



Funded by
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BETTER TRAINING FOR SAFER FOOD

TRAINING ACTIVITIES ON FOOD COMPOSITION AND INFORMATION

SERVICE CONTRACT NUMBER (CHAFEA) 2012 96 05

INFORMATION TO NATIONAL CONTACT POINTS PHASE 2

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A project implemented by



with
AENOR

Asociación Española de
Normalización y Certificación

ainia
centro tecnológico



**Agriconsulting
Europe S.A**

CONTENT

1.	GENERAL INFORMATION ON THE TRAINING	3
1.1.	Objectives	3
1.2.	Subjects covered	3
1.3.	Programme of the courses	4
1.4.	Schedule of sessions.....	5
2.	SELECTION PROCESS	6
2.1.	Invited countries.....	6
2.2.	Selection Criteria	6
2.3.	Process to be followed	6
2.4.	Datelines for registration in training sessions.....	8
2.5.	Applications on the reserve list.....	8
3.	ORGANISATION OF THE SESSIONS	9
3.1.	Project Management	9
3.2.	Support provided by the project.....	9
3.3.	Location of the sessions	10
	• Trim, IRELAND.....	10
	• Madrid, SPAIN	11
	• Valencia, SPAIN	12
	• Riga, LATVIA.....	14
	• Prague, CZECH REPUBLIC.....	16
	• Athens, GREECE	17
	ANNEX 1: LIST OF INVITED COUNTRIES PER SESSION	19
	ANNEX 2: SCHEDULE FOR 2015	21
	ANNEX 3: SESSION PROGRAMME	23
	ANNEX 4: APPLICATION FORM.....	32

1. GENERAL INFORMATION ON THE TRAINING

1.1. Objectives

The objective of the present programme is to spread knowledge and best practices in relation with food composition and information, as per the requirements of the EU Food Law. The contract requests the provision of training courses addressing the latest developments with regards to food labelling requirements, nutrition and health claims, food supplements and fortified foods, as well as in the implementation of controls.

1.2. Subjects covered

The subjects covered are:

- a) General rules on food labelling (Directive 2000/13/EC, Regulation (EU) No 1169/2011 on the provision of food information to consumers);
- b) Mandatory food labelling particulars;
- c) Rules for the authorisation and use of nutrition and health claims (Regulation (EC) 1924/2006);
- d) Criteria for the use of claims (specific conditions of use and general principles and conditions of the Regulation);
- e) Wording of nutrition and health claims in relation to consumer's understanding
- f) Concept of nutrient profiles and its consequences on nutrition and health claims;
- g) Legislative requirements concerning Food Fortification and Food Supplements (Directive 2002/46, Regulation (EC) 1925/2006);
- h) Best practices and performance of documentary, identity and physical checks;
- i) Discussion in groups on common problems concerning the control systems and on their solution.

1.3. Programme of the courses

The programme of the course on Food Composition and Information is based on the following structure:

<p>Day 1 Introduction</p>	<p>Arrival & registration of participants Introduction and presentation of the BTSF Programme and training course on Food Composition and Information Introduction on Food Information Regulation</p>
<p>Day 2 Food Information</p>	<p>Lectures : The EU regulations applying to Food labeling</p> <ul style="list-style-type: none"> • Compulsory labelling • General information • Nutritional information • Non-compulsory information and National measures • Control of labelling and food information <p>Exercices and Exemples Questions and answers Group Presentations and discussions</p>
<p>Day 3 Nutrition and Health Claims</p>	<p>Lecture:</p> <ul style="list-style-type: none"> • The EU legislation applying to Nutrition and Health Claims • Nutrition Claims allowed by the EU Food law • Concept of Nutrient Profile • Health Claims allowed by the EU Food law • Submission and Validation process for health claims <p>Examples Exercise in groups, Questions and Answers Computer search</p>
<p>Day 4 Food Supplements and Fortified Food</p>	<p>Lecture:</p> <ul style="list-style-type: none"> • Requirements regarding the composition and labelling of Food Supplements • Requirements regarding the composition and labeling of Fortified Foods <p>Examples Questions and Answers Exercise in groups</p>
<p>Day 5 Particular Nutritional Uses and foreseen evolution</p>	<p>Lecture:</p> <ul style="list-style-type: none"> • Legislation on dietetic food (PARNUTS) and foreseen evolution <p>Questions and Answers Evaluation Final Speech Transfer to the airport</p>

The detailed programme is provided in **Annex 1**.

1.4. Schedule of sessions

Training session	Location	Date	Implemented firm
Session 16	Athens (Greece)	23 - 27 March 2015	AETS
Session 17	Trim (Ireland)	13 – 17 April 2015	AETS
Session 18	Valencia (Spain)	18 – 22 May 2015	AINIA
Session 19	Riga (Latvia)	15 – 19 June 2015	AESA
Session 20	Trim (Ireland)	5 – 9 October 2015	AETS
Session 21	Madrid (Spain)	2 – 6 November 2015	AENOR
Session 22	Athens (Greece)	23 – 27 November 2015	AETS

A calendar is available in **Annex 2**. Calendar of activities for 2016 will be available no later than end of 2015.

2. SELECTION PROCESS

2.1. Invited countries

Based, on the experience of phase I, the second phase of the project will support a total of 615 participants:

- 555 participants originating from EU Member States and Candidate Countries (including Albania);
- 10 originating from EFTA and EEA countries;
- 50 originating from ENP countries, Mediterranean basin countries and selected Third countries.

The number of trainees per invited country for 2015 and 2016 is available in **Annex 3**. NCPs are kindly invited to contact the project manager if they require any modification of the list.

2.2. Selection Criteria

The selection criteria for participants are:

- **Relevancy to daily work:** participants should in priority be staff of Competent Authorities, with a position related to Official Controls
- **Sufficient level of language:** in order to ensure the transfer of knowledge and opportunities to exchange views, participants should master the language of the training session for which they applied
- **Ability to share their experience:** priority will be given to participants whose position will allow them to share with colleagues the outputs of the training sessions.

The Project Manager will be attentive to give priority the participants corresponding to the following criteria.

2.3. Process to be followed

The sharing of responsibilities in relation with the management of participation is aimed at ensuring that the expected number of supported participants from each country attending an event is reached.

- **Tasks entrusted upon the NCP**

The National Contact Points are basically requested to:

- a) consider the number of participants to be supported by the project at each session according to the information provided by the project manager
- b) select participants complying with the above mentioned selection criteria and request them to return a registration form using the template provided: **2012 96 05_FCI.P2_Registration Form_V3_06022015 (Annex 4)**
- c) send the application forms to the Project Manager (registrationform20129605@aets-consultants.com) at the latest by the dates indicated in section 2.4 (below) for the relevant training. **The name of the file should clearly indicate the number of the session, the country and the name of the applicant.**
- d) send the registration forms for the reserve list to the Project Manager (registrationform20129605@aets-consultants.com). The project manager will build a list of potential participants and invite definitely them on basis of number of seats allocated per country and on the basis of first confirmations received per NCPs.
- e) contact the project manager (pm20129605@aets-consultants.com) for any other information.

- **Tasks entrusted upon the Project Manager**

The Project Manager will verify the compliance of proposed participants with the selection criteria on the basis of the CVs and inform the NCP accordingly if the application can be accepted. It is therefore advisable to make sure that information in the registration form accurately reflects the adequacy of the profile of the participants with the selection criteria.

Actor in the process	Responsibilities
Project Manager	<ul style="list-style-type: none"> • Informs the NCP about the training course and selection criteria for the participants • Informs the NCP on the number of participants the project will support and what exactly the support will comprise • Provides to the NCP the template registration form to be completed and returned to the PMU • Verifies that the profiles of the proposed participants do match the selection criteria and request clarifications to the NCPs when necessary • Establishes the list of participants and informs the NCP • Consults CHAFEA if questions arise on how to allocate remaining “seats” when some invited countries do not send participants • Makes the travel arrangements for the selected participants in collaboration with event manager
National Contact Point	<ul style="list-style-type: none"> • Informs the relevant government bodies and institutions about the training course • Proposes CVs of possible participants (using the registration form template) to the project Manager, according to the selection criteria and in the number corresponding to the proposed number of supported participants the programme • Proposes additional participants, to be included in a reservation list to be used in case of vacant seats, to the project manager.

2.4. Datelines for registration in training sessions

NCPs are kindly requested to provide the list of trainees for 2015 (main applications and reserve applications) as soon as possible in the project, ideally before February 20th.

However, specific and maximum deadlines are set, as shown in the table below.

Session	Date	Dateline for registration
Session 16	23-27 March 2015	20th February 20th
Session 17	13 – 17 April 2015	27 th February 2015
Session 18	18 – 22 May 2015	3 rd April 2015
Session 19	15 – 19 June 2015	30 April 2015
Session 20	5 – 9 October 2015	21th August 2015 (please take into account Bank holidays)
Session 21	2 – 6 November 2015	18 September 2015
Session 22	23 – 27 November 2015	9 October 2015

2.5. Applications on the reserve list

At the request of CHAFEA, a single reserve list will be established at an early stage of the project for the duration of the programme. Applications on the reserve list in session 16 to 22 must be sent before the **before February 20th**.

Session (Date)	Dateline for registration
Reserve List Session 16 to session 22 (2015)	20 th February 2015

To guaranty flexibility, NCP could also send registration forms for reserve List at different dates along the programme to the Project Manager.

3. ORGANISATION OF THE SESSIONS

3.1. Project Management

AETS, in Consortium with AENOR, AINIA, Agriconsulting and EFET, is in charge of the phase II of BTSF programme on Food Composition and Information. AETS Consortium is in charge of the organisation of the 15 training sessions. The general management of the programme is ensured by the Project Leader Mr. Sébastien Rahoux (pm20129605@aets-consultants.com.) and the Project Manager Mrs. Audrey Ferran (pm20129605@aets-consultants.com.).

The responsible person for the logistical arrangements of training sessions is as follows:

Training session	Location	Name of the event manager	Implemented Firm	E-mail address and other contacts of the relevant Event manager
S.17 and S.20	Ireland, Trim	Niamh O'Brien	AETS	niamh@eclipse.ie Tel: +353 (0)86 835 9693
S.16 and S.22	Greece, Athens	Dimitris Christofakis	AETS	dimat@windowlive.com Tel: (+30) 6936934252
2016	Czech Republic, Pragues	Ignacio Acha Jimenez	AENOR	IACHA@aenor.es Tel.: (+34) 914 325 935 Fax: (+34) 913 104 596
S.21	Spain, Madrid	Ignacio Acha Jimenez	AENOR	IACHA@aenor.es Tel.: (+34) 914 325 935 Fax: (+34) 913 104 596
S.18	Spain, Valencia	Carlos Garcia	AINIA	lexainiaint@ainia.es Tel: +34 961 366 090
S.19	Latvia, Riga	Alicia JUAREZ PALLARES	AESA	A.JUAREZPALLARES@aesagroup.eu Tel: +32 2 788 53 56 Fax: +32 2 736 49 70

NOTE: EVENT MANAGERS ARE NOT IN CHARGE OF SELECTION OF PARTICIPANTS so none application form will be validated by them.

3.2. Support provided by the project

Travel

For each supported participant, the project will provide a return flight ticket - in economy class or a return train ticket in first class using the most direct route.

For participants from third countries, the project will also reimburse visa costs upon provision of the original receipts by the participants for the incurred expenses.

Upon arrival, transfer from the airport or station to the hotel will be arranged by the event managers, as well as the transfer from the training site to the airport on the last day of the training.

The project also provides health and repatriation insurance for all the trainees.

Accommodation

The project will provide full-board accommodation for subsidized trainees for the period of the training:

- on the day prior to the training: room charge (single occupancy) and dinner (depending on the arrival time),
- from the 1st to the 3rd day of the training: full board accommodation including breakfast, 2 coffee breaks, lunch, dinner and room charge (single occupancy)
- on the 5th day of the training: breakfast, 1 coffee break and lunch for participant departing before 19:00, dinner and room charge (single occupancy) as required for the participants departing later or the day after the training.

Training courses

The following costs related to the implementation of the training courses will be covered by the project:

- Access to fully equipped meeting rooms
- Transportation to the training centre

The project will also provide the following material:

- Stationary (notepad, pen, notepad-holder),
- A folder including hand-outs of all the lectures,
- USB key containing all the training material in electronic version
- A group photo

Prior to each session, detailed information will be displayed on www.foodinfo-europe.com .

3.3. Location of the sessions

- **Trim, IRELAND**

Sessions will be organised at the premises of the Knightsbrook Hotel, Spa and Golf Resort. Trim offers high quality services for catering and accommodation, cultural heritage and leisure services, making it the adequate place to hold a stimulating training course.

Airport of arrival

The participants will arrive at the Dublin Airport (T1 or T2) and be transferred by shuttle bus to the "Knightsbrook hotel". A private taxi driver will wait for participants at their arrivals with a BTSF sign. The airport transfer may take about 30-40 min as the hotel is appreciatively 50 km far from the airport.

Accommodation

The Knightsbrook 4 stars hotel is set in 186 acres of rolling parkland. The hotel has 131 deluxe executive rooms and several conference rooms, as well as a bar, a lounge and a restaurant. It also offers a fully equipped health club with swimming pool, a spa, and golf in the picturesque heritage town of Trim County Meath.

The hotel offers free internet connection in each room and a WIFI connection at reception.

KNIGHTSBROOK Hotel Spa & Golf Resort

Dublin Road, Trim, Co. Meath

Tel: +353 46 9482100

info@knightsbrook.com

Website: <http://www.knightsbrook.com/>



The Knightsbrook Hotel Spa & Golf Resort

The hotel is located at 20 minutes walk from Trim city centre and at around 7 km from the FVO premises in Grange. The Location near the FVO would facilitate the participation of FVO observers if needed.

Training venues

The main venue of the training will be the Barbican Suite conference room at the Knightsbrook hotel. The Barbican Suite is the higher level standards of security and comfort and is equipped with latest audiovisual equipment.

Wireless internet connection is available in all public areas.

Lunches and first dinner can be taken on site at the Rococo Restaurant. Dinner will be taken outside the restaurant, in the town of Trim.

Social event

The participants will be offered the opportunity to have a shopping session in Dublin, followed by an evening at Arlington Temple Bar where they will enjoy a traditional Irish dinner accompanied by live Irish music & a live Irish dancing performance by Celtic Rhythm.

- **Madrid, SPAIN**

Sessions will be organised by AENOR in Madrid, considering the training needs, the good flight connections and therefore, the advantage of facilitating the participants and tutors comfortable logistic arrangements.

Madrid is a beautiful city renowned not only for its monuments, squares and museums, but also for the restaurants and bars which offer the typical Spanish taste.



Airport of arrival

The international airport of Madrid (Barajas Airport) has direct connections to all capital cities of the Member states, EFTA/EEA, Candidate countries and to many other cities around Europe. The airport is 13 km. far from the city centre of Madrid.

Accommodation

For the training sessions held in Madrid, participants and tutors will be hosted at:

NH Habana Hotel
Paseo de la Habana, 73
28036 Madrid SPAIN
Tel: 00 34 913 984 661
nhhabana@nh-hotels.com



The NH La Habana Hotel has a special location in the heart of the commercial and business district. The hotel boasts easy access to the Madrid-Barajas International Airport. NH La Habana is located within a quick walk from public transportation hubs; a short Metro ride will take the participants to the city's renowned Art Triangle, where they can visit world-class museums such as the Prado and the Reina Sofia. The NH La Habana hotel has 155 quiet rooms, all pleasantly decorated in soft hues and subtle elegance.

Training venues

The training venue will be in at the same hotel, for more comfort to participants.



The NH La Habana Hotel offers spacious meeting rooms fully equipped with the most outstanding and Hi-Tech devices. Buffet breakfast is served each morning in the hotel's Breakfast Lounge. Catering services will be also provided by the hotel during coffee-breaks. Delicious and special menus will be served to the participants at the Restaurant during lunch and dinner.

Social event

AENOR will propose to do a touristic tour by bus around Madrid main historical area being able to appreciate Museums, historical buildings, city design, etc. The group will be accompanied by the event manager and an official guide. The group will also enjoy a special dinner out from the hotel, in a special location in Madrid.

- **Valencia, SPAIN**

Sessions are organised by AINIA will take place in Valencia, Spain.

Valencia is situated in the centre of the east coast of Spain. It is a cosmopolitan, open plane city, with a population of about one million, making it the third largest city in Spain. This beautiful city is one of Europe's hottest and most fashionable destinations. It's also a major cultural and industrial center with a European Congress Center for international business and trade fairs. The center of town is not very large, so easy to walk around on foot. The old historic center, with history and the cathedral and Old Quarter are top tourist attractions. The stunning City of Arts and Sciences is at the end of the lovely Turia Gardens. Not far away from the complex is the port and Valencia city beach



Airport of arrival

The nearest airport is situated 8 km. west of the city, in the city limits of Manises. There are a frequent bus-service from the terminal to the city centre, metro line and taxi-service.

Accommodation

The **Barceló Valencia hotel****** is situated right in the centre of the City of Arts and Sciences, opposite the Palacio de las Artes Reina Sofía, a building which was designed by the renowned architect Santiago Calatrava, and situated in one of the most modern and attractive areas of the city of Valencia. This four star hotel allows to enjoy all the leisure and business opportunities that Valencia has to offer.

The hotel has spacious rooms for conferences and meetings. And, most importantly, the hotel is only 20 minutes away from the Valencia Trade Fair, the Conference Centre and the city airport.



Training venues

Valencia offers a perfect scenario for the organisation of Training Sessions and Workshops.

The **Hotel Barceló Valencia** offers modern and functional rooms with a total capacity of 350 people. The ideal space for workshops, incentives, conferences and meetings.



ainia, Centro Tecnológico can host Training Sessions and Workshops as well. The Headquarters of ainia are situated in Paterna (Valencia), just 7 kilometers far away from the city center. Daily shuttles are available.

The venues include some fully equipped conference rooms, the latest technology, modular spaces, outside-facing windows offering natural light, wi-fi internet connections and, above all, a professional, experienced team on the management of Trainings and Workshops.



Social event

The Consortium proposes a complete City Tour to the city center including a specific visit to the World Heritage Site “La Lonja de la Seda” (the “Silk Exchange”) a late Valencian Gothic style civil building (1482 – 1548), which illustrates the power and wealth of one of the great Mediterranean mercantile cities.



Wonderful restaurants offers their “Paella” and other typical mediterranean cuisine recipies to visitors. “Arroceria Arribar”, located within Port America’s Cup in Valencia, totally surrounded by the sea, or Restaurant “99 Nudos” , located inside an old ship within Port America’s Cup in Valencia are good examples of the possibilities.

- **Riga, LATVIA**

The session organised by AESA will take place in Riga, capital city of Latvia.

Riga is built on the Baltic Sea, where the Daugava flows Riga is an industrial, commercial, cultural and financial major region of Vidzeme.



Riga was founded in 1201 and is a former Hanseatic League member. Riga’s historical centre is a UNESCO World Heritage Site. Furthermore, the city will be the European Capital of Culture in 2014, along with Umeå in Sweden. The city centre can be visited on foot, enjoying walking through its historical buildings and resting in its open air bars where live music can be heard.

Airport of arrival

Riga is served by Riga International Airport, the largest airport in the Baltic States. Transfers to the hotel will be arranged by the organiser with a referenced taxi company.

Accommodation

According to the previous experiences of our Consortium in the organisation of events in Riga, the supported participants who will benefit from full-board accommodation all along the training (4 nights) and meals as per the specifications of the contract may be hosted at the AVALON Hotel.

AVALON Hotel, Riga,

13. Janvāra iela 19, LV-1050, Riga, Latvia

Tel: + 371 6716 9999

E-mail: reservations@hotelavalon.eu

<http://www.hotelavalon.eu/>



The Avalon Hotel was opened in June 2007 and it combines modernity and tradition. Moreover, it has an ideal situation in the heart of the historic Old Town. In this hotel the delegates will be able to enjoy a beautiful view of the Daugava River. Furthermore, Riga International Airport is only 10 kilometres from the Avalon Hotel.

This four-star hotel hosts 111 comfortable guest rooms and suites. All rooms are equipped with:

- Air conditioning;
- Shower with complimentary bath products;
- Direct-dial phone;
- Free high-speed, wireless Internet access;
- Hair dryer;
- Iron and ironing board ;
- Mini bar;
- Safe deposit box;
- Flat screen TV set and pay TV;
- Work desk with desk lamp;
- Additional pillow.

A welcome cocktail and dinner will be organised on the day of arrival of the delegates. Each evening the Event Manager will offer to the participants the possibility to spend some time together after dinner in one of the cafés close to the hotel, to facilitate informal networking and experience exchanges.

Training venue

The conference room has a maximum capacity of 100 people in classroom style and 200 in theatre style (with chairs). A technician is at disposal in the beginning of the event for technical preparation and support, and on call during the event.



Social event

Riga is the birthplace of Art Nouveau, which can be discovered during a walk through the streets of the city. This city like most cities in the East countries is divided into two parts, the old and the new.

The old town, Vecrig is characterised by the Cathedral Square (Doma Laukums), high symphony of Romanesque, Gothic and Baroque Art. The new town, also called "quiet center" with its remarkable Art Nouveau facades offers monuments like the "Liberty monument" or the Cathedral of the Nativity of Christ built in "neo-Byzantine" style.



A walking tour of the city centre will be organised with an experienced local guide in the evening of the second day in order to stimulate the networking among participants and tutors. After having tasted the cultural richness of the city, the participants will be taken to a restaurant in an old authentic medieval house for the social dinner.

- **Prague, CZECH REPUBLIC**

Training sessions organized by AENOR are foreseen to be organised in Prague.



Prague is the capital city of Czech Republic. It has been a political, cultural and economic centre of Europe and particularly central Europe during its 1,100 year existence.

Prague Castle, the Charles Bridge, Old Town Square, the Jewish Quarter, the Lennon Wall are some of the most important monuments which attest the long history and attract million of tourists every year.

One of the strong assets of Prague is that the city centre can be visited on foot, enjoying walking through its historical buildings and resting in its typical restaurants and coffee bars.

Airport of arrival

Prague Václav Havel Airport is located 10 kilometres (6 mi) west of the city centre, the airport is a hub for Czech Airlines. It was opened on 5 April 1937. Prague Airport is the biggest airport in the Czech Republic, and is the busiest airport in the newer EU member states.

Accommodation

Accommodation will be provided at:

NH Hotel Prague
Mozartova 261/1
150 00 Prague
CZECH REPUBLIC
Ph: +420 2 57153111

<http://www.nhprague.com/en/>



The 4 star hotel NH Prague is the only two-complex hotel connected by a unique „Lanovka“ inclined lift. From the upper part, enjoy a fantastic view over the city while experiencing premium gastronomy.

Conveniently located in Prague 5, this hotel is a prime destination for business and leisure travelers thanks to its vicinity to the historic city centre and at the same time, easy access to the airport.

Training venue

The training will be performed in the training facilities of the hotel.



The NH Prague Hotel offers spacious meeting rooms fully equipped with the most outstanding and Hi-Tech devices. Buffet breakfast is served each morning in the hotel's Breakfast Lounge. Catering services will be also provided by the hotel during coffee-breaks. Delicious and special menus will be served to the participants at the Restaurant during lunch and dinner.

Social event

A tourist visit with an experienced local guide will be organised in the evening of the second day in order to stimulate the networking among participants and tutors, and to show the cultural richness of the city. It will be in principle a walking tour, in order to allow participants to refresh their minds making some physical activity after a long day of work in the hotel. However according to the weather conditions and to the physical aptitude of the participants the tour might be done by bus.

- **Athens, GREECE**

Athens is the capital and largest city of Greece. It dominates the Attica periphery and is one of the world's oldest cities, as its recorded history spans around 3,400 years. Today a cosmopolitan metropolis, modern Athens is central to economic, financial, industrial, political and cultural life in Greece and it is rated as an alpha-world city.

Airport of arrival

The participants will arrive at the Athens International Airport Eleftherios Venizelos and be transferred by bus to the proposed hotel. The transfer may take about 20-30 minutes.

Accommodation

The accommodation as well as the training room has been arranged at the premises of the 5 star Divani Palace Acropolis Hotel:

DIVANI PALACE ACROPOLIS

19-25 Parthenonos,
11742 Athens Greece
Tel. +30 210 9280100
info@divaniacropolis.gr

Website: <http://www.divanis.com/>

Divani Palace Acropolis Hotel in Athens is a testimony to a fascinating history. Entwining old and new, this simply irresistible luxury hotel in Athens, sits just below the shadow of Acropolis, moments away from the old quarter of Plaka, the brand new archaeological Museum of Acropolis and the well known Herodion theatre. The hotel offers the finest accommodation and a unique combination of Mediterranean cuisine and International flavours.



Picture: Pictures of Divani Palace Acropolis

Training venues

The beautifully appointed meeting rooms boast high tech features and amenities, designed to support the venue. Twenty years of accumulative knowledge enables the hotel highly qualified staff to assist with the successful organisation of the event. Internet is available in the hotel rooms and all the public areas free of charge. Lunch and dinner can be taken on site. Lunch and dinner can be taken on site.

Social event

The Consortium proposes a guided tour with a little train in the city centre. The little train is the best way to get an overview of the historical section of Athens. It runs all along Aeropagitou street, the pedestrian road circling the base of the Acropolis, through the quaint neighborhood of Plaka, the flea market of Monistiraki, past the Roman and ancient Agoras, the Acropolis, the New Acropolis Museum and other historical monuments. After the tour, a dinner will be organised in a traditional tavern situated in the beautiful Plaka, one of the most picturesque places of Athens.

ANNEX 1: LIST OF INVITED COUNTRIES PER SESSION

Location	Athens	Trim	Valen	Riga	Trim	Madr	Athens									
Sessions	S.16	S.17	S.18	S.19	S.20	S.21	S.22	S.23	S.24	S.25	S.26	S.27	S.28	S.29	S.30	
Dates	23-27 March 2015	13-17 April 2015	18-22 May 2015	15-19 June 2015	5-9 Oct 2015	2-6 Nov 2015	23-27 Nov 2015	to be confir med	to be confir med	to be confir med	to be confir med	to be confir med	to be confir med	to be confir med	to be confir med	
Member States																
1 Spain	2	2	4		2	2		3	2		2	2	2	2	2	27
2 Germany	3	2	2	2	2	2	2	2	1	2		2	1	2		25
3 France	2		2	2	2	2	2	2	2	2	2	2	1		2	25
4 Italy	3	2	2		1	2	2	1	2	2	2	2	2	2	2	25
5 Poland	2	2	1	3	2	1	2	2	1	2	3		2		2	25
6 Czech Republic	1	1	1	1	1	1	1	1	1	1	1	1	2	2	1	17
7 Greece	1	1	1	1	1	1	2	1	1	2	1	1	1	1	1	17
8 Ireland	2	2	1		2	1	1	1	2	1		1	1	1	1	17
9 Latvia	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	17
10 United Kingdom	1	2	1	0	1	2		1	1	1	1		1	1	2	15
11 Austria	1	1	1	1		1	1	1	1	1	1	2	1	1	1	15
12 Belgium	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
13 Bulgaria	1	1	1	1		1	1	1	1	1	1	1	1	1	2	15
14 Croatia	1	1	1	1	1	1	1	1		1	1	1	1	1	2	15
15 Cyprus	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
16 Denmark	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
17 Estonia	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
18 Finland	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
19 Hungary	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
20 Lithuania	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
21 Luxemburg		1					1	1	1		1					5
22 Malta	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
23 Netherlands	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
24 Portugal	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
25 Romania	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
26 Slovakia	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
27 Slovenia	1	1	1		1	1	1	1	2	1	1	1	1	1	1	15
28 Sweden	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
Reserve list																0
Candidate Countries																0
28 Albania		1	1	2	1	1	1	1		1			1			10
29 Iceland	2	1		1	1	1	1	1	1	1	1	1	1	2	1	15
Macedonia, the Former Yougoslav																
30 Reoublic	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
31 Montenegro	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
32 Serbia	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
33 Turkey	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
Reserve list																0
TOTAL MS + CC	41	39	38	35	36	39	37	38	36	38	33	35	37	35	38	555

Location	Athens	Trim	Valen	Riga	Trim	Madr	Athens											
Sessions	S.16	S.17	S.18	S.19	S.20	S.21	S.22	S.23	S.24	S.25	S.26	S.27	S.28	S.29	S.30			
Dates	23-27 March 2015	13-17 April 2015	18-22 May 2015	15-19 June 2015	5-9 Oct 2015	2-6 Nov 2015	23-27 Nov 2015	to be confir med	to be confir med	to be confir med	to be confir med	to be confir med	to be confir med	to be confir med	to be confir med			
EFTA and EEA Countries																		0
1 Norway		1		1								1	1	1				5
2 Liechtenstein																		0
3 Switzerland					1	1			1		1						1	5
Reserve list																		0
TOTAL EFTA & EEA	0	1	0	1	1	1	0	0	1	0	1	1	1	1	1	1	1	10
ENP & Mediterranean Basin																		0
1 Egypt								2	2			1						5
2 Lebanon		1								1	3							5
3 Moldova				2	2							1						5
4 Morocco							2				3							5
5 Ukraine				2							1			2				5
6 Georgia												3				2		5
Other ENP & Med																		0
TOTAL FOR ENP & Med Basin	0	1	0	4	2	0	2	2	2	1	7	5	0	2	2	2	2	30
1 Argentina			2			1								1				4
2 Brazil			1					1						2				4
3 Other Latin America																		0
4 South Africa									2									2
5 Congo/Brazzaville					2													2
6 Mauritius							2											2
7 Senegal														3				3
8 China				1						2								3
10 Other Asian																		0
TOTAL FOR Other Third Countries	0	0	3	1	2	1	2	1	2	2	0	0	3	3	0	0	0	20
GRAND TOTAL	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	615

ANNEX 2: SCHEDULE FOR 2015

Planning Food Composition and Information 2012 96 05 - Phase II YEAR 2015											
JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE	
1		1		1		1		1		1	
2		2		2		2		2		2	
3		3		3		3	Deadline: session 18	3		3	
4		4		4		4		4		4	
5		5		5		5		5		5	
6		6		6		6		6		6	
7		7		7		7		7		7	
8		8		8		8		8		8	
9		9	if possible s.16	9		9		9		9	
10		10		10		10		10		10	
11		11		11		11		11		11	
12		12		12		12		12		12	
13		13		13		13		13		13	
14		14		14		14	Session 17, Trim (IRELAND) AETS	14		14	
15		15		15		15			15		15
16		16		16		16		16		16	
17		17		17		17		17		17	
18		18		18		18		18	Session 18, Valencia (SPAIN), AINIA	18	
19		19	Deadline S.16 and Reserve List 2015	19		19		19			19
20		20			20		20		20		20
21		21		21		21		21		21	
22		22		22		22		22		22	
23		23		23		23		23		23	
24		24		24	Session 16, Athens (GREECE) AETS	24		24		24	
25		25		25			25		25		25
26		26		26		26		26		26	
27		27	Deadline: session 17	27		27		27		27	
28		28		28		28		28		28	
29	Kick-off meeting			29		29		29		29	
30				30		30	Deadline: session 19	30		30	
31				31		31		31		31	

Planning Food Composition and Information 2012 96 05 - Phase II YEAR 2015

JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
1		1		1		1		1		1	
2		2		2		2		2		2	
3		3		3		3		3		3	
4		4		4		4		4		4	
5		5		5		5		5		5	
6		6		6		6		6		6	
7		7		7		7		7		7	
8		8		8		8		8		8	
9		9		9		9		9		9	
10		10		10		10		10		10	
11		11		11		11		11		11	
12		12		12		12		12		12	
13		13		13		13		13		13	
14		14		14		14		14		14	
15		15		15		15		15		15	
16		16		16		16		16		16	
17		17		17		17		17		17	
18		18		18	Deadline: session 21	18		18		18	
19		19		19		19		19		19	
20		20		20		20		20		20	
21		21	Deadline: session 20	21		21		21		21	
22		22		22		22		22		22	
23		23		23		23		23		23	
24		24		24		24		24		24	
25		25		25		25		25		25	
26		26		26		26		26		26	
27		27		27		27		27		27	
28		28		28		28		28		28	
29		29		29		29		29		29	
30		30		30		30		30		30	
31		31				31				31	

Session 20,
Trim (IRELAND)
AETS
Deadline S.22

Session 21,
Madrid (SPAIN)
AENOR

Session 22,
Athens
(GREECE)
AETS

ANNEX 3: SESSION PROGRAMME

FOOD COMPOSITION AND INFORMATION

General objective of the training:

To contribute towards a common understanding of the relevant legislation applicable to food composition and food information.

Specific objective of the training:

To spread knowledge and best practice and share experience with the attendees and among them in order to increase the level of expertise with regards to food labeling, nutrition and health claims, food supplements, fortified food and dietetic foods.

General organization of the training program

- The training will be implemented over a period of 5 working days.
- The daily work schedule will be 09h00 (except Friday 08h30) to 17h00, with 6 hours of effective training time, split in two sessions of 3 hours in the morning and in the afternoon.
- A break of 30 minutes will be organized in the morning (10h30 to 11h00) and in the afternoon (15h00 to 15h30) each day.
- A lunch break will be offered for one hour.
- A dinner will be organized each day.
- The trainees will be requested to arrive on Monday and to depart on the following Friday evening.

Day 1 : Welcoming adress and introduction on FIC Legislation					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Name of responsible tutor
9h00	15h30	Welcome and registration of participants			
15h30	16h15	Welcome address	<p>To introduce BTSF and the training programme on Food composition and information</p> <p>To describe the organisation and the pedagogical approach to the trainees</p> <p>To browse the programme</p> <p>To distribute and describe the training material (folder and memory stick)</p> <p>BTSF Video</p> <p>To introduce participants</p>	<p>Lecture Day1.1</p> <p>Questions and Answers</p> <p>Media: BTSF Video</p>	<p>Event Manager</p> <p>Project Manager</p> <p>Training Coordinator</p>
16h15	16h30	Introductory lecture	To provide a broad description of the EU Food Law applicable to food composition and food information, including from a historical perspective	Lecture Day1.2	Training Coordinator
16h30	17h15	The Food Information Regulation and Reasons for the recent Revision	<p>To provide an overview of the scope of Reg. (EU) 1169/2011.</p> <p>To explain the motivations for the recent revision and the main differences between the old Directive and Regulation (EU) 1169/2011.</p>	<p>Lecture Day1.3</p> <p>Questions and Answers</p>	Training Coordinator
17h15	18h00	The Food Information and Reasons for the recent Revision	Start a board with typical question for discussion on the Wednesday. Open up the board participants to add new questions at any time during the next day it. Post it: one question per participant on FIC	Exercises	Training Coordinator
		Welcoming drink and Dinner at the Hotel			

Day 2 : Food Information					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Name of responsible tutor
9h00	9h15	The Food Information Regulation and Reasons for the recent Revision (reminder of day 1)	Objective is to awake participants by starting with discussions. It is also to remind briefly participants what they learn the day before and to ask participants if they have some questions. If they could sum up what they learnt? If they enjoyed it? If they used it at work?	Discussions/Questions	Training Coordinator Tutor
9h15	10h30	Part 1: The Food Information to Consumers Regulation ('FIC')	To explain what are the new requirements of the EU food Law according to Reg. (EU) 1169/2011, Highlighting changes from 2000/13.	Lecture Day2.1 (slide 1-52) Examples Questions and Answers incorporated into lectures Quizzes and self-assessment	Training Coordinator Tutor
10h30	11h00	Coffee Break and group photo			
11h00	11h45	Part 1: The Food Information to Consumers Regulation ('FIC')	To request participants to independently reply to a list of 10 questions. After 15 minutes, they will be invited answer to the tutor to exchange information on the replies provided on each question and to discuss the correct answer on the basis of relevant legislation and articles.	Exercices Day 2.1 Quizz-Test	Training Coordinator Tutor
11h45	12h30	Part 2: The Food Information to Consumers Regulation ('FIC')	To explain what are the new requirements of the EU food Law according to Reg. (EU) 1169/2011, Highlighting changes from 2000/13 (continue of the presentation)	Lecture Day2.1 (slide 53-120) Examples Questions and Answers incorporated into lectures Quizzes and self-assessment	Training Coordinator Tutor
12h30	13h30	Lunch at the Hotel			
13h30	14h15	Part 2: The Food Information to Consumers Regulation ('FIC')	(continuation) To explain what are the new requirements of the EU food Law according to Reg. (EU) 1169/2011,	Lecture Day2.1 (slide 53-120)	Training Coordinator Tutor

Day 2 : Food Information					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Name of responsible tutor
			Highlighting changes from 2000/13 (continue of the presentation in the morning)	Examples Questions and Answers incorporated into lectures Quizzes and self-assessment	
14h15	15h00	Part 2: The Food Information to Consumers Regulation ('FIC')	To request participants to independently reply to a list of 10 questions. After 15 minutes, they will be invited answer to the tutor to exchange information on the replies provided on each question and to discuss the correct answer on the basis of relevant legislation and articles.	Exercices Day2.2 Questions-Test	Training Coordinator Tutor
15h00	15h30	Coffee Break			
15h30	17h00	Part 2: Exercise on Labelling compliance (continuation)	To introduce an exercise consisting in the design of a label complying with the EU Food Law To form groups (6 to 8 groups) and assign works To design a label for a given product taking into consideration the EU requirements explained in the morning The proposed products will represent the variety of the foodstuff concerned by the EU Food Law, excluding food supplements, fortified foods and dietetic food	Exercise Working groups	Training Coordinator Tutor
		City tour and Dinner at hotel			

Day 3 : FIC and Nutrition and Health Claims					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Name of responsible tutor
09h00	10h30	Part 2: Exercise on Labelling compliance (conclusion)	To present the conclusion of the compliance assessment (5 minutes per group) To assess the compliance of a label designed by another group versus EU requirements To conclude on the key aspects to take care of when checking a package or a label	Group Presentations and discussions	Training Coordinator Tutor
10h30	11h00	Coffee Break			
11h00	11h30	Part 3: The Food Information to Consumers Regulation ('FIC')	To explain the role of the European Commission and of the competent authorities in particular regarding the requirements on the control of labeling compliance and on the enforcement of the EU Food Law.	Lecture Day 3.1 Questions and Answers incorporated into lectures Key points	Training Coordinator Tutor
11h30	12h00	FIC (Reminders of the topics developed on Day 2)	Discussions on the post-it notes from day 1 and discussions around answers to quizzes from previous days	Exercises	Training Coordinator Tutor
12h00	13h00	Lunch at the Hotel			
13h00	15h00	The EU legislation applying to Nutrition and Health Claims Health Claims allowed by the EU Food law Submission and Validation process for health claims Nutrition Claims allowed by the EU Food law and Concept of Nutrient Profile	To describe the aim of the legislation Reg. (EC) 1924/2006 and to explain the purpose of the modifications and improvements brought to this legislation since 2006. To explain from a horizontal perspective what are the rules and requirements set by the EU food Law on nutrition claim and health claim to be allowed. To explain and describe the procedure of authorization of health claim and the role of Member states, European Commission, and EFSA To explain the concept of nutrient profiles according to Reg. 1924/2006,	Lecture Day 3.2 Questions and Answers	Training Coordinator Tutor
15h00	15h30	Coffee Break			

Day 3 : FIC and Nutrition and Health Claims					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Name of responsible tutor
15h30	17h00	Exercise on Nutrition Claims and Health Claims compliance	To request to 6 groups to independently reply to a list of 20 questions, with the support of the EU register for nutrition and health claims. After 45 minutes, representatives of the working groups will be invited to join the tutor to exchange information on the replies provided on each question and to discuss the correct answer on the basis of relevant legislation and articles. To present conclusions to the rest of the audience	Exercise in groups Ombea tool	Training Coordinator Tutor
		Diner at the Hotel			

Day 4 : Food Supplement and Fortified Food					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Name of responsible tutor
09h00	09h45	Nutrition and Health Claims, FIC (Reminders of the topics developed on Day 1,2 and 3)	Each group (6) prepare one question to ask to another group. (5 min) Each prepare an answer to the specific question (10min) Each group deliver the answer to the audience (30 min) This exercise allows to review and to anchor the main principles on Nutrition and health claims, and FIC	Awakening educational activity Pedagogical anchorage	Training coordinator Tutor
09h45	10h30	Requirements regarding the composition and labeling of Food Supplements	To explain what is the approach to food supplements in the EU Food Law, the scope of Dir. 2002/46/CE and the role of Competent Authorities at EU and National level To explain what are the rules and requirements regarding food supplements, in particular regarding the substances allowed (Annex II), or restricted. To explain the specific requirements regarding labelling of Food supplements	Lecture Day 4.1 Examples Questions and Answers	Training coordinator Tutor
10h30	11h00	Coffee Break			
10h30	11h00	Requirements regarding the composition and labeling of Food Supplements	Continuation	Lecture Day 4.1 Examples Questions and Answers	Training coordinator Tutor
11h00	12h30	Exercise on Labelling compliance applied to Food Supplements	To carry out a group exercise consisting in small groups : - Assessment of food supplements including compliance with general and specific labelling requirements To carry out a group exercise consisting in small groups : - On the basis of the results of the assessment creation of a check-list to conduct controls on Food Supplements	Exercise Day 4.1 Exercise in groups Ombea tool	Training coordinator Tutor
12h30	13h30	Lunch at the Hotel			

Day 4 : Food Supplement and Fortified Food					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Name of responsible tutor
13h30	15h00	Requirements regarding the composition and labelling of Fortified Foods	<p>To explain what is the approach to fortified food in the EU Food Law, the scope of Reg (EC) 1925/2006 and the role of Competent Authorities at EU and National level</p> <p>To explain what are the rules and requirements regarding the fortification of food with vitamins and minerals in particular according to Reg (EC) 1925/2006, in particular regarding Substances allowed (Chapter II) or restricted (Chapter III), and possible modifications of the Annexes</p> <p>To explain the specific requirements regarding labelling of Fortified Foods, including regarding Nutrition and Health Claims</p>	Lecture Day 4.2 Examples Questions and Answers	Training Coordinator Tutor
15h00	15h30	Coffee Break			
15h30	17h00	Exercise on Labelling compliance applied to Food Fortification	<p>To carry out a group exercise consisting in small groups :</p> <p>Study of 6 labels on Fortified Food</p> <p>On the basis of the results of the assessment creation of a check-list to conduct controls on Fortified Food</p>	Exercise in groups Exercice Day4.1	Training Coordinator Tutor
		Social event and Dinner outside			

Day 5 : FSG and conclusions:					
Time		Title of the session	Training Objective / Subjects Covered	Method of Training	Name of responsible tutor
	Until 08h30	Check out and place luggage in the specific luggage room			
08h30	10h00	Legislation on FSG The new regulation 609/2013 on food for specific groups (FSG)	To provide an overview of the successive approaches of the EU food law with regards to dietetic foodstuffs and on food intended for particular nutritional uses, until 2009 and the rationale for the development of a Framework Directive (Directive 2009/39/EC) and specific Directives under that Framework. To introduce the legislative changes of the Reg. (EU) 609/2013 with the abolishment of the "dietetic food" concept To focus on the future way to deal with the former dietetic in the context of general labeling FIC regulation and the Reg (CE) 1924/2006	Lecture Day5.1 Examples Questions and Answers	Training Coordinator Tutor
10h00	10h30	Coffee Break			
10h30	12h00	Case study on compliance applied to dietetic Foods	To carry compared compliance assessments on a selection of 6 dietetic foods labels (including foods that will continue to be covered by the FSG Regulation such as infant formulae and foods that will not be covered anymore by the FSG Regulation, such as sportsfoods)	Case study/working groups Questions and Answers Exercice Day4.1	Training Coordinator Tutor
12h00	12h30	Closing of the Training	To draw conclusions with the trainees regarding the Food composition and information Remarks by the trainees To review trainees questions and expectations Evaluation of the Training Distribution of training certificates, group photo	Discussion Evaluation forms Training certificates	Training coordinator Tutor Event Manager
12h45		Lunch at the Hotel and Transfer of participants to the airport			

ANNEX 4: APPLICATION FORM



Funded by
the Better Training for Safer Food
Initiative of the European Union

REGISTRATION FORM TO BTSF TRAINING

Food Composition and Information

S16 / FCI / Athens, GREECE / 23-27 March 2015
S17 / FCI / Trim, IRELAND / 13-17 April 2015
S18 / FCI / Valencia, SPAIN / 18-22 May 2015
S19 / FCI / Riga, LATVIA / 15-19 June 2015
S20 / FCI / Trim, IRELAND / 5-9 October 2015
S21 / FCI / Madrid, SPAIN / 2-6 November 2015
S22 / FCI / Athens, GREECE / 23-27 November 2015

Submit filled registration form to: registrationform20129605@aets-consultants.com

TYPE REGISTRATION FORM IN ENGLISH. ONLY TYPED REGISTRATION FORMS WILL BE ACCEPTED.

Participant information must be correct according to his/her passport.

Applications will be subject to approval by National Contact Point (NCP).

Non-attendance or cancellations will be reported to the Consumers, Health, Agriculture and Food Executive Agency.

NATIONAL CONTACT POINT	Choose from the list
COURSE AND SESSION OF PARTICIPATION	Choose from the list
APPLICATION ON THE RESERVE LIST	Choose from the list

Note: t.b.c. means to be confirmed

1 PARTICIPANT INFORMATION	
1.1 Gender	Choose from the list
1.2 Family name	as it appears in the passport or ID
1.3 First names	as it appears in the passport or ID
1.4 Date of birth	as it appears in the passport or ID
1.5 Nationality	Choose from the list
2 CONTACT DETAILS OF YOUR INSTITUTION	
2.1 Name of institution / organization	
2.2 Your position	
2.3 Level of working	Choose from the list
2.4 E-mail	
2.5 Telephone (add international code)	
2.6 Mobile phone (add international code) (to contact trainees before/during travel in case of flight modification)	
2.7 Address	
2.8 ZIP Code	
2.9 Town	
2.10 Country	Choose from the list

3 INFORMATION DISSEMINATION	
What measures do you envisage to disseminate the information learned in the training? Please list some of your foreseen actions (distribution of documents, training actions, informative articles in national, international journals, e-learning, any other dissemination action).	

4 TRAVEL INFORMATION	
Note: Flights/train tickets will be booked upon flights availability considering the training starting and ending timing: sessions start on Monday afternoon and will end on Friday midday. Please send a PASSPORT COPY together with this registration form.	
4.1 Passport number	as it appears in the passport
Places and date of issue:	
Expiry date:	
4.2 Preferred means of travel:	Choose from the list
4.3 Place of Departure (airport/station). Please indicate the nearest International Airport or railway station.	
Preferred day of arriving to the training:	
Preferred day of leaving the training:	
5 DIETARY AND MEDICAL REQUIREMENTS	
5.1 Specific Dietary requirements (if any):	
5.2 Severe food allergies	
5.3 Phone number of a contact person in case of an emergency:	
5.4. Medical conditions requiring special attention in case of an incident:	

6.1 Education		
	Degree or Diploma Obtained:	Choose from the list
	From...to...	
	Institution (name and country)	
6.2 Language skills (Basic - Independent - Proficient) The self-assessment grid is based on the six level scale of the common European framework of references for languages developed by the Council of Europe – http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en		
English	Reading	Choose from the list
	Speaking	Choose from the list
	Writing	Choose from the list
Other:	Reading	Choose from the list
	Speaking	Choose from the list
	Writing	Choose from the list
6.3 Current position		
	From... to...	
	Institution or Company	
	Position	
	Description: Describe your main functions and responsibilities	
6.4 Years of experience in the field of work:		
6.5 Description of your experience within the field of training:		

7 VISA INFORMATION (To be filled in by non EU citizens only)	
7.1 I have a valid PASSPORT (Please make sure it is valid up to at least 4 months after your return trip)	Choose from the list
7.2 I have a valid VISA for the Schengen area (Please make sure the VISA covers the whole training period)	Choose from the list
7.3 I need an invitation letter from the organiser for visa application/internal clearance	Choose from the list
7.4 List of other documents are required in your country for applying the VISA	