



**Invitation Letter to BTSF National Contact Points seeking applications for BTSF training activities on**

Service Contract 2016 96 04

Organisation and implementation of training activities on

**Animal Nutrition**

under the “Better Training for Safer Food” initiative

**Course 1: EU Legislation in Feed**

## 1. Training objectives

### General objectives and courses within the project

The aim of the training on animal nutrition is to spread knowledge and best practice in order to increase the level of expertise regarding feed safety issues at all stages of production, processing and distribution of feeding stuff, including the on-site inspection of feed business operators.

The training is delivered in two different training courses:

- Course 1 – EU Legislation on Feed
- Course 2 – EU Feed Hygiene Rules and HACCP Auditing

### Specific objectives of Course 1 – EU Legislation in Feed

- Up-to-date, complete and harmonized knowledge of the EU general and specific requirements for feed business operators;
- Up-to-date and harmonized knowledge of the EU general requirements for planning, implementation and verification of the national feed official controls;
- Complete understanding of the risks related to animal nutrition, control methods of those risks and the preventives measures to apply along the feed chain;
- In-depth knowledge of the animal nutrition sector and the specificities of feed business operators;
- Identification and dissemination of good practices within EU.

## 2. Selection criteria for applicants in Course 1 – EU Legislation in Feed

- Applicants must:
1. Fulfil the eligibility criteria
  2. Meet the minimum requirements
  3. Be selected using the evaluation criteria

### 1. Eligibility criteria

Applicants must be staff of competent authorities planning and performing official control activities in the feed sector

Applicants must meet the minimum requirements below to ensure they can follow and fully participate in this course. Applicants who do not meet the minimum requirements should not be proposed for the training.



2. Minimum requirements for Course 1 “EU Legislation in Feed”	Yes/No
Applicants must: <ul style="list-style-type: none"> <li>• have experience in field inspection as part of their regular duties.</li> <li>• have a good working level of English;</li> </ul>	

The following evaluation criteria can be used by NCPs to prioritise participation (higher score indicates higher priority). There is no minimum score necessary.

3. Evaluation criteria	Enter Score
a) Total years of experience in animal nutrition within a competent authority in areas of food/feed safety, animal health, animal welfare or food quality <u>Scoring</u> less than 3 years = 0 points; ≥ 3 years = 5 points; 5 - 10 years = 7.5 points; > 10 years = 10 points	
b) Years of specific experience in implementing EU feed legislation within a competent authority in areas of food/feed safety, animal health, animal welfare or food quality <u>Scoring</u> less than 3 years = 0 points; ≥ 3 years = 5 points; 5 - 10 years = 7.5 points; > 10 years = 10 points	
c) Contribution towards very specific advanced outcomes in the animal nutrition sector <u>Scoring</u> Scoring: no experience = 0 points; < 2 years = 5 points; 2-4 years = 7.5 points; > 4 years = 10 points	
d) During the course, participants will be provided with a training package to be used as support dissemination material. Commitment to disseminate the knowledge received is a prerequisite for course participation. <u>Scoring</u> <ol style="list-style-type: none"> <li>1. Commitment to distribute the training material among their colleagues = 5 points;</li> <li>2. Point 1 plus preparing and giving presentations based on the training material for the staff of national competent authorities/uploading training material to national competent authorities’ intranets/websites = 10 points</li> <li>3. Points 1, 2 plus preparing informative articles in the professional national journals = 15 points</li> <li>4. no commitment = 0 points</li> </ol>	
e) Participants must have preferably attended the BTSF e-learning module on Feed Law.	



	<p><u>Scoring</u> Former participation = 2.5 points; No former participation = 0 points</p>	
f)	<p>Participants must have preferably not attended the BTSF face-to-face training on Feed Law / Feed Hygiene.</p> <p><u>Scoring</u> Former participation = 0 points; No former participation = 2.5 points</p>	
<b>Maximum total score</b>		<b>50</b>

### 3. Country allocations for Spring – Summer 2022 for Course 1

A total of 120 seats are allocated per the tables below for the period. Please note that the number of allocated seats per country for the period is indicative. As the Virtual Classroom format allows a higher number of trainees, all NCPs are encouraged to provide as many applicants as possible for each training event. Even if a country does not have allocated seats for the period per the tables below, the NCP may still send applicants. Any excess applicants will be considered as reserves and activated as feasible.

Table 1: Suggested allocation for EU Member States and Candidate Countries

	country / suggested allocation					
Member States	Austria	3	Germany	3	Poland	3
	Belgium	3	Greece	3	Portugal	4
	Bulgaria	3	Hungary	3	Romania	3
	Croatia	3	Ireland	3	Slovakia	3
	Cyprus	4	Italy	4	Slovenia	4
	Czech Republic	4	Latvia	3	Spain	3
	Denmark	4	Lithuania	3	Sweden	3
	Estonia	3	Luxembourg	3		
	Finland	4	Malta	4		
	France	4	Netherlands	3		
	<b>Total Member States</b>					<b>90</b>
Candidate Countries	Albania	2	North Macedonia	2	Turkey	3
	Montenegro	2	Serbia	3		
	<b>Total Candidate Countries</b>					<b>12</b>
<b>Global participation EU Member States and Candidate Countries</b>					<b>102</b>	



Table 2: Suggested allocation for other non-EU Countries

	country / suggested allocation					
EFTA/ EEA/ countries with special agreements	Iceland	1	Norway	1	Switzerland	1
	UK (Northern Ireland)	2				
	<b>Total EFTA/EEA/ Countries with special agreements</b>					<b>5</b>
Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries	Bosnia and Herzegovina	2	Kosovo	3	Ukraine	1
	Egypt	1	Moldova	1	Georgia	1
	Lebanon	1	Morocco	1		
	<b>Total Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries</b>					<b>11</b>
Asian countries	China	0	India	0		
	<b>Total Asian countries</b>					<b>0</b>
Latin American countries	Argentina	0	Brazil	0		
	<b>Total Latin American countries</b>					<b>0</b>
African countries	Mauritius	0	Senegal	0	South Africa	1
	Congo/ Brazzaville	1				
	<b>Total African countries</b>					<b>2</b>
<b>Global participation other non-EU Countries</b>					<b>18</b>	

#### 4. Training dates for Course 1

For the period February – June 2022, there will be 3 training sessions under Course 1 in the form of a virtual classroom (VC). The tentative dates of the 1 VC session (approx. 40 participants per session of 5 working days each) are listed below:

Table 3: Training dates – Course 1

Year	Training session	Tentative dates	Location	Course Title
2022	VC11	14 – 18 February	Online	Course 1 “EU Legislation in Feed”
	VC13	28 March – 1 April	Online	Course 1 “EU Legislation in Feed”
	VC15	20 – 24 June	Online	Course 1 “EU Legislation in Feed”

Please note the above training dates are subject to change in case not enough participants get registered for the respective VC. The NCPs and participants will be informed well in advance about any potential change in the planning.

## Annex 1: Background and main topics covered in training

### Background

Animal feed is one of the most important sectors of activity in agriculture. The EU had developed a wide range of measures aimed at ensuring feed safety at all stages that may have an impact on feed and food safety, including primary production. The emphasis falls on the protection of human and animal health, animal welfare and the environment.



## Topics covered under Course 1 – EU Legislation in Feed

- Topic 1: General overview
- Topic 2: Feed hygiene
- Topic 3: Feed ingredients & contamination
- Topic 4: Application in the feed industry - Field Visits
- Topic 5: Feed labelling
- Topic 6: Feed with specific purposes and borderline products
- Topic 7: Imports and official controls

## Annex 2: Legislation and guidance documents for Course 1

1	<b>Regulation (EC) 178/2002</b> of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety and amendments
2	<b>Regulation (EC) 183/2005</b> of 12 January 2005 laying down requirements for feed hygiene and amendments
3	<b>Regulation (EU) 16/2011</b> of 10 January 2011 laying down implementing measures for the Rapid alert system for food and feed and amendments
4	<b>Regulation (EC) 767/2009</b> of the Council of 13 July 2009 on the placing on the market and use of feed and amendments
5	<b>Commission Recommendation 2011/25/EU</b> of 14 January 2011 establishing guidelines for the distinction between feed materials, feed additives, biocidal products and veterinary medicinal products
6	RASFF (Rapid Alert System for Food and Feed) annual report
7	Guidance document for the implementation of Commission Regulation (EU) no 691/2013 of 19 July 2013 amending regulation (EC) no 152/2009 as regards methods of sampling and analysis
8	Guides of Good Practice: COCERAL/COPACOGECA
9	Guides of Good Practice: FEFAC/FAMI QS/ FEDIAF/AAF-FEDIOL
10	EU register of FeBOs: <a href="http://ec.europa.eu/food/food/biosafety/establishments/feed_list_en.htm">http://ec.europa.eu/food/food/biosafety/establishments/feed_list_en.htm</a>
11	<b>Commission Regulation (EU) 68/2013</b> of 16 January 2013 on the Catalogue of feed materials
12	EFIP (European Feed Ingredients Platform)
13	<b>Directive 2002/32/EC</b> of 7 May 2002 on undesirable substances in animal feed and amendments
14	<b>Regulation (EC) 396/2005</b> of 23 February 2005 on maximum residue levels of pesticides in or on food and feed of plant and animal origin and amending Council Directive 91/414/EEC
15	<b>Commission Recommendation 2006/576/CE</b> of 17 August 2006 on the presence of deoxynivalenol, zearalenone, ochratoxin A, T-2 and HT-2 and fumonisins in products intended for animal feeding
16	<b>Commission Recommendation 2016/1319/UE</b> of 29 July 2016 amending Recommendation 2006/576/CE on the presence of deoxynivalenol, zearalenone and ochratoxin A
17	<b>Regulation 1829/2003</b> of 22 September 2003 on genetically modified food and feed
18	<b>Regulation 1830/2003</b> of 22 September 2003 concerning the traceability and labelling of genetically modified organisms and the traceability of food and feed products produced from genetically modified organisms and amending Directive 2001/18/EC
19	<b>Regulation 619/2011</b> of 24 June 2011 laying down the methods of sampling and analysis for the official control of feed as regards presence of genetically modified material for which an authorisation procedure is pending or the authorisation of which has expired



20	<b>Regulation 429/2008</b> of 25 April 2008 on detailed rules for the implementation of Regulation (EC) No 1831/2003 as regards the preparation and the presentation of applications and the assessment and the authorisation of feed additives
21	EFSA and CRL guidance documents
22	<b>COMMISSION NOTICE</b> on the implementation of food safety management systems covering prerequisite programs (PRPs) and procedures based on the HACCP principles, including the facilitation/flexibility of the implementation in certain food businesses
23	EU Register of feed additives
24	<b>Regulation (EC) No 1831/2003</b> of the European Parliament and of the Council of 22 September 2003 on additives for use in animal nutrition.
25	<b>Regulation (EC) 999/2001</b> of the European Parliament and of the Council of 22 May 2001 laying down rules for the prevention, control and eradication of certain transmissible spongiform encephalopathies
26	<b>Regulation (EC) 1069/2009</b> of 21 October 2009 laying down health rules as regards animal by-products and derived products not intended for human consumption
27	<b>Regulation (EU) 142/2011</b> of 25 February 2011 implementing Regulation (EC) No 1069/2009 laying down health rules as regards animal by-products and derived products not intended for human consumption and implementing Council Directive 97/78/EC as regards certain samples and items exempt from veterinary checks at the border under that Directive
28	<b>Directive 2008/38/EC</b> of 5 March 2008 establishing a list of intended uses of animal feedingstuffs for particular nutritional purposes
29	<b>Directive 90/167/EEC</b> of 26 March 1990 laying down the conditions governing the preparation, placing on the market and use of medicated feedingstuffs in the Community
30	COM (2011) 748: Communication from the Commission to the European Parliament and the Council, Action plan against the rising threats from Antimicrobial Resistance.
31	<b>Regulation (EC) 882/2004</b> of The European Parliament and The Council of 29 April 2004 on official controls performed to ensure the verification of compliance with feed and food law, animal health and animal welfare rules
32	<b>Regulation (EC) 152/2009</b> of 27 January 2009 laying down the methods of sampling and analysis for the official control of feed and amendments
33	<b>Recommendation 2004/787/EC</b> of 4 October 2004 on technical guidance for sampling and detection of genetically modified organisms and material produced from genetically modified organisms as or in products in the context of Regulation (EC) No 1830/2003
34	<b>Directive 2002/63/EC</b> of 11 July 2002 establishing Community methods of sampling for the official control of pesticide residues in and on products of plant and animal origin and repealing Directive 79/700/EEC
35	<b>Regulation (EC) 136/2004</b> of 22 January 2004 laying down procedures for veterinary checks at Community border control posts on products imported from third countries
36	<b>Regulation (EC) 669/2009</b> of 24 July 2009 implementing Regulation (EC) No 882/2004 of the European Parliament and of the Council as regards the increased level of official controls on imports of certain feed and food of non-animal origin and amending Decision 2006/504/EC
37	<b>Directive 97/78/EC</b> of 18 December 1997 laying down the principles governing the organisation of veterinary checks on products entering the Community from third countries
38	<b>Directive 98/68/EC</b> of 10 September 1998 laying down the standard document referred to in Article 9(1) of Council Directive 95/53/EC and certain rules for checks at the introduction into the Community of feedingstuffs from third countries
39	<b>Commission Decision 2001/881/EC</b> of 7 December 2001 drawing up a list of border control posts agreed for veterinary checks on animals and animal products from third countries and updating the detailed rules concerning the checks to be carried out by the experts of the Commission
40	<b>Commission Decision 2007/275/EC</b> of 17 April 2007 concerning lists of animals and products to be subject to controls at border control posts under Council Directives 91/496/EEC and 97/78/EC



41	<b>Commission Regulation (EU) 691/2013</b> of 19 July 2013 amending Regulation (EC) No 152/2009 as regards methods of sampling and analysis
42	<b>Commission Regulation (EU) 2015/786</b> of 19 May 2015 defining acceptability criteria for detoxification processes applied to products intended for animal feed as provided for in Directive 2002/32/EC of the European Parliament and of the Council
43	<b>Commission Decision 2011/884/EU</b> of 22 December 2011 on emergency measures regarding unauthorised genetically modified rice in rice products originating from China and repealing Decision 2008/289/EC
44	<b>Regulation (EU) 2016/6</b> of 5 January 2016 imposing special conditions governing the import of feed and food originating in or consigned from Japan following the accident at the Fukushima nuclear power station and repealing Implementing Regulation (EU) No 322/2014
45	<b>Regulation (EU) 884/2014</b> of 13 August 2014 imposing special conditions governing the import of certain feed and food from certain third countries due to contamination risk by aflatoxins and repealing Regulation (EC) No 1152/2009
46	<b>Regulation (EU) 2015/175</b> of 5 February 2015 laying down special conditions applicable to the import of guar gum originating in or consigned from India due to contamination risks by pentachlorophenol and dioxins
47	<b>Regulation (EU) No. 2017/893</b> of 24 May 2017 amending Annexes I and IV to Regulation (EC) No 999/2001 of the European Parliament and of the Council and Annexes X, XIV and XV to Commission Regulation (EU) No 142/2011 as regards the provisions on processed animal protein
48	<b>Regulation (EU) No. 2017/625</b> of 15 March 2017 on official controls and other official activities performed to ensure the application of food and feed law, rules on animal health and welfare, plant health and plant protection products
49	<b>Commission Notice 2018/C 133/02</b> - Guidelines in order to guarantee a common approach in all MS on the use of certain food no longer intended for human consumption
50	<b>Regulation (EU) No. 2019/4</b> of 11 December 2018 on the manufacture, placing on the market and use of medicated feed, amending Regulation (EC) No 183/2005 of the European Parliament and of the Council and repealing Council Directive 90/167/EEC
51	<b>Commission Implementing Regulation (EU) No 451/2012</b> of 29 May 2012 on the withdrawal from the market of certain feed additives belonging to the functional group of silage additives
52	<b>Commission Implementing Regulation (EU) No 230/2013</b> of 14 March 2013 on the withdrawal from the market of certain feed additives belonging to the group of flavouring and appetising substances
53	<b>Commission Implementing Regulation (EU) 2017/1145</b> of 8 June 2017 on the withdrawal from the market of certain feed additives authorised pursuant to Council Directives 70/524/EEC and 82/471/EEC and repealing the obsolete provisions authorising those feed additives



Annex 3: Agenda for Course 1

BTSF training on: Animal Nutrition  
Course 1: EU Legislation on Feed  
Virtual Classroom Training Programme - Year 2022



Tutors team:  
Training Coordinator (TC)  
Tutor 1 (T1), Tutor 2 (T2), Tutor 3 (T3), Tutor 4 (T4), Tutor 5 (T5)  
F: Break-out Room Facilitator, EMT: Event Management Team

General PLENARY		Theoretical modules PLENARY		Practical modules PLENARY		Practical modules BREAK-OUT ROOMS (3)		Games, Q&A for the day, test of knowledge PLENARY		Social activity online PLENARY	
Day 1 - Mon		Day 2 - Tue		Day 3 - Wed		Day 4 - Thu		Day 5 - Fri		CET	
6 hrs 30 min		5 hrs 45 min		6 hrs 30 min		6 hrs 30 min		6 hrs 15 min			
Topic 1. General overview Topic 2. Feed hygiene		Topic 2. Feed hygiene Topic 3. Feed ingredients & contamination		Topic 3. Feed ingredients & contamination Topic 5. Feed labelling		Topic 4. Application in the Feed industry: Field Visits Topic 5. Feed labelling Topic 6. Feed with specific purposes and borderline products Topic 7. Imports and official controls		Topic 7. Imports and official controls			
9:00		Introduction of the TC & EMT	TC	Game for previous day recap	TC	Game for previous day recap	TC	Game for previous day recap	TC	Game for previous day recap	9:00
9:15	EMT	IT platform usage instructions	T1	Rules on FH: Primary production	T2	Animal by-products in animal nutrition	T4 TC1-F TC2/ Tutor-F	Exercise on feed labelling	T5	Feed official controls	9:15
9:30		Video on the BTSF initiative		Q&A (10 min)		Discussion		Debrief		Q&A (10 min)	9:30
9:45	TC	Training objectives & overview of the training week	T1 TC1-F TC2/ Tutor-F	Exercise on FH rules	T2	Exercise on ABP operators	T4	Debrief	T5 TC1-F TC2/ Tutor-F	Exercise on the most suitable sampling procedure	9:45
10:00		Introduction of the participants through an ice-breaking activity		Debrief		Microbiological contamination		Feed for particular nutritional purposes		Debrief	10:00
10:15	EMT					Q&A (10 min)	T5	Q&A (10 min)	T5	Import from third countries	10:15
10:30				Rules on FH: Other than primary production part 1		Discussion		Medicated feed	TC	Discussion	10:30
10:45	EMT	Initial test of knowledge	T1	Discussion		Exercise on microbiological contamination	T5	Q&A (10 min)		Discussion	10:45
11:00											11:00
11:15		Break		Break		Break		Break		Break	11:15
11:30											11:30
11:45		EU system and introduction to feed legislation	T1	Rules on FH: other than primary production part 2		Undesirable substances		Strategies to combat AMR at feed level	TC	Virtual field visit to a Border Control Post	11:45
12:00	TC	Practical presentation on DG SANTE webpage		Q&A (10 min)		Discussion	T5	Q&A (10 min)		Case study on feed control	12:00
12:15				Feed materials	T3	Exercise on chemical contaminants	T5 TC1-F TC2/ Tutor-F	Case study on borderline products	TC	Debrief	12:15
12:30		General food law principles & requirements	TC	Discussion							12:30
12:45		Q&A (10 min)									12:45
13:00											13:00
13:15		Break		Break		Break		Break		Break	13:15
13:30											13:30
13:45											13:45
14:00		Feed marketing and use	T1	GM feed		Additives in feed	T5 TC1-F TC2/ Tutor-F	Case study on borderline products (ctd)		National good practices and guidelines	14:00
14:15	T1	Discussion		Case study on GMOs labelling	T3	Discussion	T5	Debrief	TC	Q&A (10 min)	14:15
14:30				Debrief		Exercise on categorization and labelling of feed additives		Virtual visit to a feed mill (series of short videos)		Discussion on the planning and implementation of feed official controls	14:30
14:45		Feed hygiene – general overview	T1 TC1-F TC2/ Tutor-F				TC	Exchange of views, discussion and debriefing		(Examples of practical cases)	14:45
15:00		Q&A (10 min)									15:00
15:15		Break		Break		Break		Break		Break	15:15
15:30											15:30
15:45		Registration and approval of feed establishments	T2	Feed-ban	T3	Exercise on categorization and labelling of feed additives (ctd)	T5	Feed official controls	TC	Final test of knowledge & discussion of results	15:45
16:00	T1	Discussion		Q&A (10 min)				Q&A (10 min)	EMT	Dissemination messages	16:00
16:15				Exercise on interpretation of feed-ban results							16:15
16:30	TC	Q&A for the day	TC	Q&A for the day	T4	Feed labelling rules and tolerances			EMT	Chafea online evaluation	16:30
16:45											16:45
17:00	EMT	Social activity online				Discussion	T5 TC1-F TC2/ Tutor-F	Exercise on feed control	EMT TC	Group photo & closure	17:00
17:15					TC	Q&A for the day	T5	Debrief			17:15
17:30											17:30





## Annex 4: Training material, outcomes and dissemination activities

### Training material

Participants will receive in advance training material to be reviewed prior to and used during the VC. The following materials of relevance to the course will be uploaded and made accessible on the BTSF Academy:

- Modules Description & Syllabus
- full versions of theoretical presentations (only concise versions will be projected online during the VC)

During the training week, participants will be regularly divided in break-out rooms to work on different exercises and case studies within smaller groups. All products from the practical activities (case studies, exercises, open discussions) will be shared with the group right after the end of the training.

### Test of knowledge (ToK)

A test to assess the knowledge of the participants will be performed at the beginning (initial test) and at the end (final test) of the training week. The same set of questions will be used for the initial and final test. The test will be accessible through the BTSF Academy.

The test results will be transposed into graphics showing the starting level of the group on Day 1 and the progress made on Day 5. The answers will be projected on-screen and discussed in plenary on Day 5.

All answers received will be analysed in bulk without any individualising. The Event Management Team (EMT) and the Training Coordinator will provide detailed information to the participants about the purpose of the ToK, and will instruct them how to perform it.

### HaDEA online evaluation survey

Feedback on each virtual training session will be collected through the HaDEA online evaluation survey, completed by all participants at the end of the training. The EMT will provide instructions to the participants how to access and fill out the survey through the BTSF Academy. Trainees will be asked to evaluate the course in several aspects: performance of tutors, technical coverage and training materials, networking and interaction opportunities provided during the training, relevance of the topics to their everyday work, reaching the training objectives.

### Dissemination questionnaire

The questionnaire intends to measure the sustainability and longer-term impact of the training by verifying how the knowledge acquired is used further in each participant's daily work, as well as whether and how the information received has been disseminated among other relevant staff from the participant's organisation.

The behaviour changes and dissemination survey (link via Google Forms) will be dispatched to the participants a couple of months after each training session, inviting them to provide information on the dissemination activities they carried out:

- distributing of the training material among their colleagues by uploading it to national competent authorities' intranets/websites
- delivering presentations based on the training material received during the training
- preparing informative articles in the professional national journals etc.



## Personal data protection

Consent to carry out the above tests and to reply to the surveys is a prerequisite for participation in the training. The participants will agree to be registered in the BTSF Academy, recorded during the VCs, and included in a group photo at the end of the training. Video recordings and photos will be published in the BTSF Academy in the corresponding training course section, visible only to the registered users of the BTSF Academy.

Please find more information regarding data protection here:  
<https://btsfacademy.eu/training/mod/page/view.php?id=417>

NSF EC will process personal data only with the explicit prior consent of each applicant/participant. A specific Personal Data Consent Form will be provided to each BTSF applicant at the outset of their communication with the EMT. As a data processor, NSF EC has prepared its own BTSF-specific Personal Data Protection Notice explaining the background, purposes of personal data processing, types of data collected, data security measures in place and rights of the data subjects. The notice and further information on data protection is available on the NSF EC BTSF website - <https://btsf.nsfinternational.eu/data-protection/>

## Annex 5: Contractor contact details

Project managed by:	NSF Euro Consultants
Project Manager:	Ms. Ogniana Glavoussanova-Mereteva
Training Coordinators for Course 1:	Mr. Jose Costa & Mr. Marot Hibbey
Project website:	<a href="https://btsf.nsfinternational.eu">btsf.nsfinternational.eu</a>

Separate notifications will be sent to the National Contact Points in advance of each training session, announcing the names and contact details of the EMT, the deadline for receipt of applications and the number of seats allocated to each country.

All official communication between National Contact Points and the Project team will be maintained through the functional e-mail address [2016.96.04@nsf-ecg.com](mailto:2016.96.04@nsf-ecg.com)

## Annex 6: Technical requirements

The VC sessions will be organised through the Microsoft Teams (MS Teams) online conferencing platform. The link to the training will be accessible through the BTSF Academy (<https://btsfacademy.eu/training/>). Each participant will receive credentials prior to the training week. All training materials and the MS Teams usage tutorial will also be available on the BTSF Academy portal.

The participants should have a computer with a working camera and audio system (speaker and microphone) as well as a good internet connection.

To minimise technical issues, the registered participants will be invited to a short test session in the days preceding the training week. This will allow them to test their equipment and get familiar with the main web conferencing tools of MS Teams.

Additionally, in the morning of Day 1 of the VC, a time slot will be dedicated to further technical explanations on the IT platform features and ensuring connections are working properly.