



BETTER TRAINING FOR SAFER FOOD

INFORMATION FOR NATIONAL CONTACT POINTS

Organisation and implementation of training activities on

*Auditing general hygiene requirements and
control procedures based on the HACCP
principles developed by food business
operators*

under the "Better Training for Safer Food" initiative

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1. Background Information for the project

Since its conception, the HACCP principles have grown to become a universally accepted method for ensuring food safety. Widely explored, the HACCP method is facing variable interpretations and challenges in its use and adaptation to the specificities of each operator. It is clear that the **mastery** of its use by operators and control staff is rather **heterogeneous**. In addition, difficulties may be encountered in understanding its positioning in relation to other elements such as prerequisite programs or flexibility measures.

The integration of training activities on HACCP principles and audit techniques in the **BTSF initiative** is a means to promote the upgrading of control agents skills as well as improving the effectiveness and harmonization of official controls.

The Consumers, Health, Agriculture and Food Executive Agency (Chafea) is organising, on behalf of the European Commission's Health and Food Safety Directorate General (DG SANTE), a cycle of 20 training sessions on **Auditing general hygiene requirements and control procedures based on the HACCP principles developed by food business operators**. In total, 500 participants (25 per training session) will be invited during the project's Phase 1 (2018-2020). The training sessions will take place in Budapest (Hungary), Lisbon (Portugal), Paris (France), Prague (Czech Republic), and Vilnius (Lithuania).

2. General information

2.1. Training topics

The aim of the course is to develop the ability of control officials in the food sector to perform audits verifying the proper implementation of HACCP-based systems by food business operators, taking into account their specificities and with a flexible approach. The training will contribute to harmonising the control techniques, developing a consistent approach across the EU Member States and providing assurance that the audit findings in different reports are of comparable values.

The training will cover the following topics:

- Topic 1: HACCP overview
- Topic 2: Prerequisites programmes
- Topic 3: HACCP method and plan
- Topic 4: The audit process
- Topic 5: Guides and flexibility



2.2. Training sessions calendar, training locations and deadlines for sending Training Application Forms (TAFs)

Training Session	Start Date	End Date	Location	*Provisional deadline for sending TAFs
TS01	10-09-18	14-09-18	Vilnius, Lithuania	30 July 2018
TS02	08-10-18	12-10-18	Paris, France	27 August 2018
TS03	22-10-18	26-10-18	Budapest, Hungary	07 September 2018
TS04	12-11-18	16-11-18	Prague, Czech Republic	1 October 2018
TS05	03-12-18	07-12-18	Budapest, Hungary	22 October 2018
TS06	10-12-18	14-12-18	Paris, France	22 October 2018
TS07	21-01-19	25-01-19	Lisbon, Portugal	10 December 2018
TS08	04-02-19	08-02-19	Lisbon, Portugal	20 December 2018
TS09	18-02-19	22-02-19	Paris, France	7 January 2019
TS10	04-03-19	08-03-19	Prague, Czech Republic	15 January 2019
TS11	25-03-19	29-03-19	Budapest, Hungary	11 February 2019
TS12	20-05-19	24-05-19	Vilnius, Lithuania	5 April 2019
TS13	03-06-19	07-06-19	Prague, Czech Republic	20 April 2019
TS14	17-06-19	21-06-19	Vilnius, Lithuania	3 May 2019
TS15	09-09-19	13-09-19	Vilnius, Lithuania	26 July 2019
TS16	07-10-19	11-10-19	Prague, Czech Republic	20 August 2019
TS17	04-11-19	08-11-19	Budapest, Hungary	20 September 2019
TS18	25-11-19	29-11-19	Paris, France	4 October 2019
TS19	09-12-19	13-12-19	Lisbon, Portugal	28 October 2019
TS20	20-01-20	24-01-20	Lisbon, Portugal	9 December 2019

*The deadlines for sending training application forms are provisional. The exact deadlines will be presented in the official invitation letters which will be sent 2 to 3 months before each training session.



3. Selection process

3.1. Seats allocation

The allocation of seats per training session is annexed to this message.

3.2. Selection of participants

The training project targets competent authority staff of the EU Member States and selected non-EU countries involved in planning and control activities, as well as field inspectors involved in control activities in food establishments.

3.3. Criteria for selection

In order to be selected for participation in this course, nominees must:

- 1) Be staff of competent authorities performing planning and control activities in the food sector (preferably at central level) and/or field inspectors involved in official control activities in food establishments;
- 2) Have at least 3 years of professional experience;
- 3) Be familiar with the relevant EU legislation in the food sector;
- 4) Commit themselves to disseminate the knowledge received during the training among stakeholders in their home institutions / countries;
- 5) Be in a position to train others following course attendance;
- 6) Have a good (not basic) working level of English.

Priority will be given to participants who also meet the following additional conditions:

- 7) Preferably, the candidates should have attended the BTSF e-learning module on HACCP;
- 8) Candidates who have not attended the BTSF face-to-face training on HACCP so far will be preferred;
- 9) Candidates who already attended a BTSF HACCP face-to-face training in 2016-2017 are not encouraged to apply.

3.4. Participants' contribution

The attendance of each participant will entail completing three surveys. These have been designed and launched by the European Commission in strive for continuous monitoring and improvement of the quality and impact of the BTSF training activities:

- test of knowledge - at the beginning and at the end of each training session
- evaluation of the training session – at the end of each training session
- assessment of behavior and dissemination of results survey - two months after each training session.



3.5. *Application procedure*

The selection process is carried out jointly by the National Contact Point (NCP) of the beneficiary country and the Event Management Team (EMT).

Each country has a planned number of participants per training session. An Invitation to nominate participants for each particular Training Session will be sent to the relevant NCPs by the Event Management Team. A completed Training Application Form (TAF) for each nominated participant shall be forwarded by the NCP to the Event Management Team within the specified deadline. In case an invited country is not able to identify a suitable candidate within the foreseen deadline, the NCP should communicate this to the Event Management Team immediately, in order for the latter to reallocate the seat to another country.

The NCPs who need to decline seats that have been allocated to their country as per the attached SAT will be requested to provide further details on the reasons for the decline.

Tasks entrusted to the NCPs:

- ✓ Per the SAT in annex, each NCP shall take note of the overall number of participants from the respective country planned to be trained throughout the project's duration;
- ✓ The NCPs shall distribute the information about the training courses in general, and about each training session in particular, to the relevant national institutions and government bodies, contacting the Event Management Team if further information is required to facilitate the nominations;
- ✓ The NCPs shall nominate participants in line with the above mentioned selection criteria, requesting each nominated participant to fill in the Training Application Form;
- ✓ The NCPs shall send the completed TAFs to the Event Management Team within the deadline specified in the respective Invitation, ensuring that all recommendations are being followed;
- ✓ In the case of a country's interest to nominate more candidates than the number foreseen in the SAT, the NCPs are encouraged to propose these candidates as reserves. The Event Management Team will activate the reserves whenever another invited country has not been able to nominate the planned number of participants for a particular training session within the set deadline. The NCP will be informed in the case of reserve(s) activation.

Tasks carried out by the Event Management Team (EMT):

- ✓ Two to three months before each training session, the EMT will send to the NCPs an Invitation containing all relevant information, including the number of country TAFs requested for the specific training session;
- ✓ Upon receipt of each TAF, the EMT will liaise with the nominated participant directly in order to proceed with all logistical arrangements.



3.6. Practical arrangements

The European Commission will fund in full the visa, travel, accommodation, meals, and field visit costs for all training participants. No daily allowance will be paid on top of this. Any other costs are to be paid by participants themselves. Please refer to the Participant's Guide for further details.

4. Contacts

NSF Euro Consultants (www.nsf-ecg.com) Consortium is implementing this training project as an external contractor to the European Commission.

For more information please feel free to contact the Project Manager (Ms Ogniana Glavoussanova-Mereteva) and the HACCP Event Management Team on the following e-mail address:

E-mail: 2017.96.03-haccp@nsf-ecg.com