	<p align="center"><b>Standard Operating Procedure</b></p> <p align="center"><b>Monitoring of mandatory training courses</b></p>
<b>Public</b>	

<b>Scope</b>	This SOP describes the procedural steps for the definition, delivery and monitoring of mandatory training courses.
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<b>Special Requirements</b>	This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls.
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<b>Responsibilities</b>	<p><b>HUCAP</b> is responsible to:</p> <ul style="list-style-type: none"> <li>• Decide which training courses are mandatory in EFSA.</li> <li>• Organise the delivery of the mandatory training courses in EFSA and communicate their delivery to the respective target Groups.</li> <li>• Monitor the attendance.</li> <li>• Inform HoUs/ HoDs on the non-compliant cases.</li> </ul> <p><b>HoUs/ HoDs</b> are responsible to:</p> <ul style="list-style-type: none"> <li>• Consult HUCAP on training courses they suggest to be mandatory (please see definition of mandatory training courses).</li> <li>• Ensure that staff in their teams attends the relevant mandatory training.</li> </ul>
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<b>Relevant standards, legislation and documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">EU Staff Regulations</a></li> <li>• <a href="#">Decision of Executive Director on Delegation for the implementation of EFSA budget</a></li> <li>• <a href="#">Audit Report on Internal Control Standards Implementation 2015</a></li> </ul>
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<b>Forms</b>	n/a
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### Abbreviations and definitions


EC	European Commission
ED	Executive Director
EU	European Union
EFSA	European Food Safety Authority

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EFSA Academy	The team in HUCAP that manages Learning and Development activities
HUCAP	Human Capital Unit
HoD	Head of Department
HoU	Head of Unit
Line Manager	Reporting Officer
Mandatory training courses	Mandatory training courses are training courses in a defined subject matter that must be undertaken by specified staff. These training courses are determined as essential for safe practice, in order to reduce organisational risks and comply with EU regulations and recommendations, and any policies, decision or control standards EFSA has a commitment to adhere to.
BUS	Business Services

## Procedure


	Previous SOPs in the process: n/a
<b>Step 1</b>	<b>1.0 Process and criteria of defining mandatory trainings</b>
HUCAP	<p>1.1 HUCAP and particularly EFSA Academy takes into account:</p> <p>1.1.1 Any relevant ED decisions in place, legal consultation, policies and recommendations from the EC.</p> <p>1.1.2 Consultation from HoDs on any training they suggest to be mandatory. This takes place annually when EFSA Academy discusses the strategic learning needs with HoDs for the coming year (September/ October each year).</p> <p>1.1.3 Any other ad hoc request from Process owners or Project Managers during the year.</p> <p>1.2 A training will be considered as mandatory when all of the following criteria are met:</p> <p>1.2.1 The training is necessary to comply with EU regulations, recommendations and any policies decisions or standards EFSA has a commitment to adhere to.</p> <p>1.2.2 The target group requiring the training is clearly specified.</p> <p>1.2.3 The frequency of the required training is specified e.g.</p>

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	<p>one-off, annual, repeat every 5 years.</p> <p>1.2.4 The training requirement can not be met by use of a guideline, reference or other accessible workplace learning resource.</p> <p>1.3 EFSA Academy based on 1.1 and 1.2 draws up a list of mandatory trainings which is put forward for the approval of HUCAP HoU. (November each year).</p> <p>1.4 Following the approval of the list by HUCAP HoU, it is put forward to BUS HoD and the ED for their information (December each year).</p> <p>1.5 The list is saved in the <a href="#">DMS</a>.</p>
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<b>Step 2</b>	<b>2.0 Planning and delivery of trainings</b>
HUCAP	<p>2.1 If the mandatory training targets a wide population, HUCAP in cooperation with the respective subject holder, plans the respective training during the year and incorporates it in the learning offer and calendar. HUCAP ensures the delivery of the trainings by the relevant provider or by internal trainers.</p> <p>2.2 If the mandatory training is not available in house, training is provided via the external training process.</p> <p>2.3 For both internal and external courses, the following procedure is followed:</p> <p>2.3.1 HUCAP informs the appropriate target group of the necessity to attend the training.</p> <p>2.3.2 EFSA staff register through EFSA Academy's training workflow.</p> <p>2.3.3 The Line Manager approves the training request and ensures that the staff member attends the training.</p>

<b>Step 3</b>	<b>3.0 Monitoring of mandatory trainings</b>
HUCAP	<p>3.1 Mandatory training delivered internally: Within 10 calendar days of the completion of each training, EFSA Academy records the participation of staff members, based on the attendance sheet.</p>

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	<p>3.2 Mandatory training delivered externally: The staff member forwards the relevant documents (e.g. certificate of attendance) to EFSA Academy after the completion of the training.</p> <p>3.3 HUCAP informs HoD/HoU about the staff who has not participated (non-compliant cases) at the end of Q2 and Q4.</p> <p>3.4 HoDs/HoUs take appropriate actions in order to ensure that staff attends the mandatory trainings within a reasonable timeframe.</p>
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