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ORGANISATION AND IMPLEMENTATION OF TRAINING ACTIVITIES ON

**“FOOD HYGIENE AT PRIMARY PRODUCTION”
UNDER THE ‘BETTER TRAINING FOR SAFER FOOD’
INITIATIVE”**

COURSE 3 ON FOOD ON NON ANIMAL ORIGIN

INFORMATION TO NATIONAL CONTACT POINTS

19 APRIL 2017

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A project implemented by



ainia
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AGRICONSULTING EUROPE SA



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1. GENERAL INFORMATION ON THE COURSE ON HYGIENE REQUIREMENTS AT PRIMARY PRODUCTION OF FOOD OF NON-ANIMAL ORIGIN

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 (production, growing, harvest, including transport, storage and handling).

1.2. Specific Objectives

The course on Food hygiene at primary production of **food of non-animal origin** aims:

- To train professionals on how to design and implement adequate systems of hygiene official controls in the food of non-animal origin level;
- To promote risk based official controls at the level of primary level;
- 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 farm to slaughtering house, and vice versa);
- To enhance the knowledge about the best practices and practical conditions of operation in the different types of primary production in the food of non-animal origin sector;
- To create awareness about the legal requirements in the field of food hygiene as an integrated approach including other related fields requiring further controls in the food business rearing land animals (e.g. handling of by-products and control of animal health);
- To identify less/most efficient practices in national systems of official control in the food of non-animal origin producers and therefore to contribute to improve and reinforce as necessary in each of their countries. The lectures, site visits to a green leave producer and to a seeds and seeds for sprouting production organisation, while additional information on, 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 3 on hygiene requirements on **primary production of food of non-animal origin** will be implemented in 5 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 | To | Deadlines |
|-------------|------------------|-------------------|------------|------------|-------------------|
| Fnao | C3-S1 | Budapest, Hungary | 2017-06-05 | 2017-06-09 | 2017-05-05 |
| Fnao | C3-S2 | Budapest, Hungary | 2017-09-18 | 2017-09-22 | 2017-08-07 |
| Fnao | C3-S3 | Bologna, Italy | 2017-11-27 | 2017-12-01 | 2017-10-16 |
| Fnao | C3-S4 | Alicante, Spain | 2018-02-26 | 2018-03-02 | 2018-01-15 |
| Fnao | C3-S5 | Alicante, Spain | 2018-05-21 | 2018-05-25 | 2018-04-09 |

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.

ACCOMMODATION

The project will provide full-board accommodation for subsidized 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 paid 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 and/or their planning and reporting (preferably at headquarters' level);**
- **Be field inspectors with working knowledge on hygiene requirements at primary production official controls, in food of non-animal origin;**
- **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_CHAFAEA_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 20139612_primaryproduction@aenor.es
- 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



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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

175 seats, approximately **35 participants per training session**, are distributed among the invited countries according to the table below:

| Country | Contract for C3 | C3-S1 2017-06-05/09 Budapest /Hungary | C3-S2 2017-09-18/22 Budapest /Hungary | C3-S3 2017-11-27 to 12-01 Italy/Bologna | C3-S4 2018-02-26/03-02 Alicante/ Spain | C3-S5 2018-05-21/25 Alicante / Spain |
|--|------------------------------|---|---|---|--|--|
| Alphabetic order | Total Food Non Animal Origin | | | | | |
| Member States and Candidate Countries | | | | | | |
| Austria | 4 | 1 | 1 | 1 | 1 | |
| Belgium | 4 | 1 | | 1 | 1 | 1 |
| Bulgaria | 6 | 1 | 2 | 1 | 1 | 1 |
| Croatia | 6 | 1 | 1 | 1 | 1 | 2 |
| Cyprus | 4 | 1 | | 1 | 1 | 1 |
| Czech Republic | 6 | 1 | 2 | 1 | 1 | 1 |
| Denmark | 4 | 1 | 1 | 1 | | 1 |
| Estonia | 3 | | 1 | 1 | 1 | |
| Finland | 3 | 1 | | | 1 | 1 |
| France | 6 | 1 | 1 | 1 | 2 | 1 |
| Germany | 9 | 2 | 1 | 2 | 2 | 2 |
| Greece | 6 | 1 | 2 | 1 | 1 | 1 |
| Hungary | 6 | 2 | 1 | 1 | 1 | 1 |
| Ireland | 8 | 1 | 1 | 2 | 2 | 2 |
| Italy | 9 | 2 | 2 | 2 | 1 | 2 |
| Latvia | 6 | 2 | 1 | 1 | 1 | 1 |
| Lithuania | 6 | 1 | 2 | 1 | 1 | 1 |
| Luxembourg | 1 | | 1 | | | |
| Macedonia, Former Yugoslav Rep. of | 4 | 1 | | 1 | 1 | 1 |
| Malta | 4 | | 1 | 1 | 1 | 1 |
| Montenegro | 1 | | | 1 | | |
| Netherlands | 4 | 1 | 1 | 1 | | 1 |
| Poland | 9 | 2 | 1 | 2 | 2 | 2 |
| Portugal | 8 | 2 | 2 | 1 | 2 | 1 |
| Romania | 4 | 1 | 1 | | 1 | 1 |
| Serbia | 1 | | | 1 | | |
| Slovakia | 5 | 1 | 1 | 1 | 1 | 1 |
| Slovenia | 4 | | 1 | 1 | 1 | 1 |
| Spain | 9 | 2 | 1 | 2 | 2 | 2 |
| Sweden | 6 | 1 | 2 | 1 | 1 | 1 |
| Turkey | 4 | 1 | 1 | 1 | 1 | |
| UK | 9 | 2 | 2 | 1 | 2 | 2 |
| Total MS & CC | 169 | 34 | 34 | 34 | 34 | 33 |
| EFTA / EEA Countries | | | | | | |
| Iceland | 2 | | 1 | | | 1 |
| Norway | 2 | 1 | | | 1 | |
| Switzerland | 2 | | | 1 | | 1 |
| Total EFTA / EEA Countries | 6 | 1 | 1 | 1 | 1 | 2 |
| TOTAL Participants | 175 | 35 | 35 | 35 | 35 | 35 |



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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.



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3. TRAINING PROGRAMME COURSE 3 ON PRIMARY PRODUCTION OF FOOD OF NON-ANIMAL ORIGIN

| Day 1 - Monday | | | | |
|----------------|-------|---|--|--|
| Time | | Title of the session | Training Objective / Subjects Covered | Method of Training / Name of responsible tutor |
| 09h00 | 16h30 | Welcome and registration of participants | | |
| 16h00 | 16h30 | Welcome address | Welcome addressed: introduction, objectives and expected results Delivery of the material BTSF background presentation Tutors and participants introduction | Introductory remarks Questions and Answers Media: BTSF Video Project Manager or Event Manager Training Coordinator / Mr. Gino Cecchini |
| 16h30 | 16h45 | 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 |
| 16h45 | 17h15 | Current status on primary production controls in EU | Provide the participants with insight to the current status on primary production controls in EU, especially the results of the controls carried out. | Presentation Training Coordinator / DG SANCO Brussels / FVO |
| 17h15 | 18h30 | Definition of Primary production in the food of non-animal origin | Participants will be guided through a brainstorming on defining primary production and their key principles in the field of food hygiene of plants origin. What is primary production? | Brainstorming session Training Coordinator / Mr. Gino Cecchini |
| 20h00 | | Welcome drink and dinner | | |

| Day 2 - Tuesday | | | | |
|-----------------|-------|--|---|--|
| Time | | Title of the session | Training Objective / Subjects Covered | Method of Training / Responsible |
| 09h00 | 09h05 | Introduction to the day's activities | Introduction | Training coordinator - Mr. Gino Cecchini |
| 09h05 | 09h50 | Overview of EU Legislation on primary production and supporting guidelines | EU legislation with regards to primary production – current situation. What is primary production: <ul style="list-style-type: none"> Relevant <u>requirements</u> in Regulations 178/2002 and 852/2004 – Hazards, registration, documental control, record keeping, precautionary measures, storage EU legislation on seeds intended for sprouting and sprouts: A brief overview of the requirements set up in Regulations 208/2013, 209/2013, 210/2013, 211/2013 and 704/2014 with special focus on requirements of establishments producing sprouts. Guidance documents and national guides | Presentation / Q&A Mr. Gino Cecchini |



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Day 2 - Tuesday

| Time | Title of the session | Training Objective / Subjects Covered | Method of Training / Responsible |
|-------|----------------------|---|---|
| | | <ul style="list-style-type: none"> Background information on main risks Flexibility provisions – recapitulation of provisions in Regulation (EC) 852/2004 | |
| 09h50 | 10h00 | The primary production process in the food of non-animal origin | Summary: <u>Flow diagram</u> for the production process – and cross sectorial legislation for official controls, an overview. |
| 10h00 | 10h30 | Cross sectorial legislation applying to primary production in food non-animal origin | The legislation applying to FBO and, in particular horizontal issues concerning: Fertilizers, Plant Protection Products, Waste Management, Seeds, Organic production, GMOs It will be presented the duties of the Competent Authorities with regards to controls applying to primary production, from a general perspective. |
| 10h30 | 10h50 | Coffee Break & Photo group | |
| 10h50 | 13h00 | Bests official control practices in primary production of food of non-animal origin | Introduction to official controls at primary production on food of non-animal origin and introduction to the working group. Working group session: Participants will be divided in 5 groups of 6 persons. The following discussion topics will be distributed among the participants for discussion among them focusing on pre-harvest, harvest and post-harvest: <ul style="list-style-type: none"> Designation of Competent Authorities for PP of food of non-animal origin: Ministry of Agriculture versus Ministry of Health, Central and Regional Competent Authorities – training, cooperation and collaboration arrangements Registration / approval of establishments Organisation and scope of official controls: planning (risk based), documented procedures, methods and techniques Presentations of group conclusions and outcomes |
| 13h00 | 14h00 | Lunch | |
| 14h00 | 15h00 | Official controls based on risks – identification of risks | Official controls based on risks: Introduction to the process of risk assessment. Brainstorming session in groups: Identification of biological hazards in pre-harvest, harvest and post-harvest production phases. Presentations of group conclusions and summary by the tutor. |
| 15h00 | 15h30 | Risks assessment EFSA Mandates | EFSA Mandates, current recommendations and positions |
| 15h30 | 16h00 | Official controls based on risks – planning | Elements to be considered in the risk categorization and subsequent planning of official controls based on them: participants, based on their own national guides will determine best practices for proportional and |



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| Day 2 - Tuesday | | | | |
|-----------------|-------|---|---|--|
| Time | | Title of the session | Training Objective / Subjects Covered | Method of Training / Responsible |
| | | | reasonable official controls. Tutors will guide the participants in their presentation and will jointly elaborate a best practice guide | Ms Liesbeth Jacxsens |
| 16h00 | 16h20 | Coffee Break | | |
| 16h20 | 17h30 | Official controls based on risks – planning | Continuation. The tutor will finalize with a summary of main requirements set in Regulation 882/2004 on official controls and conclusions will be drawn by the tutor on risk based official controls. | Interactive session of participants and tutors Ms Liesbeth Jacxsens |
| 17h30 | 18h00 | Best official controls practices | Theme: Implementation of best official control practices in primary production of food of non-animal origin Discussion and summary of best practices will be introduced with the electronic vote. Participants will be given the electronic voting system and tutors will formulate specific questions with regards to previous considerations. It will serve three aspects: as a survey system, identifying best practices, as confirmation that key aspects of the subject details have been well understood, and as a recap and conclusion to the activities of the training day. | Interaction between tutors and participants All |
| 20h00 | | Dinner | | |



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| Day 3 - Wednesday | | | | |
|-------------------|-------|---|---|---|
| Time | | Title of the session | Training Objective / Subjects Covered | Method of training / responsible tutor |
| 09h00 | 09h05 | Introduction | Introduction and presentation of the objectives of the day | Mr. Gino Cecchini |
| 09h10 | 09h20 | Biological hazards in fruits and vegetables | Food borne outbreaks and pathogens related to fresh produce | Presentation Mrs. Catherine Jacquin |
| 09h20 | 09h50 | Biological hazards in primary production of fruits and vegetables and their prevention. Pre-harvest | Biological hazards and control of pathogens in the pre-harvest stage of production | Presentation Mrs. Catherine Jacquin |
| 09h50 | 10h15 | Preparation of the study visit on pre-harvest official controls | Preparation of an inspection grid: what evidence should be taken during an on-site inspection on pre-harvest phase to demonstrate and guarantee that the product is safe and compliant with food safety requirements Preparation of a site visit: Participants will be given the necessary information to proceed for the site visit | Presentation Mr. István Ecsedi Event Manager |
| 10h15 | 10h50 | Transport to the site visit | | |
| 10h50 | 13h30 | Site visit – grower of fruits or vegetal grower | Visit to fruit / vegetal grower – visit to the growing area: Overview and analysis of farming activities inputs, conditions and harvesting practices in relation to biological hazards The participants will be guided by a local expert and tutors The participants will simulate an inspection, taking note of the evidences in the farm and its conformity against their national guide The supporting documents for the visit are:: <ul style="list-style-type: none"> Grid developed by the tutoring team National guide of reference | Site visit All |
| 13h30 | 15h00 | Lunch and transport | | |
| 15h00 | 16h15 | Pre-harvest official controls | Based on the observations made during visits, working groups will discuss, prepare and present their conclusions according to their group assignment. Discussion will focus in: <ul style="list-style-type: none"> Pre-harvest Official Controls | Working groups – study case Participants Mr. István Ecsedi Mr. Catherine Jacquin |
| 16h15 | 16h30 | Afternoon break | | |
| 16h30 | 17h15 | Pre-harvest official controls | Debriefing session Presentation of the working group discussions and conclusions | Working group – debriefing Mr. Catherine Jacquin Mr. István Ecsedi |



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Day 3 - Wednesday

| Time | | Title of the session | Training Objective / Subjects Covered | Method of training / responsible tutor |
|-------|-------|---|---|---|
| 17h15 | 17h30 | Pre-harvest official controls in seeds and seeds for sprouting producing establishments | Particularities of an inspection to seeds for sprouting and sprouting producing establishments: additional requirements on pre-harvest | Brainstorming / presentation Mr. István Ecsedi |
| 17h30 | 18h00 | Discussions | Theme: Pre-harvest Official Controls Discussion and summary of best practices will be introduced with the electronic vote. Participants will be given the electronic voting system and tutors will formulate specific questions with regards to previous considerations. It will serve three aspects: as a survey system, identifying best practices, as confirmation that key aspects of the subject details have been well understood, and as a recap an conclusion to the activities of the training day. | Interaction between tutors and participants Mr. Gino Cecchini Mr. István Ecsedi Mrs. Catherine Jacquin |
| 20h00 | | Dinner | | |

Day 4- Thursday

| Time | | Title of the session | Training Objective / Subjects Covered | Method of Training / Responsible |
|-------|-------|--|--|---|
| 09h00 | 09h05 | Introduction | Introduction and presentation of the objectives of the day | Mr. Gino Cecchini |
| 09h05 | 09h45 | Biological hazards in primary production of Harvest and Post-harvest | Biological hazards and control of pathogens in the harvest and post-harvest stages of production. Microbiological testing for fruit and vegetables | Presentation Mrs. Catherine Jacquin |
| 09h45 | 10h00 | Preparation of the study visit on sprouts and seeds intended for sprouting producing establishment | Preparation of an inspection grid: what evidence should be taken during an on-site inspection during the harvest and post-harvest to demonstrate and guarantee that the product is safe and compliant with food safety requirements Preparation of a site visit: Participants will be given the necessary information to proceed for the site visit to a farm, crops and facilities – control of biological contaminants. | Presentation / working group Ms Ute Messelhaeusser |
| 10h00 | 10h45 | Coffee Break – transport to the site visit | | |
| 10h45 | 13h30 | Site visit – seeds and seeds for sprouting | Visit to a seeds for sprouting or sprouting producing establishment: The participants will be guided by a local expert and tutor. | Site visit All |



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| Day 4- Thursday | | | | |
|-----------------|-------|--|---|--|
| Time | | Title of the session | Training Objective / Subjects Covered | Method of Training / Responsible |
| | | producing establishment | <p>The participants will simulate an inspection, taking note of the evidences in the harvesting and post-harvesting process and its conformity against their national guide</p> <p>The supporting documents for the visit are:</p> <ul style="list-style-type: none"> Grid developed by the tutoring team National guide of reference <p>During the visit special attention will be drawn to major routes of contamination during harvesting and post harvesting.</p> | |
| 13h30 | 15h00 | Lunch & transport | | |
| 15h00 | 16h00 | Harvest and Post-harvest official controls | <p>Based on the observations made during visits, working groups will discuss, prepare and present their conclusions according to their group assignment (Processing aids, food contact materials, intelligent materials, plant protection product). Discussion will focus in:</p> <ul style="list-style-type: none"> Harvest and post-harvest Official Controls | Working groups – study case Participants Tutors |
| 16h00 | 16h20 | Coffee Break | | |
| 16h20 | 17h00 | Harvest and Post-harvest official controls | <p>Debriefing session</p> <p>Presentation of the working group discussions and conclusions</p> | Working groups – study case / Participants / Tutors |
| 17h00 | 17h15 | Harvest and Post-harvest official controls on seeds and sprouts premises | Particularities of an inspection to a seeds and sprouts establishment: additional requirements on harvest and post-harvest | Brainstorming / presentation Ms Ute Messelhaeusser |
| 17h15 | 17h30 | Sampling and testing sprouts | Sampling and microbiological testing of seeds for sprouting and sprouts | Presentation Ms Ute Messelhaeusser |
| 17h30 | 18h00 | Discussions | <p>Theme: Harvest and post-harvest official controls</p> <p>Discussion and summary of best practices will be introduced with the electronic vote. Participants will be given the electronic voting system and tutors will formulate specific questions with regards to previous considerations. It will serve three aspects: as a survey system, identifying best practices, as confirmation that key aspects of the subject's details have been well understood, and as a recap and conclusion to the activities of the training day.</p> | Interaction between tutors and participants Tutors |
| 20h00 | | Dinner | | |



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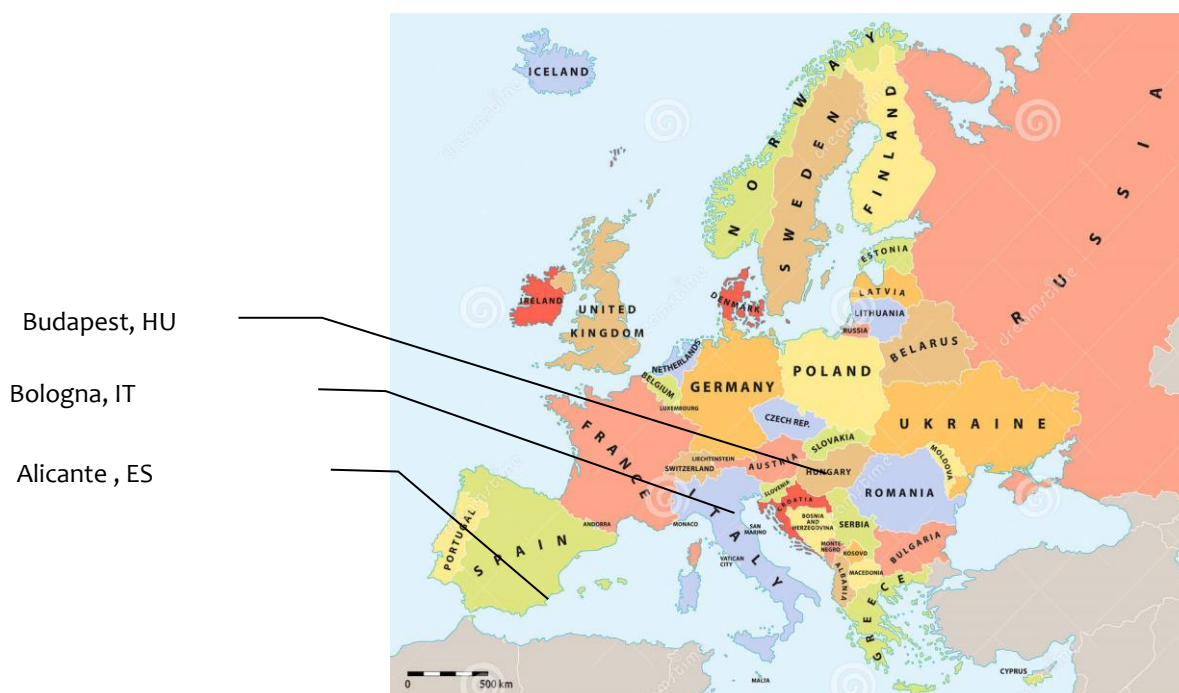
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| Day 5- Friday | | | | |
|---------------|-------|--|---|--|
| Time | | Title of the session | Training Objective / Subjects Covered | Methods of Training / Responsible |
| 08h30 | 08h35 | Introduction to the day's activities | Introduction and presentation of the objectives of the day | Mr. Gino Cecchini |
| 08h35 | 09h30 | Effectiveness of the system | A brainstorming session will bring forward the elements to have an efficient system. The conclusions will be presented by the tutors, summarizing the elements that make the system be effective | Working group discussion Participants Mrs. Isabel Verde |
| 09h30 | 10h30 | Action plan to improvements | Cont. brainstorming. Focus on root cause identification and elaboration of an action plan that better ensures the effectiveness of the system. Feasible cases will be drawn from the previous days' field visits and discussions | Working group session Mrs. Isabel Verde |
| 10h30 | 11h00 | Coffee Break | | |
| 11h00 | 12h00 | Study cases – action plan for the improvement of official controls – food of non-animal origin | Feasible cases will be drawn from the previous days' field visits and discussions. | Working group discussion Mrs. Isabel VERDE |
| 12h00 | 12h15 | Summary of main topics covered in relation to hygiene of plants | Lessons learned and topics covered. Wrap up discussions | Presentation from discussions Mr. Gino Cecchini |
| 12h15 | 12h30 | Initial assessment – Post-training test | Participants post-training knowledge Self-Assessment test • Measure the group of participants' knowledge at the end of the training | Interactive Q&A (ARS System) Participants Training Coordinator |
| 12h30 | 13h00 | Conclusions | Final conclusions. On-line evaluation and training certificates. Farewell. | Training coordinator – Mr. Gino Cecchini |
| | | Lunch and travel back home | | |

Note: the order of the visits could be switched depending on the availability of the premises.



4. VENUES



The training venues will be the following:

| Course on Food of non animal origin | C3 |
|-------------------------------------|----|
| Locations / Num. sessions | 5 |
| Budapest (Hungary) | 2 |
| Bologna (Italy) | 1 |
| Alicante (Spain) | 2 |

Hungary

Budapest - Hotel NH Budapest City

Vígszínház u. 3, Budapest,

1137 Hungary

Tel. +36 1 814 0000

<http://www.nh-hotels.com/hotels/Budapest>

Geography

Budapest or pearl of Danube is the biggest and capital city of Hungary. Budapest has a story both beautiful and painful. How many invaders do not they covered and occupied the Danubian River which is located on the road to Vienna, as an imaginary line between East and West.

Means of transport and accessibility

Budapest has an international airport with connection with other important international airports (as Zurich) and connect all Europe with Budapest. Transfers from the airport to the hotel are arranged with a private shuttle.



company. A taxi driver with the sign board of the BTSF logo will wait for them at the arrival hall.

Hotel

Hotel NH Budapest City is a 4-star hotel located in the Újlipótváros business district on the Pest side of the river. Some of Budapest's star attractions are right on the doorstep, and the nearby metro station whisks you to more tourist hotspots: a 10-minute walk to the Danube River and famous Parliament building; close to Margaret Island, for tranquil walks and cycle rides and a metro ride away from the castle and synagogue.

The hotel's 160 rooms are all of a Standard type – they're simply furnished but very comfortable. They have satellite TVs, tea and coffee-making facilities and free wireless access.

Social event

A site visit to the city will be organized during the session.

Spain

Alicante - AC Hotel by Marriott

Avda. Elche, 3

03008 Alicante

Tel: +34 965 120 178

Email: acalicante@ac-hotels.com

Web: www.ac-hotels.com | www.hotelalicante.com

Geography

Spain is the primary producer and exporter of fruits and vegetables for fresh consumption in Europe, and the Mediterranean regions is the principal area of intensive, irrigated horticulture.

Alicante is located in south-eastern Iberian Peninsula, and the vegetable and fruit sector is a very dynamic and has become the primary agricultural production sector, basically in Orange trees, orchard fruits, rice, and vegetables.

Means of transport and accessibility

The nearest airport is situated 8 km. in the city of Alicante, very well communicated and easily accessible from many of the European cities.

Venues

AC Hotel by Marriott is fantastically situated in the city, just in front of the sea. The hotel counts with all facilities and services that a high four star hotel has, and further to that, is just beside the harbour and other leisure and shopping area of the city of Alicante. During the first, second and fifth day of the session, the meeting premises at the hotel will be used.

Social event

A tour to the city of Alicante will be organised, ending with a special dinner at a typical Mediterranean restaurant

Italy – Bologna t.b.c.