



BETTER TRAINING FOR SAFER FOOD

INFORMATION FOR NATIONAL CONTACT POINTS

Organisation and implementation of training activities on
Controls on Contaminants in Food
under the "Better Training for Safer Food" initiative

Contract 2016 96 05





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1. General information on the project

1.1 Objectives of the training activities

The BTSF training on Control on contaminants in food (CTM) replies to a general need to ensure consumer protection and to improve the capacity of Competent Authorities to implement the EU legislation on contaminants in food and feed in a harmonized way. This need can be met only by an effective and trustworthy control system on contaminants built from farm to fork.

Given the complexity of the contaminants sector and the diversity of issues encountered in the implementation of official controls and their co-ordination, the training consists of two courses:

Course 1 – EU regulations and guidelines applicable to the control of contaminants (8 training sessions) – a more **basic** course focused on increasing the common understanding of the EU legislative framework related to the control of contaminants in feed and food, improving the general knowledge on contaminants, their sources and existing EU guidelines for their prevention as well as promoting exchanges and cooperation within EU.

Course 2 – Official controls plans and systems for the control of contaminants (4 training sessions) – a more **advanced** course aiming to explain to participants how to apply the acquired knowledge during Course 1, on the one hand, and on the other to improve competent authorities' capacity in setting up systems for the control of contaminants in feed and food, and thus ensure the appropriate and harmonized implementation of monitoring and official controls plans in this field.

A total of 360 participants (30 per training session) from EU Member States, Candidate Countries and selected Non-EU Countries will be invited to the 12 Training Sessions, running **from October 2017 to October 2018**. Each training session has a duration of 3 academic (4 calendar) days, from Tuesday noon (Day 1) to Friday noon (Day 4).

1.2 Short description of the topics per course

Course 1 – EU regulations and guidelines applicable to the control of contaminants

- Topic 1: Risk assessment in relation to food and feed safety
- Topic 2: Development of risk management measures and tools as regards contaminants in food and feed
- Topic 3: Relationship between contaminants in feed and food with a focus on risk management measures
- Topic 4: Official controls on contaminants along the food chain
- Topic 5: National control plan
- Topic 6: Sampling and analysis for the official control of the MLs for contaminants
- Topic 7: Interpretation of analysis results and follow-up actions
- Topic 8: Integration activity on the common understanding of the legislative framework related to the control of contaminants



Course 2 – Official controls plans and systems for the control of contaminants

- Topic 1: From risk assessment to the establishment of contaminants level
- Topic 2: Risk management measures for contaminants in food and feed
- Topic 3: Implementation of Official Controls: planning, procedures and controls on imports
- Topic 4: Implementation of official controls: onsite control activities
- Topic 5: Implementation of official controls: sampling, analysis and interpretation of results
- Topic 6: Integration activity

1.3 Training locations

The 12 training sessions will take place in:

- Madrid, Spain
- Bonn, Germany
- Vienna, Austria
- Warsaw, Poland





1.4 Training calendar and deadlines for sending the training application forms (TAF)

TS	Course	Start	End	Location	Provisional deadline for receipt of TAFs through the NCPs
TS01	Course 1 (basic)	10/10/2017	13/10/2017	Madrid, Spain	29/08/2017
TS02	Course 1 (basic)	24/10/2017	27/10/2017	Madrid, Spain	12/09/2017
TS03	Course 2 (advanced)	14/11/2017	17/11/2017	Vienna, Austria	03/10/2017
TS04	Course 1 (basic)	05/12/2017	08/12/2017	Vienna, Austria	24/10/2017
TS05	Course 1 (basic)	13/02/2018	16/02/2018	Warsaw, Poland	02/01/2018
TS06	Course 1 (basic)	20/03/2018	23/03/2018	Madrid, Spain	06/02/2018
TS07	Course 2 (advanced)	17/04/2018	20/04/2018	Warsaw, Poland	06/03/2018
TS08	Course 1 (basic)	08/05/2018	11/05/2018	Bonn, Germany	27/03/2018
TS09	Course 2 (advanced)	05/06/2018	08/06/2018	Bonn, Germany	24/04/2018
TS10	Course 1 (basic)	26/06/2018	29/06/2018	Vienna, Austria	15/05/2018
TS11	Course 1 (basic)	18/09/2018	21/09/2018	Warsaw, Poland	07/08/2018
TS12	Course 2 (advanced)	09/10/2018	12/10/2018	Bonn, Germany	28/08/2018

2. Selection process

2.1 Seats allocation

The allocation of seats per country and per training session is provided in the Seats Allocation Table (SAT) in annex to this document.

2.2 Participation

Target participants - Course 1 (basic)

Competent authority staff responsible for the control of contaminants in feed and food. Basic knowledge of the area is sufficient to take part in the course.

Target participants - Course 2 (advanced)

Competent authority staff responsible for the control of contaminants in feed and food who have attended the course on CTM organized over 2013-2016 and/or Course 1 of the current project.

Priority will be given to central administration officials working at food control authorities responsible for the development, coordination and implementation of the official monitoring and controls plans.



Criteria for selection

- falling within the target group specified above for each course
- commitment to disseminate the obtained knowledge among stakeholders in the home country
- good working level of English

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.

Participants shall rest assured that the results of the above-cited surveys are anonymous: they are analyzed and reported in bulk, and not individually or by country.

It is very important that each participant commits to disseminate the obtained knowledge among stakeholders in the home country after the training. For this purpose, each participant will receive a USB stick carrying all training materials.

2.3 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 communicated 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.

2.4 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.

3. Contacts

NSF Euro Consultants (www.nsf-ecg.com) 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 CTM Event Management Team on the following e-mail address:

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