



Funded by
the Better Training for Safer Food
Initiative of the European Union

BETTER TRAINING FOR SAFER FOOD

TRAINING COURSE 2020-2021
ON “the EU rules on general
food labelling and claims as
well as on specific categories
of foods such as food
supplements, foods with
added vitamins and minerals
and foods for specific groups”
MAINLY FOR EU MEMBER STATES
UNDER THE “BETTER TRAINING
FOR SAFER FOOD” INITIATIVE



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INFORMATION TO NATIONAL CONTACT POINTS

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1. GENERAL INFORMATION

1.1. SUBJECTS COVERED

Food Information and Legislation

The objective of this training course is to share good practices and harmonize the implementation among EU Member States of the official controls on food Labelling and to inform non-EU countries.

During the course, attendees will look at the food information regulations in detail and experience a number of training situations to explore the regulations. FIC is a horizontal legislation and covers all areas where food is supplied to the consumer. The food retail market is both enormous and vibrant. There are thousands of new food products presented to the EU market every year. The course cannot cover all food products completely. Attendees will therefore role play different situations and products to which the regulations apply. The aim is for participants to learn lessons and to help develop a consistent approach to enforcement with colleagues from other member states.

In the course, the participants will experience active learning involvement which the team have developed from the experience of the tutors over the previous BTSF program on FIC. The FIC is detailed in some areas and these details can help in explaining the requirements of the regulations in other areas. The tutors will develop scenarios using their experience in the field and help the participants address the issues and expand their knowledge. The participants can also develop this approach to learning as they will also be able to come with their own ideas and labelling issues and use the expertise of those on the course to develop a more consistent approach to address these local issues thrown up by the FIC.

For food information, there are specific horizontal rules and this more project-based approach will help in highlighting these rules to the attendees.

Linking the legislation on food information to the legislation on claims, supplements and foods for specific groups allows a holistic approach to be taken to these foods which are orientated towards the health of the consumer. All these pieces of legislation are linked to various degrees and address the different pieces of legislation in the same course enables the links to be explored in detail. There are still areas of food information which are legislated at a local level and these local rules can also be investigated and enforcement officers can learn from the experience of their colleagues.

As the list of topics to be covered is quite extensive, we should rely on the background of the participants and consider that they are duly prepared and aware of the basic contents of this training. For this reason, we suggest that the List of Relevant Legislation and reference documents will be sent to all the participants prior to the training session as well as a manual based on the Final Syllabus from the previous project on the same subject, allowing them to have basic knowledge on the subject.

Moreover, a pre-course assignment with a questionnaire will be delivered to all the attendees before the training. This tool will be important as it will help the Tutors to adapt their approach (if needed) to reach the pedagogical objective in the available training time.

Nutrition and Health Claims

Foods often bear nutrition and health claims. More and more claims can also be seen on the internet. Regulation (EC) No 1924/2006 aims to ensure a high level of consumer protection and an effective functioning of the internal market.

The objective of the training is to improve the knowledge of participants in the field of nutrition and health claims and to exchange information and experiences between officials of the different Member States, in particular concerning the proper enforcement of the Regulation. The aim of the sessions is to explain the variety of claims defined in Regulation (EC) No 1924/2006 and under which conditions these claims are allowed to be used. Furthermore, the different procedures for the authorization of health claims, the rules for trademarks and brand names which can be regarded as nutrition or health claims and the labelling requirements will be discussed.

The tutors will also pay attention to interpretation matters. The concept of the exercises is to put into practice what has been learned. A quiz and the elaboration of answers for proposed questions shall guarantee a lively discussion among participants while expanding their knowledge.

Food fortification and Food Supplement

The objective of this training course is to harmonize as much as possible the interpretations of relevant European FCI regulations on food supplements and fortified foods and to share good practices on their implementation among EU Member States, giving consideration to the specificities of these particular food products.

A specific objective of the course is to clarify the underlying public health and other policy motivations of the labelling regulations and their connections with the relevant overall EU policies

Linking the legislation on food supplements and fortified foods to the legislation on claims, will be very important for clarifying why some issues require particular attention.

In the course, the participants will benefit the active learning experiences which the tutors have developed from the experience over the previous BTSF program on FIC.

Food for Specific Groups

The objective of the section on Foods for Specific Groups (FSG) is to ensure a common understanding, interpretation and enforcement of the rules covering these products.

The rules applicable to these products are in a transition period. They are also interconnected with rules applicable to other categories of foods such as food supplements and ordinary foods. The change from the wider concept of foods for particular nutritional uses (PARNUTS) or dietetic foods with the abolition of the category as such is a very important change. The rationale of this change will be explained with reference to abuses that had been identified in the past, in particular those relating to abusive labelling practices that resulted in and may continue to create confusion about the legal identity or categorization of products that could be FSGs, particularly Foods for Special Medical Purposes (FSMPs), food supplements or ordinary foods with claims.

The individual categories of products covered by the FSG legislation are regulated more specifically through acts that the European Commission should adopt. Delegated Commission Regulations on Infant formula and follow on formula and on FSMPs have been adopted but there is a transitional period for their application. Products could be on the market that may comply with the old rules and the new ones. Such aspects will be highlighted and discussed.

Developments on expected Commission Guidelines for the interpretation of the FSMP definition will be followed up and incorporated, as appropriate, in the training.

Delegated acts on Cereal-based foods and other Baby foods and Daily Diet replacement products for weight control have not yet been adopted and, therefore, the relevant existing Commission Directives, adopted under the previously applicable dietetic foods framework remain in force. The current rules will be explained and changes to the legal status of meal replacement products will be emphasized. The fate of ex-dietetic foods products (sports foods, low gluten/gluten-free and products low in or lactose-free) will be explained.

In the practical part of the program participants would be encouraged to share experiences and problems at the national level. Representative real market examples will be included in relevant exercises while emphasis will be given to enhancing awareness of a wider legal framework that controlling authorities have to take into account as well as of potential collaboration among authorities of different Member States and the Commission services.

1.1.1. EVALUATION OF KNOWLEDGE ACQUIRED AND DISSEMINATION

It is advised to remind selected participants that knowledge acquired through this training shall be disseminated to colleagues. This training uses *train-the-trainer* approach; AETS Consortium will make soft copies of all the pedagogical material and tools available for this purpose.

Participants must also be informed that the knowledge acquired will be evaluated through anonymous:

- Pre-course tests organized at the beginning of the session;
- Post-course tests organized at the end of the session.

2-3 months following the course, an online questionnaire will also be sent by AETS consortium to each participant, in order to evaluate if the knowledge acquired has been used and disseminated.

1.2. EQUIPMENT OF PARTICIPANTS

It is recommended to ask participants to bring their own laptop or tablets.

1.3. SCHEDULE OF SESSIONS

10 Sessions of the program are scheduled from January 2020 to June 2021. The calendar of the 10 sessions are provided in the table below.

N° Session	Time	Location	Reg. Deadline
Session 11	13-17 January 2020	Belgium, Brussels	Closed
Session 12	24-28 February 2020	Latvia, Riga	Closed
Session 13	11-15 May 2020	Slovakia, Bratislava	3 rd April 2020
Session 14	8-12 June 2020	Spain, Valencia	24 th April 2020
Session 15	28 Sept-02 Oct 2020	Hungary, Budapest	14 th August 2020
Session 16	9-13 November 2020	Portugal, Porto	25 th September 2020
Session 17	1-5 Feb 2021	Italy, Rome	18 th December 2020
Session 18	1-5 March 2021	Spain, Valencia	22 nd January 2021
Session 19	12-16 April 2021	Latvia, Riga	26 th February 2021
Session 20	7-11 June 2021	Slovakia, Bratislava	23 rd April 2021

2. SELECTION PROCESS

2.1. INVITED COUNTRIES

The project will support a total of 300 participants:

- 255 participants originating from EU Member States and Candidate Countries;
- 10 originating from EFTA and EEA countries;
- 35 originating from ENP countries, Mediterranean basin countries and selected non-EU countries.

The number of trainees per invited country per session 1 and 2 is available in Annex 1. NCPs are kindly invited to contact the project manager if they have any questions.

2.2. SELECTION CRITERIA

The selection criteria for participants are:

1. **Relevancy to daily work:** participants should in priority be staff of Competent Authorities, with a position related to Official Controls;
2. **Sufficient level of language:** in order to ensure the transfer of knowledge and opportunities to exchange views, participants should master the language of the training session for which they applied, if not specified otherwise the official language of the workshops will be English.
3. **Ability to share their experience:** priority will be given to participants whose position will allow them to share with colleagues the outputs of the training sessions.
4. **Preferably officers working at food control authorities in a central administration level or local administration level** and who are responsible for the development, coordination or implementation of the official monitoring and controls plans.

The Project Manager will take care to give priority the participants corresponding to these criteria.

2.3. PROCESS TO BE FOLLOWED

The sharing of responsibilities in relation with the management of participation is aimed at ensuring that the expected number of supported participants from each country attending an event is reached.

• Tasks entrusted to the NCP

The National Contact Points are basically requested to:

a) Consider the number of participants to be supported by the project at each session according to the information provided by AETS Consortium.

b) Select participants complying with the above-mentioned selection criteria and request them to return a registration form using the template provided: **FCI_Op14_Registration form.xlsx**

The name of the file should clearly indicate the number of the session, the country and the name of the applicant.

c) Send the registration forms for the reserve list to AETS Consortium - One address to send the information and liaise with the organizer: 20169608.fci@aets-consultants.com

• Tasks entrusted to the Organiser

The Organizer will verify the compliance of proposed participants with the selection criteria on the basis of the CVs and inform the NCP accordingly if the application can be accepted. It is therefore advisable to make sure that information in the registration form accurately reflects the adequacy of the profile of the participants with the selection criteria.

Actor in the process	Responsibilities
Organizer	<ul style="list-style-type: none">• Informs the NCP about the training course and selection criteria for the participants;• Informs the NCP on the number of participants the project will support and what exactly the support will comprise;• Provides to the NCP the template registration form to be completed and returned to the Project Management Unit;• Verifies that the profiles of the proposed participants do match the selection criteria and request clarifications to the NCPs when necessary;• Establishes the list of participants and informs the NCP;• Consults CHAFEA if questions arise on how to allocate remaining “seats” when some invited countries do not send participants;• Makes the travel arrangements for the selected participants.

Actor in the process	Responsibilities
National Contact Point	<ul style="list-style-type: none"> • Informs the relevant government bodies and institutions about the training course; • Proposes CVs of possible participants (using the registration form template) to the organizer, according to the selection criteria and in the number corresponding to the proposed number of supported participants the program; • Proposes additional participants, to be included in a reservation list to be used in case of vacant seats, to the organizer.

2.4. DEADLINES FOR REGISTRATION IN TRAINING SESSIONS

NCPs are kindly requested to provide the list of trainees for the Sessions (main applications and reserve applications) before the specific deadlines highlighted in the table at point 1.4.

2.5. APPLICATIONS ON THE RESERVE LIST

Considering the interest in the training could vary from country to country, **all the NCPs are encouraged to send additional registration forms as early as possible to be included in a reserve list** so that we can allocate additional place(s) to your country, if there are any cancellations or unfilled places from other countries.

3. ORGANISATION OF THE SESSIONS

3.1 PROJECT MANAGEMENT

AETS Consortium is composed of AETS, AESA, AINIA and UNE. The general management of the Contract is ensured by AETS.

3.2 SUPPORT PROVIDED BY THE PROJECT

Travel

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.

For participants from non-EU countries, the project will also reimburse visa costs upon provision of the original receipts by the participants for the incurred expenses.

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

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 day prior to the training: room charge (single occupancy) and dinner (depending on the arrival time);

from the 1st to the 4th day of the training: full board accommodation including breakfast, coffee breaks, lunch, dinner and room charge (single occupancy);

on the 5th day of the training: breakfast, coffee break and lunch for participant departing before 19:00, dinner and room charge (single occupancy) as required for the participants departing later due to travel constraint.

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;

Costs of transport to the closest airport or train station and visa costs if any.

The project will also provide the following material:

Stationary (notepad, pen, notepad-holder);

A folder including hand-outs of all the lectures;

USB key containing all the training material in electronic version;

A group photo.

Prior to each session, detailed information will be displayed on www.foodinfo-europe.com.

4. LOCATION OF THE SESSIONS

In order to guarantee a wide geographical coverage, the eight training sessions will be organized in seven different locations. For each venue, the responsible Event Manager has already started organizing the local logistics.

Brussels, Belgium



AETS will organize 1 training session at the Manos Stephanie Brussels close to the town centre. Brussels is a city willing to share its legendary Grand-Place with its rounded cobblestones and golden houses, its Art Nouveau exteriors and its surrealism. And to taste the Brussels way of life.

Airport of arrival

Most of the participants will arrive in Brussels at the Brussels Airport - (BRU) or Train Station in Brussels. Transfers 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. The transfer may be about 30 minutes.

Accommodation

Participants will be accommodated at the **Manos Stephanie Hotel******

Chaussée de Charleroi, 28

1060 Brussels - Belgium

Tel: 32 (0)2 5390250 Fax: 32 (0)2 5375729

website: <http://www.manosstephanie.com/>

It is proposed to accommodate the participants in Manos Stephanie Hotel, a 4-star hotel, ideally located in the heart of Brussels and just seconds from Brussels famous Avenue Louise. The training course will be organized in Manos Conference Centre****, perfect venue for seminars in Brussels, at 200 meters by walk from the hotel.

Participants will find a lot of tourist attractions and spend a very nice day getting to know better our culture, history and tradition.

Participants will be accommodated in classic room elegantly furnished and decorated in the Louis XVI style, with large working desk, TV (55 channels), individually controlled air-conditioning, mini-bar, in-room safe. The richly appointed marble bathrooms are equipped with hairdryers, bathrobes and luxury toiletries. Some classic rooms have a private terrace/Balcony.

For your convenience, it has free Wi-Fi and includes an on-site bar.

Hotel Manos Stephanie offers a delicious breakfast buffet consisting of a full range of hot and cold dishes.

The bedrooms are equipped with individually adjustable air-conditioning, internet connection, LCD TV-SAT, radio, alarm clock, minibar, coffee & tea making facilities, safe deposit box, writing desk and chair.

Meeting Facilities

The training session will take place in Manos Conference Centre****, an environment designed to optimize lights and space, which offers seven conference rooms and can receive up to 100 participants in different configurations.

Meeting rooms are well equipped with all the necessary audio-visual material.

It is possible to use small breakout rooms for working groups' activities so participants can better focus on their task.

Social event

A touristic walk through the ancient city of Brussels will be organized before going to dinner on the second evening of the course to stimulate the networking among participants and tutors, and to show the cultural richness of the city

Bratislava, Slovakia



AETS and AENOR will organize 2 training sessions in Bratislava; It is in southwestern Slovakia, occupying both banks of the River Danube and the left bank of the River Morava. Bordering Austria and Hungary, it is the only national capital that borders two sovereign states.

The city's history has been influenced by people of many nations and religions, including Austrians, Bulgarians, Croats, Czechs, Germans, Hungarians, Jews, Serbs and Slovaks

Airport of arrival

Most of the participants and tutors will arrive at Bratislava Airport. Transfer to the hotel will be organized and participants will be welcomed at the airport with a BTSF sign. The airport is approximately 10 Km away from the city centre.

Accommodation

Participants will be accommodated at 2 different Hotels: In Session 12 the Apollo hotel will be used meanwhile in session 20 the Loft Hotel will be used

Apollo Hotel Bratislava ****

Dulovo nám. 1,
821 08 Bratislava,
<https://www.apollohotel.sk/>

LOFT Hotel Bratislava ****

Štefánikova 4
811 05 Bratislava
<https://www.lofthotel.sk/sk>

Meeting Facilities

The training will take place in one of the hotels meeting rooms, with daylight and fully equipped with state-of-the-art audio and multimedia equipment.

Social event

Participants will discover Bratislava through a guided tour around the Centre organized in the evening of the second day in order to stimulate the networking among participants and tutors. After the tour, they will share a dinner at a typical restaurant to taste the local cuisine.

Riga, Latvia



AETS will organize 2 training sessions at the AVALON Hotel, Riga****

Riga is built on the Baltic Sea, where the Daugava flows, Riga is an industrial, commercial, cultural and financial major region of Vidzeme. Riga was founded in 1201 and is a former Hanseatic League member. Riga's historical centre is a UNESCO

Airports of arrival

Riga is served by Riga International Airport, the largest airport in the Baltic States. Transfers to the hotel will be arranged by the organizer with a referenced taxi company.

Accommodation

Participants will be accommodated at the:

AVALON Hotel, Riga,
13. Janvāra iela 19, LV-1050, Riga, Latvia
Tel: + 371 6716 9999 Fax: + 371 6716 0751
E-mail: reservations@hotelavalon.eu
<http://www.hotelavalon.eu/>

The Avalon Hotel was opened in June 2007 and it combines modernity and tradition. Moreover, it has an ideal situation in the heart of the historic Old Town. In this hotel the delegates will be able to enjoy a beautiful view of the Daugava River. Furthermore, Riga International Airport is only 10 kilometres from the Avalon Hotel.

Meeting Facilities

The conference room has a maximum capacity of 100 people in classroom style and 200 in theatre style (with chairs). A technician is at disposal in the beginning of the event for technical preparation and support, and on call during the event. The hotel offers technical support for full-scale conferences with screen; video projector; pad and pen for each delegate; DVD/CD/MP3 player; radio microphone; plasma TV; VAT; flipcharts; free high-speed wireless internet access.

Social event

A walking tour of the city centre will be organized with an experienced local guide in the evening of the second day in order to stimulate the networking among participants and tutors.

The group will explore the old town, Vecrig is characterized by the Cathedral Square (Doma Laukums), high symphony of Romanesque, Gothic and Baroque Art. The new town, also called "quiet centre" with its remarkable Art Nouveau facades offers monuments like the "Liberty monument" or the Cathedral of the Nativity of Christ built in "neo-Byzantine" style.

After having tasted the cultural richness of the city, the participants will be taken to a restaurant in an old authentic medieval house for the social dinner.

Valencia, Spain



AINIA will organise 2 training sessions in Valencia, one of the most active, bright and hospitable cities in Southern Europe. With a perfect mixture of the ancient and the modern, the city offers all the facilities (restaurants, transports, leisure opportunities...) required to welcome the participants to the sessions. Participants will enjoy the best training conditions in an excellent environment.

Airports of arrival

The Valencia Airport (Manises) is one of the most important airports in Spain; it is sited eight kilometres west of the city and handles a significant number of international connections. Valencia also offers high speed railway connection with Madrid. That has converted Valencia into a main business and tourist destination.

Accommodation

Participants will be accommodated at the **Hotel Barceló Valencia ******

Av. De Francia, 11

Valencia, Spain

Website: http://www.barcelo.com/BarceloHotels/es_ES/hoteles/Espana/Valencia/hotel-barcelo-valencia/descripcion-general.aspx

The Hotel is located in the city centre of Valencia, in the heart of the City of Arts and Sciences, in front of the Palau de les Arts Reina Sofia, in the most modern and attractive part of the city.

Meeting Facilities

The Barceló Valencia Hotel has all the facilities that the project needs to implement the training sessions. Good meeting rooms with all the technologies (big screens, projectors, sound system, different spaces for the lectures and the case studies or group exercises...)

All the hotel has a free WIFI with high speed connection.

Social event

A Social Event will be organized for the whole group on Tuesday evening. A bus will take the group to visit the main touristic places in Valencia. Dinner will take place later on a typical Valencian restaurant in the middle of the city centre of Valencia.

Budapest, Hungary



AESA will organize 1 training sessions at the NH Budapest City Hotel. Budapest is famous not only for the monuments reflecting its own 1,000-year-old culture, but also for the relics of others who settled here (Roman period, Ottoman Empire with Austria).

Airports of arrival

Most of the participants will arrive to Budapest at the Budapest International Airport - Ferenc Liszt (BUD).

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. The transfer may be about 30 minutes.

Accommodation

Participants will be accommodated at the NH Budapest City :

Vígszínház u. 3,

H-1137

Budapest - Hungary

<https://www.nh-hotels.fr/hotel/nh-budapest-city>

It is proposed to accommodate the participants and to organise the training in the premises of NH Budapest City. NH Budapest City is a 4-star hotel 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 will lead to the 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

a metro ride away from the castle and synagogue

Meeting Facilities

For conferences and business meetings, the hotel has a handful of function rooms. The restaurant serves top-quality à la carte meals, while the friendly bar is the place to go to sample Hungarian wine.

Social event

A tourist visit with an experienced local guide will be organized in the evening of the second day in order to stimulate the networking among participants and tutors, and to show the cultural richness of the city. It will be a walking tour of the city centre, in order to allow participants to refresh their minds after a long day of work in the hotel

Porto, Portugal



AETS will organize 1 session in Porto; It is the second-largest city in Portugal, one of the Iberian Peninsula's major urban areas, Located along the Douro River estuary in northern Portugal, Porto is one of the oldest European centres, and its core was proclaimed a World Heritage Site by UNESCO in 1996

Airports of arrival

Most of the participants will arrive at **Porto Airport**, traditionally called Francisco Sa Carneiro Airport. The airport code is OPO; Transfers from the airport to the hotel are arranged and participants will be welcome by a driver with the sign board of the BTSF logo. The transfer may be about 15 minutes.

Accommodation

Participants will be accommodated at the Hotel Cristal Porto:

Travessa Antero De Quental, 360,
União de Freguesias do Centro,
4000-087 Porto, Portugal

<https://hotelcristal.com-oporto.com/en/>

Hotel Cristal Porto is a new 4-star hotel in a central location in Porto. Set right next to Lapa Church, the hotel is 900 m from Aliados Avenue.

Meeting Facilities

For conferences and business meetings, the hotel has a handful of function rooms. Good meeting rooms with all the technologies (big screens, projectors, sound system, different spaces for the lectures and the case studies or group exercises)

Social event

A tourist visit will be organized in the evening of the second day in order to stimulate the networking among participants and tutors, and to show the old city. It will be a walking tour of the city centre, in order to allow participants to refresh their minds making some physical activity after a long day of work in the hotel

Rome, Italy



AESA will organize 1 session in Rome, is the capital city of Italy, Rome's history spans 28 centuries. While Roman mythology dates the founding of Rome at around 753 BC, the site has been inhabited for much longer, making it one of the oldest continuously occupied sites in Europe.

Airports of arrival

Most of the participants will arrive at Rome airport Fiumicino or Leonardo da Vinci airport it is Italy's first airport. Transfers from the airport to the hotel are arranged and participants will be welcome by a driver with the sign board of the BTSF logo. The transfer may be about 15 minutes.

Accommodation

Participants will be accommodated at the Hotel Cristal Porto:

Travessa Antero De Quental, 360,
União de Freguesias do Centro,
4000-087 Porto, Portugal

<https://hotelcristal.com-oporto.com/en/>

Hotel Cristal Porto is a new 4-star hotel in a central location in Porto. Set right next to Lapa Church, the hotel is 900 m from Aliados Avenue.

Meeting Facilities

For conferences and business meetings, the hotel has a handful of function rooms. Good meeting rooms with all the technologies (big screens, projectors, sound system, different spaces for the lectures and the case studies or group exercises)

Social event

A tourist visit with an experienced local guide will be organized in the evening of the second day. It will be a walking tour of the ancient centre, in order to allow participants to refresh their minds making some physical activity after a long day of work in the hotel

ANNEX 1

Invited countries and supported participants

Year		2020						2021				Total
Dates		13-17 Jan	24-28 Feb	11-15 May	08-12 Jun	28 Sept-02 Oct	09-13 Nov.	01-05 Feb	01-05 Mar	12-16 Apr	07-11 Jun	
Sessions		S11	S12	S13	S14	S15	S16	S17	S18	S19	S20	
Location		Brussels, Belgium	Riga, Latvia	Bratislava, Slovakia	Valencia, Spain	Budapest, Hungary	Porto, Lisbon	Rome, Italy	Valencia, Spain	Riga, Latvia	Bratislava, Slovakia	
Organiser Entity		AETS	AETS	AETS	AINIA	AESA	AETS	AESA	AINIA	AETS	AENOR	
1	Albania	1			1			1	1	1		5
2	Austria	1		1	1	1		1	1			6
3	Belgium	2	1	1	1	1	1				1	8
4	Bulgaria		1	1		1		1	1		1	6
5	Croatia		1		1	1	1	1	1			6
6	Cyprus	1	1	1	1	1	1			1	1	8
7	Czech Republic	1	1	1	1	1	1				1	7
8	Denmark	1	1	1	1	1			1		1	7
9	Estonia	1			1	1		1		1		5
10	Finland	1	1	1	1		1				1	6
11	France	2	1	1	1	1	1	2	1	1	1	12
12	Germany	1	2	2	1	1	1	1	1	1	2	13
13	Greece		1		1			1	1	1		5
14	Hungary	2		1		1	1	1	1	1	1	9
15	Ireland	1	1	1	1	1	1	1	1		1	9
16	Italy	2	1	1	1	1		3	1	1	2	13
17	Latvia	1	1	1	1	1	1	1			1	8
18	Lithuania	1			1	1		1	1	1		6
19	Luxemburg	1	1				1			1	1	5
20	North Macedonia	1	1	1	1			1		1	1	7
21	Malta		1	1	1	1	1	1		1	1	8
22	Montenegro		1	1		1	1	1		1	1	7
23	Netherlands		1		1	1	1	1	1	1		7
24	Poland	1	1	1	1	1	2				1	8
25	Portugal	1	1	1	1	1			1	1	1	8
26	Romania	1	1	1			1		1	1	1	7
27	Serbia	1	1	1			1	1	1	1	1	8
28	Slovakia				1	1	1		1	1		5
29	Slovenia	1	1			1		1	1	2		7
30	Spain	1	1	1	2	1	1	2	2	1	1	13
31	Sweden	1	1	1	1	1	1	1	1	1	1	10
32	Turkey			1	1	1	1	1	1	1		7
33	United Kingdom			1	1	2	1	1	1	2	1	10
TOTAL MS and candidates		28	26	25	27	27	23	27	23	25	25	256
34	Iceland				1	1	1					3
35	Norway							1		1	1	3
36	Switzerland	1				1		1				3
TOTAL EFTA & EEA		1	0	0	1	2	1	2	0	1	1	9
37	Potential Candidates & ENP Countries											11
	Israel				1				1			
	Georgia		1						2			
	Moldova		1						1	1		
	Ukraine		1							2		
38	Latin American Countries											9
	Chile						1					1
	Colombia										1	1
	Peru			1								1
	Ecuador										1	1
	Argentina						1					1
	Paraguay									1	1	2
	Brazil			1			1					2
39	African countries											2
	Senegal			1		1						2
40	Asian countries											13
	China						2					2
	India		1		1						1	3
	Malaysia	1							1			2
	South Korea			1								1
	Thailand						1		1			2
	China								1			1
	Philippines			1				1				2
TOTAL Other Countries		1	4	5	2	1	6	1	7	4	4	33
GRAND TOTAL		30	30	30	30	30	30	30	30	30	30	300

ANNEX 2

Program Phase 2 Food Composition and Information

DAY 1: Introduction

14:00 – 14:30 // Registration of participants

14:30 – 15:00

Welcome address



GEM01

BTSF promotional movie
Introduction to the training program on Food Composition and Information
Distribution of the training material (Booklet and Training Pack).

Method of training:

Lecture Day 1.1
Questions and Answers
Media: BTSF Video

Responsible tutor

Training Coordinator & Event Manager

15:00 – 15:30

Pre-Test



GEM02

OMBEA tool used to assess and collate answer to the opening questionnaire

- 16 questions
- 4 from each topic

15:30 – 16:00

Icebreaking Coffee break.



GEM03

Each participant receives half of a food product label.

He/she has to find the participant with the 2nd half of the same label and to learn about who she/he is and what is her/his professional background.

16:00 – 16:40

Roundtable of trainees



GEM04

Each participant introduces his/her partner from the icebreaking coffee break:

- Name,
- Country of origin,
- Background
- What's interesting about the label?

16:40 – 16:50

EU Food Law and Food Information: Who does what to enforce Reg. (EU) n°1169/2011?



FIC01

Training objective / subjects covered

- Who decides what in the EU regarding food information legislation?
- What is administrative assistance?
- Who is DG SANTE - Directorate on Health and Food Safety?

Method of training:

Lecture Day 1.2
Questions & answers

Responsible tutor

Training Coordinator

DAY 1: Introduction (Continued)

16:50– 17:30

The Food Information to Consumers Regulation (Reg. (EU) n°1169/2011)



FIC02

Training objective / subjects covered

The main provisions of Regulation (EU) 1169/2011, together with background information and the main changes to previous regulations.

Scope of Reg. (EU) 1169/2011

Method of training:

Lecture Day 1.3

Questions & answers

Responsible tutor

Training Coordinator

Labelling tutor

17:30 – 18:00

Individual questions



GEM05

Training objective / subjects covered

Introduce questions sent in advance by participants. (See initial questionnaire).

Discussion on different labels brought by participants and presented on the screen.

Method of training

Discussions

Responsible tutor

Training Coordinator, Labelling Tutor and Event Manager

18:00 – 19:00

Practical group Exercise - Part 1



PRJ01

Training objective / subjects covered

Introduction to the overarching Labelling Resource Base exercise.

Selection of topics.

Determination of groups.

Method of training

Desk research

Reformulation and practical application of learnings

Groups of 5-6

Responsible tutor

Training Coordinator & Labelling Tutor

19:30 // Welcome drink and Dinner

DAY 2: Food Information

08:30 – 08:45

Anchoring game: The Food Information to Consumers Regulation and Reasons for the Revision



GEM06

Training objective / subjects covered

Brief reminder under the form of a Quiz on previous day's lectures

Method of training

Quiz – Day 2.1

Interactive vote

Responsible tutor

Training Coordinator

08:45 – 09:45

Nutrition declaration and general nutrition claims on Front of Pack



FIC03

Training objective / subjects covered

Nutrition declaration including portion declarations, references to RI etc. Front of pack declarations and alternative forms of expression.

Derogations from the nutrition declaration for small packs, unprocessed foods...

Method of training

Lecture Day 2.2 - Examples - Questions and Answers

- Quizzes and self-assessment

Responsible tutor

General Labelling Tutor

09:45:15 – 10:15

Meat Labelling and origin labelling on meat



FIC04

Training objective / subjects covered

Meat labelling with special reference to Annex VI

Origin labelling including Reg. 1337/2015 (plus any additional regulations)

Method of training

Lecture Day 2.3 - Examples - Questions and Answers

- Quizzes and self-assessment

Responsible tutor

General Labelling Tutor

10:15 – 10:45 // Coffee break and group photo

10:45 – 11:15

Meat Labelling and Origin labelling - Exercise



FIC05

Training objective / subjects covered

The exercise would include photos of labels and questions about the detail on the labels. (examples: why don't Lardons need to have the added water declaration whereas bacon does. What is the national mark on minced meat?)

Method of training

Exercise – Day 2.4

Evaluation of labels

Responsible tutor

Training Coordinator & Tutor General Labelling

Method of training

Lecture Day 2.5- Examples

Responsible tutor

General Labelling Tutor

11:15– 11:30

Meat labelling and Origin Labelling - Exercise



FIC06

Training objective / subjects covered

Origin labelling including Reg. 1337/2015 (plus any additional regulations)

Method of training

Case Study Day 2.6

Case study (identify whether the fbo has made an origin claim on the label).

Responsible tutor

Training Coordinator & Tutor General Labelling

11:30 – 12:00

Clarity and allergen labelling



FIC07

Training objective / subjects covered

Clarity and allergen labelling. Discussions around the criteria for clarity including minimum font size

Presentation on the Gluten-free regulations and around potential regulations on lactose-free

Status of reduced content claims.

Latest position on 'may contain' labelling

Method of training

Responsible tutor

12:00 – 12:30

Loose food (not packaged) and voluntary labelling

FIC08

Training objective / subjects covered

Presentation on the requirements for allergen labelling; other areas where national rules are permitted
Requirements for voluntary nutrition labelling, Areas where information is given voluntarily

Method of training

Lecture Day 2.7 - Examples - Questions and Answers
- Quizzes and self-assessment

Responsible tutor

Training Coordinator & Tutor Labelling

12:30 – 13:30 // Lunch break

13:30 – 14:00

Labelling databases

FIC09

Training objective / subjects covered

Practical experience regarding the use of the labelling database

Online guidance

Industry guide (e.g. FoodDrinkEurope)

Method of training

Case study

Questions & answers

Responsible tutor

Training Coordinator & Tutor Labelling

DAY 2: Food Information (Continued)**14:00 – 14:30 Develop a strategy for assessing labels**

FI

FIC10

Training objective / subjects covered

Using practical examples in small groups, develop a strategy to test the compliance of labels

Method of training

Practical exercise using draft labels, Questions and Answers

14:30 – 15:00 // Coffee break

15:00 – 15:30

Date marking and the implications of labelling on food waste

FIC11

Training objective / subjects covered

Lecture on the date marking requirements and the implications on MS actions to limit food waste

Exercises on common practice and some issues of difficulty

General discussions on the details and differences between the two different date marking expressions

Consumer education and Commission handouts on the two different types of date marking expression

Method of training

Lecture Day 2.10

Questions and Answers

Responsible tutor

Training Coordinator & Tutor Labelling

15:30 – 16:00

Food information final discussion



FIC12

Training objective / subjects covered

Answers and discussions to the participants' questions from their initial questionnaires
Discussions around the labels brought by participants
Discussions around answers to quizzes from day 1 to 3

Method of training

Discussion

Responsible tutor

Training Coordinator & Tutor Labelling

16:00 – 17:30

Practical group Exercise – Part 2

PRJ02

Training objective / subjects covered

Analysis of label provided
Desk Research for applying legislation and conformity assessment
Presentation of storyboards

Method of training

Desk research
Reformulation and practical application of learnings
Groups of 5-6

Responsible tutor

Training Coordinator & Labelling Tutor

18:00 // Social event and Dinner

DAY 3: Nutrition and Health Claims

9:00 – 9:30

Anchoring game: Exercise on Labelling compliance - Part 3



GEM07

Training objective / subjects covered

Quiz on the details of 1169/2011 and **1153/2015** (plus new legislation)

Method of training

Exercise Day 3.1

Use of OMBEA tool

Responsible tutor

Training Coordinator

9:30 – 10:15

The EU legislation applying to Nutrition and Health Claims (part 1)



CLAIM01

Training objective / subjects covered

Legislation Reg. (EC) 1924/2006 - Rules and requirements set by the EU food Law on nutrition and health claims.

Definition of a nutrition and health claim:

- identifying a claim;
- specific and non- specific health claims,
- nutrition claims
- positive list of claims,
- reduction of disease risk claims,
- children's development and health claims

Method of training

Lecture Day 3.2

Questions & answers

Responsible tutor

Tutor Nutrition & Tutor Health Claims

10:15 – 10:30

Quiz "Classify the claim"



CLAIM02

Training objective / subjects covered

Quiz on "classify the claims": general and specific requirements, list of permitted claims, new claims, guidance, conditions

Method of training

Quiz Exercise 3.2.1

Questions & answers

Responsible tutor

Tutor Nutrition & Tutor Health Claims

10:30 – 11:00 // Coffee break

11:00 – 11:30

The EU legislation applying to Nutrition and Health Claims (part 2)



CLAIM03

Training objective / subjects covered

Legislation Reg. (EC) 1924/2006 - Rules and requirements set by the EU food Law on nutrition and health claims (continuation)

- What the law requires of Member States: validation of applications; implementing the regulation
- What is required of Food Business Operators: compliance with the regulation

Authorised health claims; the role of Member states, European Commission, and EFSA in authorizing the claims

Method of training

Lecture Day 3.3

Questions & answers

Responsible tutor

Tutor Nutrition & Tutor Health Claims

11:30 – 12:00

Nutrition and health claims in practice (part 1)



CLAIM04

Training objective / subjects covered

To clarify advanced questions regarding the application of Legislation Reg. (EC) 1924/2006:

- Can numerical information be a claim (50% of RI; contains 10g of fat in a 20g portion)
- "On hold" claims: fit with the regulation; use in the market
- REFIT: the next phase - evaluation of the HCR (nutrient profiles and claims made on plants and their preparations)
- [Case law: business to business claims etc.]

Method of training

Lecture Day 3.4, Questions & answers

Responsible tutor

Tutor Nutrition & Tutor Health Claims

12:00 – 12:30

Nutrition and health claims in practice (part 2)



CLAIM05

Training objective / subjects covered

The Union Register of nutrition and health claims, Internet sales, Answers and discussions to the questions from day 1.

Method of training

Lecture Day 3.5, Questions & answers

Responsible tutor

Tutor Nutrition & Tutor Health Claims

12:30 – 13:30 // Lunch break

13:30 – 14:30

Exercise on Nutrition Claims and Health Claims compliance - Part 1



CLAIM06

Training objective / subjects covered

Legislation Reg. (EC) 1924/2006 - Rules and requirements set by the EU food Law on nutrition and health claims.

- [10 questions: consolidate knowledge with the support of the EU register for nutrition and health claims] OR Checking a claim: checking a claim against conditions of use
- Making a claim: using label information to choose the correct claim.

Method of training

Exercise, Groups of 6 to 7

Responsible tutor

Training Coordinator, Tutor Nutrition and Health Claims

14:30 – 15:00

Exercise on Nutrition Claims and Health Claims compliance -Part 2



CLAIM07

Training objective / subjects covered

Hand-out giving reasoning for answers to exercises

Method of training

Exercise

Interactive vote

Answers (3.6 and 3.7)

Responsible tutor

Training Coordinator, Tutor Nutrition and Health Claims

15:00 – 15:30 // Coffee break

15:30 – 17:30

Practical group Exercise – Part 3



PRJ03

Training objective / subjects covered

Drafting the text of the video, Preparing a simple storyboard, Preparation of shooting location and rehearsal

Method of training

Desk research - Reformulation and practical application of learnings

Groups of 4 - 5

Responsible tutor

Training Coordinator & Labelling Tutor

20:00 // Dinner

DAY 4: Food Supplement and Fortified Food

9:00 – 9:15

Anchoring game – Nutrition and Health Claims



GEM08

Training objective / subjects covered

- Quiz on the details of Reg. (EC) 1924/2006

Method of training

Exercise Day 4.1
Use of OMBEA tool

Responsible tutor

Training Coordinator

9:15 – 10:00

Food Supplements: General provisions and information to Consumers - Part 1



FSFF01

Training objective / subjects covered

Definition and overall approach to food supplements in the EU Food Law (Dir. 2002/46/CE and subsequent amendments).

Competent Authorities at EU and National levels and their roles on fully harmonized and partially harmonized food supplements.

Rules and requirements on food supplements, in particular regarding the substances allowed (Annex II), or restricted and procedure for submitting requests for updating the current regulations.

Specific requirements regarding labelling of Food supplements (Dir, 2002/46/CE) and links to the Regulation on provisions of food information to consumers (Reg.1169/2011) and on nutrition and health claims (Reg. 1924/2006): more problematic food supplement categories.

European Commission's REFIT Program on Botanical food supplements health claims.

Method of training

Lecture Day 4.2
Questions and Answers
Examples

Responsible tutor

Tutor Food Supplements & Fortified Food

10:00 – 10:30

Exercise on Labelling compliance applied to Food Supplements – Part 1



FSFF02

Training objective / subjects covered

Study of 5 Food Supplements labels

Assessment of food supplements including compliance with general and specific safety and labelling requirements including tolerances of nutrient values declared and acceptability of ingredients.

Method of training

Exercise Day 4.3
Groups of 5 students
Interactive vote

Responsible tutor

Tutor Food Supplements & Fortified Food

10:30 – 11:00 // Coffee break

11:00 – 11:30

Exercise on Labelling compliance applied to Food Supplements – Part 2



FSFF03

Training objective / subjects covered

On the basis of the results of the assessment **creation of a checklist** to conduct monitoring and controls on Food Supplements in the internal market and at the import from third countries.

Method of training

Exercise Day 4.3
Groups of 5 students
Interactive vote

Responsible tutor

Tutor Food Supplements & Fortified Food

DAY 4: Food Supplement and Fortified Food (continued)

11:30 – 12:00

Fortified foods



FSFF04

Training objective / subjects covered

Definition and overall approach to fortified food in the EU Food Law (Reg. (EC) 1925/2006).

Competent Authorities at EU and National levels and their roles on fully harmonized and partially harmonized fortified food

Rules and requirements regarding the fortification of food with vitamins and minerals in particular according to Reg. (EC) 1925/2006 prescriptions on substances allowed (Annex II) or restricted/prohibited (Annex III), and possible modifications of these Annexes.

Method of training

Lecture Day 4.4

Questions and Answers

Responsible tutor

Training Coordinator & Tutor Food Supplements & Fortified Food

12:00 – 12:30

Exercise on Regulation (EC) 1925/2006 on the addition of vitamins and minerals and of certain other substances to food



FSFF05

Training objective / subjects covered

Questions and quiz on fortified foods

Method of training

Examples, Exercise Day 4.5

Groups of 5

Responsible tutor

Training Coordinator & Tutor Food Supplements & Fortified Food

12:30 – 13:30 // Lunch break

13:30 – 14:00

Let's find the solution for bad labels :-)



FSFF06

Method of training

Analysis of labels either real or designed by team

Responsible tutor

Training Coordinator & Tutor Food Supplements & Fortified Food

14:00 – 15:00

Foods for infants and young children



FSG04

Training objective / subjects covered

Lecture and discussion of specific examples around the status of:

- Infant formula and follow on formula-the new delegated act
- Cereal-based foods and other baby foods (the old rules apply pending a delegated act to be adopted under the new framework).
- Status of Milks for young children (growing up milks)

Method of training

Lecture Day 5.1

Questions and Answers, Examples

Responsible tutor

Tutor Food for Specific Groups

15:00 – 15:30

Labelling requirements regarding Foods for Infant and Young Children



FSG05

Training objective / subjects covered

Quiz and exercises regarding Infant formula, Follow on formula and Baby Food products

Method of training

Questions and Answers, Examples

Responsible tutor

Tutor Food for Specific Groups

15:30 – 16:00 // Tea break

16.00 – 17h00

Legislation on Food for Specific Groups



FSG01

Training objective / subjects covered

Overview of the EU food law with regards Food for Specific Groups

Legislative changes of the Reg. (EU) 609/2013 with the abolishment of the "dietetic food" concept

Future way to deal with the former dietetic foodstuffs in the context of general labelling FIC regulation and the Reg. (CE) 1924/2006.

Method of training

Lecture Day 4.6, Questions and Answers
Examples

Responsible tutor

Tutor Food for Specific Groups

17:30 – 1800

Legislation on Food for Specific Groups

FSG01

Training objective / subjects covered

Overview of the EU food law with regards Food for Specific Groups

Legislative changes of the Reg. (EU) 609/2013 with the abolishment of the “dietetic food” concept

Future way to deal with the former dietetic foodstuffs in the context of general labelling FIC regulation and the Reg. (CE) 1924/2006.

Method of training

Lecture Day 4.6, Questions and Answers
Examples

Responsible tutor

Tutor Food for Specific Groups

DAY 5: Food for Specific Groups and conclusions

Please check out of your bedroom before the session begins

9.00 – 9.45

Labelling requirements for Total Diet Replacement Food and Food for Specific Medical Purpose



Training objective / subjects covered

Foods for Special Medical Purposes and foods for Weight Control Discussion on the current status of total diet replacements and possible delegated acts.
Status of meal replacement products

Method of training

Lecture Day 4.7, Questions and Answers
Examples

Responsible tutor

Tutor Food for Specific Groups

09.45 – 10.30

Guidance of the EC and EFSA on FSMPs (new presentation that will deal with the two relevant Guidance)



Method of training

Lecture Day 4.7, Questions and Answers
Examples

Training objective / subjects covered

10:30 – 11:00 // Coffee break

11.00 – 11.30

Labelling requirements regarding Food for Specific Groups



Training objective / subjects covered

Quiz and exercises regarding Food for Specific Groups

Method of training

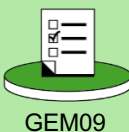
Lecture Day 4.7, Questions and Answers
Examples

Training objective / subjects covered

Foods for Special Medical Purposes and foods for Weight Control Discussion on the current status of total diet replacements and possible delegated acts.
Status of meal replacement products

11:30 – 12:00

Post-test (Repetition of day 1) and answers



Repetition of the test from day one to evaluate the success of the training course

12:00 – 12:15

Closing of the Training



Review trainees' questions and expectations
Remarks by the trainees

12:15 – 12:45

Evaluation and delivery of training certificates



Evaluation of the Training online
Distribution of training certificates, group photo

12:45 – 13:30 // Lunch at the Hotel + Transfer to airport