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

BETTER TRAINING FOR SAFER FOOD

TRAINING COURSE ON "the EU rules on general food labelling and claims as well as on specific categories of foods such as food supplements, foods with added vitamins and minerals and foods for specific groups" MAINLY FOR EU MEMBER STATES UNDER THE "BETTER TRAINING FOR SAFER FOOD"

SERVICE CONTRACT NUMBER (CHAFEA): 2016 96 08

INFORMATION TO NATIONAL CONTACT POINTS

Version	Date of emission	Descriptions of modifications
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1. GENERAL INFORMATION

1.1. ORGANISATION OF TRAVELS

The objective of the present programme is to spread knowledge and best practices in relation with general food labelling and claims as well as on specific categories of foods such as food supplements, foods with added vitamins and minerals and foods for specific groups of the population 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, as well as in the implementation of controls.

1.2. SUBJECTS COVERED

The subjects covered are:

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

1.3. EVALUATION OF KNOWLEDGE ACQUIRED AND DISSEMINATION

It is advised to remind selected participants that knowledge acquired through this training shall be disseminated to colleagues. This training uses *train-the-trainer* approach; AETS Consortium will make soft copies of all the pedagogical material and tools available for this purpose.

Participants must also be informed that the knowledge acquired will be evaluated through anonymous:

- Pre-course tests organised at the beginning of the session;
- Post-course tests organised at the end of the session.

2-3 months following the course, an online questionnaire will also be sent by AETS consortium to each participant, in order to evaluate if the knowledge acquired has been used and disseminated.

1.4. EQUIPMENT OF PARTICIPANTS

It is recommended to ask participants to bring their own laptop or tablets.

1.5. SCHEDULE OF SESSIONS

10 Sessions of the programme are scheduled from November 2017 to June 2019. The dates for 2017 sessions and their location are provided in the table below.

Session No.	Country	Venue of the Seminar	Date
Session 1	Greece (Athens)	Divani Palace Acropolis Hotel, 19-25 Parthenonos, 11742 Athens	13th-17th November 2017
Session 2	Ireland (Trim)	Knightsbrook Hotel, Dublin Rd, Trim, Co. Meath	27th November – 1st December 2017
Session 3	Belgium (Brussels)	Manos Stephanie Hotel, Chaussée de Charleroi, 28 1060 Brussels	12th-16th February 2018
Session 4	Portugal (Lisbon)	Hotel Sana Lisbon, Av. Fontes Pereira de Melo 8, 1069-310 Lisbon	5th-9th March 2018
Session 5	Ireland (Trim)	Knightsbrook Hotel, Dublin Rd, Trim, Co. Meath	11th – 15th June 2018
Session 6	Hungary (Budapest)	NH Budapest City, Vígszínház u. 3, H-1137, Budapest	1st – 5th October 2018
Session 7	Belgium (Brussels)	Manos Stephanie Hotel, Chaussée de Charleroi, 28 1060 Brussels	29th October – 2nd November 2nd 2018
Session 8	Portugal (Lisbon)	Hotel Sana Lisbon, Av. Fontes Pereira de Melo 8, 1069-310 Lisbon	28th January– 1st February 2019
Session 9	Hungary (Budapest)	NH Budapest City, Vígszínház u. 3, H-1137, Budapest	11th- 15th March 2019
Session 10	Greece (Athens)	Divani Palace Acropolis Hotel, 19-25 Parthenonos, 11742 Athens	1st – 5th April 2019

1.6. LOCATION OF COURSES

The training sessions will take place in:

- Athens (2),
- Brussels (2),
- Budapest (2),
- Lisbon (2), and
- Trim (2).

2. SELECTION PROCESS

2.1. Invited countries

The project will support a total of 300 participants:

- 255 participants originating from EU Member States and Candidate Countries;
- 9 originating from EFTA and EEA countries;
- 36 originating from ENP countries, Mediterranean basin countries and selected non-EU countries.

The number of trainees per invited country per session 1 and 2 is available in Annex 1. NCPs are kindly invited to contact the project manager if they have any questions.

2.2. Selection Criteria

The selection criteria for participants are:

3.1 **Relevancy to daily work**: participants should in priority be staff of Competent Authorities, with a position related to Official Controls;

3.2 **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;

3.3 **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.

3.4 **Preferably officers working at food control authorities in a central administration level or local administration level** and who are responsible for the development, coordination or implementation of the official monitoring and controls plans.

The Project Manager will take care to give priority the participants corresponding to these 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 to 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 AETS Consortium.
b) select participants complying with the above-mentioned selection criteria and request them to return a registration form using the template provided: **FCI_Op14_Registration form.xlsx.**
c) send to AETS Consortium a tentative list of trainees for the sessions planned in 2017 as soon as possible.
d) send the registration forms to AETS by 30 October 2017**. The name of the file should clearly indicate the number of the session, the country and the name of the applicant.**
e) send the registration forms for the reserve list to AETS Consortium

One address to send the information and liaise with the organiser: 20169608.fci@aets-consultants.com

- **Tasks entrusted to the Organiser**

The Organiser 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
Organiser	• 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 Project Management Unit; • 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.

Actor in the process	Responsibilities
National Contact Point	• Informs the relevant government bodies and institutions about the training course; • Proposes CVs of possible participants (using the registration form template) to the organiser, 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 organiser.

2.4. Deadlines for registration in training sessions

NCPs are kindly requested to provide the list of trainees for the sessions (main applications and reserve applications) before the specific deadlines below.

Session (Date)	Location	Deadline for registration
~~Session 1 13th-17th November 2017~~	~~Greece (Athens)~~	~~30th October 2017~~
~~Session 2 27th November – 1st December 2017~~	~~Ireland (Trim)~~	~~30th October 2017~~
Session 3 12th-16th February 2018	Belgium (Brussels)	8th January 2018
Session 4 5th-9th March 2018	Portugal (Lisbon)	22nd January 2018
Session 5 11th – 15th June 2018	Ireland (Trim)	23rd April 2018
Session 6 1st – 5th October 2018	Hungary (Budapest)	27th August 2018
Session 7 29th October – 2nd November 2nd 2018	Belgium (Brussels)	17th September 2018
Session 8 28th January– 1st February 2019	Portugal (Lisbon)	26th November 2018
Session 9 11th- 15th March 2019	Hungary (Budapest)	4th February 2019
Session 10 1st – 5th April 2019	Greece (Athens)	25th February 2019

2.5. Applications on the reserve list

Considering the interest in the training could vary from country to country, **all the NCPS are encouraged to send additional registration forms as early as possible to be included in a reserve list** so that we can allocate additional place(s) to your country, if there are any cancellations or unfilled places from other countries.

3. ORGANISATION OF THE SESSIONS

3.1. PROJECT MANAGEMENT

AETS Consortium is composed of AETS, AESA, AINIA and UNE. The general management of the Contract is ensured by AETS.

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 non-EU 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 organiser, 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 subsided 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 3th 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;
- Costs of transport to the closest airport or train station and visa costs if any.

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.

4. LOCATION OF THE SESSIONS

4.1 LOCATION OF THE SESSIONS

ATHENS, GREECE

Athens is the capital and largest city of Greece. Athens 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 min.

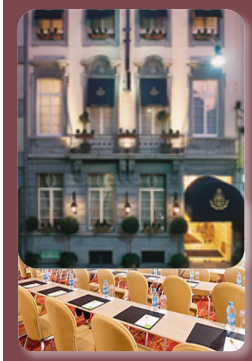
Accommodation
The courses taking place in Greece will be organised at DIVANI PALACE ACROPOLIS HOTEL.

DIVANI PALACE ACROPOLIS HOTEL
Parthenonos 19, Athina 117 42, Greece
Tel: + 30 21 0928 0100
Website: http://divaniacropolishotel.com

The Divani Palace Acropolis is a five-star hotel located just below the Acropolis, moments away from the old quarter of Plaka.
It offers 250 luxurious rooms. Every room includes all the modern amenities. These rooms are spacious and offer a view of the Acropolis. They are soundproofed, with individual lighting, temperature control systems and ISDN lines.

Meeting Facilities
The Meeting rooms have been constructed and designed with the highest standards of security and comfort and are equipped with latest audio-visual equipment. All the meeting rooms are soundproofed, with individual lighting, temperature control systems and ISDN lines. Wired internet is available in the hotel rooms and all the public areas free of charge. Wireless internet connection is available in all public areas.

Social Event
On the evening of the second day, a social event will be organised. The participants and tutors will enjoy a fantastic 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 neighbourhood of Plaka, the flea market of Monistiraki, past the Roman and ancient Agoras, the Acropolis, the New Acropolis Museum and other historical monuments.



4.2 LOCATION OF THE SESSIONS

BRUSSELS, BELGIUM

Two training sessions will be organised at the Manos Stephanie Hotel Brussels close to the town centre. This excellent four-star hotel with large meeting rooms is suitably located in the heart of town in order to be able to visit Brussels easily by foot. Brussels is a city willing to share its legendary Grand-Place with its rounded cobblestones and golden houses, the Manneken Pis, the speech bubbles of its comic books, its Art Nouveau exteriors and its surrealism. And to taste the Brussels way of life, participants will have time to discover fluffy waffles and mesmerising chocolates.

Airport of arrival
Most participants will arrive in Brussels at the Brussels Airport - (BRU) or Train Station in Brussels. Transfers to the hotel are arranged with a private shuttle company. A taxi driver with the sign board of the BTSF logo will meet participants at the arrival hall. The transfer will take about 30 minutes.

Accommodation
Participants will be accommodated at the **Manos Stephanie Hotel******

Chaussée de Charleroi, 28
1060 Brussels - Belgium
Tel: 32 (0)2 5390250
fax: 32 (0)2 5375729
Website: http://www.manosstephanie.com/

Participants will be accommodated in classic room elegantly furnished and decorated in the Louis XVI style, with large working desk, TV (55 channels), individually controlled air-conditioning, mini-bar, in-room safe. The richly appointed marble bathrooms are equipped with hair-dryers, bathrobes and luxury toiletries.

For convenience, free Wi-Fi is provided and there is an on-site bar.

Meeting Facilities
The training session will take place in **Manos Conference Centre****,** an environment designed to optimize light and space. The Meeting rooms are well equipped with audio-visual material. Rooms take into the consideration the overall well-being and comfort of the participants offering pleasing decor.

Participants will enjoy relaxing breaks in the Coffee Lobby adjacent to the rooms. Coffee breaks with coffee, tea, fruit juice, fresh fruit and pastries are offered in the Coffee Lobby.

The hotel also offers a copy/print service, fax machine and self-service business centre.

Social event
A walking tour through the ancient city of Brussels will be organised before going to dinner on the first evening of the course to stimulate the networking among participants and tutors, and to show the cultural richness of the city. The guide will tell old stories in relation with food sector (butcher during the Mid Age, discovery of cocoa…). Depending on the weather conditions and the physical aptitude of the participants the tour may be done by bus.
Each evening the management team will offer to the participants the possibility to spend some time together after dinner in one of the bars close to the hotel, enjoying the Brussels atmosphere and encouraging the informal networking.

4.3 LOCATION OF THE SESSIONS

BUDAPEST, HUNGARY

Budapest is famous not only for the monuments reflecting its own 1,000-year-old culture, but also for the relics of others who settled here (Roman period, Ottoman Empire with Austria). Participants will discover Suburban Buda and its historic castle district offer medieval streets and houses, museums, caves and Roman ruins. The dynamic Pest side boasts the largest parliament building in Europe, riverside promenades, flea markets, bookstores, antique stores and café houses. Budapest has a lot to offer.

Airport of arrival

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. The transfer may be about 30 minutes.

Accommodation

Participants will be accommodated at the **NH Budapest City**:

Vígszínház u. 3,
H-1137
Budapest - Hungary
https://www.nh-hotels.fr/hotel/nh-budapest-city

NH Budapest City is a 4-star hotel in the Újlipótváros business district on the Pest side of the river. Some of Budapest's star attractions are right on the doorstep, also:

- a 10-minute walk to the Danube River and famous Parliament building
- close to Margaret Island, for tranquil walks and cycle rides
- a metro ride away from the castle and synagogue

Meeting Facilities

The Meeting rooms have daylight and are fully equipped with audio-visual equipment and events support service. They are air-conditioned and have access to wireless broadband internet. The hotel also offers a copy/print service, fax machine and self-service business centre.

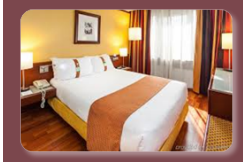
Coffee breaks with coffee, tea, fruit juice, fresh fruit and pastries are offered in the premises of the hotel, next to the meeting room.

Social event

A walking tour of the city will be led by an experienced local guide on the evening of the first day in order to stimulate networking among participants and tutors, and to show the cultural richness of the city. It will allow participants to refresh their minds making some physical activity after a long day of work in the hotel. However, depending on the weather conditions and the physical aptitude of the participants the tour may be done by bus.

After the walking tour, participants will be taken for a typical wine tasting session in a Hungarian traditional restaurant in the city centre.

Each evening the management team will offer to the participants the possibility to spend some time together after dinner in one of the bars close to the hotel, enjoying the Budapest atmosphere and encouraging the informal networking.



4.4 LOCATION OF THE SESSIONS

LISBON, PORTUGAL

Lisbon is the capital city of Portugal. Lisbon is one of the oldest cities in the world and the oldest city in Western Europe, predating other modern European capitals such as London, Paris and Rome. The city is full of beautiful recovered monuments, museums, old Palaces and it's imposing S. Jorge Castle. Besides that, Lisbon has two sites listed by UNESCO as a World Heritage Site: Belém Tower and Jerónimos Monastery. It was in its old sailor's neighbourhoods that Fado was born and evolved, embraced with the "saudade" feeling. This Portuguese music genre is inscribed in the UNESCO Intangible Cultural Heritage since 2011.

Airport of arrival

Lisbon Humberto Delgado Airport is located very closely to the city centre and with fast and easy access roads. It's a very important Iberian hub with several connections to all the European capitals.

The hotel is just a minutes' walk from Campo Pequeno Metro Station for subway trains to Lisbon City Centre and 10-minutes taxi ride from Humberto Delgado Airport.

Accommodation

Participants will be accommodated at the HOTEL SANA LISBOA ****,

Av. Fontes Pereira de Melo 8,

1069-310 Lisbon, Portugal

http://www.lisboa.sanahotels.com/

The hotel is located to 10 minutes walking of the city centre and has all the It has all the facilities for this type of events: meeting rooms, big rooms for the guests, free Wi-Fi, catering service…

In the hotel, there are 265 rooms with an area of 23 m². They offer either double beds (Queen-size beds in single rooms and King-size beds in double rooms) or two single beds (Twin).

Single rooms overlook Parque Eduardo VII, while the remaining rooms enjoy panoramic views of the historic area of the city and São Jorge castle.

Meeting Facilities

Truly spacious and flexible, SANA Lisbon offers all kinds of facilities for organising meetings and events, right in the heart of Lisbon.

In every room is available wireless Internet, total blackout, audio-visual supports and air conditioning, among other services. Nine meeting rooms have a 3.5-metre ceiling height.

Social event

The Social Event will be the third day of the training, and we will visit the centre of Lisbon by bus and walking, to see the most important monuments and places of the capital of Portugal.

At the end of the Social Event, all the participant can enjoy a dinner in a typical restaurant with Portuguese cuisine.

4.5 LOCATION OF THE SESSIONS

TRIM, IRELAND

The courses taking place in Ireland will be organised at Knightsbrook Hotel, Spa and Golf Resort. The Heritage Town of Trim is a treasure trove of attractions, with not only Trim Castle, the largest Anglo-Norman castle in Europe, whose keep featured in Mel Gibson's Braveheart, but also home to more medieval buildings than any other town in Ireland. Situated in The Boyne Valley area, which is at once Ireland's ancient capital and it's most sacred and mythical landscape, Trim offers high quality services for catering and accommodation, cultural heritage and leisure services, making it the ideal 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 the Meeting Point 1 in Arrivals in Terminal 1 with a BTSF sign. The airport transfer may take about 30-40 min as the hotel is approximately 50 km from the airport.

Accommodation
The Knightsbrook 4-star 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
Website: http://www.knightsbrook.com/

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

Social event
The social programme will consist of a three course meal at The Central Restaurant in Navan, with live traditional Irish musicians from the Navan branch of Comhaltas Ceoltóirí Éireann; the largest group involved in the preservation and promotion of Irish traditional music. They are a non-profit cultural movement with hundreds of local branches around the world, and have been working for the cause of Irish music since the middle of the last century (1951 to be precise).

Annex 1 LIST OF INVITED COUNTRIES

	Year	2018					2019		
	Dates	Feb. 2018	March 2018	June 2018	Oct. 2018	Oct. 2018	Jan. 2019	March 2019	April 2019
	Sessions	S3	S4	S5	S6	S7	S8	S9	S10
	Location	Brussels, Belgium	Lisbon, Portugal	Trim, Ireland	Budapest, Hungary	Brussels, Belgium	Lisbon, Portugal	Budapest, Hungary	Athens, Greece
1	Albania	1	1	1		1			1
2	Austria			1	1	1	1	1	1
3	Belgium	1	1	1	1	1	1		
4	Bulgaria	1	1	1	1	1	1	1	
5	Croatia	1		1	1	1	1	1	1
6	Cyprus	1	1	1		1			1
7	Czech Republic	1	1	1	1	1	1		
8	Denmark	1	1		1	1		1	
9	Estonia				1	1	1	1	1
10	Finland	1	1	1	1		1		
11	France	1	2	1	1	1	1	1	1
12	Germany	2	2	1	1	1	1	1	1
13	Greece	1		1	1	1	1	1	1
14	Hungary			1	1	1	1		1
15	Ireland	1	1	1	1	1			
16	Italy	1	2	1	1	1	1	1	1
17	Latvia		1		1	1	1	1	
18	Lithuania			1	1	1	1	1	1
19	Luxemburg	1	1	1					1
20	Macedonia, the Former Yugoslav Republic	1	1	1			1		1
21	Malta	1	1		1		1	1	1
22	Montenegro	1	1		1		1	1	1
23	Netherlands	1			1	1	1	1	1
24	Poland	1		1	1	1		1	
25	Portugal	1	1	1	1			1	1
26	Romania	1	1	1		1		1	1
27	Serbia		1	1	1		1	1	1
28	Slovakia				1	1	1	1	1
29	Slovenia				1	1	1	1	1
30	Spain	1	1	2	1	1	2	1	1
31	Sweden	1			1	1		1	1
32	Turkey	1	1		1	1			1
33	United Kingdom	1	1	1	1	2	1	1	2
TOTAL MS and candidates		**26**	**25**	**24**	**28**	**27**	**24**	**23**	**26**
34	Iceland			1					
35	Norway			1					
36	Switzerland			1					
TOTAL EFTA & EEA		**0**	**0**	**3**	**0**	**0**	**0**	**0**	**0**
37	**Potential Candidates & ENP Countries**	4					1	3	4
38	**Latin American Countries**								
	Chile		1						
	Colombia						1		
	Peru		1						
	Ecuador						1		
	Argentina		1				1		
	Uruguay						1		
	Paraguay		1						
	Brazil		1				1		
39	**African countries**								
	Mauritius				2				
	Senegal					3			
40	**Asian countries**								
	South Korea			1				1	
	Thailand			1				1	
	China			1				2	
	Philippines								
TOTAL Other Countries		**4**	**5**	**3**	**2**	**3**	**6**	**7**	**4**
	GRAND TOTAL	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**30**

Annex 2 SCHEDULE FOR 2018-2019

Jan-18		Feb-18		Mar-18		Apr-18		May-18		Jun-18	
01		01		01		01		01		01	
02		02		02		02		02		02	
03		03		03		03		03		03	
04		04		04		04		04		04	
05		05		05		05		05		05	Session 5 Trim, Ireland
06		06		06	Session 4 Lisbon, Portugal	06		06		06	
07		07		07		07		07		07	
08	Deadline - Session 3	08		08		08		08		08	
09		09		09		09		09		09	
10		10		10		10		10		10	
11		11		11		11		11		11	
12		12		12		12		12		12	
13		13	Session 3 Brussels, Belgium	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	Deadline - Session 4	22		22		22		22		22	
23		23		23		23	Deadline - Session 5	23		23	
24		24		24		24		24		24	
25		25		25		25		25		25	
26		26		26		26		26		26	
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Jul-18		Aug-18		Sep-18		Oct-18		Nov-18		Dec-18	
01		01		01		01		01	Session 7	01	
02		02		02		02	Session 6 Budapest, Hungary	02		02	
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17		17		17	Deadline - Session 7	17		17		17	
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26		26		26		26		26	Deadline - Session 8	26	
27		27	Deadline - Session 6	27		27		27		27	
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29		29		29		29	Session 7 Brussels, Belgium	29		29	
30		30		30		30		30		30	
31		31				31				31	

Jan-19		Feb-19		Mar-19		Apr-19		May-19		Jun-19	
01		01	**Session 8**	01		01		01		01	
02		02		02		02	**Session 10 Athens, Greece**	02		02	
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04		04	Deadline - Session 9	04		04		04		04	
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11		11		11	**Session 9 Budapest, Hungary**	11		11		11	
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25		25	Deadline - Session 10	25		25		25		25	
26		26		26		26		26		26	
27		27		27		27		27		27	
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29	**Session 8 Lisbon, Portugal**			29		29		29		29	
30				30		30		30		30	
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TRAINING COURSE ON "the EU rules on general food labelling and claims as well as on specific categories of foods such as food supplements, foods with added vitamins and minerals and foods for specific groups" MAINLY FOR EU MEMBER STATES UNDER THE "BETTER TRAINING FOR SAFER FOOD"

DAY 1: Introduction

14:00 – 14:30 // Registration of participants

14:30 – 15:00
Welcome address

GEM01

BTSF promotional movie
Introduction to the training programme on Food Composition and Information
Distribution of the training material (Booklet and Training Pack).

Method of training:
Lecture Day 1.1
Questions and Answers
Media: BTSF Video

Responsible tutor
Training Coordinator & Event Manager

15:00 – 15:30
Pre-Test

GEM02

OMBEA tool used to assess and collate answer to the opening questionnaire

- 15 questions
- 5 photos of labels: what is missing in from the label?

15:30 – 16:00
Icebreaking Coffee break.

GEM03

Each participant receives half of a food product label.

He/she has to find the participant with the 2nd half of the same label and to learn about who she/he is and what is her/his professional background.

16:00 – 16:30
Round-table of trainees

GEM04

Each participant introduces his/her partner from the icebreaking coffee break:

- Name,
- Country of origin,
- Background.

16:30 – 16:50
EU Food Law and Food Information: Who does what to enforce Reg. (EU) n°1169/2011?

FIC01

Training objective / subjects covered

- Who decides what in the EU regarding the food information legislation?
- What is administrative assistance?
- Who are the DG SANTE - Directorate on Health and Food Audits and Analysis?

Method of training:
Lecture Day 1.2
Questions & answers

Responsible tutor
Training Coordinator

DAY 1: Introduction (Continued)

16:50– 17:30
The Food Information to Consumers Regulation (Reg. (EU) n°1169/2011)

FIC02

Training objective / subjects covered
The main provision of Regulation (EU) 1169/2011, together with background information and the main changes to previous regulations.
Scope of Reg. (EU) 1169/2011

Method of training:
Lecture Day 1.3
Questions & answers

Responsible tutor
Training Coordinator

17:30 – 18:00
Individual questions

GEM05

Training objective / subjects covered
Introduce questions sent in advance by participants. (See initial questionnaire).
Discussion on different labels brought by participants and presented on the screen.

Method of training
Discussions

Responsible tutor
Training Coordinator & Labelling Tutor

18:00 – 19:00
Practical group Exercise - Part 1

PRJ01

Training objective / subjects covered
Introduction to the overarching Labelling Resource Base exercise.
Selection of topics.
Determination of groups.

Method of training
Desk research
Reformulation and practical application of learnings
Groups of 5-6

Responsible tutor
Training Coordinator & Labelling Tutor

19:30 // Welcome drink and Dinner

DAY 2: Food Information

9:00 – 9:15
Anchoring game: The Food Information to Consumers Regulation and Reasons for the recent Revision

GEM06

Training objective / subjects covered
Brief reminder under the form of a Quiz on previous day's lectures

Method of training
Quiz – Day 2.1
Interactive vote

Responsible tutor
Training Coordinator

9:15 – 10:00
Nutrition declaration

FIC03

Training objective / subjects covered
Nutrition declaration including portion declarations, references to RI etc. Front of pack declarations and alternative forms of expression.
Derogations from the nutrition declaration for small packs, unprocessed foods…

Method of training
Lecture Day 2.2 - Examples - Questions and Answers - Quizzes and self-assessment

Responsible tutor
General Labelling Tutor

10:00 – 10:30
Meat Labelling

FIC04

Training objective / subjects covered
Meat labelling with special reference to Annex VI
Origin labelling including Reg. 1337/2015 (plus any additional regulations)

Method of training
Lecture Day 2.3 - Examples - Questions and Answers - Quizzes and self-assessment

Responsible tutor
General Labelling Tutor

10:30 – 11:00 // Coffee break and group photo

11:00 – 11:15
Meat Labelling - Exercise

FIC05

Training objective / subjects covered
The exercise would include photos of labels and questions about the detail on the labels. (examples: why don't Lardons need to have the added water declaration whereas bacon does. What is the national mark on minced meat?)

Method of training
Exercise – Day 2.4
Evaluation of labels

Responsible tutor
Training Coordinator & Tutor General Labelling

11:15– 11:45
Origin Labelling

FIC06

Training objective / subjects covered
Origin labelling including Reg. 1337/2015 (plus any additional regulations)

Method of training
Lecture Day 2.5- Examples

Responsible tutor
General Labelling Tutor

11:45– 12:00
Origin Labelling - Exercise

FIC07

Training objective / subjects covered
Origin labelling including Reg. 1337/2015 (plus any additional regulations)

Method of training
Case Study Day 2.6
Case study (take one food chain as example, participants guess on the origin labelling, then modify some parameters to understand differences…)

Responsible tutor
Training Coordinator & Tutor General Labelling

DAY 2: Food Information (Continued)

12:00 – 12:30
Loose food (not packaged) and voluntary labelling

FIC08

Training objective / subjects covered
Presentation on the requirements for allergen labelling; other areas where national rules are permitted
Requirements for voluntary nutrition labelling, Areas where information is given voluntarily

Method of training
Lecture Day 2.7 - Examples - Questions and Answers - Quizzes and self-assessment

Responsible tutor
Training Coordinator & Tutor Labelling

12:30 – 13:30 // Lunch break

13:30 – 14:00
Labelling databases

FIC09

Training objective / subjects covered
Practical experience regarding the use of the labelling database
Online guidance
Industry guide (e.g. FoodDrinkEurope)

Method of training
Case study
Questions & answers

Responsible tutor
Training Coordinator & Tutor Labelling

14:00 – 14:30
Clarity and allergen labelling

FIC10

Training objective / subjects covered
Clarity and allergen labelling. Discussions around the criteria for clarity including minimum font size
Presentation on the Gluten-free regulations and around potential regulations on lactose-free
Status of reduced content claims.
Latest position on 'may contain' labelling

Method of training
Lecture Day 2.8, Questions and Answers

Responsible tutor
Training Coordinator & Tutor Labelling

14:30– 14:45
Clarity and allergen - Exercise

FIC11

Training objective / subjects covered
Exercise regarding the application of clarity and allergen labelling or on the Guidance on "may contain" labelling

Method of training
Exercise – Day 2.9, Evaluation of labels

Responsible tutor
Training Coordinator & Tutor Labelling

14:45 – 15:15 // Coffee break

15:15 – 16:00
Date marking and the implications of labelling on food waste

FIC12

Training objective / subjects covered
Lecture on the date marking requirements and the implications on MS actions to limit food waste
Exercises on common practice and some issues of difficulty
General discussions on the details and differences between the two expressions
Consumer education and Commission handouts on the two different types expression

Method of training
Lecture Day 2.10
Questions and Answers

Responsible tutor
Training Coordinator & Tutor Labelling

DAY 2: Food Information (Continued)

16:00 – 16:30
Food information final discussion

FIC13

Training objective / subjects covered
Answers and discussions to the participants' questions from their initial questionnaires
Discussions around the labels brought by participants
Discussions around answers to quizzes from day 1 to 3

Method of training
Discussion

Responsible tutor
Training Coordinator & Tutor Labelling

16:30 – 18:00
Practical group Exercise – Part 2

PRJ02

Training objective / subjects covered
Analysis of label provided
Desk Research for applying legislation and conformity assessment
Presentation of storyboards

Method of training
Desk research
Reformulation and practical application of learnings
Groups of 5-6

Responsible tutor
Training Coordinator & Labelling Tutor

20:00 // Dinner

DAY 3: Nutrition and Health Claims

9:00 – 9:30
Anchoring game: Exercise on Labelling compliance - Part 3

GEM07

Training objective / subjects covered
Quiz on the details of 1169/2011 and 1153/2015 (plus new legislation)

Method of training
Exercise Day 3.1
Use of OMBEA tool

Responsible tutor
Training Coordinator

9:30 – 10:15
The EU legislation applying to Nutrition and Health Claims (part 1)

CLAIM01

Training objective / subjects covered
Legislation Reg. (EC) 1924/2006 - Rules and requirements set by the EU food Law on nutrition and health claims.
Definition of a nutrition and health claim:

- identifying a claim;
- specific and non- specific health claims,
- nutrition claims
- positive list of claims,
- reduction of disease risk claims,
- children's development and health claims

Method of training
Lecture Day 3.2
Questions & answers

Responsible tutor
Tutor Nutrition & Tutor Health Claims

10:15 – 10:30
Quiz "Classify the claim"

CLAIM02

Training objective / subjects covered
Quiz on "classify the claims»: general and specific requirements, list of permitted claims, new claims, guidance, conditions

Method of training
Quiz Exercise 3.2.1
Questions & answers

Responsible tutor
Tutor Nutrition & Tutor Health Claims

10:30 – 11:00 // Coffee break

11:00 – 11:30
The EU legislation applying to Nutrition and Health Claims (part 2)

CLAIM03

Training objective / subjects covered
Legislation Reg. (EC) 1924/2006 - Rules and requirements set by the EU food Law on nutrition and health claims (continuation)

- What the law requires of Member States: validation of applications; implementing the regulation
- What is required of Food Business Operators: compliance with the regulation

Authorised health claims; the role of Member states, European Commission, and EFSA in authorising the claims

Method of training
Lecture Day 3.3
Questions & answers

Responsible tutor
Tutor Nutrition & Tutor Health Claims

11:30 – 12:00
Nutrition and health claims in practice (part 1)

CLAIM04

Training objective / subjects covered
To clarify advanced questions regarding the application of Legislation Reg. (EC) 1924/2006:

- Can numerical information be a claim (50% of RI; contains 10g of fat in a 20g portion)
- "On hold" claims: fit with the regulation; use in the market
- REFIT: the next phase - evaluation of the HCR (nutrient profiles and claims made on plants and their preparations)
- [Case law: business to business claims etc.]

Method of training
Lecture Day 3.4, Questions & answers

Responsible tutor
Tutor Nutrition & Tutor Health Claims

DAY 3: Nutrition and Health Claims (Continued)

12:00 – 12:30
Nutrition and health claims in practice (part 2)

CLAIM05

Training objective / subjects covered
The Union Register of nutrition and health claims, Internet sales, Answers and discussions to the questions from day 1.

Method of training
Lecture Day 3.5, Questions & answers

Responsible tutor
Tutor Nutrition & Tutor Health Claims

12:30 – 13:30 // Lunch break

13:30 – 14:30
Exercise on Nutrition Claims and Health Claims compliance - Part 1

CLAIM06

Training objective / subjects covered
Legislation Reg. (EC) 1924/2006 - Rules and requirements set by the EU food Law on nutrition and health claims.

- [10 questions: consolidate knowledge with the support of the EU register for nutrition and health claims] OR Checking a claim: checking a claim against conditions of use
- Making a claim: using label information to choose the correct claim.

Method of training
Exercise, Groups of 6 to 7

Responsible tutor
Training Coordinator, Tutor Nutrition and Health Claims

14:30 – 15:00
Exercise on Nutrition Claims and Health Claims compliance -Part 2

CLAIM07

Training objective / subjects covered
Hand-out giving reasoning for answers to exercises

Method of training
Exercise
Interactive vote
Answers (3.6 and 3.7)

Responsible tutor
Training Coordinator, Tutor Nutrition and Health Claims

15:00 – 15:30 // Coffee break

15:30 – 17:30
Practical group Exercise – Part 3

PRJ03

Training objective / subjects covered
Drafting the text of the video, Preparing a simple storyboard, Preparation of shooting location and rehearsal

Method of training
Desk research - Reformulation and practical application of learnings Groups of 5-6

Responsible tutor
Training Coordinator & Labelling Tutor

20:00 // Dinner

DAY 4: Food Supplement and Fortified Food

9:00 – 9:15
Anchoring game – Nutrition and Health Claims

GEM08

Training objective / subjects covered

- Quiz on the details of Reg. (EC) 1924/2006

Method of training
Exercise Day 4.1
Use of OMBEA tool

Responsible tutor
Training Coordinator

9:15 – 10:00
Food Supplements: General provisions and information to Consumers - Part 1

FSFF01

Training objective / subjects covered

Definition and overall approach to food supplements in the EU Food Law (Dir. 2002/46/CE and subsequent amendments).

Competent Authorities at EU and National levels and their roles on fully harmonized and partially harmonized food supplements.

Rules and requirements on food supplements, in particular regarding the substances allowed (Annex II), or restricted and procedure for submitting requests for updating the current regulations.

Specific requirements regarding labelling of Food supplements (Dir, 2002/46/CE) and links to the Regulation on provisions of food information to consumers (Reg.1169/2011) and on nutrition and health claims (Reg. 1924/ 2006): more problematic food supplement categories.

European Commission's REFIT Programme on Botanical food supplements health claims.

Method of training
Lecture Day 4.2
Questions and Answers
Examples

Responsible tutor
Tutor Food Supplements & Fortified Food

10:00 – 10:30
Exercise on Labelling compliance applied to Food Supplements – Part 1

FSFF02

Training objective / subjects covered

Study of 5 Food Supplements labels

Assessment of food supplements including compliance with general and specific safety and labelling requirements including tolerances of nutrient values declared and acceptability of ingredients.

Method of training
Exercise Day 4.3
Groups of 5 students
Interactive vote

Responsible tutor
Tutor Food Supplements & Fortified Food

10:30 – 11:00 // Coffee break

11:00 – 11:30
Exercise on Labelling compliance applied to Food Supplements – Part 2

FSFF03

Training objective / subjects covered

On the basis of the results of the assessment **creation of a check-list** to conduct monitoring and controls on Food Supplements in the internal market and at the import from third countries.

Method of training
Exercise Day 4.3
Groups of 5 students
Interactive vote

Responsible tutor
Tutor Food Supplements & Fortified Food

DAY 4: Food Supplement and Fortified Food (Continued)

11:30 – 12:00
Fortified foods

FSFF04

Training objective / subjects covered
Definition and overall approach to fortified food in the EU Food Law (Reg. (EC) 1925/2006).
Competent Authorities at EU and National levels and their roles on fully harmonized and partially harmonized fortified food
Rules and requirements regarding the fortification of food with vitamins and minerals in particular according to Reg. (EC) 1925/2006 prescriptions on substances allowed (Annex II) or restricted/prohibited (Annex III), and possible modifications of these Annexes.

Method of training
Lecture Day 4.4
Questions and Answers

Responsible tutor
Training Coordinator & Tutor Food Supplements & Fortified Food

12:00 – 12:30
Exercise on Regulation (EC) 1925/2006 on the addition of vitamins and minerals and of certain other substances to food

FSFF05

Training objective / subjects covered
Questions and quiz on fortified foods

Method of training
Examples, Exercise Day 4.5
Groups of 5

Responsible tutor
Training Coordinator & Tutor Food Supplements & Fortified Food

12:30 – 13:30 // Lunch break

13:30 – 15:00
Practical group Exercise – Part 4

PRJ04

Training objective / subjects covered
Shooting of the movie
Control

Method of training
Desk research, Reformulation and practical application of learnings
Groups of 5-6

Responsible tutor
Training Coordinator & Labelling Tutor

15:00 – 15:30 // Coffee break

15:30 – 16h00
Legislation on Food for Specific Groups

FSG01

Training objective / subjects covered
Overview of the EU food law with regards Food for Specific Groups
Legislative changes of the Reg. (EU) 609/2013 with the abolishment of the “dietetic food” concept
Future way to deal with the former dietetic foodstuffs in the context of general labelling FIC regulation and the Reg. (CE) 1924/2006.

Method of training
Lecture Day 4.6, Questions and Answers
Examples

Responsible tutor
Tutor Food for Specific Groups

16:00 – 16:30
Labelling requirements regarding Food for Specific Groups

FSG02

Training objective / subjects covered
Quiz and exercises regarding Food for Specific Groups

DAY 4: Food Supplement and Fortified Food (Continued)

16:30 – 17.30
Labelling requirements for Total Diet Replacement Food and Food for Specific Medical Purpose

FSG03

Training objective / subjects covered
Foods for Special Medical Purposes and foods for Weight Control Discussion on the current status of total diet replacements and possible delegated acts.
Status of meal replacement products

Method of training
Lecture Day 4.7, Questions and Answers
Examples

Responsible tutor
Tutor Food for Specific Groups

19:30 // Social Event and Dinner

DAY 5: Food for Specific Groups and conclusions

Please check out of your bedroom before the session begins

9:00 – 10:00
Foods for infants and young children

FSG04

Training objective / subjects covered
Lecture and discussion of specific examples around the status of:

- Infant formula and follow on formula-the new delegated act
- Cereal-based foods and other baby foods (the old rules apply pending a delegated act to be adopted under the new framework).
- Status of Milks for young children (growing up milks)

Method of training
Lecture Day 5.1
Questions and Answers, Examples

Responsible tutor
Tutor Food for Specific Groups

10:00 – 10:30
Labelling requirements regarding Foods for Infant and Young Children

FSG05

Training objective / subjects covered
Quiz and exercises regarding Infant formula, Follow on formula and Baby Food products

Method of training
Questions and Answers, Examples

Responsible tutor
Tutor Food for Specific Groups

10:30 – 11:00 // Coffee break

11:00 – 11:30
Results on overarching labelling control resource base

PRJ05

Training objective / subjects covered
Results of designing a label exercise – presentations from each of the groups and a general discussion on the labels. The output from the students could come in many formats – a physical packaging design, a virtual design or a video showing how they found the information. Photo of label and a competition

Method of training
Questions and Answers

Responsible tutor
Training Coordinator

11:30 – 12:00
Post-test (Repetition of day 1) and answers

GEM09

Identify the success of the training course and the difficulty of assessing poor labelling

12:00 – 12:15
Closing of the Training

GEM10

Review trainees' questions and expectations
Remarks by the trainees
Conclusions regarding the Food composition and information

12:15 – 12:45
Evaluation and delivery of training certificates

GEM11

Evaluation of the Training on line
Distribution of training certificates, group photo

12:45 – 13:30 // Lunch at the Hotel + Transfer to airport