



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 2: EU Feed Hygiene Rules and HACCP Auditing

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 2 – EU Feed Hygiene Rules and HACCP Auditing

- Up-to-date and harmonised knowledge of the EU requirements related to feed hygiene and feed safety system requirements;
- Up-to-date and harmonized knowledge of the EU general requirements for planning, implement and verify the national feed official control ;
- In-depth knowledge related to methods and tools that can be used in the design, implementation and verification of feed safety requirements;
- Ability to verify the effectiveness of the implementation of an auto-control system based on HACCP’s method;
- Development of participants’ audit skills;
- Identification and dissemination of good practices within EU;

2. Selection criteria for applicants in Course 2 – EU Feed Hygiene Rules and HACCP Auditing

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| Applicants must: | <ol style="list-style-type: none">1. Fulfil the eligibility criteria2. Meet the minimum requirements3. Be selected using the evaluation criteria |
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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.

1. Minimum requirements for Course 2 – EU Feed Hygiene Rules and HACCP Auditing	Yes/No
<p>Applicants must:</p> <ul style="list-style-type: none"> • have experience in field inspection as part of their regular duties; • have at least 1 year of experience as competent authority staff involved in feed control • have a good working level of English; 	

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

2. Evaluation criteria		Enter Score
a)	<p>Total years of experience in animal nutrition within a competent authority in areas of food/feed safety, animal health, animal welfare or food quality</p> <p><u>Scoring</u> less than 3 years = 0 points; ≥ 3 years = 5 points; 5 - 10 years = 7.5 points; > 10 years = 10 points</p>	
b)	<p>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</p> <p><u>Scoring</u> less than 3 years = 0 points; ≥ 3 years = 5 points; 5 - 10 years = 7.5 points; > 10 years = 10 points</p>	
c)	<p>Contribution towards very specific advanced outcomes in the animal nutrition sector</p> <p><u>Scoring</u> Scoring: no experience = 0 points; < 2 years = 5 points; 2-4 years = 7.5 points; > 4 years = 10 points</p>	
d)	<p>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.</p> <p><u>Scoring</u></p> <ol style="list-style-type: none"> 1. Commitment to distribute the training material among their colleagues = 5 points; 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 3. Points 1, 2 plus preparing informative articles in the professional national journals = 15 points 	



	4. no commitment = 0 points	
	Participants must have preferably attended the BTSF e-learning module on Feed Law. <u>Scoring</u> Former participation = 2,5 points; No former participation = 0 points	
	Participants must have preferably not attended the BTSF face-to-face training on Feed Law / Feed Hygiene. <u>Scoring</u> Former participation = 0 points; No former participation = 2,5 points	
Maximum total score		50

3. Country allocations for Spring – Summer 2022 for Course 2

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	4	Germany	4	Poland	4
	Belgium	3	Greece	3	Portugal	3
	Bulgaria	4	Hungary	3	Romania	3
	Croatia	4	Ireland	3	Slovakia	4
	Cyprus	3	Italy	4	Slovenia	3
	Czech Republic	3	Latvia	3	Spain	3
	Denmark	3	Lithuania	3	Sweden	4
	Estonia	4	Luxembourg	3		
	Finland	2	Malta	4		
	France	4	Netherlands	4		
	Total Member States					
Candidate Countries	Albania	2	North Macedonia	2	Turkey	2
	Montenegro	3	Serbia	2		
	Total Candidate Countries					
Global participation EU Member States and Candidate Countries						103



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				
	Total EFTA/EEA/ Countries with special agreements					5
Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries.	Bosnia and Herzegovina	2	Kosovo	2	Ukraine	1
	Egypt	1	Moldova	1	Georgia	1
	Lebanon	1	Morocco	1		
	Total Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries					10
Asian countries	China	0	India	0		
	Total Asian countries					0
Latin American countries	Argentina	0	Brazil	0		
	Total Latin American countries					0
African countries	Mauritius	0	Senegal	1	South Africa	0
	Congo/ Brazzaville	1				
	Total African countries					2
Global participation other non-EU Countries					17	

4. Training dates for Course 2

For the period February - May 2022, there will be 3 training sessions under Course 2 in the form of a virtual classroom (VC). The tentative dates of the 3 VC sessions (approx. 40 participants per session of 4 working days each) are listed below:

Table 3: Training dates – Course 2

Year	Training session	Tentative dates	Location	Course Title
2022	VC10	01 – 04 February	Online	Course 2 “EU Feed Hygiene Rules and HACCP Auditing”
	VC12	08 – 11 March	Online	Course 2 “EU Feed Hygiene Rules and HACCP Auditing”
	VC14	17 – 20 May	Online	Course 2 “EU Feed Hygiene Rules and HACCP Auditing”

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 2 – EU Feed Hygiene Rules and HACCP Auditing

- Topic 1: Legal framework
- Topic 2: Official controls
- Topic 3: Feed safety management systems and HACCP implementation
- Topic 4: Application in the feed industry - field visit
- Topic 5: Microbiological risk and control
- Topic 6: The audit process

Annex 2: Legislation and guidance documents for Course 2

1	Regulation (EC) No. 178/2002 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	Regulation (EC) No. 183/2005 of 12 January 2005 laying down requirements for feed hygiene and amendments
3	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
4	Guides of Good Practice: COCERAL/COPACOGECA
5	Guides of Good Practice: FEFAC/FAMI QS/ FEDIAF/AAF-FEDIOL
6	EU register of FeBOs: http://ec.europa.eu/food/food/biosafety/establishments/feed_list_en.htm
7	Regulation (EC) No. 619/2011 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
8	Commission Notice 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 C/2016/4608
9	Regulation (EC) No. 999/2001 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



10	Regulation (EC) No. 1069/2009 of 21 October 2009 laying down health rules as regards animal by-products and derived products not intended for human consumption
11	Regulation (EU) No. 142/2011 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
12	Regulation (EC) No. 882/2004 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
13	Regulation (EC) No. 152/2009 of 27 January 2009 laying down the methods of sampling and analysis for the official control of feed and amendments
14	Recommendation 2004/787/EC 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
15	Directive 2002/63/EC 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
16	Regulation (EC) No. 136/2004 of 22 January 2004 laying down procedures for veterinary checks at Community border control posts on products imported from third countries
17	Regulation (EC) No. 669/2009 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
18	Directive 97/78/EC of 18 December 1997 laying down the principles governing the organisation of veterinary checks on products entering the Community from third countries
19	Directive 98/68/EC 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
20	Commission Decision 2001/881/EC 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
21	Commission Decision 2007/275/EC 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
22	Commission Regulation (EU) No. 691/2013 of 19 July 2013 amending Regulation (EC) No 152/2009 as regards methods of sampling and analysis
23	Commission Decision 2011/884/EU of 22 December 2011 on emergency measures regarding unauthorised genetically modified rice in rice products originating from China and repealing Decision 2008/289/EC
24	Regulation (EU) No. 2016/6 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
25	Regulation (EU) No. 884/2014 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
26	Regulation (EU) No. 2015/175 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
27	Regulation (EU) No. 2017/893 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
28	Regulation (EU) No. 2017/625 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
29	Commission Notice 2018/C 133/02 - Guidelines in order to guarantee a common approach in all MS on the use of certain food no longer intended for human consumption
30	Directive 90/167/EEC of 26 March 1990 laying down the conditions governing the preparation, placing on the market and use of medicated feedingstuffs in the Community
31	Regulation (EU) No. 2019/4 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
32	COMMISSION NOTICE (2019/C 225/01) Guidance document on the implementation of certain provisions of Regulation (EC) No 183/2005 laying down requirements for feed hygiene



Annex 3: Agenda for Course 2

BTSF training on: Animal Nutrition
Course 2: EU Feed Hygiene Rules and HACCP Auditing
Virtual Classroom Training Programme - Year 2022



Tutors team:
 Training Coordinator (TC)
 Tutor 1 (T1), Tutor 2 (T2), Tutor 3 (T3), Tutor 4 (T4)
 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 - Tue		Day 2 - Wed		Day 3 - Thu		Day 4 - Fri				
	6 hrs 15 min		6 hrs 30 min		6 hrs 30 min		4 hrs				
	Topic 1. Legal framework		Topic 1. Legal framework Topic 3. Feed safety management systems and HACCP implementation Topic 5. Microbiological risk and control		Topic 2. Official controls Topic 6. The audit process		Topic 3. Feed safety management systems and HACCP implementation Topic 4. Application in the feed industry: field visit Topic 6. The audit process				
CET									CET		
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	9:00		
9:15	EMT	IT platform usage instructions		Implementation and evaluation of HACCP in the feed sector	T4	Feed official controls & inspections	T3	6.3	Discussion on flexibility for feed rules implementation	9:15	
9:30		Video on the BTSF initiative								9:30	
9:45	TC	Training objectives & overview of the training week	T2		3.1	TC	2.1	Preparation of an inspection		Virtual visit to a feed mill (series of videos showing each step of the feed mill production for inspection)	9:45
10:00		Introduction of the participants through an ice-breaking activity				T4		TC	4.2	Exchange of views, discussion and debriefing	10:00
10:15	EMT									10:15	
10:30			T2 TC1-F TC2 / Tutor-F	3.2	HACCP as a management tool			3.4	Private schemes Q&A (5 min)	10:30	
10:45		Break				Break			Break	10:45	
11:00										11:00	
11:15	EMT	Initial test of knowledge	T2 TC1-F TC2 / Tutor-F	3.2	HACCP as a management tool (ctd)	T4 TC1-F TC2 / Tutor-F		3.4	Private Schemes - video	11:15	
11:30							TC			11:30	
11:45	T1	1.1				2.1			Q & A	11:45	
12:00		Feed Law – general overview			T4				Dissemination messages	12:00	
12:15	T1 TC1-F TC2 / Tutor-F		T2	3.3	Cross-contamination		TC EMT		Final test of knowledge & discussion of results	12:15	
12:30		Case study on feed hygiene rules								12:30	
12:45										12:45	
13:00		Break				Break			Break	13:00	
13:15										13:15	
13:30										13:30	
13:45		1.1	T2	3.3	Discussion		EMT		Chafea online evaluation	13:45	
14:00										14:00	
14:15	T1	1.2	T3		Microbiological risk, criteria and controls	T3	6.1		Group photo & closure	14:15	
14:30		Registration and approval of feed establishments		5.1	Q&A (10 min)					14:30	
14:45		Discussion	T3 TC1-F TC2 / Tutor-F		Practical exercise	T3 TC1-F TC2 / Tutor-F	6.2			14:45	
15:00										15:00	
15:15		Break			Break				Break	15:15	
15:30	T1 TC1-F TC2 / Tutor-F	1.2	T3	5.1	Debrief					15:30	
15:45		Case study on registration, approval and specific authorisation				T3 TC1-F TC2 / Tutor-F			Audit simulation of an auto-control system (ctd)	15:45	
16:00	T1		T1		FeBO control measures (feedban)		6.2			16:00	
16:15	TC	Q&A for the day		1.3	Discussion					16:15	
16:30										16:30	
16:45	EMT	Social activity online	T4		FeBO control measures (dioxins)	T3			Audit simulation debrief	16:45	
17:00					Discussion					17:00	
17:15			TC		Q&A for the day	TC			Q&A for the day	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 4. The answers will be projected on-screen and discussed in plenary on Day 4.

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 2:	Mr. Jose Costa & Ms. Snieguole Dzekioriene
Project website:	btsf.nsfinternational.eu

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

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.