

# CONTRACT NUMBER 2013 96 12

#### **O**RGANISATION AND IMPLEMENTATION OF TRAINING ACTIVITIES ON

# "FOOD HYGIENE AT PRIMARY PRODUCTION" UNDER THE 'BETTER TRAINING FOR SAFER FOOD' INITIATIVE"

# COURSE 2B ON LIVE BIVALVE MOLLUSCS

# INFORMATION TO NATIONAL CONTACT POINTS

# 19 APRIL 2017

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# GENERAL INFORMATION ON THE COURSE ON HYGIENE REQUIREMENTS AT PRIMARY PRODUCTION OF LIVE BIVALVE MOLLUSCS

#### 1.1. Overall objective

Officials from MS are familiar with inspecting food establishments or operators and as Food and Veterinary Office auditing missions have detected the training needs in these inspections. Therefore it is important to raise awareness and to promote a common understanding of the rules to be complied with by food business operators operating at primary production level, disseminating best practices for official controls regarding primary production activities and enhance exchange of experience in order to identify practical solutions to implement official controls at primary production level (classification of production areas, production monitoring, growing, harvesting, including transport, storage and handling).

#### 1.2. Specific Objectives

The course on Food hygiene at primary production of live bivalve molluscs aims:

- To train professionals on how to design and implement adequate control systems of official controls of live bivalve molluscs,
- To promote risk based official controls at the level of primary production;
- To ensure the transmission of a solid understanding of the need for establishing procedures of coordination and coordination with competent authorities in related fields (agriculture, environment, health, municipalities, etc.), and in a bidirectional way (from production areas to purification centres, and vice versa);
- To enhance the knowledge about the best practices and practical conditions of operation in the live bivalve molluscs sector;
- To create awareness about the legal requirements in the field of food hygiene as in other related fields requiring further controls in LBM (e.g. health standards, biotoxins, toxic phytoplankton, etc.).
- To identify less/most efficient practices in national systems of official control in the LBM to contribute to improve and reinforce as necessary in each of their countries. The lectures, site visits to classification areas, control laboratory and purification centre, case-studies, videos and discussions shall ease the identification of gaps and best practices.

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

#### 1.3. Dates and locations

The Course 2b on Live Bivalve Molluscs will be implemented in 2 sessions, in the dates and locations indicated in the following table.

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

Deadlines for the application are in general 6 weeks before the starting date of the corresponding course.





Name Course	Training session	Location	From	То	Deadlines
LBM	C2-S4	Vigo, Spain	2017-12-11	2017-12-15	2017-10-30
LBM	C2-S5	Vigo, Spain	2018-09-24	2018-09-28	2018-08-15

#### 1.4. Coverage of the project

The project will cover the entire cost for attending the sessions.

#### **TRAVELS**

For each supported participant, the project will provide a return flight ticket - in economy class or a return train ticket in first class using the most direct route.

Upon arrival, transfer from the airport or station to the hotel will be arranged by the event managers, as well as the transfer from the training site to the airport on the last day of the training.

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

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

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

#### **HEALTH AND REPATRIATION INSURANCE**

The project also provides health and repatriation insurance for all the trainees.

#### **A**CCOMMODATION

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

- on the 1st day of the training: lunch, afternoon coffee break, dinner and room charge (single occupancy);
- from the 2nd to the 4th day of the training: full board accommodation including breakfast, 2 coffee breaks, lunch, dinner and room charge (single occupancy);
- on the 5th day of the training: breakfast, 1 coffee break and lunch for participants departing before
   19:00, dinner and room charge (single occupancy) as required for the participants departing later or
   the day after the training, depending on flights connections availability.

Important notice: Any additional expenses that may occur during the stay of the participants (e.g. phone calls, mini bar, etc.) will be directly payed by the participants, as they are costs not covered by the project.

#### **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, if it was different from the hotel;











The project will also provide the following material:

- Stationary (notepad, pen, notepad-holder);
- A folder including hand-outs of all the lectures, hand-outs, background information of tutors, guidance documents and other reference material for further study;
- USB key containing all the training material in electronic version;
- A group photo;
- A bag for keeping all materials and documentation;
- Training instructions package, to facilitate participants the dissemination of the learnings and contents.

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

#### 2. SELECTION PROCESS

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

The targeted audience should comply with the following criteria:

- Be officers of national Competent Authorities, and other government officers, involved in official controls of Live Bivalve Molluscs and/or their planning and reporting (preferably at headquarters' level);
- Be officers in charge and with broad experience in conducting sanitary surveys classifying production areas, controlling biotoxins, phytoplankton, and/or health standards in LBM;
- Be field inspectors on purification centers of LBM;
- Be officers with working knowledge about relevant elements of the food law and related regulations, specifically Regulation (EC) 852/2004, Annex I and relevant parts of Annex II and section VII of Annex III of Regulation (EC) 853/2004
- Be compromised to disseminate the learning's of the training once they finalize the training session;
- Be proficient in the English language.

Besides, participants will be requested the following:

- Participants will be asked to follow a test at the beginning and at the end of each session, to assess their knowledge gained. The assessment will be generic, anonymous as the objective is to measure the impact of the training on the understanding of the taught subjects by participants.
- Participants, when submitting their registration forms, will commit themselves to disseminate
  the knowledge received via different dissemination methods, i.e. informing colleagues about the
  information received at the training, distributing (photocopying or sending via electronic way)
  the training materials among their colleagues, preparing informative articles in the professional
  national journals, preparing presentations based on the training materials for the staff of national
  Competent Authorities or other disseminating methods which could be appropriate to share the







information received via the BTSF training. During the course participants will be provided with a training package to be used as supporting dissemination material.

Between two or three months after each session, participants will receive an e-mail submitted by
the corresponding Event Manager with a link to a standard questionnaire designed specifically to
address the use of the knowledge acquired during a training in the participants' daily work
practice and the type and level of further dissemination done following the training sessions.
Participants are expected to agree to carry out the above tests and to reply to the questionnaire.

# 2.1. Responsibilities of National Contact Points, Project Management Unit and Event Managers

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

The places allocated to the countries will be strictly respected until the deadlines. Individual allocation of seats can be found in next section.

#### **TASKS OF NCPS**

The National Contact Points are kindly requested to:

- Select the participants considering the profile participants attending should have, and fill in the registration form using the standard BTSF Template. (FHPP\_Op14\_Registration form\_CHAFEA\_2017\_2018). The template is included in excel form in the communication submitted to NCPs. In the same form, specify the type of course and session. The name of the file created should indicate the number of the session, country and name of the applicant.
- Send the registration form to the Project Manager respecting the deadlines indicated in section 1.3. to the centralized e-mail address <a href="mailto:20139612">20139612</a> <a href="mailto:primaryproduction@aenor.es">primaryproduction@aenor.es</a>
- In order to ensure some flexibility to the allocation of places, National Contact Points are kindly invited to **send additional registration forms** that will be included in a reserve list. After the deadline, those countries that have not submitted a registration form will be contacted to confirm that their place can be given to another country included in the reserve list. Once they confirm the availability of the seat, the NCP of the country that has submitted a reserve candidate, will be informed and will receive an additional seat.

#### TASKS OF THE PROJECT MANAGEMENT UNIT

All general communications and submission of registration forms of participants will be managed centrally submitting them to the e-mail address:

#### 20139612 primaryproduction@aenor.es

Tel.: +34 91432 5935

The Project Management unit will:

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





- Provide the information of the participants by the corresponding Event Manager.
- Contact the participants two or three months after the seminar and submit them a questionnaire asking which dissemination measures they have taken, considering this is a pre-condition request for participating in the training.

#### **TASKS OF EVENT MANAGER**

#### The Event Manager will:

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









## 2.2. Invited countries and allocation of places

**42 seats,** approximately **21 participants per training session,** are distributed among the invited countries according to the table below:

Country	Contract for C2
Alphabetic order	Total LBM
Member States and Candidate Countries	
Austria	1
Belgium	1
Bulgaria	1
Croatia	2
Cyprus	1
Czech Republic	
Denmark	2
Estonia	
Finland	1
France	3
Germany	2
Greece	3
Hungary	
Ireland	3
Italy	3
Latvia	
Lithuania	
Luxembourg	
Macedonia, Former Yugoslav Rep. of	
Malta	1
Montegro	
Netherlands	2
Poland	
Portugal	3
Romania	
Serbia	
Slovakia	
Slovenia	1
Spain	3
Sweden	2
Turkey	1
UK	2
Total MS & CC	38
EFTA / EEA Countries	
Iceland	1
Norway	1
Switzerland	
Total EFTA / EEA Countries	2
Third Countries	
Morocco	1
Tunisia	1
Total Third Countries	2
TOTAL Participants	42
10 IAL I al delpanes	44

C2b-S1	C2b-S2
2017-12-11/15	2018-09-24/28
Vigo, Spain	Vigo, Spain
1	
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19	19
	1
1	
1	1
1	
	1
1	1
21	21











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





## 3. TRAINING PROGRAMME COURSE 2B ON FOOD HYGIENE AT PRIMARY PRODUCTION OF LBM

			Day 1 – Afternoon		
Time		Session	Training objective / Subjects covered	Method	Tutor
16h00	16h15	Registration, Opening and Welcome	<ul> <li>Opening and welcome address</li> <li>Presentation of the Programme "Better Training for Safer Food"</li> <li>Delivery of the training kit</li> <li>Domestic arrangements</li> </ul>	Presentation	Event Manager (CHAFEA / Commission representative)
16h15	16h30	Course Introduction	<ul> <li>Introduction to the Hygiene at Primary Production – Course on LBM</li> <li>Course topics, objectives and activities</li> <li>Presentation of the team of tutors</li> </ul>	Presentation Media: BTSF Video	Training Coordinator
16h30	16h45	Introduction participants	Brief introduction of participants	Presentation	Participants
16h45	17h15	Coffee break			
17h15	17h30	Initial assessment – Pre- training test	Participants pre-training knowledge Self-Assessment test  • Measure the group of participants' knowledge at the beginning of the training	Interactive Q&A (ARS System)	Participants Training Coordinator
17h30	17h35	Dissemination action planning	Emphasise the importance of dissemination and discuss participant's plans for dissemination	Presentation	Training Coordinator
17h35	18h15	Types and production of LBM	Types of LBM, including marine gastropods, echinoderns and tunicades.  Production of LBM	Presentation	Ana MARTÍNEZ
18h15	18h45	Official Controls of LBM	Description of the different official controls at the different stages of the production process of LBM	Group Discussion	Covadonga SALGADO
19h15		Welcome drink and dinner			

Time Session Training objective / Subjects covered Method Tutor					
Time		Session	Training objective / Subjects covered	Method	Tutor









			Day 2		
Time		Session	Training objective / Subjects covered	Method	Tutor
oghoo	09h05	Introduction of the day			Training Coordinator
		Classification of production and I	relaying areas		
09h05	09h50	Classification of production and relaying areas I: locations, boundaries and sanitary survey	Establishment of locations and boundaries Sanitary survey: how to make a sanitary survey	Presentation / Q&A	Ron LEE / Andrew YOUNGER
09h50	10h30	Classification of production and relaying areas II	Outcomes of the sanitary survey: sampling programme - criteria for defining sampling points, number of samples, and sampling frequency Classification of production areas and reclassification	Presentation / Q&A	Ron LEE / Andrew YOUNGER
10h30	11h00	Coffee break			
11h00	11h30	Classification of production and relaying areas: group discussion	<ul> <li>Group discussion:</li> <li>Data used for performing a sanitary survey</li> <li>Determination of the size of the production areas</li> <li>Determination of the sampling points</li> </ul>	Working groups discussion	Ron LEE / Andrew YOUNGER 8
11h30	12h00		Presentation from group discussions		participants
		Role of the European Reference Laboratory for Marine Biotoxins			
12h00	12h30	Phytoplankton control	Toxicity produced by harmful phytoplankton  EURLMB Working group progress on phytoplankton control on sampling  protocols, pilot studies on measurement tests	Presentation / Q&A	EURLMB
12h30	13hoo	Marine biotoxins control	Health standards for marine biotoxins in for LBM: Reg. 853/2004  Methods for marine biotoxins analysis  Current activities of the EURLMB in harmonizing criteria among NRLs on analytical aspects for the control of current and emerging toxins of concern in EU	Presentation / Q&A	EURLMB
13hoo	13h15	EURLMB	Q&A session on analytical methods and role of the EU in the control of LBM in EU	Q&A and discussion	EURLMB & participants









			Day 2		
Time		Session	Training objective / Subjects covered	Method	Tutor
13h15	14h15	Lunch			
		Monitoring of production and re	lying areas		
14h15	14h30	Toxin producing plankton	Monitoring for the presence of toxin-producing plankton in production and	Presentation /	Covadonga
141117	141130	Toxin producing plankton	relaying waters	Q&A	SALGADO
14h20	14h45	Marine biotoxins	Monitoring of the presence of marine biotoxins	Presentation /	Covadonga
14h30	141145	Marine Diotoxins	LBM in production and relaying areas	Q&A	SALGADO
14h45	15hoo	Microbiological criteria	Health standards for microbiological quality in LBM: Reg. 853/2004 and Reg. 2073/2005  Methods for microbiological criteria analysis  Monitoring microbiological quality of LBM in relation to the production and relaying areas	Presentation / Q&A	Ron LEE / Andrew YOUNGER
15hoo	15h15	Chemical contaminants	Standards for chemical contaminants in LBM: Reg. 1881/2006 Methods for chemical contaminants analysis Monitoring for the presence of chemical contaminants in LBM in production and relaying areas	Presentation / Q&A	Covadonga SALGADO
15h15	15h30	Monitoring of production and relaying areas	Discussion and Q&A in relation to monitoring of production and relying areas	Q&A and discussion	Tutors & participants
		Decisions after monitoring			
15h30	15h45	Management of areas following monitoring results	Decisions following results of monitoring exceeding the health standards for LBM or any other risk to human health	Presentation / Q&A	Covadonga SALGADO
15h45	16hoo	Other requirements	Additional monitoring requirements  Recording and exchange of information  Food Business Operator's own-checks	Presentation / Q&A	Covadonga SALGADO
16hoo	16h30	Coffee break			
16h30	17h30	Community Guide to the	Group discussion: Discussion and comments on the	Working group	Ron LEE /









	Day 2						
Time		Session	Training objective / Subjects covered	Method	Tutor		
		Principles of Good Practice for	harmonisation of the requirements and controls at country level.	discussion	Andrew		
		the Microbiological	Proposed discussion topics (to be included all or to make a		YOUNGER &		
		Classification and Monitoring	selection of them):		participants		
		of Bivalve Mollusc Production	- WG 1: Reclassification criteria				
		and Relaying Areas with	- WG 2: Closure of areas				
		regard to Reg. 854/2004 and	- WG 3: Classified production areas with seasonal production and				
		EURL Guide to Good Practice:	production areas with seasonal classification				
		Technical Application	- WG 4: Phytoplankton monitoring and biotoxins risk assessment				
			- WG 5: Management actions based upon virus monitoring: virus				
			detection method, monitoring and decisions on outbreaks				
47h20	40hoc		Continuation group discussion: presentation of the groups to the audience.	1	Tutors &		
17h30	18hoo		Q&A		participants		
18h30		Social event and dinner					

	Day 3							
Time		Session	Training objective / Subjects covered	Method	Tutor			
o8h3o	o8h35	Introduction of the day			Training coordinator			
		Practical exercise – Sampling						
o8h35	oghoo	Sampling exercise – Introduction	Introduction of the production area to be visited Group assignment Visit to a production area – harvesting	Hands on training – site visit	José MORALES VILA			
o9hoo	10h00	Travel to production area						
10h00	12h30	Sampling exercise –	Visit to a production area – harvesting	Hands on training	José MORALES			









			Day 3		
Time		Session	Training objective / Subjects covered	Method	Tutor
		demonstration	Demonstration of sampling exercise	– site visit	VILA
12h30	13h3o	Sampling exercise – explanation	Practical explanations of the classification and monitoring of production areas  Practicalities of control and management of production areas and monitoring programmes		
13h30	15h30	Lunch and travel			
		Practical exercise – decisions a	fter monitoring		
15h30	17h00	Decisions after monitoring	Group activity: examples of laboratory reports are provided to participants.  Based on results from laboratory reports provided, take decisions on the status of a classified area.  Analyse the impact of the decision taken Present the outcomes from the discussions and analyse per group to the plenary and summarise best practices	Working groups discussion	Participants All tutors:
17h00	17h15	Coffee break			
17h15	18h3o	Effectiveness of the monitoring	Group activity: Discuss among participants the difficulties encountered in each MS in the control of the production areas  Make a reflexion on the distribution of responsibilities in each phase and the effectiveness of the monitoring	Working groups discussion	Participants All tutors
		Dinner & travel to hotel			

Day 4					
Time		Session	Training objective / Subjects covered	Method	Tutor
o8h45	08h50	Introduction of the day			Training









			Day 4		
Time		Session	Training objective / Subjects covered	Method	Tutor
					coordinator
		Dispatch and purification centres			
o8h5o	09h15	Purification systems	Presentation of different purification systems in the EU	Presentation /	David LYONS
09h15	09h45	Validation of purification systems	Validation of the purification process in purification centres	Q&A Presentation / Q&A	David LYONS
09h45	10h30	Requirements for dispatch and purification centres	Structural requirements  Hygiene requirements	Presentation / Q&A	David LYONS
10h30	11h45	Coffee and transport	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	<b></b>	
11h45	12h15	Inspection to a purification centre – Introduction	Presentation of a checklist  Distribution of working groups and tasks allocated to each group  Presentation of the purification centre to be visited		David LYONS Luigi LANNI Participants
12h15	13h30	Inspection to a purification centre - exercise	Visit and analyse structural and hygiene requirements of a purification centre:  - Documentary checks, including registration documents - Premises check: structural and hygiene requirements	- Hands on training - site visit	
13h30	16h00	Lunch and transport			
16hoo	18hoo	Inspection to a purification centre – discussion	Group activity:  Based on the example visited, discuss different topics addressed to each group in order to find best practices among participants own experience	Working groups discussion	David LYONS Luigi LANNI Participants
		Farewell dinner			

	Day 5 – Morning				
Time		Session	Training objective / Subjects covered	Method	Tutor









	Day 5 – Morning					
Time		Session	Training objective / Subjects covered	Method	Tutor	
o9hoo	09h05	Introduction of the day				
09h05	10h00	Official controls of pectinidae and marine gastropods harvested outside classified production areas	Requirements applicable to <i>pectinidae</i> and live marine gastropods not filter feeders harvested outside CPA (Reg. 853/2004 and 854/2004)  Commission Decision 2002/226/EC	Presentation / Q&A	Luigi LANNI	
10h00	10h30	Best practices	Group discussion on official control of LBM best practices	Brainstorming	Covadonga SALGADO & Luigi LANNI	
10h30	11h00	Coffee break				
11h00	11h45	Best practices	Conclusions and summary of the course including updates on the discussions at LBM WG level		DG SANTE	
11h45	12h00	Post-training Test	<ul> <li>Participants post-training knowledge test</li> <li>Measure the impact of the training on the understanding of the taught subject by the group</li> <li>Responding to outstanding questions from pre-course questionnaires</li> </ul>	Interactive Q&A (ARS System)	Participants Training coordinator	
12hoo	12h15	On-line evaluations and Dissemination	<ul> <li>Training evaluation by participants: on-line evaluation forms</li> <li>Assessment of course delivery against participants' expectations and course objectives</li> <li>Establishment of networking opportunities</li> <li>Tentative guidelines for future actions</li> </ul>	Plenary Discussion	Participants	
12h15	12h30	Certificates and Final speeches	Delivery of the training certificates     Final speeches of CHAFEA representatives / Event Manager	Plenary Discussion	TC / EM (CHAFEA / Commission representative)	
12h45		Lunch and travel home				



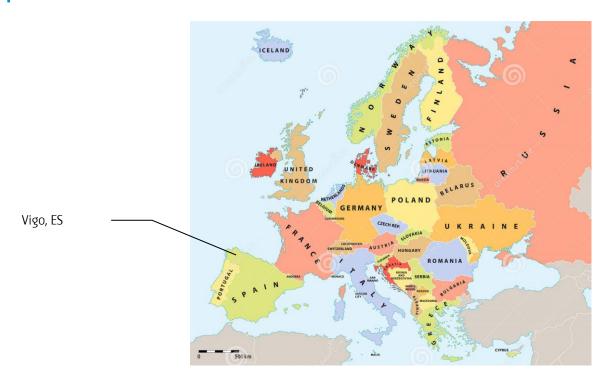








#### 4. VENUE



The training venues per type of course and year will be the following:

Course	C2b	
Locations / Num. sessions	2	
Vigo (Spain)	2	

#### **Spain**

Vigo/ Sercotel Bahia de Vigo Rúa Cánovas del Castillo 24, 36202, Vigo (Pontevedra)

Tel: +34 933 636 363

Email: reservas@hotelbahiadevigo.es Web: www.hotelbahiadevigo.com

#### Geography

Vigo is a city and municipality in the province of Pontevedra, in Galicia, north-west Spain on the Atlantic Ocean. It has the largest fishing port in Europe and is the home port of the world's largest fishing company and the most important centre of the Galician canned fish industry. The headquarters of the European Fisheries Control Agency are also located in the city.

# Means of transport and

Three airports will potentially be used, Vigo airport, Oporto Airport and Santiago de Compostela Airport. Vigo airport is the closest and receives international flights from main central European cities. In some occasions Oporto and Santiago







accessibility

de Compostela, will be considered as alternative airports in order to try to find the most direct route to the training venue. Transfers will be accordingly organised from the arrival airport.

Venues

Sercotel Bahía de Vigo is located just in front of the harbour of big vessels, in front of a commercial centre and to a nice walking area close to the sea. The Hotel is located in the city centre and walking area.

Social event

A visit to the castle now reconverted to a hotel, with incredible views to the Ocean will be a selected site visit. Alternatives, upon climate and weather conditions, can be presented, as best coasts beaches, visit Castredos Park, old town and/or tapas tour.





