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|  | **EUROPEAN COMMISSION**  **CONSUMERS HEALTH AND FOOD EXECUTIVE AGENCY**  **Contract 2013 96 10**  Organisation and implementation of training activities on strengthening Member States' response to Union audits under the Better Training for Safer Food initiative |

Invitation to attend BTSF training Workshop

THE state of implementation of Hazard Analysis and Critical Control Points (HACCP) based systems

To be held at FVO, Grange, Ireland on 5 – 7 MAY 2015

Dear Participant

You are invited to attend the training workshop: ‘The state of implementation of Hazard Analysis and Critical Control Points (HACCP) based systems’ to be held at the European Commission Food and Veterinary Office (FVO), Grange, Dunsany, County Meath, Ireland from Tuesday 5 May – Thursday 7 May 2015.

The workshop is being organised by Food Safety Training Solutions (FSTS) under the European Commission Better Training for Safer Food (BTSF) initiative.

**Overall objective**

The overall objective of BTSF training under this contract is to strengthen Member States’ response to FVO audits.

Regulation (EC) No 882/2004 of the European Parliament and of the Council concerns official controls performed to ensure the verification of compliance with feed and food law, animal health and animal welfare rules. Article 45 of the Regulation requires that Commission experts carry out general and specific audits in Member States. The main purpose is to verify that official controls take place in Member States in accordance with multi-annual national control plans and in compliance with Community law.

Audits are carried out by the Food and Veterinary Office of the European Commission Directorate General for Health and Consumers (DG SANCO).

The **goals** of the BTSF training are that participants and their respective Member States:

1. take ownership of the findings and conclusions of audit overview reports and use them to improve their official control activities;
2. gain an understanding of good practices elsewhere in the EU and how they might be adopted in their own situation, possibly with modification to the specific structures and organisation of controls;
3. discuss weaknesses and recurring problems with a view to identifying possible root causes and solutions to remedy or alleviate the problems.

The participants should have sufficient professional experience and responsibility to be in a position to pass on their training to others following the course.

**Specific objectives of the workshop**

The FVO is currently finalising a project on the state of implementation of Hazard Analysis and Critical Control Points (HACCP) based systems. The report will describe (i) key issues which create difficulties for operators and for control authorities and (ii) examples of good practice which overcome these difficulties and which improve the effectiveness of systems and reduce unnecessary administrative burdens on small operators. It will also list suggestions for improvement.

The objective of the workshop is to have an expert review of the forthcoming FVO Overview Report on HACCP, to explore how to address the identified difficulties of implementation on the basis of selected examples of good practice and to conclude on how the effectiveness of HACCP can be improved through a range of actions, including a re-focusing of "routine" BTSF training.

The legal basis for HACCP is Article 5 of Regulation (EC) No 852/2004, Articles 6 and 7 of Regulation (EC) No 183/2005 and Regulation (EC) No 854/2004.

**Pre-conditions for high impact of the training**

1. The workshop is aimed primarily at participants from Member States. The target audience is persons in each Member State who have a policy role in relation to HACCP. The workshop is not aimed at trainers or inspectors.
2. The workshop will involve presentation of the findings of the FVO Overview Report on HACCP and discussion with Member State participants about the practical steps to be taken to best implement the recommendations.
3. Pre-selected Member State experts will present specific examples of good practice.
4. Participants should guarantee to disseminate the findings from the workshop on return to their Member States. Dissemination methods will be addressed in group discussions and follow-up support will be provided, including the use of web tools.
5. Information packages will be forwarded to participants at least one week before the workshop.
6. The format of the workshop is designed to encourage participation, peer group discussions and sharing of ideas. Participants will have an opportunity to share their experiences in the workshop and plenary sessions.
7. Please note that the workshop will be conducted in English and interpretation will not be available.

The workshop is being organised by the Food Safety Training Solutions (FSTS) Consortium who will act as facilitators and provide pedagogical support. This will include specific web-based services before, during and after the event.

**Timing**

The course sessions will start on Tuesday afternoon, 5 May 2015 and end at lunchtime on Thursday 7 May 2015.

Depending on flight schedules to Dublin airport the aim is that most participants will travel to FVO, Grange, Ireland on the morning of Tuesday 5 May 2015 and return home on Thursday afternoon, 7 May 2015. Participants for whom it is not possible to arrange suitable flight connections will arrive on Monday 4 May 2015.

**TRAINING AGENDA**

**Tuesday 5 May 2015**

***Afternoon session (including coffee break)***

1. Welcome (FSTS and FVO)
2. Legal framework for HACCP based procedures (DG SANCO)
3. Presentation of Overview Report (FVO)
4. Examples of good practice – legal provisions and guides

D.1. Presentation by Ireland: What is HACCP? Terminology, Safe Catering Guide [10 minutes]

D.2. Presentation by Belgium: National legislation concerning flexible implementation of HACCP and 33 Guides to Good Hygiene Practice (GHP) [10 min]

D.3. Presentation by UK: My HACCP web tool [10 min]

1. Discussion groups followed by short presentation of results– 5-6 people per group mentored by FVO staff.

**Wednesday 6 May 2015**

***Morning session (including coffee break)***

1. Examples of Good Practice – Hazard Analysis

A.1. Presentation by the Netherlands: Risk Plaza [10 min]

A.2. Presentation by Denmark: Hazard Analysis Tool [10 min]

1. Discussion groups followed by short presentation of results– 5-6 people per group mentored by FVO staff.
2. Examples of Good Practice – Critical Control Points

C.1. Presentation by UK: Modified Decision Tree [10 min]

1. Examples of Good Practice – Verification

D.1. Presentation by the Netherlands: Flexibility for verification [10 min]

1. Discussion groups followed by short presentation of results– 5-6 people per group mentored by FVO staff.

***Afternoon session (including coffee break)***

1. Examples of Good Practice – Flexibility

F.1. Presentation by Ireland: Flexibility for Critical Limits [10 min]

F.2. Presentation by Denmark: Clearly defined national framework for flexibility in food and feed [10 min]

1. Discussion groups followed by short presentation of results– 5-6 people per group mentored by FVO staff.
2. Examples of Good Practice – Official Controls

H.1. Presentation by the Netherlands: Multiple Outlet Approach [10 min]

H.2. Presentation by UK: Primary Authority Scheme [10 min]

H.3 Presentation by Denmark: Voluntary validation, certification of HACCP by delegated third party [10 min]

1. Examples of Good Practice – Administrative Burden

I.1. Presentation by Denmark: Simplified recording of prerequisites [10 min]

1. Discussion groups followed by short presentation of results– 5-6 people per group mentored by FVO staff.

**Thursday 7 May 2015**

***Morning session (including coffee break)***

1. Group work – Preparation of proposal for:

A.1. Development of an approach for follow-up action;

A.2. Approach to guidance and recommendations;

A.3. Identification of training needs for Competent Authority inspectors;

A.4. Proposals for future ‘routine’ training organised in the framework of BTSF.

1. Presentation of group proposals and discussion.

**12.30 pm. End of workshop, lunch and depart**

Further information and course material will be made available to participants on a dedicated website before the start of the event.

**Social events**

A welcome cocktail party will be held at the hotel on the first evening. FVO staff and course tutors will be invited. This will be followed by dinner for participants.

A three course dinner will be held on the second evening followed by a show of Irish music.

**Logistical arrangements**

The Food Safety Training Solutions Consortium (FSTS) led by Agri-Livestock Consultants Ltd (ALC) has been appointed to organise the event and make logistical arrangements. The FSTS contact address is [alc.btsf@gmail.com](mailto:alc.btsf@gmail.com). Participant arrangements will be made by Anne Martin, who can be contacted at this address.

The following participant costs will be paid by the European Commission:

1. Economy class (or equivalent) flights from the nearest convenient airport to Dublin or first-class train or bus travel as appropriate; transfer from and to Dublin airport to the hotel; transfers from the hotel to FVO offices and any visit locations.
2. Travel costs from the participant’s home to the nearest airport/bus station/train station will be covered if requested together with an estimate of the costs. You are expected to travel by public transport wherever possible.
3. Full board accommodation including room, breakfast, lunch and dinner.
4. Refreshments during morning and afternoon coffee breaks.

**Travel**

It is anticipated that most participants will arrive at FVO, Grange on Tuesday morning 5 May 2015. Some participants may need to arrive on Monday 4 May if it is not possible to arrange flights on Tuesday morning.

**Hotel**

Accommodation will be provided at the Trim Castle Hotel, a short journey from the FVO offices at Grange:

Trim Castle Hotel, Castle Street, Trim, Co. Meath, Ireland  
Telephone: +353 (0)46 948 3000

Fax: +353 (0)46 948 3077  
Email: [info@trimcastlehotel.com](mailto:info@trimcastlehotel.com)

Web: <http://www.trimcastlehotel.com/>

**Acceptance of invitation and logistical arrangements**

Please complete the attached form indicating whether you are able to attend and providing logistical details.

Please send the completed application form to your national contact point (NCP) for BTSF training. A list of NCPs\* is provided as a separate document and is also available from the website <http://ec.europa.eu/food/training_strategy/participants/ms_contact_points_en.htm>

We apologise for the short response time but please make every effort to reply to your national contact point (NCP) with a copy to [alc.btsf@gmail.com](mailto:alc.btsf@gmail.com) by **Friday 13 March 2015**.

**\*Bulgarian NCP**

Please note the sad news that the Bulgarian NCP Ms Marina Abadzhieva died recently. The temporary NCP for Bulgaria is:

Dr.Valentin Barov  
Chief expert  
e-mail:  [v\_barov@bfsa.bg](mailto:m.abadjieva@bfsa.bg)  
web:  [btsf@bfsa.bg](mailto:ipms@bfsa.bg)

**Application to attend BTSF training**

**The state of implementation of Hazard Analysis and Critical Control Points (HACCP) based systems**

**To be held at FVO, Grange, Ireland on 5 – 7 May 2015**

**Please complete the following application details:**

I wish to attend the above training course on 5 – 7 May 2015 Yes / No

I agree to participate in follow up activities to disseminate

the knowledge gained on return to my home country Yes / No

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|  | Title (Mr, Ms, Dr. Prof., etc.) |  |
| i | Full name **as in passport** |  |
| ii | Position |  |
| iii | Organisation / department |  |
| iv | Address |  |
| v | City |  |
| vi | Country |  |
| vii | Email address |  |
| viii | Contact telephone |  |
| ix | Preferred airport of departure |  |
| x | Do you have adequate English language skills to attend the above course as no interpretation or translation facilities will be available? | Yes / No |
| xi | Please indicate any special physical or dietary needs that need to be considered? |  |
| xii | Have you already been contacted by the FVO concerning your participation at this event? | Yes / No |
| xiii | Will you require reimbursement of your travel costs between your home and the airport. Please indicate the type of transport and the expected cost to and from the airport. Provide additional information on a separate sheet of paper if necessary. | Yes / No |

Do you have any queries or comments concerning the training course?

If so, please explain in the box below:

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Please complete the application and respond to your National Contact Point (NCP) with a copy to [alc.btsf@gmail.com](mailto:alc.btsf@gmail.com) by **Friday 13 March 2015**. We looking forward to meeting you at the workshop

Anne Martin

Deputy Event Manager

FSTS Consortium

[alc.btsf@gmail.com](mailto:alc.btsf@gmail.com)