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BETTER TRAINING FOR SAFER FOOD

CONTRACT NUMBER 2013 96 12

**ON THE ORGANISATION AND IMPLEMENTATION OF TRAINING ACTIVITIES
ON
« FOOD HYGIENE AT PRIMARY PRODUCTION »
UNDER THE “BETTER TRAINING FOR SAFER FOOD” INITIATIVE”**

INFORMATION TO NATIONAL CONTACT POINTS

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1. GENERAL INFORMATION ON THE TRAINING

1.1. Overall objective

The objective of this program is to raise awareness and to promote a common understanding of the rules to be complied with by food operators and producers operating at primary production level, disseminating best practices for official controls regarding primary production activities, and enhance the exchange of experience in order to identify practical solutions for further to implementation of official controls at primary production level (production, growing/rearing/harvesting, including transport, storage and handling).

The courses will provide auditing and control techniques for the verification of the compliance of Regulations (EC) No 852/2004 and 853/2004 in those provisions applying to primary production, and will go through their practical application through real examples and with the help of the specific guidance documents and specific guides of good practice developed by different food business sectors.

The courses include site visits to primary production establishments, (i.e. cattle and poultry farms, fishing vessels, landing sites and aquaculture farms, vegetable growing fields and greenhouses), that will help to exchange opinions and have a common understanding of the practicalities of the control requirements.

In this sense, participants will be invited to participate actively in discussions, debriefings and working groups. They will be given preparation tasks prior to the attendance to the session, updating their knowledge of EU Food Law in their sector and bringing examples of their national practices in their given sector.

The courses are addressed to both officials from Competent Authorities involved in planning and control activities (preferably at headquarters' level), and field inspectors involved in control activities on food hygiene at primary production level.

1.2. Subjects covered

From 2014 to 2016 the programme will offer three different courses of food hygiene at primary production:

- Course 1: A total of 4 sessions of 4 days of **land animals** and products derived off
- Course 2: A total of 4 sessions of 4 days of **aquatic animals** and products derived off;
- Course 3: A total of 6 sessions of 4 days of **plants**.

All the sessions will be held in English.

1.3. Dates and locations of the courses

The courses will be organised in the locations and in the dates indicated in the following table (pag.4). In **Annex 2** it is included a table with the schedule of the sessions to be implemented from end October 2014 until June 2015. Additional sessions to be implemented in second half of 2015 and 2016 are too indicated, but exact dates will be informed in later communication.

Participants will be requested to arrive by midday Monday and depart on Friday afternoon.

Deadlines for the application are in general 6 weeks before the starting date of the corresponding course, except in the cases of session to be held in 2014. The courses have been listed according to the order of implementation:

Sessions in 2014

Course / session	Name of course	Location	Date	Deadline	Time before the session
C2-S1	Aquatic animals	Udine, ITALY	27-31 October 2014	13 October	2 weeks before
C1-S1	Land animals	Trim, IRELAND	10-14 November 2014	13 October	4 weeks before
C3-S1	Plants	Valencia, SPAIN	24-28 November 2014	27 October	4 weeks before

Sessions until June 2015

Course / session	Name of course	Location	Date	Deadline	Time before the session
C3-S2	Plants	Murcia, SPAIN	16-20 February 2015	5 January 2015	6 weeks before
C1-S2	Land animals	Budapest, HUNGARY	16-20 March 2015	2 February 2015	6 weeks before
C3-S3	Plants	Budapest, HUNGARY	13-17 April 2015	2 March 2015	6 weeks before
C2-S2	Aquatic animals	Tarragona, SPAIN	1-5 June 2015	20 April 2015	6 weeks before

1.4. Project Management

The general coordination of the programme is managed centrally by Mrs Mónica Zabala. Therefore, all general communications and submission of registration forms of participants will be managed centrally submitting them to the e-mail address:

20139612_primaryproduction@aenor.es

Tel.: +34 91432 5935

Once the Project Manager confirms the registration to you, the registration form will be submitted to the corresponding Event Manager of the session that will lease directly with the participant and proceed with further instructions for additional information regarding technical contents and travel and logistic arrangements.

Course / session	Name of course	Location	Event Manager	E-mail and phone
C1	Land animals	Trim, IRELAND	Niamh O'BRIEN	niamh@eclipse.ie
		Budapest, HUNGARY	Alicia JUAREZ	A.JUAREZPALLARES@aesagroup.eu
C2	Aquatic animals	Udine, ITALY	Ignacio ACHA	iacha@aenor.es
		Tarragona, SPAIN		
C3	Plants	Valencia, SPAIN	Carlos GARCÍA	eventos@ainia.es
		Budapest, HUNGARY		
		Murcia, SPAIN	Ignacio ACHA	iacha@aenor.es

1.5. Support provided by the project

- **Travels**

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.

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.

Travel costs from the participants' homes to the nearest airport/bus station/train station are covered by the project budget if requested, prior presentation of corresponding receipt/invoice of the cost incurred.

Participants attending in their own vehicle, the reimbursable amount will be that one corresponding to the cost of an alternative public transport: return first class train or bus ticket, or economy return flight ticket.

For particular difficult transport/connexion situations, the participants are kindly encouraged to contact the Event Manager in order to take the best travel arrangements/combination.

- **Accommodation**

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

- on the 1st day of the training: lunch, afternoon coffee break, dinner and room charge (single occupancy);
- from the 2nd to the 4th 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 participants departing before 19:00, dinner and room charge (single occupancy) as required for the participants departing later or the day after the training, depending on flights connections availability.

- **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 and/or site visits;

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;
- A bag for keeping all materials and documentation;
- A note pad for site visits;
- Protection equipment when requested for site visits.

Prior to each session, detailed information will be displayed on www.btsf-aenor.es

2. SELECTION PROCESS

2.1. Invited countries

The program will support 430 participants from EU Member States, Candidate countries, EEA and EFTA countries.

	Course 1	Course 2	Course 3
	Land Animals	Aquatic animals	Plants
Number of training sessions	4	4	6
Participants per training session	30	30	30 - 32
Total participants per training course	120	120	190
TOTAL PROGRAMME	430		

The number of trainees per invited country is available in **Annex 1**. Places have been accommodated mixing as much as possible different countries, in order to have the wider variety of origins and promote the sharing of broader number of experiences.

National Contact Points are kindly invited to contact the project manager if they require any modification of the list or if they would wish to submit additional registration forms for the reserve list.

2.2. Selection criteria

The training program is opened to participants whose application form is being submitted by the corresponding BTSF NCPs, following the selection process described in the following paragraph.

The targeted audience should comply with the following criteria:

- **Be officers of national Competent Authorities, and other government officers, involved in official controls and/or their planning and reporting (preferably at headquarters' level);**
- **Be field inspectors with working knowledge on hygiene requirements at primary production official controls, in land animals, aquatic animals and/or plant for food sector;**
- **Be compromised to disseminate the learning's of the training once they finalize the training session;**
- **Be proficient in the English language.**

2.3. Process to be followed

The management of the selection process and allocation of seats is a responsibility shared between NCPs and the Project Management Unit.

The places allocated to the countries will be strictly respected until the deadlines.

- **TASKS OF NCPs**

The National Contact Points are requested to:

- Consider the number of participants supported by the project to attend to the sessions, according to the information provided by the Project Manager;
- Distribute the information to the relevant national institutions and government bodies about the training course;

- Select the participants considering the profile requested to participate, and comply the registration form using the defined template in **Annex 4 (FHPP_Op14_registration form_2014)**. The template is included in excel form in the communication submitted to NCPs. In the same form, specify the type of course and session. The name of the file created should indicate the number of the session, country and name of the applicant.
- Send the registration form and additional registration forms to the reserve list to the Project Manager in the frame time indicated in section 1.3. to the centralized e-mail address

20139612_primaryproduction@aenor.es

- In order to ensure some flexibility to the allocation of places, National Contact Points are kindly invited to send additional registration forms that will be included in a reserve list. Given the deadline, those countries that have not submitted a registration form will be contacted to confirm their place can be given to another country included in the reserve list. Once they confirm the availability of the seat, the NCP of the country that has submitted a reserve candidate, will be informed and given the place.

- **TASKS OF THE PROJECT MANAGEMENT UNIT**

The Project Management Unit will:

- Verify the compliance of the proposed participants with the selection criteria on the basis of the CVs fully completed registration form,
- Inform NCP accordingly if the application has been accepted or if it has been included in the reserve list;
- Once the deadline for the training session arrives, inform the reserve list candidate NCPs of the availability of seats.
- Submit the information of the participants to the corresponding Event Manager.

- **TASKS OF THE EVENT MANAGER**

The Event Manager will:

- Contact directly the participant in order to make further logistic arrangements and all practical arrangements of the training: preparation for the training, submission of the technical and logistical information.

3. ORGANISATION OF COURSE 1 - LAND ANIMALS

3.1. Program of Course 1 – Land Animals

The programme of the course on Food Hygiene at primary production of land animals is based on the following structure:

Day 1	<p>Arrival & registration of participants</p> <p>Introduction and presentation of the course</p> <ul style="list-style-type: none"> • Current status on primary production controls in EU • Definition of primary production in the sector of domestic land animals
Day 2	<p>Lectures, working groups, discussion and questions and answers:</p> <ul style="list-style-type: none"> • Overview of EU Legislation on primary production and supporting guidelines related to domestic land animals • Cross sectorial legislation applying to primary production of domestic land animals • Cross sectorial legislation to establishments rearing animals for food • Sector specific regulation on animal health and biosecurity • Hygiene requirements in cattle / dairy farms • Official control practices applicable to dairy farms
Day 3	<p>Lectures, site visit, working groups, discussion and questions and answers:</p> <ul style="list-style-type: none"> • Site visit to a dairy farm • Best practices of official controls in dairy farms • Requirements on animal health and animal welfare in poultry • Pathogens transmissible to humans through food from poultry and control methods
Day 4	<p>Lectures, site visit, working groups, discussion and questions and answers:</p> <ul style="list-style-type: none"> • Site visit to a laying hens farm / egg producing and collecting plant • Hygiene requirements in laying hens farm /egg producing and collecting plant • Hygiene best practices and biosecurity provisions in laying hens farm • Reduction of prevalence of pathogens in poultry farms
Day 5	<p>Lectures, exercises, practical cases and questions and answers:</p> <ul style="list-style-type: none"> • Planning of an audit • Performing of an audit and reporting of hygiene controls of domestic land animals • Summary of topics covered by the training session

The detailed programme is provided in **Annex 3**. Depending on the location of the session, some minor modifications could be introduced.

3.2. Technical content of Course 1 – Land Animals

The program designed for this new project is focuses those official controls to be undertaken to the initial stage of the food chain coming from domestic land animals, focusing the practical examples in the farming and rearing of those animals in which the Food and Veterinary office has noted some persistent difficulties in the control techniques for the verification requirements of food and feed hygiene requirements.

The training program has been designed with the **aim to**:

- Train professionals in the competent authorities to design and implement adequate systems for official controls to food business rearing domestic land animals, specifically cattle, pigs and poultry, producing primary products of animal origin derived thereof;
- Promote risk based official controls on the level of primary production;
- Ensure that the participants have a solid understanding of the need for establishing procedures of coordination and cooperation with competent authorities in related fields (agriculture, environment, health, municipalities, etc.);
- Enhance the knowledge about the best practices and practical conditions of operation in the different types of food business rearing domestic land animals;
- Create awareness about the legal requirements in the field of food hygiene as an integrated approach including other related fields requiring further controls in the food business rearing land animals (e.g. handling of by-products and control of animal health);
- The lectures, hands-on training, case-studies, videos and discussions shall bring the participants in a position where they are able to identify e.g. gaps, non-compliances and less/most efficient practices in their national systems of official control in the land animal primary sector food producers and therefore to the extent necessary be able to contribute to improve and reinforce as necessary in each of their countries.

It is foreseen the following **training contents**:

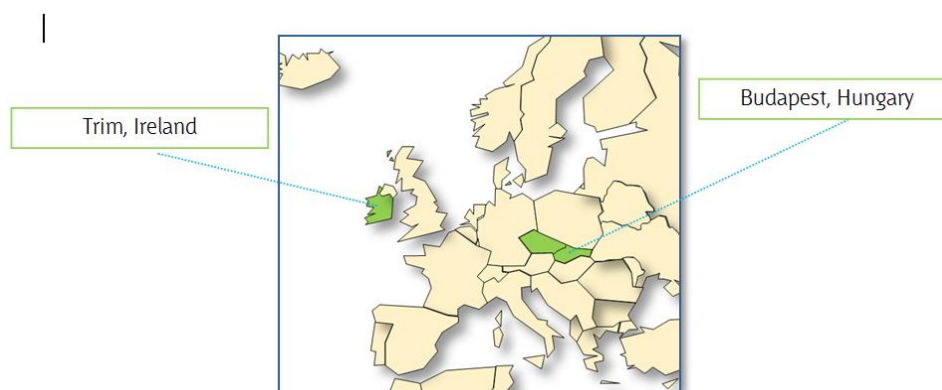
- legislative requirements concerning registration of food businesses operating at primary production;
- general hygiene requirements and application of procedures relating to the control of hazards in primary production and associated operations, including use of national or EU guides to good practice;
- precautionary measures concerning the storage, handling and use of fertilisers, plant protection products and biocides;
- precautionary measures concerning the storage, handling and disposal of waste, including proper disposal of dead animals, waste and litter;
- legislative requirements concerning materials intended for use as animal feed or for manufacturing compound feeding stuffs at farm level, including preparation, storage, use and traceability of feed;
- legislative requirements concerning the correct and appropriate use of veterinary medicinal products and feed additives and their traceability;
- protective measures to prevent the introduction and spread of contagious diseases transmissible to humans through food, including by taking precautionary measures when introducing new animals and reporting suspected outbreaks of such diseases to the

- competent authority;
- measures relating to the cleanliness of slaughter and production animals;
- specific rules relating to milk production holdings (Regulation (EC) No 853/2004);
- specific rules relating to the handling of eggs (Regulation (EC) No 853/2004);
- measures relating to record-keeping;
- rules for record-keeping;
- use of flexibility provisions;
- official controls concerning primary production (including reference to guide to good practice, sampling methods and other specialised inspection procedures, analytical results);
- preparation of audit activities (research, desk review, risk based targeting, checklist development, etc.), performing the audit, collection of audit evidence, drawing findings and conclusions and making recommendations (relationship between these steps in the process), reporting on the audit and follow-up;
- on-the-spot visits followed by debriefing sessions within farms rearing land animals or producing primary products of animal origin.

The program foresees the organisation of daily discussion and working group, two site visits to cattle and poultry farms and debriefing sessions after visiting the establishments will take place on days 3 and 4.

The training programme is available in **Annex 3**.

3.3. Training sites 2014 - Land Animals



Course 1 – Session 1 & 3 – Land Animals

Ireland - Trim - Knightsbrook Hotel Spa & Golf Resort

Dublin Road, Trim, Co. Meath
 Tel: +353 46 9482100
 info@knightsbrook.com
 Website: <http://www.knightsbrook.com/>

Geography

The training course will be organised in the North East of the Republic of Ireland, mainly over the traditionally rural county of Meath, Westmeath and Cavan. The region is historically dedicated to cattle and dairying but counts a diversity of pigs and poultry rearing establishments promoted by dynamic agro-industries and R&D in Ireland's main urban centers. In addition to export-oriented intensive farming, small

scale production of cattle, dairy and pigs can be found in particular in County Cavan.

The location of Trim in Meath county would offer a perfect location in the middle of this region, with a high number of meat cattle, dairy, pig and poultry farms located less than 60 minutes by bus.

Means of transport and accessibility

Trim is easily accessible from anywhere in Europe and from most EU neighboring countries through Dublin's International Airport (35 minutes by taxi). Dublin National Airport is the hub of Ireland's main Air OCMpanies (Aer Lingus and Ryan Air) and is served by most of EU's national airways (e.g: British Airways, Air France, Lufthansa).

Hotel

The selected one, 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.

Out of the working hours, the trainees will have the possibility to enjoy the hotel spa and swimming pool in the basement of the hotel (free access). They may also enjoy traditional music in one the hotel's bar (several times a week).

Social event

The consortium will organise the following events:

- Guided walking tour of Trim, combined with a dinner in one of Trim's restaurants
- Shopping evening and dinner in Dublin

Course 1 – Sessions 2 & 4 – Land animals

Hungary - Budapest - Courtyard Budapest City Centre by Marriot

Jozsef krt. 5, 1088 Budapest

Tel. (+36)1 3275100, Fax. (+36) 1 3275153

<http://www.marriott.com/hotels/hotel-information/travel/budcy-courtyard-budapest-city-center>

Geography

In Hungary, the cattle production is milk oriented, having dairying, intensive indoor farming as prevalent. Large farms (many hundreds or even more than a thousand head in a single unit) base milk production on arable forages

As for the poultry sector ranks second in importance, taking into account production, consumption and exports. Hungary is a traditional exporter of poultry meat and products (30% of the meat produced is exported), but exports have fallen sharply over the decade

In accordance with the events organised in the previous years in the framework of the BTSF initiative, Hungary is an ideal location for the characteristics of the territory, in particular for the high concentration of farms for milk, and easy access to poultry farms. The different choices of premises for the field visit allows the selection of farms that best suit the requirements, such as proximity to the training session's location and adequacy of the facilities. The selection can be made between small scale producers and bigger farms. The area combines Agro-industrial and Small-scale production, and numerous establishments in the region can support site visits within easy reach.

Means of transport and

Most of the participants will arrive to Budapest at the Budapest International Airport -

accessibility

Ferenc Liszt (BUD).

Transfers from the airport to the hotel are arranged with a private shuttle company. A taxi driver with the sign board of the BTSF logo will wait for them at the arrival hall.

Hotel

Courtyard City Center Budapest is a 4-star hotel and enjoys a convenient location in the centre of the city, on Blaha Lujza Square with its metro, bus and tram stops. Each room in the Courtyard Budapest City Centre offers high-speed wired internet access, a well-lit work desk and an ergonomic chair. Tea and coffee making facilities can be found in every room as well. The Oléo Pazzo Mediterranean bistro, awaits for breakfast, lunch and dinner.

All participants will be provided with a hotel room equipped with a bathroom with shower, a refrigerator, a television flat screen, air conditioning and free wireless access.

Social event

Budapest or pearl of Danube is the biggest and capital city of Hungary.

Budapest has a story both beautiful and painful. How many invaders do not they coveted and occupied the Danubian which is located on the road to Vienna, as an imaginary line between East and West? A site visit to the city will be organised during the session.

4. ORGANISATION OF COURSE 2 – AQUATIC ANIMALS

4.1. Program of Course 2 – Aquatic animals

The program of the course on Food Hygiene at primary production of aquatic animals is based on the following structure:

Day 1	<p>Arrival & registration of participants</p> <p>Introduction and presentation of the course</p> <ul style="list-style-type: none"> • Current status on primary production controls in EU • Definition of primary production in the sector of aquatic animals
Day 2	<p>Lectures, working groups, discussion and questions and answers:</p> <ul style="list-style-type: none"> • Overview of EU Legislation on primary production and supporting guidelines related to aquatic animals • Primary production process for aquatic animal products • Best official control practices on hygiene requirements of aquatic animals • Specific hazards on fishery products at primary production • Hygiene requirements in fishing vessels and landing sites
Day 3	<p>Lectures, site visit, working groups, discussion and questions and answers:</p> <ul style="list-style-type: none"> • Site visit to a fishing vessel and landing site • Best practices of official controls of fishing vessels and landing sites • Control of food safety in fish aquaculture • Hygiene requirements in aquaculture farms
Day 4	<p>Lectures, site visit, working groups, discussion and questions and answers:</p> <ul style="list-style-type: none"> • Site visit to an aquaculture farm • Best hygiene practices in aquaculture farms controls • Official controls of Live Bivalve Molluscs • Best practices in LBM official controls
Day 5	<p>Lectures, exercises, practical cases and questions and answers:</p> <ul style="list-style-type: none"> • Planning of an audit • Performing of an audit and reporting of hygiene controls of aquatic animals • Summary of topics covered by the training session

4.2. Technical content of Course 2 – Aquatic animals

The course will focus on the official controls of the specific hygiene requirements of fishing vessels, landing sites, fish aquaculture farms and live bivalve molluscs, with the aim that the participants shall learn not only to distinguish between compliant and not compliant but also to be able to analyse the related root causes and risks so they improve their ability to process the data towards developing knowledge that can be used to further improve the system of official control towards a risk based and most efficient approach.

The training program has been designed with the **aim to**:

- Train professionals in the competent authorities to design and implement adequate systems for official controls at primary production level in the fishery sector, specifically aquaculture and live bivalve molluscs' production.
- Promote risk based official controls on the level of primary production;
- Ensure that the participants have a solid understanding of the need for establishing procedures of coordination and cooperation with competent authorities in related fields (agriculture, environment, health, municipalities, etc.);
- Enhance the knowledge about the best practices and practical conditions of operation in the different types of primary productions in the fisheries sector;
- Create awareness about the legal requirements in the field of food hygiene as in other related fields requiring further controls in the primary production of fishery products (e.g. handling of by-products and control of aquatic animal health).
- The lectures, hands-on training, case-studies, videos and discussions shall bring the participants in a position where they are able to identify e.g. gaps, non-compliances and less/most efficient practices in their national systems of official control in the fisheries primary sector and therefore to the extent necessary be able to contribute to improve and reinforce as necessary in each of their countries.

It is foreseen the following **training contents**:

- legislative requirements concerning registration of food businesses operating at primary production;
- general hygiene requirements and application of procedures relating to the control of hazards in primary production and associated operations, including use of national or EU guides to good practice;
- precautionary measures concerning the storage, handling and use of fertilisers, plant protection products and biocides;
- precautionary measures concerning the storage, handling and disposal of waste, including proper disposal of dead animals;
- legislative requirements concerning materials intended for use as animal feed or for manufacturing compound feedingstuffs at farm level, including preparation, storage, use and traceability of feed;
- legislative requirements concerning the correct and appropriate use of veterinary medicinal products and feed additives and their traceability;
- protective measures to prevent the introduction and spread of contagious diseases transmissible to humans through food, including by taking precautionary measures when introducing new animals and reporting suspected outbreaks of such diseases to the competent authority;

- specific rules relating to aquaculture fishery products and live bivalve molluscs (Regulation (EC) No 853/2004) ;
- measures relating to record-keeping;
- use of flexibility provisions;
- official controls concerning primary production (including reference to guide to good practice, sampling methods and other specialised inspection procedures, analytical results);
- preparation of audit activities (research, desk review, risk based targeting, checklist development etc), performing the audit, collection of audit evidence, drawing findings and conclusions and making recommendations (relationship between these steps in the process), reporting on the audit and follow-up;
- on-the-spot visits followed by debriefing sessions within farms harvesting/collecting aquatic animals or producing primary products of animal origin.

The program foresees the organisation of daily discussion and working group, site visits to fishing vessels and a landing site, and to a fish aquaculture farm, with debriefing sessions after visiting the establishments that will take place on days 3 and 4.

The training programme is available in **Annex 3**.

4.3. Training site 2014 of Course 2 – Aquatic Animals



Course 2 – Session 1 & 3 – Aquatic animals

Italy – Venice and Udine: Antony Hotel (Venice) and Hotel San Carlo (Lignano Sabbiadoro)

Venice - Antony Hotel

Via Orlanda, 182 – 30173 MESTRE
Venezia
Tel. +39 041.5420022 – Fax +39
041.901677
antony@antonyhotel.it -
www.antonyhotel.it

Lignano Sabbiadoro - Hotel San Carlo

Via Codroipo, 16 - 33054 - Lignano Sabbiadoro (UD)
Tel: 0039 - (0) 431-720855 - Fax: 0039 - (0) 431-71540
sancarlo@doimohotels.it - www.doimohotels.it

Geography

In the region of Friuli Venezia Giulia, at the northern on the Adriatic sea, there are 52 species of fish where 70% of them are inland fish species. The majority of Italian fish farming production consists of freshwater species (e.g. trout,

catfish and sturgeon) and of euryhaline species such as European sea bass and gilthead sea bream, followed by eel and sharp snout sea bream

The Italian aquaculture tradition was conceived in inland areas, in lagoons and ponds and currently the main production is still represented by freshwater species, mainly trout, carp, sturgeon and eel.

The northern Adriatic region is an interesting scenario where fish farms are currently most largely represented (e.g. around 47 percent for intensive land-based farms, 35 percent cages and 52 percent hatchery). In this area the aquaculture sector is characterised on the one hand, by strong socio-economic traditions, mainly in freshwater and valliculture and on the other hand, by the presence of numerous vacated areas which are suitable for the construction of farms.

Means of transport and accessibility

Marco Polo Airport will be the main airport of arrivals. There could be other nearby and alternative smaller airport, Treviso that could also be used by participants. They all have direct connection with the most important cities of Europe.

Hotels and social event

The sessions will take place in two different locations: in the Mestre area in Venise, and in Lignano Sabbiadoro, in Udine, close to the site visits. Participants will arrive to Venise airport on Monday, and stay there until Tuesday afternoon. At the end of the Tuesday session, attendants will be moved to Lignano Sabbiadoro, one hour and a quarter distance. Lignano Sabbiadoro is a touristic town, very active in vocational seasons, and very tranquil during the rest of the year. It is based on the South of the Marano Lagunare, where the landing site and fishing vessels of the area will be visited within the training session activities, on the Wednesday. On Thursday an aquaculture premise forty five minutes away will be visited, and a nearby fish aquarium will serve as meeting room for the session. After, a bus will take the attendants back to Venise that will enjoy a dinner in the incredible centre of the city. The hotel in Venice will be the base for Friday's activities and five minutes access to Venice airport for the returning journey.

Social event

On Thursday afternoon the participants will have the opportunity to visit the city of Venice and its magnificent architectural monuments: Piazza San Marco, Rialto Bridge, churches, palaces along the Canal Grande, etc.

On that night dinner will be organized in a typical Italian restaurant, in the city, so that the participants can enjoy a bit of the so well known "dolce fare niente" or take a trip in one of the gondolas.

Course 2 – Sessions 2 & 4 – Aquatic animals

Spain – Barcelona and Tarragona/ Sant Carles de la Ràpita - Hotel Can Batiste

Sant Isidre, 204 – 43540 Sant Carles de la Ràpita, Tarragona
Tel: +34 977 74 49 29
www.canbatiste.com

Geography

The Catalanian Mediterranean region has strategic aquaculture activity operating from Sant Carles de la Ràpita Centre, which is located in the southern bay of the Ebro River Delta (Tarragona, Spain). Both bays of the Ebro River have been traditionally dedicated to fish and shellfish aquaculture, and it is the most relevant production area of Catalonia. Thus, it is an appropriate location to carry out our research in this field, since the centre is on the doorstep of the production areas, mainly for shellfish.

Means of transport and accessibility

Participants will arrive to the international airport of Tarragona or of Barcelona. They both have direct connection with the most important cities of Europe.

Hotel

Both Tarragona and Sant Carles de la Ràpita offer a wide variety of hotels to accommodate the participants

The sessions will take place in two different locations: in the south of Barcelona area and in Sant Carles de la Ràpita, close to the site visits. Participants will arrive to Barcelona airport on Monday, and stay there until Tuesday afternoon. At the end of the Tuesday session, attendants will be moved to Sant Carles de la Ràpita, one hour and a quarter distance, touristic town, in an unique environmental region at the southern bay of the Ebro river. There is a nearby landing site and fishing vessels of the area will be visited within the training session activities, on the Wednesday. On Thursday an aquaculture premise will be visited, ending with a travel back to Barcelona area, at the end of the day, hotel that will serve for the meeting on Friday.

Social event

According to the time schedule, there are different possibilities for a social event: a night city tour to the city of Barcelona, or to explore nearby areas such as the city Sitges or Castelldefells, tasting the great variety of Catalanian food and nice beaches.

5. ORGANISATION OF COURSE 3 – PLANTS

5.1. Program of Course 3 – Plants

The program of the course on food hygiene at primary production of plants is based on the following structure:

Day 1	<p>Arrival & registration of participants</p> <p>Introduction and presentation of the course</p> <ul style="list-style-type: none"> • Current status on primary production controls in EU • Definition of primary production in the food of plant origin
Day 2	<p>Lectures, working groups, discussion and questions and answers:</p> <ul style="list-style-type: none"> • Overview of EU Legislation on primary production and supporting guidelines related food of plant origin • Primary production process in the food of plant origin • Cross sectorial legislation applying to primary production in food of plant origin • Official controls based on risks – identification of risks and planning • Best Official control practices applicable to food of plant origin
Day 3	<p>Lectures, site visit, working groups, discussion and questions and answers:</p> <ul style="list-style-type: none"> • Pre-harvest official controls • External biological agents • Site visit to a vegetable grower • Best practices pre-harvest official controls
Day 4	<p>Lectures, site visit, working groups, discussion and questions and answers:</p> <ul style="list-style-type: none"> • Harvest and post harvest official controls • Site visit to a greenhouse grower • Best practices harvest and post harvest official controls
Day 5	<p>Lectures, exercises, practical cases and questions and answers:</p> <ul style="list-style-type: none"> • Planning of an audit • Performing of an audit and reporting of official controls on plants for food sector • Summary of topics covered by the training session

5.2. Technical content of Course 3 – Plants

The last years there has been an increase in the number of reported outbreaks and alarming cases associated to food of plant origin. Considering the wide variety of plant origin products consumed minimally processed, and the incidence of potential microbial food safety hazards and sources of

contamination, the Commission has identified this as a potential area further improvement of national official controls and harmonization of the application of specific food regulations.

The training program has been designed with the **aim to**:

- Train professionals in the competent authorities to design and implement adequate systems for official controls at primary production level in the food of plant origin sector;
- Encourage risk based official controls at primary level;
- Ensure that the participants have a solid understanding of the need for establishing procedures of coordination and cooperation with competent authorities in related fields (agriculture, environment, health, municipalities, etc.);
- Enhance the knowledge about the best practices and practical conditions of operations in the different types of primary productions in the food of plant origin sector;
- Create awareness about the EU legal requirements in the field of food hygiene as well as in other related fields requiring further controls in the primary production of food of plants origin sector.
- The lectures, hands-on training, case-studies, videos and discussions shall bring the participants in a situation where they are able to identify e.g. gaps, non-compliances and less/most efficient practices in their national systems of official control in the primary sector of food of plant origin and therefore to the extent necessary be able to contribute to improve and reinforce as necessary in each of their countries.

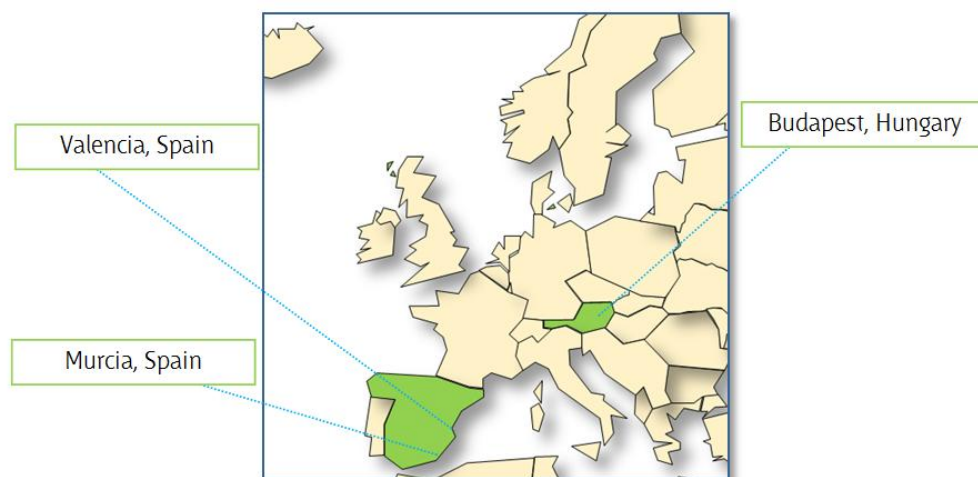
It is foreseen the following **training contents**:

- legislative requirements concerning registration of food businesses operating at primary production;
- general hygiene requirements and application of procedures relating to the control of hazards in primary production and associated operations, including use of national or EU guides to good practice;
- precautionary measures concerning the storage, handling and use of fertilisers, plant protection products and biocides;
- precautionary measures concerning the storage, handling and disposal of waste;
- legislative requirements concerning the correct and appropriate use of plant protection products and biocides and their traceability;
- protective measures to prevent bad agricultural practice and pests from causing contamination of food;
- procedures, practices and methods to ensure that food is produced, handled, packed, stored and transported under appropriate hygienic conditions;
- measures relating to record-keeping;
- use of flexibility provisions;
- official controls concerning primary production (including reference to guide to good practice, sampling methods and other specialised inspection procedures, analytical results);
- preparation of audit activities (research, desk review, risk based targeting, checklist development etc), performing the audit, collection of audit evidence, drawing findings and conclusions and making recommendations (relationship between these steps in the process), reporting on the audit and follow-up;
- on-the-spot visits followed by debriefing sessions within farms harvesting/collecting aquatic animals or producing primary products of animal origin.

The program foresees the organisation of daily discussion and working group, site visits to a green leaves vegetable grower and a greenhouse grower, with debriefing sessions after visiting the establishments that will take place on days 3 and 4.

The training programme is available in **Annex 3**.

5.3. Training site 2014 Course 3 – Plants



Course 3 – Session 1 & 4 - Plants

Spain - Valencia – Hotel Barceló Valencia

Avenida de Francia, 11 (esq. Padre Tomás Montañana) - 46023 Valencia
Tel: +34 963 306 344 - Fax: +34 963 306 831
valencia@barcelo.com - <http://www.barcelo.com>

Geography

Spain is the primary producer and exporter of fruits and vegetables for fresh consumption in Europe, and the Mediterranean regions is the principal area of intensive, irrigated horticulture.

The Valencian Community is located in central and south-eastern Iberian Peninsula, and the vegetable and fruit sector is a very dynamic and has become the primary agricultural production sector, basically in Orange trees, orchard fruits, rice, and vegetables.

The Valencian agriculture is characterized by its diversity. In general, we can distinguish two groups of agricultural activity: the one using irrigation located along the coastal strip, and the one carried out in the central highlands with more extreme climatic conditions, with fewer water supplies and less fertile soil.

Site visits to leafy and mainly green vegetables producers, that are basically eaten raw and, tomatoes, melons and other fruits and vegetables are easy and accessible both in open air and in green houses all over the year.

Means of transport and accessibility The nearest airport is situated 8 km. west of the city, in the city limits of Manises, international airport with internationally and very well connected. There are a frequent bus-service from the terminal to the city centre, metro line and taxi-service

Hotel 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.

During the first, second and fifth day of the session, the meeting premises at the hotel will be used. The days of the site visits, depending on the exact locations, either the hotel, either in Ainia premises, could be used, considering the timing for transport and accessibility.

Social event A tour to the city of Valencia will be organised, ending with a special dinner at a typical Mediterranean restaurant. 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.

Course 3 – Session 2 & 5 - Plants

Spain – Alicante/Murcia/Almeria – Hotel Barceló Valencia

Avenida de Francia, 11 (esq. Padre Tomás Montañana) - 46023 Valencia
Tel: +34 963 306 344 - Fax: +34 963 306 831
valencia@barcelo.com - <http://www.barcelo.com>

Geography As in the courses 1 and 4.

Means of transport and accessibility The nearest airport is situated 8 km. in the city of Alicante, very well communicated and easily accessible from many of the European cities.

Hotel The Hotel NH Alicante is fantastically situated in the city, just in front of the sea. The hotel counts with all facilities and services that a high four star hotel has, and further to that, is just beside the harbour and other leisure and shopping area of the city of Alicante. During the first, second and fifth day of the session, the meeting premises at the hotel will be used.

Additional hotel will be selected for the second and third day of the course, considering the site visits to included in the programme, closer to the farms and agribusiness, in order to give a better service to participants and trainings objectives.

Social event A tour to the city of Alicante or Murcia will be organised, ending with a

special dinner at a typical Mediterranean restaurant.

Course 3 – Session 3 & 6 - Plants

Hungary - Budapest – Courtyard Budapest City Centre by Marriot

Jozsef krt. 5, 1088 Budapest

Tel. (+36)1 3275100, Fax. (+36) 1 3275153

<http://www.marriott.com/hotels/hotel-information/travel/budcy-courtyard-budapest-city-center>

Geography

Hungary's harvest area has increased in the last years quite substantially, having a crop production significantly higher in the last years. Hungary can be a good scenario to present different type of production widely extended in central Europe.

Means of transport and accessibility

Most of the participants will arrive to Budapest at the Budapest International Airport - Ferenc Liszt (BUD).

Transfers from the airport to the hotel are arranged with a private shuttle company. A taxi driver with the sign board of the BTSF logo will wait for them at the arrival hall.

Hotel

Courtyard City Center Budapest is a 4-star hotel and enjoys a convenient location in the centre of the city, on Blaha Lujza Square with its metro, bus and tram stops. Each room in the Courtyard Budapest City Centre offers high-speed wired internet access, a well-lit work desk and an ergonomic chair. Tea and coffee making facilities can be found in every room as well. The Oléo Pazzo Mediterranean bistro, awaits for breakfast, lunch and dinner.

All participants will be provided with a hotel room equipped with a bathroom with shower, a refrigerator, a television flat screen, air conditioning and free wireless access.

Social event

Budapest or pearl of Danube is the biggest and capital city of Hungary.

Budapest has a story both beautiful and painful. How many invaders do not they coveted and occupied the Danubian which is located on the road to Vienna, as an imaginary line between East and West? A site visit to the city will be organised during the session.

ANNEX 1: LIST OF INVITED COUNTRIES PER SESSION

Course	Land Animals					Aquatic Animals					Plants for food						Total Plants	TOTAL		
	Year	2014		2015		Total Land animals	2014		2015		Total Aquatic animals	2014		2015					2016	
		C1-S1	C1-S2	C1-S3	C1-S4		C2-S1	C2-S2	C2-S3	C2-S4		C3-S1	C3-S2	C3-S3	C3-S4	C3-S5				C3-S6
		Trim	Budapest	Trim	Budapest		Udine	Tarragona	Udine	Tarragona		Valencia	Murcia	Budapest	Valencia	Murcia				Budapest
Country/Dates	10-14 Nov.	16-20 Mar.	t.b.c.	t.b.c.	27-31 Oct.	1-5 Jun.	t.b.c.	t.b.c.	24-28 Nov.	16-20 Feb.	13-17 Abr.	t.b.c.	t.b.c.	t.b.c.						
1 Austria	1	1	1	1	4		1	1		2	1	1	1	1	1	6	12			
2 Belgium	1	1	1	1	4	1	1	1	1	4	1	1	1	1	1	1	6	14		
3 Bulgaria	1	1	1	1	4	1			1	2	1	1	1	1	1	1	6	12		
4 Croatia	1	1	1	1	4	1	1	1	1	4	1	1	1	1	1	1	6	14		
5 Cyprus	1			1	2		1		1	2	1		1	1		4	8			
6 Czech Republic	1	1	1	1	4		1	1		2	1	1	1	1	1	1	6	12		
7 Denmark	1	1	1	1	4	2	1	1	2	6	1	1	1	1	1	1	6	16		
8 Estonia	1	1	1	1	4	1	1	1	1	4	1	1	1	1	1	1	6	14		
9 Finland	1			1	2		1	1	1	3	1			1		1	3	8		
10 France	1	1	2	1	5	2	1	1	2	6	2	1	2	1	2	1	9	20		
11 Macedonia, Former Yugoslav Rep.		1	1		2	1			1	2			1	1	1	1	4	8		
12 Germany	1	2	1	1	5	1	2	2	1	6	1	2	1	2	1	2	9	20		
13 Greece	1	1	1	1	4	2	2	1	1	6	1	1	1	1	1	1	6	16		
14 Hungary	1	1	1	1	4	1			1	2	1	1	1	1	1	1	6	12		
15 Iceland		1			1	1	1		1	3	1				1		2	6		
16 Ireland	1	1	1	1	4	1	1	1	1	4	1	1	1	1	1	1	6	14		
17 Italy	2	1	1	1	5	2	1	2	1	6	2	1	2	1	2	1	9	20		
18 Latvia	1	1	1	1	4	1	1	1	1	4	1	1	1	1	1	1	6	14		
19 Lithuania	1	1	1	1	4		1	1		2	1	1	1	1	1	1	6	12		
20 Luxembourg	1	1	1		3				1	1		1	1		1	1	4	8		
21 Malta	1			1	2		1	1		2	1	1	1			1	4	8		
22 Montenegro			1		1			1		1		1					1	3		
23 Netherlands	1	1	1	1	4	1	1	1	1	4	1	1	1	1	2	1	7	15		
24 Poland	1	1	1	2	5	1	2	1	1	5	1	2	1	2	1	2	9	19		
25 Portugal	1	1	1	1	4	1	2	2	1	6	1	1	1	1	1	1	6	16		
26 Romania	1	1	1	1	4	1	1	1	1	4	1	1	1	1	1	1	6	14		
27 Serbia		1			1			1		1			1				1	3		
28 Slovakia	1	1	1	1	4	1		1		2	1	1	1	1	1	1	6	12		
29 Slovenia	1			1	2	1		1		2	1	1		1		1	4	8		
30 Spain	1	1	2	1	5	1	2	2	1	6	2	1	1	2	2	1	9	20		
31 Sweden	1	1	1	1	4	1	1	1	1	4	1		1	1	1		4	12		
32 Turkey		1		1	2	1		1		2		1		1	1	1	4	8		
33 UK	1	1	2	1	5	2	1	1	2	6	1	2	2	1	1	2	9	20		
Total MS + CC																		418		
EFTA & EEA Countries																				
34 Norway	1		1		2	1		1	1	3			1				1	6		
35 Switzerland		1		1	2			1		1		1		1		1	3	6		
Total EFTA & EEA																		12		
TOTAL Participants	30	30	30	30	120	30	29	33	28	120	31	31	32	32	32	32	190	430		
	C1-S1	C1-S2	C1-S3	C1-S4		C2-S1	C2-S2	C2-S3	C2-S4		C3-S1	C3-S2	C3-S3	C3-S4	C3-S5	C3-S6				
	Trim	Budapest	Trim	Budapest		Udine	Tarragona	Udine	Tarragona		Valencia	Murcia	Budapest	Valencia	Murcia	Budapest				
	10-14 Nov.	16-20 Mar.	t.b.c.	t.b.c.		27-31 Oct.	1-5 Jun.	t.b.c.	t.b.c.		24-28 Nov.	16-20 Feb.	13-17 Abr.	t.b.c.	t.b.c.	t.b.c.				

ANNEX 2: SCHEDULE FROM 2014 TO JUNE 2014

2013 96 12 - Planning of Food Hygiene at Primary Production project YEAR 2014

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	18	18	18
19	19	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	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	31	31

C1 - Land animals
Session 1 - Trim
(IRELAND) AETS

C2 - Aqua
animals Session 1
(ITALY) AENOR

C3 - Plants -
Session 1
(Valencia, SPAIN)

2013 96 12 - Planning of Food Hygiene at Primary Production project YEAR 2015

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
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	18	18	18
19	19	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	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	31	31

C2 - Aqua animals
Session 2

C3 - Plants -
Session 2
(Murcia, SPAIN)
AENOR

C1 - Land animals
Session 2 - (ITALY)
AESA

C3 - Plants -
Session 3
(HUNGARY) AINIA

ANNEX 3: TRAINING PROGRAMMES

COURSE 1: Training course on food hygiene at primary production domestic land animals and products of animal origin derived thereof

BTSF Hygiene at Primary Production - Training Course on Farm Land Animals

Time	Day 1	Day 2	Day 3	Day 4	Day 5		
8:30					Summary day AW		
8:45					Planning of an audit IV		
9:00		EU Legislation on PP LB	Introduction AW	Introduction AW			
9:15				Introduction site visit	Introduction site visit		
9:30			Site visit - dairy farm	Site visit - poultry farm MS	Performing an audit IV		
9:45							
10:00	Registration and lunch	Cross sectorial legislation applying to primary production of domestic land animals LB					Coffee break
10:15							
10:30		Coffee break					
10:45							
11:00							
11:15							
11:30			Cross sectorial legislation to establishments rearing animals for food Tutors			Cont. Performing audit - cases IV	
11:45							
12:00							
12:15							
12:30						Main topics - Hygiene of land animals AW	
12:45						Lunch	
13:00			Lunch	Lunch & travel	Lunch & travel		
13:15							
13:30							
13:45		Sector specific legislation: animal health and biosecurity AW					
14:00							
14:15		Hygiene requirements in dairy farms LB	Hygiene and controls on a dairy farm MR	Hygiene requirements in laying hens farm / egg producing and collecting AW			
14:30				Hygiene best practices & biosecurity provisions in laying hens farm MR			
14:45							
15:00		Coffee break	Hygiene best practices in a dairy farm All	Hygiene best practices in laying hens farm MR			
15:15							
15:30							
15:45	Coffee break	Official control practices in JD primary production	Coffee break	Coffee break			
16:00	Opening and welcome PM / EM						
16:15			Requirements animal welfare - Poultry MR	Reduction of pathogens in Poultry farms AR			
16:30	Current status on PP OC in FVO	Cont. Official control practices All					
16:45	Definition of Primary Production sector of domestic land animals AW	Best practices Official Controls All	Reducing pathogens in poultry rearing AR				
17:00			Preparation of the visit to a pig/poultry farm				
17:15							
17:30							
17:45							
18:00							
18:15							

Lectures - theory
Working group sessions
Site visits
General Discussions, Conclusions

COURSE 2: Training course on food hygiene at primary production of aquatic animals and products of animal origin derived thereof

BTSF Hygiene at Primary Production - Training Course on Aquatic Animals									
H	Day 1	Day 2	Day 3	Day 4	Day 5				
8:30			Transport to LS and FV		Summary day	EMA			
8:45				Check out and transport to AF					
9:00		EU legislation on primary production			Planning of an audit	ADB			
9:15									
9:30									
9:45									
10:00	Registration and lunch	Flow diagram production processes	Site visit to fishing vessels and landing site	Site visit to an Aquaculture farm (transport, rearing, traceability, water control, ecosystem, etc.)	Performing an audit	ADB			
10:15		Official control practices in primary production							
10:30		Coffee break							
10:45							Coffee break		
11:00									
11:15									
11:30					Official controls			Cont. Performing audit - cases	ADB
11:45									
12:00									
12:15									
12:30					Official controls best practices			Main topics - Hygiene of aquatic animals	EMA
12:45							Lunch and transport		
13:00					Lunch			Lunch	
13:15						Debriefing of Fishing vessels and landing sites			
13:30									
13:45									
14:00		Hazards fishery products							
14:15		Specific hazards on fishery products at primary production		Hygiene requirements in aquaculture farm: feed, vet. med. residues, documentation		AM / DL			
14:30									
14:45									
15:00									
15:15		Hygiene requirements in fishing vessels (<24h)							
15:30			Lunch & transport		Coffee break				
15:45	Coffee break								
16:00	Opening and welcome	Coffee break			Official controls of LBM	DL			
16:15									
16:30	Current status on PP OC in FVO	Hygiene requirements in fishing vessels (>24h) and landing sites		Control of food safety in fish aquaculture	Best practices in AF and LBM OC	AM / DL			
16:45									
17:00									
17:15	Definition of Primary Production in aquatic animals	Discussion examples		Coffee break					
17:30			Best practices OC of fishing vessels and landing sites	Good practices in Aquaculture farms		Transport to Venice			
17:45									
18:00			Introduction to next day	Introduction to next day					
18:15									

Lectures - theory
Working group sessions
Site visits
General Discussions - Conclusions

COURSE 3: Training course on food hygiene at primary production of plants

BTSF Hygiene at Primary Production - Training Course on Plants					
Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:30					Audits of official controls IE
8:45					
9:00		EU Legislation on PP GC	External biological agents CQ	Harvest and post harvest OC CQ	Planning of an audit IE
9:15			Pre-harvest official controls CQ		
9:30					
9:45			Preparation study visit VD	Preparation of the study visit CQ / VD	Performing an audit IE
10:00		Flow diagram production process GC			
10:15		Cross sectorial legislation applying to primary production in plants for food IB			
10:30		Coffee break	Coffee break / travel	Coffee break / travel	Coffee break
10:45					
11:00					
11:15					
11:30		Best practices Official controls at PP (882/2004); Designation of CA; Registration/approval of establishments; Organisation and scope of OC GC	Study visit: green leaves vegetable grower ALL	Site visit: greenhouse grower ALL	Cont. Performing audit - cases IE
11:45					
12:00					
12:15					
12:30	Registration and lunch				Main topics - Food hygiene of plant origin. Close up GC
12:45					
13:00		Lunch			Lunch
13:15					
13:30		Lunch			
13:45					
14:00			Lunch & travel	Lunch & travel	
14:15		Official controls based on risks: identification of risks IB			
14:30					
14:45		EFSA mandates: recommendations IB			
15:00					
15:15		Official controls based on risks: risks categorisation IB	Pre-harvest official controls CQ / VD	Harvest and post harvest official controls CQ / VD / IE	
15:30	Coffee break				
15:45	Opening and welcome PM / EM	Coffee break			
16:00			Coffee break	Coffee break	
16:15					
16:30	Current status on PP OC in EU FVO				
16:45	Definition of Primary Production GC	Official controls based on risks: planning IB	Cont.: Pre-harvest official controls CQ / VD	Cont.: Harvest and post harvest official controls CQ / VD / IE	Lectures - theory
17:00					Working group sessions
17:15					
17:30		Official controls best practices GC / IB	Best practices: Pre-harvest OC GC / CQ / VD	Best practices controls of biological hazards ALL	General Discussions, Conclusions
17:45					
18:00					
18:15					

ANNEX 4: REGISTRATION FORM: TEMPLATE



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

FHPP_Op14_registration form_2014

REGISTRATION FORM TO BTSF TRAINING FOOD HYGIENE AT PRIMARY PRODUCTION

Course 1: Domestic land animals

Course 2: Aquatic animals

Course 3: Plants

Submit registration forms to: 20139612_primaryproduction@aenor.es

ONLY TYPED REGISTRATION FORMS WILL BE ACCEPTED

Participant information must be correct according to his/her passport

Any application will be subject to approval by the DG Health & Consumer of the EC.

Non-attendance or cancellations will be reported.

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 INFORMATION ON THE PARTICIPANT	
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. Educational level	Choose from the list
1.6. Nationality:	Choose from the list
1.7. Present position (job description)	
1.8. Organisation:	
1.9. E-mail:	
1.10. Telephone (add international code):	
1.11. Mobile phone (add international code):	
1.12. Fax (add international code):	
1.13. Address	
1.14. ZIP Code	
1.15. Town	
1.16. Country	Choose from the list
2 Motivation for participation:	Type here
3 What measures do you envisage to disseminate the information learned in the workshop? Please list some of your foreseen actions (distribution of documents, training actions, informative articles in national, international journals, e-learning, any other dissemination action.	Type here
	Type here
	Type here
4 TRAVEL INFORMATION	
Note: Flights/train tickets will be booked upon flights availability considering the training starting and ending timing: sessions start on Morning afternoon and will end on Friday midday.	
4.1. Passport number	as it appears in the passport
Date of issue:	
Expires on:	
4.2. Travel Mode:	Choose from the list
4.3. Place of Departure (Airport/station) Please indicate the nearest International Airport or railway station.	
4.4. I need an invitation letter from the organiser for visa	Choose from the list
4.5. Specific Diet requirements (if any):	

5. CURRICULUM VITAE		
5.1 Education		
1	Degree or Diploma Obtained:	Choose from the list.
	From... to...	
	Institution (name and country)	
2	Degree or Diploma Obtained:	Choose from the list.
	From... to...	
	Institution (name and country)	
3	Degree or Diploma Obtained:	Choose from the list.
	From... to...	
	Institution (name and country)	
5.2 Language s skills (1=fluent; 2=working knowledge, 3=basic)		
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
5.3. Years of experience in the field of work:		
5.4. Professional Experience: (latest position occupied starting by the present one)		
1	From... to...	
	Institution or Company	
	Position	
	Description: Describe your main functions and responsibilities	
2	From... to...	
	Institution or Company	
	Position	
	Description: Describe your main functions and responsibilities	
3	From... to...	
	Institution or Company	
	Position	
	Description: Describe your main functions and responsibilities	