



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



BETTER TRAINING FOR SAFER FOOD

TRAINING COURSE ON

“the control of food contact materials,
their use and marketing

UNDER THE “BETTER
TRAINING FOR SAFER
FOOD”



SERVICE CONTRACT NUMBER (CHAFEA): 2017 96 07
INFORMATION TO NATIONAL CONTACT POINTS

Version	Date of emission	Descriptions of modifications
1	28/09/2018	-

Table of Contents

1. GENERAL INFORMATION

1.1	Objectives	p3
1.2	Subjects Covered	p3
1.3	Evaluation of Knowledge Acquired and Dissemination	p4
1.4	Equipment of Participants	p5
1.5	Schedule of Sessions	p5

2. SELECTION PROCESS

2.1	Invited countries	p6
2.2	Selection Criteria	p6
2.3	Process to be followed	p7
2.4	Deadlines for registration in training sessions	p8
2.5	Applications on the reserve list	p9

3. ORGANISATION OF THE SESSIONS

3.1	Project Management	p10
3.2	Support Provided by the Project	p10

4. LOCATIONS OF SESSIONS

4.1	Ghent, Belgium	p11
4.2	Tallinn, Estonia	p13
4.3	Valencia, Spain	p14
4.4	Mila, Italy	p15
4.5	Munich, Germany	p16
4.6	Athens, Greece	p17

Annex 1	List of invited countries	p18
Annex 2	Schedule	p20
Annex 3	Training programmes	p24

1. GENERAL INFORMATION

1.1. OBJECTIVES

The **General objective** of BTSF is to ensure a high level of consumer protection throughout the EU internal market and to increase levels of trade in safe food across the globe by the implementation of efficient, objective and adequate official controls. This objective is achieved by training the staff of the competent authorities, offering a better network and ongoing dialogue with partners from both within, and outside, the European Union, thus contributing to a high level of expertise and competence.

Reminder of BTSF General Objectives

Ensuring and maintaining a high level of **consumer protection**

To improve and **harmonise official controls** in EU countries and create the conditions for a level playing field for food businesses contributing to EU priority on jobs and growth

To ensure **safety of food imports** from non-EU countries on the EU market, and ultimately to reducing risks for EU consumers and providing EU businesses with easier access to safe goods from non-EU countries

To ensure a **harmonisation of control procedures** between EU and non-EU partners in order to guarantee a parallel competitive position of EU businesses with their non-EU counterparts

To build confidence in the EU regulatory model with competent authorities of other international trade partners and pave the way for new food market opportunities and **increased competitiveness for EU operators.**

Ensuring **fair trade with non-EU countries** and in particular developing countries.

The **Specific objective** of the present BTSF programme on Food Contact Materials is to spread knowledge and best practices in official control of FCMs and ensure better enforcement of EU rules thanks to exchanges of best practices between participants, specifically on:

- Control of the whole food contact materials chain and the compliance of the FCM manufacturing and importing establishments with the requirements of Regulation (EC) No 1935/2004;
- Examination of written materials and in particular the specifications regarding declaration of compliance for food contact materials.
- Assessment of the implementation of good manufacturing practice by FBOs, and decision taking

AETS will organise 10 sessions on Food Contact Material including 2 field visits per session, in 6 different countries: Estonia, Belgium, Italy, Spain, Greece and Germany.

7 sessions will be mainly targeted to control inspectors and 3 sessions will be mainly targeted to policy officers.

1.2. SUBJECTS COVERED

The subjects covered for the course on Food Contact Material are

Module 1: Overview of Legal Provisions and the different Materials and articles of Food Contact Materials (LPM)

- Brief introduction on Food Contact Material Legislations (general and specific)
- Regulation (EC) No 1935/2004, harmonization of FCM official controls in the EU
- Respective roles of competent authorities and Food Business Operators
- The Role of EFSA and the Role of FCM and Risk Assessment
- Different material and articles and their requirements

Module 2 : Official Controls of Plants (Recycling Plant, Converting Plants and Food industry), with focus on DoC and SD (OCP)

- Visit of a packaging industry and visit of a food industry:
- Welcoming introduction of the QMS, visit on the basis of checklist and discussion
- Brief introduction on Declaration of Compliance (DoC) and the Supporting Documentation (SD)
- Specific provisions for DoC and SD in the EU legislation
- Inspection/Checks of DoC and SD

Module 3 : Good Manufacturing Practices and Quality Management System (GMP)

- Enforcement of GMP
- Quality management system

Module 4 : National Control Plan and role of Laboratory (NCP)

- Organisation and structure of official controls
- Setting up of food contact materials national plans
- Role of Laboratory in assessment

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; the 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 the AETS Consortium to each participant, in order to evaluate if the knowledge acquired has been used and disseminated.

EQUIPMENT OF PARTICIPANTS

It is recommended to ask participants to bring their own laptop or tablets and to inform us on clothing size and shoe size (for protective wear on the visits).

1.4. SCHEDULE OF SESSIONS

10 Sessions of the programme are scheduled from 2018 to 2020, starting from Tuesday and ending on Friday (except session 2 starting on Monday). The dates and location are provided in the table below.

Session No.	Audience	Country	Venue of the Seminar	Date
Session 1	Mainly control inspectors	Estonia (Tallinn)	Original Sokos Hotel Viru **** Solo Sokos Hotel Estoria Website: www.sokoshotels.ee	20-23 November 2018
Session 2	Mainly control inspectors	Belgium (Ghent)	Hotel de Flandre**** info@hoteldeflandre.be	17-20 December 2018 (from Monday to Thursday)
Session 3	Mainly policy officers	Spain (Valencia)	Hotel Barceló Valencia **** http://www.barcelo.com/BarceloHotels/es_ES/hoteles/Espana/Valencia/hotel-barcelo-valencia/descripcion-general.aspx	12-15 February 2019
Session 4	Mainly control inspectors	Italy (Milan)	Hotel NH Milano 2 **** https://www.nh-hotels.com/hotel/nh-milano-2	2-5 April 2019
Session 5	Mainly control inspectors	Germany (Munich)	NH München Deutscher Kaiser**** https://www.nh-hotels.de/hotel/nh-muenchen-deutscher-kaiser	11-14 June 2019
Session 6	Mainly policy officers	Estonia (Tallinn)	Original Sokos Hotel Viru **** Solo Sokos Hotel Estoria	17-20 September 2019
Session 7	Mainly control inspectors	Greece (Athens)	DIVANI PALACE ACROPOLIS*****	19-22 November 2019
Session 8	Mainly control inspectors	Spain (Valencia)	Hotel Barceló Valencia ****	21-24 January 2020
Session 9	Mainly control inspectors	Italy (Milan)	Hotel NH Milano 2 ****	10-13 March 2020
Session 10	Mainly policy officers	Greece (Athens)	DIVANI PALACE ACROPOLIS*****	21-24 April 2020

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;
- 10 originating from EFTA and EEA countries;
- 35 originating from ENP countries, Mediterranean basin countries and selected non-EU countries.

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

2.2. Selection Criteria

The Project Manager informs the NCPs of the selection criteria for participants as early as possible in the project course, and is careful to give priority to the participants corresponding to the following criteria:

- Relevant technical background: participants should preferably have the necessary **basic knowledge in the relevant legislation and controls of food contact materials**;
- Participants shall have successfully **participated in the BTSF e-learning module on food contact materials**.
- Relevancy to daily work: participants should, in priority, be staff of the competent authorities and be involved in the control of food contact materials as **control inspector** (75%) involved in control activities in food establishments and food contact materials premises or in central authorities (25%) as a **policy officer**. However also officials from Competent Authorities involved in planning and control activities will be invited. Participants will be grouped based on their level of knowledge and experience.
- Sufficient language skills in **English**: in order to ensure the transfer of knowledge and opportunities to exchange views, participants should master the language of the training session for which they applied;
- Ability to **share their experience**: priority will be given to participants whose position will allow them to share the outputs of the training sessions with colleagues.

The Registration Form has been updated to include these questions, in order to assess compliance with the criteria and clarify experience/ expectations:

3.4 Description of your experience within the field of training (Food Contact Material):

3.5. Are you inspector or administrator?

3.6 Years of total experience in the field (FCM) of work

3.7 Did you have attended the E-Learning BTSF programme on FCM?

3.8 Did you have participated in any national or BTSF training programme on FCM?

3.9 What are your expectations of this BTSF? What further knowledge you need to gain from this BTSF course? and why?"

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 the AETS Consortium.
- b) select participants complying with the above-mentioned selection criteria and request them to return a registration form using the template provided: **FCM_Op14_Registration form.xlsx**.
- c) send to the AETS Consortium a tentative list of trainees for the sessions planned in 2018 as soon as possible.
- d) send the registration forms to AETS no later than six weeks before each session. **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 the AETS Consortium

One address to send the information and liaise with the organiser: 20179607.fcm@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	<ul style="list-style-type: none"> • Informs the NCP about the training course and selection criteria for the participants; • Informs the NCP on the number of participants the project will support and what exactly the support will comprise; • Provides to the NCP the template registration form to be completed and returned to the 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	<ul style="list-style-type: none"> • Informs the relevant government bodies and institutions about the training course; • Proposes CVs of possible participants (using the registration form template) to the 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	20-23 November 2018	Estonia (Tallinn)	October 8th, 2018 (no later than October 22th)
Session 2	17-20 December 2018 (from Monday to Thursday)	Belgium (Ghent)	November 5 th , 2018
Session 3	12-15 February 2019	Spain (Valencia)	December 28 th , 2019
Session 4	2-5 April 2019	Italy (Milan)	February 19 th , 2019
Session 5	11-14 June 2019	Germany (Munich)	April 30 th , 2019
Session 6	17-20 September 2019	Estonia (Tallinn)	August 6 th , 2019
Session 7	19-22 November 2019	Greece (Athens)	October 8 th , 2019
Session 8	21-24 January 2020	Spain (Valencia)	December 10 th , 2019
Session 9	10-13 March 2020	Italy (Milan)	January 28 th , 2020
Session 10	21-24 April 2020	Greece (Athens)	March 9 th , 2020

In the interest of ensuring the most suitable participants are registered for, and benefit from, the training, National Contact Points are invited to send registration forms for **ALL sessions** early in the project (or as early as possible). In this way, AETS can confirm participants sooner and successfully fill all available places on each session.

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

The AETS Consortium is composed of one leader with 2 partners: AINIA and AESA. 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 subsidised trainees for the period of the training:

- room charge (single occupancy) and dinner (depending on the arrival and departure time);
- from the 1st to the 4th day of the training: full board accommodation including breakfast,
- 2 coffee breaks, lunch, dinner and room charge (single occupancy);

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 to the field visit;
- Costs of transport to the closest airport or train station and visa costs if any.

The project will also provide the following material:

- Stationery (notepad, pen, notepad-holder);
- A binder 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

GhENT, BELGIUM



AETS will organise 1 training session at the Hotel de Flandre****

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 a sign displaying the BTSF logo will meet them in the arrival hall. The transfer may be about 60 minutes.

Accommodation

Participants will be accommodated at the **Hotel de Flandre******

Poel 1-2,

9000 Ghent

info@hoteldeflandre.be

Tel: +32 9/266.06.00

Fax: +32 9/266.06.09

website: <http://www.hoteldeflandre.be/en/hotel>

It is proposed to accommodate the participants in Hotel de Flandre 4-star hotel, a beautiful neoclassical building with a plastered façade ideally located in the heart of Ghent.

Participants will have access to local tourist attractions and spend a time experiencing local culture, history and tradition.

Participants will be accommodated in standard rooms (20m²), elegantly furnished and decorated, with Satellite TV, mini-bar, heating/air conditioning, safe, telephone, hair dryer and a range of toiletries.

For the convenience of hotel guests, there is free Wi-Fi available and an on-site bar.

Hotel de Flandre offers a delicious breakfast buffet with a full range of coffee and tea making facilities.

Meeting Facilities

The training session will take place at the hotel in the Strauss Meeting Room, an environment designed to optimize light and space. This large meeting room is located in the annex of the Hotel de Flandre. The meeting room benefits from a quiet location and features large windows. This 120 square meter meeting room provides a variety of possibilities for different layouts. The meeting room is well-appointed with all the necessary audio-visual equipment.

Coffee breaks with coffee, tea, fruit juice, fresh fruit and pastries are offered in the Coffee Lobby adjacent to the meeting rooms, where participants can enjoy relaxing breaks.

Social event

A walking tour through the ancient city of Ghent will be organised before dinner on the first evening of the course to encourage networking among participants and tutors, and to show the cultural richness of the city. Ghent offers a fascinating cultural cocktail brimming with rich history, culture and a trendy city vibe. Depending on weather conditions the tour might be replaced by trip in a historic tow barge.

Each evening the management team will offer the participants the possibility to spend some time together after dinner, enjoying the local atmosphere and encouraging informal networking.

Field visits

- Packaging industry (FCM producer): Résilux (Wetteren), Damstraat 4, 9230 Wetteren, Belgium.
<https://www.resilux.com/EN/index.html>
- Food industry (FCM user): FrieslandCampina (Aalter) Venecolaan 17, 9880 Aalter, Belgium.
<https://www.frieslandcampina.com/en/countries/frieslandcampina-belgie/>

4.2 LOCATION OF THE SESSIONS

TALLINN, ESTONIA



AETS will organise 2 training sessions at the Original Sokos Hotel Viru.

The selection criteria for the training location was to find an excellent hotel with large meeting rooms and located in the heart of town in order to be able to visit Tallinn easily by foot. The hotel has a wide range of room types, restaurants, entertainment facilities, relaxation services and the “must see” KGB museum all under one roof. Original Sokos Hotel Viru provides direct access to the Viru Centre shopping mall and is close to theatres and popular cultural centre in the very heart of Tallinn – at the gates of Tallinn’s main attraction, the medieval Old Town. The main concert halls, Estonia Opera House, shopping and entertainment centres are all within walking distance.

Airport of arrival

Participants and tutors will arrive at Lennart Meri international airport located approximately 15 minutes from the hotel by car.

Accommodation

Participants will be accommodated at the **Original Sokos Hotel Viru**

AS Sokotel, Viru väljak 4,
10111 Tallinn, Estonia

Website: www.sokoshotels.ee

ORIGINAL SOKOS HOTEL VIRU****, located right in the centre of the old City of Tallinn. The capital of Estonia is best known for its stunning Old Town, a Medieval neighbourhood of cobblestone lanes, gabled houses, Gothic churches and charming squares. Not only are the airport and harbour just 5-10 minutes away from the city centre, nearly all sights, hotels, conference venues and restaurants are within easy walking distance of each other. The Hotel is the first skyscraper and prominent landmark in Estonia and offers breath taking views of Tallinn Bay and Tallinn’s UNESCO protected medieval Old Town. The accommodation as well as the training room has been arranged at the premises of the 4 stars Original Sokos Hotel Viru.

The Original Sokos Hotel Viru in Tallinn provides cosy Standard rooms styled on the trendy sober Northern design. All rooms are equipped with a 32-inch flat screen TV and free Wi-Fi with all mod cons.

The Merineitsi Restaurant combined with the banquet hall provides an ample Scandinavian style breakfast as well as conference, buffet and dinner catering for up to 400 guests at a time. During cosy candlelight seasons, Merineitsi presents fabulous Show & Dinner nights with the Chameleon Kitchen providing an a la carte service.

Meeting Facilities

The hotel has modern meeting facilities for groups of 10 to 1,100 guests. They also have over 500 m² of exhibition space and multiple fair solutions.

The conference centre is within walking distance to downtown and is great for various events. All the rooms are equipped with latest conferencing and presentation technology, high-speed wifi and broadband internet access, a sound system and other amenities.

Social event

The Consortium proposes a walking tour of the city centre with an experienced local guide on the evening of the second day in order to encourage networking among participants and tutors. After tasting the cultural richness of the city, the participants will be taken to a restaurant to taste the local cuisine at the social dinner.

Field visits

- Packaging industry (FCM producer): AS Kalev is the largest and oldest confectionery company in Estonia and is situated 14 kms away from the selected hotel.
- Food industry (FCM user): Greiner Packaging AS. is a plastic packaging manufacturer, it is situated 17 kms away from the Viru Hotel.

4.3 LOCATION OF THE SESSIONS

VALENCIA, SPAIN



AINIA will organise 2 training sessions in Valencia, one of the most active, bright and hospitable cities in Southern Europe. With a perfect mixture of the ancient and the modern, the city offers all the facilities (restaurants, transports, leisure opportunities...) required to welcome the participants to the sessions. Participants will enjoy the best training conditions in an excellent environment.

Airport of arrival

The Valencia Airport (Manises) is one of the most important airports in Spain; it is sited eight kilometres west of the city and handles a significant number of international connections. Valencia also offers high speed railway connection with Madrid. That has converted Valencia into a main business and tourist destination.

Accommodation

Participants will be accommodated at the **Hotel Barceló Valencia ******

Av. De Francia, 11, Valencia, Spain

Website: http://www.barcelo.com/BarceloHotels/es_ES/hoteles/Espana/Valencia/hotel-barcelo-valencia/descripcion-general.aspx

The Hotel is located in the city centre of Valencia, in the heart of the City of Arts and Sciences, in front of the Palau de les Arts Reina Sofia, in the most modern and attractive part of the city.

Participants will be accommodated in a hotel room steeped in natural light thanks to the enormous windows, which also provide extraordinary panoramic views of the City of Arts and Sciences, and the Palau de les Arts Reina Sofía opera house. Bedrooms are well-appointed with a bathroom with shower, a refrigerator, a flat screen television, air conditioning and free Wi-Fi access. Spa, sauna and fitness facilities for guests are also available.

Meeting Facilities

The Barceló Valencia Hotel has all the facilities that the project needs to implement the training sessions. Good meeting rooms with all the technologies (big screens, projectors, sound system, different spaces for the lectures and the case studies or group exercises...)

All the hotel has a free WIFI with high speed connection.

Social event

A Social Event will be organized for the whole group on Thursday evening. A bus will take the group to visit the main touristic places in Valencia. Dinner will take place later on a typical Valencian restaurant in the middle of the city centre of Valencia.

Field visits

- Packaging industry (FCM producer): CAIBA S.A. (around 20 km from Valencia). Caiba is a leading company specialised in the manufacture of PET containers and preforms for the food sector, household and personal hygiene products. Founded in 1955, Caiba is a key business group in the sector, with a market share of more than 30%, an increasing turnover volume and a continuing profitability. A consolidated company, pioneer in product innovation projects, that strives on a daily basis to offer its customers greater competitive advantages and total efficiency in the manufacturing process.
- Food industry (FCM user): San Benedetto covers all categories of non-alcoholic drinks: still and sparkling mineral water, aromatic water with flavours, tea, juice drinks, isotonic drinks and fizzy soft drinks. It is situated 85 km (1 hour from the hotel). The second option is to visit MIELSO, a modern company that possesses the most advanced technology and facilities, which provides production, selection, packaging and commercialisation of bee products. It is situated 69 km from the hotel

4.4 LOCATION OF THE SESSIONS

MILAN, ITALY



AESA will organise 2 training sessions at the **Hotel NH Milano 2 ******: The NH Milano 2 hotel is in an exclusive residential area 7 kilometers from Milan's city center. The hotel has a village feel, and enjoys a charming setting on the banks of a lake, surrounded by parkland. Overall, it's a relaxing place that also offers easy access to the city. The hotel has 143 contemporary guestrooms. These are bright and airy, and are decorated in shades of cream and plum. Rooms have free Wi-Fi, as well as satellite TV and minibar. The hotel has a modern restaurant serving Italian food, as well as a relaxed bar. There's a terrace where you can enjoy a cocktail during the summer months. We also have a compact fitness room with views over the lake.

Airport of arrival

Participants and tutors will arrive at Milano Malpensa or Linate airport according to the best flights connections. Participants are kindly requested to meet the BTSF taxi driver at the exit of the airport. The Malpensa airport is approximately 60 km far from the hotel and the Linate airport 8 km far from the airport.

Accommodation

Participants will be accommodated at the **Hotel NH Milano 2**
Cervi Loc. Segrate,, Via Fratelli Cervi, 20090 Milano MI, Italy

Website: <https://www.nh-hotels.com/hotel/nh-milano-2>

The NH Milano 2 hotel is in an exclusive residential area 7 kilometers from Milan's city center. The hotel has a village feel, and enjoys a charming setting on the banks of a lake, surrounded by parkland. A number of important companies and the San Raffaele Hospital are nearby. Overall, it's a relaxing place that also offers easy access to the city: green, peaceful area/shops and restaurants nearby/ easy access to central Milan The hotel has 143 contemporary guestrooms. These are bright and airy, and are decorated in shades of cream and plum. Rooms have free Wi-Fi, as well as satellite TV and minibar. We also have spacious Superior rooms, and a Suite with a separate living room (most rooms have beautiful lake views/choice of room types available/ Superior rooms have a lounge area).The hotel has a modern restaurant serving Italian food, as well as a relaxed bar. There's a terrace where you can enjoy a cocktail during the summer months. We also have a compact fitness room with views over the lake:modern Italian restaurant/bar with outside terrace/fitness room

Meeting Facilities

The hotel has 11 meeting rooms accommodating between 10 and 330 delegates. The congress center can also host events with up to 650 guests.

Five rooms have natural daylight, and equipment like projectors and screens are available on request. During breaks we can arrange coffee and snacks. We can also serve 3-course lunch menus in the restaurant.

Social event

The social program will also consist of a welcome cocktail to "break the ice" on the day of arrival. A city tour will be organized the second day in order to take profit of the lively city. The tour will be followed by a dinner in a typical Italian restaurant.

Field visits

- Packaging industry (FCM producer): Zenith in Manerbio (Brescia) has played a leading role at an international level, contributing to the development of cold-processed aluminium as the gold standard in food preservation and storage. It is situated 100 km from the hotel.
- Food industry (FCM user): Granarolo is the most important Italian milk production chain and is situated 40 kms away from the selected hotel.

4.5 LOCATION OF THE SESSIONS

MUNICH, GERMANY



AETS will organise 1 training session at the **NH München Deutscher Kaiser** hotel with the support of GIZ (subcontractor). The criteria to select the hotel was to find an excellent hotel with large meeting rooms and located in the heart of town in order to be able to visit the city centre easily by foot.

Airport of arrival

Participants and tutors will arrive at Munich airport located approximately 45 minutes from the hotel by car. Transfers to the “NH München Deutscher Kaiser Hotel” in Munich are arranged by the travel agency.

Accommodation

Participants will be accommodated at the **NH München Deutscher Kaiser**:

Arnulfstraße 2

80335 München

Website: <https://www.nh-hotels.de/hotel/nh-muenchen-deutscher-kaiser>

NH München Deutscher Kaiser hotel is located in the heart of the city, a few minutes' walk from the old town.

It has 173 rooms on 14 floors. They are modern, with great views of the old town and the mountains and all team smart red and brown colour schemes with wooden floors.

They all have air conditioning and feature modern décor. They are at least 20 m² in size and include a flat-screen TV, Wi-Fi, minibar and modern bathroom.

Meeting Facilities

The hotel ensured the minimum standards IEC 60914 for Conference systems, electrical and audio requirements. Facilities will be for the exclusive use of the seminar.

The meeting facilities and boardrooms are fully equipped and offer high class stylish business environments and Wi-Fi.

Social event

The social activity proposed to the participants will be a walking tour which will begin on Marienplatz watching the most famous Glockenspiel. We will head after through the medieval heart of Munich admiring the simple beauty of the Frauenkirche whose twin towers dominate the city's skyline before hearing tales of the Bavarian royal family, the turbulent 20th century and the early days of the Nazi Party. Of course, no visit would be complete without discussing why beer matters so much to Bavarians and why it tastes so good – there's even time to see the world's most famous beer hall.

The participants will discover a vibrant, historic city centre that combines modernity and proud traditions with one of the highest qualities of life in Europe.

Following the tour, the participants will have a dinner in a local traditional restaurant where generous local dishes will be served, not to forget the famous beer.

Field visits

- Packaging industry (FCM producer): Allfo Vakuumverpackungen: Allfo Vakuumverpackungen offers a broad selection of high-quality bags that seal in the aroma of fresh food. It is situated 134 km from the selected hotel.
- Food industry (FCM user): Milchwerke Schwaben: Milchwerke Schwaben is a company which produces fresh dairy products such as yoghurt, desserts, butter, sliced cheese and milk and whey powder. It is situated 151 km from the hotel.

4.6 LOCATION OF THE SESSIONS

ATHENS, GREECE



AETS will organise 2 training sessions at the Divani Palace Acropolis. The criteria to select the five-star hotel was to find an excellent hotel with large meeting rooms and located in the heart of town in order to be able to visit Athens easily by foot. Athens is one of the most active, bright and hospitable cities in Southern Europe. With a perfect mixture of the ancient and the modern, the city offers all the facilities (restaurants, transports, leisure opportunities etc.), which are required for welcoming the participants to the sessions, where they will enjoy the best training conditions in an excellent environment. Furthermore, the hotel will provide culinary specialties to illustrate the training topic.

Airport of arrival

Participants and tutors will arrive at Eleftherios Venizelos airport located approximately 30 minutes from the hotel by car. Transfers to the “Divani Palace Acropolis Hotel” in Athens are arranged by the travel agency. The meeting point to meet the BTSF taxi driver Meeting Point is in front of Kimbo Café in terminal B. The taxi driver will have a display notice with the session name.

Accommodation

Participants will be accommodated at the Divani Hotel Acropolis

DIVANI PALACE ACROPOLIS

19-25 Parthenonos,
11742 Athens Greece

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

DIVANI PALACE ACROPOLIS *****, located right in the centre of the old City of Athens. The capital of Greece is at the crossroads a between Europe and Asia, benefiting from the cultural richness of both.

The Hotel sits just below the shadow of the Acropolis, moments away from the old quarter of Plaka, the brand-new archaeological Museum of Acropolis and the well-known Herodian theatre. The accommodation as well as the training room has been arranged at the premises of the 5 stars Divani Palace Acropolis Hotel. Divani Palace Acropolis Hotel in Athens is a testimony to a fascinating history. This simply irresistible luxury hotel in Athens entwines old and new. The hotel offers the finest accommodation and a unique combination of Mediterranean cuisine and International flavours.

Facilities such as free Wi-Fi connection, swimming pool, dinner in rooms and pool-bars, are among the services that all guests will be able to enjoy following their training sessions.

Meeting Facilities

The beautifully appointed meeting rooms boast high tech features and amenities, designed to support the venue. Twenty years of accumulative knowledge enables the hotel’s highly qualified staff to assist with the successful organization of the event.

Internet is available in the hotel rooms and all the public areas free of charge. Lunch and dinner can be taken on site.

Social event

The Consortium proposes a guided tour in 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. After the tour a dinner will be organised in a traditional tavern situated in Plaka.

Field visits

- Packaging industry (FCM producer): Vlachos Bros S.A. is the fastest growing flexible packaging converter in Greece and is situated 6 kms away from the selected hotel. Vlachos Bros S.A. is the fastest growing flexible packaging converter in Greece and is situated 6 kms away from the selected hotel.
- Food industry (FCM user): <http://www.jotis.gr/en/> (babyfood, beverage, desserts)

Annex 1 LIST OF INVITED COUNTRIES

Year	2018		2019					2020			Total	
	Dates Sessions		Feb S3	Apr S4	Jun S5	Sep S6	Nov S7	Jan S8	Mar S9	Apr S10		
	Location		Estonia	Belgium	Spain	Italy	Germany	Estonia	Greece	Spain		Italy
1	Albania		1	0	1		1	1		1	1	6
2	Austria	1		1	1	1		1		1	1	7
3	Belgium	1	1		1	1	1		1	1		7
4	Bulgaria	1	1			1	1	1		1	1	7
5	Croatia	1		1	1		1	1	1		1	7
6	Cyprus	1	1		1	1		1	1	1		7
7	Czech Republic		1	1		1	1		1	1	1	7
8	Denmark	1	1	1	1		1	1			1	7
9	Estonia	1	1		1	1	1	1			1	7
10	Finland	1	1	1		1	1		1	1		7
11	France	1	1	2	1	1	1	1	1	1	1	11
12	Germany	1	1	1	1	2	1	1	1	1	1	11
13	Greece		1		1			2	1	1	1	7
14	Hungary	1		1	1	1		1	1		1	7
15	Ireland	1	1	1	1	1	1		1	1		7
16	Italy	1	1	1	2	1	1	1	1	1	1	11
17	Latvia	1	1	1		1	1			1	1	7
18	Lithuania	1		1	1		1	1	1		1	7
19	Luxemburg Macedonia, the	1	1		1	1		1	1	1		7
20	Former Yugoslav Republic		1	1		1	0		1	1	1	6
21	Malta	1		1	1		1	1		1	1	7
22	Montenegro	1	1		1	1		1	1		0	6
23	Netherlands	1	2	1	1	1	1	1	1	1	1	11
24	Poland	2	1	1	1	1	1	1	1	1	1	11
25	Portugal	1	1	1		1	1		1	1		7
26	Romania		1	1	1		1	1		1	1	7
27	Serbia	1	1	1	1	1		0	1			6
28	Slovakia	1	1		1	1	1		1	1		7
29	Slovenia		1	1		1	1	1		1	1	7
30	Spain	1	1	2	1	1	1	1	1	1	1	11
31	Sweden	1		1	1		1	1	1		1	7
32	Turkey	1	1	1	1	1	1	2	1	1	1	11
33	United Kingdom	1	1	1			1		1	1	1	7
	TOTAL M & CC	28	28	26	28	26	26	26	26	24	24	266
34	Iceland	1			1							2
35	Norway	1	1			1		1				4
36	Switzerland		1	1			1		1			4
	TOTAL EFTA & EEA	2	2	1	1	1	1	1	1	0	0	10
37	Potential Candidates & ENP Countries			3	3	3	4	3	4	3	3	26
38	Latin American Countries			0		0		0		1	1	2
39	African countries				0		0		0	1	1	2
40	Asian countries			1		1		1		1	1	5
	TOTAL Other Countries	0	0	4	3	4	4	4	4	8	8	35
	GRAND TOTAL	30	30	30	30	30	30	30	30	30	30	300

Country	Total
Potential Candidate and ENP Countries	26
Algeria	1
Armenia	1
Azerbaijan	2
Belarus	2
Egypt	2
Georgia	2
Israel	2
Jordan	1
Lebanon	1
Moldova	3
Morocco	3
Syria	1
Tunisia	2
Ukraine	3
Latin American Countries	2
Argentina	1
Brazil	1
African Countries	2
Gabon	1
Senegal	1
Asian Countries	5
China	1
India	1
Iran	1
Thailand	1
Vietnam	1

Allocated seat for Non-European Countries

Annex 2 SCHEDULE FOR 2018-2020

Planning BTSF 2018

YEAR 2018

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	deadline session 2: NCP	5	
6		6		6		6		6		6	
7		7		7		7		7		7	
8		8		8		8	deadline session 1: NCP	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	Session 2 Ghent-Belgium (AETS)
19		19		19		19		19		19	
20		20		20		20		20	Session 1 Tallin - Estonia (AETS)	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	deadline session 3: NCP
29		29		29		29		29		29	
30		30		30		30		30		30	
31		31				31				31	

**Planning BTSF 2019
YEAR 2019**

JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE	
1		1		1		1		1		1	
2		2		2		2	Session 4	2		2	
3		3		3		3	Milan - Italy	3		3	
4		4		4		4	(AESA)	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	Session 3	12		12		12		12	Session 5
13		13	Valencia -	13		13		13		13	Munich -
14		14	Spain -	14		14		14		14	Germany
15		15	(AINIA)	15		15		15		15	(AETS)
16		16		16		16		16		16	
17		17		17		17		17		17	
18		18		18		18		18		18	
19		19	deadline session 4: NCP	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	deadline session 5: NCP	30		30	
31		31		31		31		31		31	

Planning BTSF 2019

YEAR 2019

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	deadline session 6: NCP	6		6		6		6	
7		7		7		7		7		7	
8		8		8		8	deadline session 7: NCP	8		8	
9		9		9		9		9		9	
10		10		10		10		10		10	deadline session 8: NCP
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	Session 6: Tallin - Estonia	18		18		18	
19		19		19	(AETS)	19		19	Session 7: Athens - Greece	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	

Planning BTSF 2020

YEAR 2020

JANUARY		FEBRUARY		MARCH		APRIL		MAY	
1		1		1		1		1	
2		2		2		2		2	
3		3		3		3		3	
4		4		4		4		4	
5		5		5		5		5	
6		6		6		6		6	
7		7		7		7		7	
8		8		8		8		8	
9		9		9	deadline session 10: NCP	9		9	
10		10		10	Session 9 Milan - Italy (AESAs)	10		10	
11		11		11		11		11	
12		12		12		12		12	
13		13		13		13		13	
14		14		14		14		14	
15		15		15		15		15	
16		16		16		16		16	
17		17		17		17		17	
18		18		18		18		18	
19		19		19		19		19	
20		20		20		20		20	
21	Session 8 Valencia - Spain (AIIIA)	21		21		21	Session 10 Athens- Greece (AETS)	21	
22		22		22		22		22	
23		23		23		23		23	
24		24		24		24		24	
25		25		25		25		25	
26		26		26		26		26	
27		27		27		27		27	
28	deadline session 9: NCP	28		28		28		28	
29		29		29		29		29	
30				30		30		30	
31				31				31	

Annex 3 PROGRAMME ON FOOD CONTACT MATERIALS

DAY 1: Welcoming address and introduction on food Contact Material and the EU legal framework

Before 13:30 // Arrival and registration of participants

13:30 – 14:00

Welcome address



GEM01

Training objective / subjects covered

Delivery of the training material

To introduce the BTSF course “Food Contact Material” Welcome address, presentation of the program and the objectives, introduction of tutors, participants and participants’ expectations

BTSF promotional movie

Method of training:

Lecture Day 1.1

Questions and Answers

Media: BTSF video

Responsible tutor

Event Manager and Training Coordinator

Zoe Mousia

Bernard Hegarty or Katri Kempfi

Koni Grob or Jose-Angel Garde Belz

14:00 – 14:20

Pre-Test



GEM02

OMBEA tool is used to assess and collate answers to the opening questionnaire

- 15 questions asked with OMBEA tools
- General knowledge on food Contact Material, Legislation and official Control

Method of training:

Pre-Test

Questions

Responsible tutor

Training Coordinator

Zoe Mousia

14:20 – 15:20

Module 1: Lecture on legal provisions on FCM



LPM01

Training objective / subjects covered

The objectives are:

- To know the strategic approach of the EU to the FCM control and harmonization process of FCM legislation;
- To know the **specific legislation** of some FCM in the European Union and reference to the non-harmonized (e.g.: JRC report)
- To know the **specific legislation** and most recent legislation adopted in the EU level on FCMs;
- To know how FCM safety and compliance is established and why BO are responsible for ensuring compliance of their FCMs
- To know practical information in the FCM control and information on techniques

Content:

- The general and specific requirements for compliance of FCM with of Regulations (EC) No 1935/2004 and the specific

measures apply to each material

- The role of EFSA, Commission and National Competent Authorities
- EU guidelines on plastic materials (Regulation (EU) No 10/2011) and on information in the plastics supply chain

Method of training **of Responsible tutor**
Lecture Day 1.2 Training Coordinator & Tutor
Questions & **Zoe Mousia**
answers & **Bernard Hegarty or Katri Kemp**

15:20 – 15:50

Icebreaking Coffee Break



GEM03

Training objective / subjects covered

Each participant receives half of a material or articles. He/she has to find the participant with the 2nd half of the same picture and to learn about who she/he is and what her/his professional background is.

Zoe Mousia
Bernard Hegarty or Katri Kemp
Koni Grob or Jose-Angel Garde Belz

15:50– 16:20

Round-table of trainees



GEM04

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

- Name, Country
- Position, main activities, National or Regional Level, Background.

Zoe Mousia
Bernard Hegarty or Katri Kemp
Koni Grob or Jose-Angel Garde Belz

16:20-16:50

Module 3: Enforcement of GMP Regulation



GMP01

Training objective / subjects covered

The objective is to introduce the regulation on the application of GMP and the requirements.

To discuss the harmonized implementation of the official controls (the new regulation) in the enforcement of GMP Regulation in combination with tools such as Industry's Guides on GMPs for FCMs, EU and national guidelines for the official control, checklists) and national measures for sanctions for non-compliances.

Method of training **Responsible tutor**
Lecture 2.3 Training Coordinator & Tutor
Questions and **Zoe Mousia**
Answers & **Bernard Hegarty or Katri Kemp**

16:50– 17:20

Module 1: Lecture on risk assessment of FCM



LPM02

Training objective / subjects covered

The objective is to introduce the guideline with the tiered approach in the assessment of FCM substances contained in FCM and potentially migrating from them (not only starting substances and additives but also oligomers, NIAS) Lecture also will deal with data requirement, from FBOs when they make risk assessment for their FCM materials and products.

Method of training **Responsible tutor**
 Training Coordinator & Tutor
 Lecture Day **Zoe Mousia**
 1.3 **Koni Grob or Jose-Angel Garde Belz**
 Questions & answers

17:20 – 17:50

Module 1: Quiz on the different material used and articles



LPM03

Training objective / subjects covered

Short Quiz on the specific requirement of different FCM materials and control of their compliance in the supply chain with the reference to the EU guidelines, and the material that are regulated only at international level (where mutual recognition applies)

Method of training **Responsible tutor**
 Training Coordinator & Tutor
 Quiz **Zoe Mousia**
 Exercise **Koni Grob or Jose-Angel Garde Belz**
 Questions & answers

17:50 – 18:20

Module 1: Requirement of materials



LPM04

Training objective / subjects covered

Information on how to control the FCM compliance in respect of documentation, and assessment of Supporting Documentation such as information on composition (i.e. substances with restrictions, NIAS) received DoCs from intermediate products, results from migration tests (overall and specific migration), industry's risk assessment, etc).
 General requirement such as traceability, application of GMPs during production or conversion

Method of training **Responsible tutor**
 Training Coordinator & Tutor
 Lecture Day **Koni Grob or Jose-Angel Garde Belz**
 1.4 **Bernard Hegarty or Katri Kempfi**
 Questions & answers **Zoe Mousia**

19:00 // Welcome drink

19:30 // Dinner at the hotel

DAY 2: Official Control of FCM

08:20 – 09:00

Module 2: Practical group Exercise: Preparation of visit and checklist



OCP01

Training objective / subjects covered

The objective is to prepare participants to the visit of a packaging industry
Preparation for audit activities (desk review, risk-based targeting, check-list development)

Preparation by competent authorities of checklists for inspectors: 3 groups working on how to build a checklist on the control of FCM compliance related to the stage of the supply chain (FCM producing plant) in terms of Traceability, implementation of GMP, DoCs, Supporting Documentation etc. The duration of checklists' preparation will 20 minutes and 5 minutes for their presentation to the audience (flipchart).

Method of training

Quiz Exercise

Responsible tutor

Training Coordinator & Tutor

Zoe Mousia

Jan Arnaut

Bernard Hegarty or Katrin Kempf

Koni Grob or Jose-Angel Garde Belz

9:00-12:30

Module 2: Visit of FCM industry



OCP02

Training objective / subjects covered

The main objective of the visit is practical experience of FCM production and control by visiting an FCM producer/convertor.

The specific objective is to discuss the application by the industry of FCM requirements during their production to ensure their safety and compliance as laid down in the FCM legislation Reg. (EC) No 1935/2004 and Regulation (EC) No 2023/2006 and the specific measures apply to them.

Moreover, to discuss the implementation of official control and audit by competent authorities (Regulation (EU) No 882/2004 and new regulation 2017/625) that is to know how to control FCM compliance in FCM production industry, using tools such GMP guides, EU and national guidelines, checklists etc.

The visit will be divided into 5 parts:

Introduction of the food contact material industry; introduction of the QMS, certificates and control plan, documentation by the Operators (e.g. certificates, composition, migration tests etc.)

Working group: The audience will be divided into 3 groups in order each group will visit the FCM industry on the basis of the checklist created the day before, on requirements for GMP, traceability, and DoC/supporting Documentation in FCM premises. Each group will fill in form the checklist during the visit.

Visit: Practical training on how to inspect application of GMPs, declaration of compliances and supporting documentation

Restitution on the audience: presentation of the 3 checklists in front of the audience

Discussion in plenary: On the basis of the observations made during the morning, discussions and questions on the harmonisation of GMP practices (or other topic such as DOC & Supporting Documentation and in-house-control) and inspection in EU Member states

Synthesis of observations by small groups of trainees.

- Observation of Construction, Layout, Processes, Materials, Equipment
- Observation of Good Manufacturing Practices, and Documentation

- Observation of practices of (in-house control, Declaration of Compliance, Supporting Documentation)
- Observation of traceability and Labelling

Method of training

Visit of packaging industry
Discussion with the FCM
Businesses Operator representative
at the company

Responsible tutor

Training Coordinator & Tutor
Zoe Mousia
Jan Arnaut
Bernard Hegarty or Katrin Kempf
Koni Grob or Jose-Angel Garde Belz

12:30 – 13:30 // Lunch break

13:30 -14:00

Module 2: Discussion of official control in FCM industry



OCP03

Training objective / subjects covered

Observation, discussion and recording of comments on the application of Reg. (EC) No 1935/2004 and Regulation (EC) No 2023/2006 and the specific measures apply to them.

Result of the discussion will enable inspectors to make corrections on the checklist based on the experience during the field visit and to understand the importance of use of checklists during inspections.

Method of training

Discussion

Responsible tutor

Training Coordinator & Tutor
Zoe Mousia
Jan Arnaut
Bernard Hegarty or Katrin Kempf
Koni Grob or Jose-Angel Garde Belz

14:00 -14:45

Module 2: Control of FCM articles (e.g. : kitchen wares from Third Countries)



OCP04

Training objective / subjects covered

The objective of the lecture is to deal with general and specific requirements of FCM articles such as kitchenware. . Information to the consumers, issues of compliance and focus on proper labelling will be discussed.

Method of training

lecture

Responsible tutor

Training Coordinator & Tutor
Zoe Mousia
Milada Sycova
Jan Arnaut
Bernard Hegarty or Katrin Kempf
Koni Grob or Jose-Angel Garde Belz

14:45 – 15:00

Module 2: Control of FCM plastic recycling plant



OCP05

Training objective / subjects covered

The objective is to explain to the participants of the issues in the control of recycling plants with focus to the differences from the control of the conventional plants that will be dealt in depth in a different training course.

Method of training

Quiz Exercise

Responsible tutor

Training Coordinator & Tutor

Zoe Mousia
Koni Grob or Jose-Angel Garde Belz
Jan Arnaut
Bernard Hegarty or Katrin Kempf

15:30 – 16:00

Module 3: Quality Assurance System and Limitations of Third-Party systems



GMP02

Training objective / subjects covered

To inform the participants the components of a Quality Assurance System and how to evaluate its adequateness compared to the nature of the activities performed (e.g. stage of supply chain, complexity of the product)

To present and discuss quality assurance systems required by applicable legislation and authorization decisions, self-monitoring and co-responsibility on the part of operators with practical examples and discuss the use of the third-party systems such as BRC and limitations

Content

Regulation (EC) No 2023/2006 (compliance with requirements of articles 5, 6 and 7) information on tools such as Industrial guides on GMP, EU and national competent authorities' guidelines.

Quality assurance systems for self-monitoring (practical examples)

Method of training

Lecture 2.2

Responsible tutor

Training Coordinator & Tutor

Jan Arnaut

Zoe Mousia

16:00– 16:30// Coffee break

16:30 – 17:15

Module 2: Practical group Exercise: Preparation of checklist for different stages of supply chain



OCP06

Training objective / subjects covered

The objective is to prepare participants to create different checklists for business operators of different stages of supply chain (e.g.: border, wholesalers, distributors, producers of multimaterials with adhesive etc.) and to share professional experience with participants. The audience will be divided into groups in order to work on different case studies.

Method of training

Working groups

Exercise

Responsible tutor

Training Coordinator & Tutor

Zoe Mousia

Jan Arnaut

Bernard Hegarty or Katrin Kempf

Koni Grob or Jose-Angel Garde Belz

20:00 // Dinner / social event

DAY 3: Official Control of Food industry (FCM user)

9:00-12:30

Module 2: Visit of Food industry (FCM user)



OCP07

Training objective / subjects covered

The specific objective is to discuss the harmonised application of FCM requirements by the food industry laid down in the Regulation (EU) No 1935/2004 and Food law 178/2002.

To know how to check compliance of FCM in a food industry regarding the use of FCM (food packaging, food production equipment) in terms of DoCs, traceability, etc. The objective of the visit is to focus on food processing equipment not only packaging (view on FCM) and not deal with Hygiene aspects.

The visit will be divided into 5 parts:

Introduction of the food industry; introduction of the HACCP/QMS systems, control plan and documentation regarding the use of FCMs (packaging, food processing equipment)

Working group: The audience will be divided into 3 groups in order each group will visit the food production industry on the basis of the checklist requirements created the day before (DoCs/conformity certificates by the suppliers, traceability, in-house control etc.) Each group will fill in form the checklist during the visit.

Visit: Practical training of inspectors focusing on food contact materials use (packaging and food processing equipment) in food production premises

Restitution on the audience: presentation of the 3 checklists in front of the audience

Discussion: On the basis of the observations made during the morning, discussions and questions on the harmonisation of GMP practices and inspection in EU Member states

Synthesis of observations by small groups of trainees

- Discussion on the compliance control of FCM used (packaging and food processing equipment) of the Food company (FCM control is included in HACCP system)
- Discussion on FCM specification according to the intended use, and received DoCs, information regarding the FCM, in-house control)de
- Observation of Good Manufacturing Practices (e.g. FCM storage and use (Food packaging)
- Observation of traceability of Food Contact Materials

Method of training

Visit of a food industry establishment

Discussion with the Food Businesses Operator representative at the company

Responsible tutor

Training Coordinator & Tutors

Zoe Mousia

Jan Arnaut

Eugenia Lampi or Milada Sycova

12:30 – 13:30 // Lunch break

13:30 -14:00

Module 2: Discussion of official control in Food Industry (FCM user)



OCP08

Training objective / subjects covered

Observation, discussion and recording of comments on the application of Reg. (EC) No 1935/2004 and Regulation (EC) No 2023/2006 and the specific measures apply to them.

Result of the discussion will enable inspectors to make corrections on the checklist based on the experience during the field visit and to understand the importance of use

of checklists during inspections.

Method of training

Discussion

Responsible tutor

Training Coordinator & Tutor

Zoe Mousia

Eugenia Lampi or Milada Sycova

14:00 – 14:30

Module 2: Preparation of checklists



OCP09

Training objective / subjects covered

Conclusion of the participants on the preparation by competent authorities of checklists for inspectors;

Preparation and delivery of a harmonised checklist as a support to the group for the next audits, depending on the material (ceramic, plastic) and the order in the supply chain.

Method of training

Lecture 3.1

Responsible tutor

Training Coordinator & Tutor

Eugenia Lampi or Milada Sycova

Zoe Mousia

14:30 – 15:30

Module 2: Inspection of DoC and SD



OCP10

Training objective / subjects covered

Objectives of the session:

Learn how to assess DoC's (completeness and correctness) and compare with legislative requirements for the intended use. Exchange of experience between participants

- Introduction of Declarations of Compliance (DoC), specific requirements for DoCs, (explanations regarding the sum of information should be included in it)
- Introduction of Supporting Documentation (SD) of compliance and explanations of what consists the supporting documentation.
- Specific provisions for SD in the EU legislation The SD to demonstrate compliance: Aim of the SD; SD for Compliance to established limits and requirements (positive lists, Regulated tests; SD for Compliance to general requirements; (art. 3 Reg (EC) 1935/2004)
- Assessment of DoC and SD
- Content of the session: discussion on examples of DoC's covering Plastic FCM.
- Specific provisions for DoC on specific materials or topics (it will be specified the aim of DoC, who has to issue them (references to EU guidance document) and to whom are addressed.
- Introduction of the Commission's '**Guidance on information** in the supply chain.

Method of training

Lecture 3.2

Discussion

Responsible tutor

Training Coordinator & Tutor

Eugenia Lampi or Milada Sycova

Zoe Mousia

15:30-16:30

Module 2: Inspection of DoC and SD



Training objective / subjects covered

To propose about 10 examples to the audience on Inspection and check of DOC and SD and to allow share of experience between participants, after delivering the correct

OCP11 answer.

- On the basis of 5 DOCS from ceramics, plastic, regenerated cellulose film, recycled plastics, Active and Intelligent Materials and articles) participants will answer to some quick questions to assess them and to answer if the Documents fulfilled the requirements (issuer, specific information, identification data, statement of compliance, date of declaration, information on restricted substance, intended uses, statement of compliance for functional barrier
- On the basis of 5 SD (kind of information should be contained in the SD, accessibility of the SD, establishment of limit and requirements); participants are asked to answer to 5 questions, before delivering the answers.
- The quiz is designed with examples (DOC, SD) provided by the team of experts (based on their experiences)

Method of training

Quiz

Responsible tutor

Training Coordinator & Tutor

Eugenia Lampi or Milada Sycova

Zoe Mousia

16:30-17:00 // Coffee break

17:00-17:30

Module 4: National Control Plan



NCP01

Training objective / subjects covered

The main objective is to inform the officers about setting risk-based national control plans on food contact materials set up and how it could influence their daily work.

The specific objectives are:

- To know the basic principles of official control in the EU
- To know legal basis and purpose to set up national plans for food contact materials
- To know the general content of food contact materials national plans according to the stage
- To define orientations to set up national plans for food contact materials

The content will include:

- Setting up national risk-based control plans on food contact materials (Reg. (EU) No 625/2017)
- Organisation and structure of official controls performed to ensure the verification of compliance of FCM (simplification)

Method of training

Lecture 3.3

Questions & answers

Responsible tutor

Training Coordinator & Tutor

Milada Sycova or Eugenia Lampi or

Zoe Mousia

17:30-18:00

Module 4: Setting up FCM plan



NCP02

Training objective / subjects covered

A brainstorming is organised to ask participants the different considerations and criteria to take into account for setting up an FCM plan.

- Which stages are to be inspected?
- Direct and indirect checks
- Inspections at the different stages or not

- Orientations for setting up of national plans :
- Criteria to decide which materials, articles and substances to check in priority?
- Frequency
- Resources controls
- Risk to human, animal or plant health, animal welfare or the environment

Method of training

Brainstorming Discussion
Questions & answers

Responsible tutor

Training Coordinator & Tutor
Eugenia Lampi or Milada Sycova
Zoe Mousia

18:00-18:30

Module 4: New Official Regulation (EU) No 2017/625



NCP03

Training objective / subjects covered

The objective is to inform the audience on the New Regulation (EU) No 2017/625 t be applicable on December 2019.

- Changes introduced via Official Controls Regulation (EU) No 2017/625 related to FCM
- Organisation of official controls, collaboration with MS etc.
- information on RASFF and IMSOC : including benefits, drawbacks and results
- Demonstration of homepage
- Information on laboratories

Method of training

Lecture 3.4
Questions & answers

Responsible tutor

Training Coordinator & Tutor
Zoe Mousia

20:00 // Dinner in traditional restaurant

DAY 4: Laboratory control and follow up and closing meeting

08:30-09:15

Module 4: FCM Sampling Laboratory



NCP04

Training objective / subjects covered

To inform the audience on FCM sampling and on Laboratory control (conditions of migrations tests, difficulties)

To inform how they can benefit from the Laboratory expertise on the daily work for the control of FCM.

Content

Regulation 10/2011 and other specific measures (as Directive 84/500-ceramic, etc)
Art. 34–42: Sampling, analyses, tests, Diagnoses of new Regulation (EU) No 2017/625
Assessment of compliance with migration limits, migration testing rules, reduction factors, analytical methods (Large number of substances-mixtures of them, complex matrices, no standardised methods for all substances(no methodology/guidelines/references substances), sensory analysis (organoleptic) capacity of labs limited (for verification of compliance), expertise, difficulties in analysis samples (with or no papers such as DoC, SD)

Method of training

Lecture 4.1

Questions & answers

Responsible tutor

Training Coordinator & Tutor

Eugenia Lampi or Milada Sycova

Zoe Mousia

09:15-10:15

Module 4: Follow-up



NCP05

Training objective / subjects covered

Techniques and practices to follow-up on non-compliances (penalty, sanctions, second checks, based on risk)

New reg. 625/2017 of techniques & practices to follow up on non-compliances (e.g. article 13 (written records of official controls), article 131, 132 (IMSOC-information management system for official controls and 138 actions in the event of non-compliance etc.))

Quiz on some different examples of follow-up on non-compliances: recall or destruction /sanction.

Financial penalties targeting fraudulent behaviour must reflect the economic advantage of the perpetrator or a percentage of his/her turnover) and discussion of the approach of non-compliances.

Method of training

Lecture 4.2 & Quiz

Questions & answers

Responsible tutor

Training Coordinator & Tutor

Eugenia Lampi or Milada Sycova

Zoe Mousia



10:15-10:45 // Coffee break

10:45 – 11:00

Discussion



GEM05

Training objective / subjects covered

Discussion in plenary session on the whole content of the training, moderated by the training coordinator.

Review trainees' questions and expectations

<p>Method of training Discussion</p>	<p>Responsible tutor Training Coordinator & Tutor Zoe Mousia Eugenia Lampi or Milada Sycova</p>
<p>11:00 – 11:15 Dissemination</p>	
<p> GEM06</p> <p>Training objective / subjects covered The training coordinator will share with the audience relevant documents (legislation, guidance, scientific opinions,) in order to support the audience to disseminate information not theirs colleagues.</p> <p>Method of training Discussion Question and answers</p>	<p>Responsible tutor Training Coordinator & Tutor Zoe Mousia Eugenia Lampi or Milada Sycova</p>
<p>11:15 – 11:45 Post-test (Repetition of day 1) and answers</p>	
<p> GEM07</p> <p>Training objective / subjects covered Identify the success of the training course and the difficulty of assessing Food Contact Material.</p> <p>Method of training Test</p>	<p>Responsible tutor Training Coordinator Zoe Mousia Eugenia Lampi or Milada Sycova</p>
<p>11:45– 12:00 Closing of the Training</p>	
<p> GEM08</p> <p>Training objective / subjects covered Remarks by the trainees Conclusions regarding the FCM programme</p> <p>Method of training Discussion</p>	<p>Responsible tutor Training Coordinator Zoe Mousia Eugenia Lampi or Milada Sycova</p>
<p>12:00-12:30 Evaluation and delivery of training certificates</p>	
<p> GEM09</p> <p>Evaluation of the Training on line Distribution of training certificates, group photo</p> <p>Method of training Closing ceremony</p>	<p>Responsible tutor Training Coordinator Zoe Mousia Eugenia Lampi or Milada Sycova</p>

12:30 – 13:30 // Lunch at the Hotel / After 13:30 // Free Time + Transfer to airport