¹	trainee
8	Mr. Ugurtay Serkan	Turkey ²	trainee
9	Ms. Celeda Laura	Poland	trainee
10	Mr. Frant Daniel	Poland	trainee
11	Mr. Giaslas Dimitrios	Greece	trainee
12	Ms. Tsakiri Moschovia	Greece	trainee
13	Mr. Bostjan Rojc	Slovenia	trainee
14	Mr. Krzysnik Bostjan	Slovenia	trainee
15	Ms. Poleuca Ioana Andrada	Romania	trainee
16	Ms. Kis Maria	Romania	trainee
17	Mr. Jerofejevs Olegs	Latvia	trainee
18	Mr. Kalva Zigmars	Latvia	trainee
19	Mr. Lukas Pavelka	Slovakia	trainee
20	Mr. Samu Tomas	Slovakia	trainee
21	Mr. Buchkov Kiril	Bulgaria	trainee
22	Ms. Romanelli Giuseppina	Italy	trainee
23	Ms. Palkova Kateřina	Czech Republic	trainee
24	Ms. Smetanova Lucie	Czech Republic	trainee
25	Ms. Kaipia Anne Sirpa Kyllikki	Finland	trainee
26	Mr. Telek Tamas	Hungary	trainee
27	Mr. Esik Andras	Hungary	trainee

^{1, 2} Reimbursement of costs will be done retroactively once the country concludes its accession to the new Customs programme and joins the grant agreement for collaborative activities.

Annex 2

28	Mr. Dettenhammer Christian	Germany	trainee
29	Host	Romania	host
30	Host	Romania	host
31	Host	Romania	host
32	Host	Romania	host

Customs Programme

*Specialised training for enhancing the customs control process performed at the BCP
on the EU external border by using the proper customs terminology in
English*

CONSTANTA (RO), 20-23.09.2022

Draft AGENDA

Day 0 - 19.09.2022

- | | |
|----------------------|--|
| <i>11:00 – 19:00</i> | <i>Registration in the Lobby area of the hotel</i> |
| <i>14:00 - 18:00</i> | <i>Preparatory meeting (only for trainers, hosts and the Commission)</i> |
| <i>19:00 - 21:00</i> | <i>Welcome dinner</i> |

Day 1 - 20.09.2022

- | | |
|----------------------|---|
| <i>09:00 – 09:30</i> | <i>Welcome and opening of the workshop.</i> |
| <i>09:30 – 10:30</i> | <i>Lesson with a teacher (presenting the tasks, practising the activities)</i> |
| <i>10:30 – 10:45</i> | <i>Coffee break.</i> |
| <i>10:45 – 12:00</i> | <i>Working individually, in pairs or groups (doing the tasks, making conversations, having discussions)</i> |
| <i>12:00 – 13:00</i> | <i>Lunch break.</i> |
| <i>13:00 – 14:30</i> | <i>Lesson with a teacher (discussing the tasks done, practising the activities)</i> |
| <i>14:30 – 14:45</i> | <i>Coffee break.</i> |
| <i>14:45 – 15:30</i> | <i>Working individually, in pairs or groups (doing the tasks, making conversations, having discussions)</i> |
| <i>15:30 - 16:00</i> | <i>Lesson with a teacher (discussing the tasks done)</i> |

Day 2 - 21.09.2022

09:00 – 10:30	Lesson with a teacher (presenting the tasks, practising the activities)
10:30 – 10:45	<i>Coffee break.</i>
10:45 – 12:00	Working individually, in pairs or groups (doing the tasks, making conversations, having discussions)
12:00 – 13:00	<i>Lunch break.</i>
13:00 – 14:30	Lesson with a teacher (discussing the tasks done, practising the activities)
14:30 – 14:45	<i>Coffee break.</i>
14:45 – 15:30	Working individually, in pairs or groups (doing the tasks, making conversations, having discussions)
15:30 - 16:00	Lesson with a teacher (discussing the tasks done)

Day 3 - 22.09.2022

09:00 – 10:30	Lesson with a teacher (presenting the tasks, practising the activities)
10:30 – 10:45	<i>Coffee break.</i>
10:45 – 12:00	Working individually, in pairs or groups (doing the tasks, making conversations, having discussions)
12:00 – 13:00	<i>Lunch break.</i>
13:00 – 14:30	Lesson with a teacher (discussing the tasks done, practising the activities)
14:30 – 14:45	<i>Coffee break.</i>
14:45 – 15:30	Working individually, in pairs or groups (doing the tasks, making conversations, having discussions)
15:30 - 16:00	Lesson with a teacher (discussing the tasks done)

Day 4 - 23.09.2022

09:00 – 10:00	General presentation of CLEP/CUSTOMS Programme and CELBET activities.
10:00 – 11:00	Free discussions on this topic.
11:00 – 11:15	<i>Coffee break.</i>
11:15 – 12:00	Paper Questionnaire. Conclusions. Closing the workshop.
12:00 – 13:00	<i>Lunch break.</i>

Information on Work Groups

1. *General:* There will be 3 work-groups and 3 topics; during training days 1, 2 and 3, each work-group will participate to an other topic discussion, with an other teacher
2. *Work-groups:* Red, Orange, Green (as the lanes in BCPs)
3. *Topics:*
 - I. Car Search Terminology
 - II. BCP Diagnostics
 - III. Railways and Cargo. Restrictions and Prohibitions
4. *Breakdown of participants:* The students will be divided into 3 groups depending on the level of English.
5. *Background documents:* Training materials existing on CELBET Training Platform, section *Specialised training for enhancing the customs control process performed at the BCP on the EU external border by using the proper customs terminology in English* [<https://edu.celbet.eu/course/view.php?id=23#section-0>]



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

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

Record reference: *DPO-3078-5*

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1. Introduction

The European Commission (hereafter ‘the Commission’) and the Romanian Customs Authority are 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 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 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 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-CUSTOMS-PROGRAMME@ec.europa.eu, and the Romanian Customs Authority at george.bucnaru@customs.ro

- 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.