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the Better Training for Safer Food  
Initiative of the European Union



# BETTER TRAINING FOR SAFER FOOD

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Training course 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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# ORGANISATION AND IMPLEMENTATION OF TRAINING ACTIVITIES 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 UNDER THE “BETTER TRAINING FOR SAFER FOOD” INITIATIVE

## 1. COURSE OBJECTIVES

### **General objective**

The objective of the present programme is to spread knowledge and best practices in relation with 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 of the population food composition and information, as per the requirements of the EU Food Law. The contract requests the provision of training courses addressing the latest developments, as well as in the implementation of controls.

The objective of this training course is to share good practices and harmonise 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.

### **Specific objectives**

#### ❖ *Food Information and Legislation*

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

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In the course, the participants will experience active learning involvements which the team have developed from the experience of the tutors over the previous BTSF programme on FCI. The FCI 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 FCI.

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 harmonise 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 programme 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 categorisation 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 emphasised. 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 programme 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.

## 2. SELECTION CRITERIA FOR PARTICIPANTS

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

### Eligibility criteria for Course Food Composition and Information

Participants who have previously completed the BTSF courses on **Food Composition and Information** should be further assessed for their eligibility for this training based on a high score on the criteria below and their reasons for why they should be eligible

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

Minimum requirements for Food Composition and Information	Yes/No
<p>Participant must:</p> <p>Have a 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.</p>	

The evaluation criteria should be used as a tool to prioritise participation (higher score indicates higher priority), but there is no minimum score necessary.

Evaluation criteria for Course 2		Enter Score
a)	<p>Experience in a position related to Official Controls within a competent authority in areas of food/feed safety, in particular in areas such food information, food claim and food composition</p> <p><u>Scoring</u> less than 3 years = 0 points; ≥ 3 years = 5 points; 5 - 10 years = 10 points; &gt; 10 years = 12.5 points</p>	
b)	<p>Experience in implementing the official monitoring and controls plans within a competent authority in areas of food/feed safety, in particular in areas such as food control</p> <p><u>Scoring</u> no experience = 0 points; &lt; 2 years = 5 points; 2-5 years = 7.5 points; &gt; 5 years = 10 points</p>	
c)	<p>Contribution towards food labelling and claims.</p> <p><u>Scoring</u> no experience = 0 points; &lt; 2 years = 5 points; 2-4 years = 10 points; &gt; 4 years = 12.5 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> Commitment to distribute the training material among their colleagues = 5 points; 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 Points 1, 2 plus preparing informative articles in the professional national journals = 15 points No commitment = 0 points</p>	
<b>Maximum total score</b>		<b>50</b>

### 3. COUNTRY ALLOCATIONS

A total of 160 seats will be allocated across the first 4 sessions according to the tables below. Please note that the number of allocated seats for each country may be subject to variation.

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

	Country / suggested allocation			
Member States	Austria	3	Germany	7
	Belgium	6	Greece	4
	Bulgaria	5	Hungary	5
	Croatia	5	Ireland	7
	Cyprus	4	Italy	6
	Czech Republic	5	Latvia	4
	Denmark	5	Lithuania	2
	Estonia	4	Luxembourg	1
	Finland	3	Malta	5
	France	4	Netherlands	6
			Poland	6
			Portugal	4
			Romania	4
			Slovakia	4
			Slovenia	2
			Spain	7
			Sweden	4
			United Kingdom (NI)	0
<b>Total Member States</b>				<b>122</b>
Candidate Countries	Albania	1	North Macedonia	3
	Montenegro	4	Serbia	3
			Turkey	5
<b>Total Candidate Countries</b>				<b>16</b>
<b>Global participation EU Member States and Candidate Countries</b>				<b>138</b>

*Table 2: Suggested allocation for other non-EU Countries*

	Country / suggested allocation			
EFTA/ EEA countries	Iceland	3	Norway	1
			Switzerland	2
<b>Total EFTA/EEA Countries</b>				<b>6</b>
Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries.	Israel	1	Lebanon	1
	<b>Total Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries</b>			<b>2</b>
Asian countries	China	2	Philippines	1
	India	1	South Korea	1
			Thailand	1
<b>Total Asian countries</b>				<b>6</b>
Latin American countries	Argentina	2	Brazil	2
	Peru	1	Chile	1
<b>Total Latin American countries</b>				<b>6</b>
African countries	Senegal	2		
<b>Total African countries</b>				<b>2</b>
<b>Global participation other non-EU Countries</b>				<b>22</b>

Should you consider that the number of allocated seats is insufficient to meet your country's training needs, please contact the Project Manager Marco MADEDDU or registration manager Niamh O'BRIEN at [20169608.fci@aets-consultants.com](mailto:20169608.fci@aets-consultants.com), as soon as possible, providing an explanation.

The contractor will evaluate your request and pass it to the Contracting Authority for consideration.

#### 4. TRAINING DATES

As all face-to-face activities have been postponed until September 2021, four sessions of five days training will be held virtually. If the situation remains the same, we will continue having virtual sessions and an invitation letter will be sent to inform on new dates sessions.

Virtual Classroom (VC) training courses will be delivered between April and September 2021 with approximately 40 people in each session.

*Table 3: Training dates*

Year	Training session	Proposed dates	Location	Organiser	Deadlines
2021	13	19 April-23 April	ONLINE BigBlueButton	AETS	05/04/2021
	14	17 May-21 May	ONLINE BigBlueButton	AINIA	03/05/2021
	15	7 June-11 June	ONLINE BigBlueButton	AETS	24/05/2021
	16	5 July-9 July	ONLINE BigBlueButton	AETS	21/06/2021

## ANNEX 1: BACKGROUND AND MAIN TOPICS COVERED IN TRAINING

### **Food Information (FIC)**

The lectures begin with an introduction to the FIC and a description of the broad requirements of the regulation, the scope of the regulation and its enforcement. There will be a discussion around co-operation and how to resolve issues where food is traded across Member States. The introductory lectures will focus around the requirements in Chapter IV; highlighting annexes as appropriate.

Nutrition declaration: what needs to be in the declaration, how to calculate the nutrition content, which foods are exempt, how to display the nutrition declaration and how to express the information. How alternative forms of expression could be derived. There will be additional information around other nutrients and their status as part of the nutrition declaration such as trans fats (see fortified foods).

Meat labelling, what is meat and how is it defined for labelling purposes, where are the definitions of meat labelling found, what is mechanically separated meat, how is meat labelled, how is minced meat labelled, for cured meats how are water and water retention agents labelled. What is mechanically separated meat and how is it labelled, how products are made from large pieces of meat defined and labelled. There are similar requirements for fish.

Origin labelling, how is the origin of a food defined, is the origin of the ingredients of a food important? When is it mandatory to give the origin of a food, is it mandatory to give the origin of the ingredients, which meats require origin labelling, do meats in meat preparations and products require origin labelling? How do I get information on the origin of the different cuts in say, minced meat? Are there any exemptions to the origin requirements? How is the origin of fish labelled? Are there requirements for dairy? Are there issues around internet sales? Are there 'vertical' rules for origin labelling

Loose food, what are loose foods and where are they covered in the regulations? How do I find the requirements for loose foods? What are the requirements for allergen labelling? Do food additives need to be labelled? Can I give nutrition information on loose foods?

Allergen information and clarity, what are the clarity requirements in the FIC, how do I calculate the minimum font size for a package, are there any other clarity requirements, how are allergens labelled and how is this different? What are the rules for use of the gluten free labelling claim and other similar claims (e.g. lactose-free)?

Date marking and the implications of labelling on food waste, how are the durability dates defined? How are calculated for foods, can the dates be altered, how should the dates be presented. Does having these dates lead to food waste and how might this be limited?

There will be a hands-on demonstration of the **Commission's database** of labelling law. If the database is not available, then this will be an introduction to the different levels and structure of the database.

### **Exercises:**

Principally the team will present examples of labels and ask the participants to comment on the label. The labels will be of food products on the market where there is a nuance of the FIC which the participants can explain or expand on. In more specific exercises participants will calculate a nutrition declaration from the basic tables, calculate a QUID, develop an ingredients list from a product specification, do carry over additives need to be labelled. The exercises will follow the topic of the lectures.

### **Case studies:**

There will be a simple case study on labelling where the participants will develop a visual study to highlight a specific point in the FIC, a story board or a short video clip to illustrate QUID, the nutrition declaration, origin labelling on fresh or frozen meat, allergen labelling, developing an ingredients list, labelling cheese as an ingredient, (internet sales?)... This is a fluid list as the participants may well have issues that they wish to address

Food information is a piece of horizontal legislation and the team have built some project work into the course to develop issues that cut across the different regulations being presented here. So, the topics will include how to label a sports food, a weaning food, a meal replacement product, ingredients in a supplement, a low-fat product, labelling a small pack with a health claim, a frozen fisheries product with multiple types of fish or shell fish, develop a check list for the enforcement of the FIC, label sweeteners in a food. The output could be a label or some visual output for 'social media'.

### **Discussion:**

The discussions will be participant focused discussing the details highlighted by the participants. There will be a questionnaire where students will have an opportunity to develop questions with their colleagues prior to the course. Answers will be developed during the course to be presented to the students by the end of the course.

### **Exercises:**

The exercises on food supplements and on fortified foods consist of a set of ad hoc labels on food supplements developed by taking into account real complex cases (aiming at promoting a better understanding of and compliance with general and specific safety and labelling requirements including tolerances of nutrient values declared and acceptability of ingredients). The pedagogy of the approach proposed is that all the labels will be characterized by **intentionally added errors to be identified**, in an open session to all student audience, by the representatives designed by the student working groups following the detailed consideration of each label at group level. The tutor will be the catalyser who will ensure that all the errors are identified on the basis of the relevant legislations and articles. Before the end of the Session, the **tutor will also present to the all audience the correct versions of all the labels**, highlighting once more the needed corrections and the underlying motivations.

The other pedagogical tool developed for this course is **the check list to conduct monitoring and control of the food supplements or fortified foods** in the internal market and at the import from third countries. These check lists deal with mandatory information, legal prohibitions and voluntary information.

An important part of the pedagogy adopted is that participants are also allowed to come with their own ideas and labelling issues and use the experience of tutors to find optimal solutions

### **Nutrition and Health Claims:**

The session will begin with key information about Regulation (EC) No 1924/2006 as to mention the definitions for health and nutrition claims, reduction of disease risk claims and claims on children's development and health.

There will be also a lecture on the authorisation procedure, including the role of Member states, European Commission, and EFSA in authorising the claims.

The evaluation of the Regulation with regard to nutrient profiles and health claims made on plants and their preparations will be explained.

Beside lectures on the scope and the description of the requirements of the Regulation, the training will focus on different aspects concerning the enforcement of the Regulation. In the part "Nutrition and health claims in practice" there will be a demonstration of the Union Register of nutrition and health claims. It will also be important for participants to understand the so called "on hold" list. Judgments by the European Law Court will complete the picture. Time to clarify advanced questions will be granted.

### **Quiz:**

A quiz after the first lecture on the classification of different example of claims will be the kick off for discussions of interpretation matters with the tutor and among participants.

### **Exercises:**

Participants will work in groups to elaborate answers to questions with regard to nutrition and health claims. The aim is to use all the tools of information which were presented during the day. The answers to the questions will be presented by the different groups and may include discussions on issues which came up during the elaboration and during the day.

### **Case Study:**

As an alternative, participants could be asked to take the role of a food business operator and develop a claim or a marketing strategy with claims for a product using label information. The idea here is also to use all tools of information and apply the learned knowledge

## **Food Supplements and Fortified Food (FF / FS):**

The pedagogy of the approach proposed is based on presentations by the tutor focussed on:

- the connections between regulatory prescriptions and EU human health protection objectives and their scientific motivations;
- the detailed analysis of procedures to be followed to ensure and control the correct marketing of food supplements or fortified foods, considering the partial harmonization of current regulations at the European level;
- the available information tools to gather information on competent Authorities at EU and National levels and their roles: and
- The available relevant Community Registers.

All the presentations will be open to and promote questions by all the participants and related discussions to clarify specific subjects and will make use of specific examples when needed.

## **Food for Specific Groups (FSG)**

Presentation of the basic rules applicable with particular attention to the points most critical for controls, e.g. are products falling under the scope of FSG Regulation, which category of products etc., coexistence of rules during transition periods and emphasis on interrelation with other rules that may apply. Aim would be to make participants understand that FSCs are regulated by specific vertical measures but within a wider legal framework covering foods that may sometimes present challenges that can be solved by being aware of and considering the different rules.

### ***Exercises:***

Participants will be encouraged to bring and share their experiences at national level and through exchanges with officials in other Member States. Real market examples will be used for demonstrating grey areas between, FSGs, FSMPs and ordinary foods, particularly regarding labelling practices that affect classification of products.

### ***Main topics covered in the training:***

#### **Food Information and Legislation**

- Regulation on the Provision of Food Information to Consumers (1169/2011)
- Lectures with all the slides used
- Delegating and Implementing acts made under 1169/2011
- List of EU legislation with further labelling provisions
- Guidance produced by the Commission on food labelling provisions, including the infographic on food information and the tolerances for nutrition labelling.
- Commission's Q&A on 1169/2011

#### **Nutrition and Health Claims**

- Nutrition and health claims and how to apply official controls on this matter
- Objectives of Regulation (EC) No 1924/2006
- Role of the European Commission and EFSA
- Examples of some exercises with solutions

#### **Food fortification and Food Supplement**

- Consumer information legislation and practice on food supplements and fortified foods
- Definitions of food supplements and fortified foods and their market importance
- Relevant EU regulations
- Examples of some exercises with solutions

#### **Food for Specific Groups**

- Legislation on Food for Specific Groups
- Labelling requirements for Total Diet Replacement Food and Food for Specific Medical Purpose
- Labelling requirements regarding for Baby Food products

## ANNEX 2: LEGISLATION AND GUIDANCE

### **Food information:**

- EU Food Law and Food Information: Who does what to enforce Reg. (EU) n°1169/2011
- Nutrition declaration
- Meat Labelling
- Origin Labelling
- Loose food (not packaged) and voluntary labelling
- Clarity and allergen labelling
- Date marking and the implications of labelling on food waste

### **Nutrition and Health Claims**

- Regulation (EC) No 1924/2006 on nutrition and health claims
- 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
- Interpretations of the EU law and recent updated in relation with nutrition and health claims
- It will also be important for participants to understand the so called “on hold” list and the legal status of proprietary claims, Art 18(5).

### **Food supplements and fortified food**

- Definitions and overall approach to food supplements in the EU Food Law (Dir. 2002/46/CE and subsequent regulations) or definitions and overall approach on fortified foods (Reg. (CE) 1925/2006 and subsequent regulations)
- Rules and requirements on food supplements or fortified foods, in particular regarding the substances allowed, or restricted or under Community scrutiny and procedure for submitting requests for updating the current regulations
- Specific requirements regarding labelling of food supplements (Dir.2002/46/CE) or fortified foods (Reg. (CE) 1925/2006) and links to the Regulation on provisions of food information to consumers (Reg.1169/2011) and on nutrition and health claims (Reg. 1924/ 2006) and more problematic food categories
- Community Registers on health claims or on the addition of vitamins and minerals and certain other substances to food; and
- Rules and requirements regarding the forms of vitamins and minerals that can be added to foods, including food supplements according to Reg (EC) 1170/2009
- European Commission’s REFIT Programme on botanical food supplements health claims.

### **Food for specific group**

- Regulation (EU) No 609/2013: General rulers on FSGs
- Directive 2009/39/EC on foods for particular nutritional uses: repeal and abolition of the definition of dietetic foods
- Regulation (EU) No 1169/2011 on Food Information to Consumers: ex-dietetic foods under its scope as normal foods
- Commission Delegated Regulation (EU) 2016/127: New rules on Infant formula and Follow-on formula
- Commission Delegated Regulation (EU) 2016/128: New rules on Foods for Special Medical Purposes (FSMPs)
- Commission Directive 2006/125/EC: Rules on Cereal-based foods and other Baby foods (applicable until adoption of new Delegated Commission Regulation)
- Directive 96/8/EC (as amended by Directive 2007/29/EC): Rules on total diet replacement products for weight control (applicable until adoption of new Delegated Commission Regulation)
- Commission Guidance developed on any of above categories of products, as the case may be



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# PROGRAM PHASE 2 VIRTUAL FOOD COMPOSITION AND INFORMATION






In the week preceding the training session	Introduction to BTSF Training	Communicate to participants: Introduction to the training programme, establishment of procedures and guidelines for the training, and online tools, problem-solving connection potential connection issues Invitation to participants to submit advance questions/ queries on the upcoming training topics
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Please note, where bullet points are displayed, presentations will be split into defined sections interspersed with quick quizzes, Q & A Sessions and comfort breaks









## Day 1 - Monday

	TIME	TITLE OF SESSION		TRAINING OBJECTIVE/ SUBJECTS COVERED	RESPONSIBLE TUTOR
	09:00 – 09:30	Registration of participants to the online environment			
	09:30 – 09:50	1.1	Welcome address – GEM01	BTSF Video Welcome address and introduction	Event Manager/ Training Coordinator Steve Pugh
	09:50 – 10:20	1.2	Pre-Course Test – GEM02	Interactive tool will be used to assess and collate answers to opening questionnaire- survey style 16 questions asked with interactive tool (4 per topic)	Training Coordinator Steve Pugh
	10:20 – 10:50	1.3	Roundtable of trainees	Each participant introduces themselves to the group with name, country, experience with the topic and “interesting fact” to break the ice	Event Manager/ Training Coordinator Steve Pugh
	10:50 – 11:30	1.4	<b>Presentation:</b> EU Food Law and Food Information <sup>i</sup>	Scope of Food Information Fair information Practices, Wholesale Labelling (Who is DG SANTE - Directorate on Health and Food Safety?) Q & A sessions	Training Coordinator Steve Pugh
	11:30-11:45	Coffee break and re-registration			
	11:15 – 12:00	1.5	<b>Presentation:</b> The Food Information to Consumers Regulation (Reg. (EU) n°1169/2011)	The main provisions of Regulation (EU) 1169/2011, together with background information Q & A session	Training Coordinator Steve Pugh)









## Day 1 - Monday

	TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	RESPONSIBLE TUTOR
	12:00-12:10	1.6	Advance Questions	Introduce and review questions sent in advance by participants (see initial questionnaire).	Training Coordinator Steve Pugh
	12:10-12:30	1.7	<b>Plenary Session:</b> Introduction to the overarching Labelling research exercise.	Participants will be introduced to the group project - during the training they will have the opportunity to work in groups on an overall project and present their results later in the week. Participants will be encouraged to investigate and include real life examples from their own homes.	Steve Pugh / Noel Griffin
	12:30 – 13:30	Lunch			
	13:25 – 13:30	Re-Registration of participants to the online environment			
	13:30 – 14:30	1.8	<b>Group Work:</b> Introduction to the overarching Labelling research exercise.	Participants will work in groups on an overall project during the training and present their results later in the week. Participants will be encouraged to investigate and include real life examples from their own homes. Each group needs to choose a presenter/ spokesperson for their group	Steve Pugh / Noel Griffin
	14:30 – 15:00	1.9	<b>Plenary Session –</b> Review of Day 1	Spokesperson from each group will present their group's concept for the group project Final remarks, comments and instructions for joining the training the following day	Steve Pugh / Noel Griffin






## Day 2 - Tuesday

	TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	RESPONSIBLE TUTOR
	Up to 09:00		Registration of participants to the online environment		
	09:00 – 09:15	2.1	<b>Anchoring game:</b> Quiz	Interactive game to revise the previous day's content	Training Coordinator Steve Pugh
	09:15 – 10:00	2.2	<b>Presentation:</b> Nutrition declaration and general nutrition claims on Front of Pack	Mandatory nutrition declaration and exemptions/derogations Exercise on nutrition label #1 Voluntary nutrition declaration Format and content, source of information and tolerances Exercise on nutrition label #2 Additional forms of expression; front of pack Exercise on nutrition label #3 Q & A sessions	General Labelling Tutor Noel Griffin
	10:00 – 10:05		Comfort break		
	10:05 – 10:20	2.3	<b>Presentation:</b> Meat Labelling and origin labelling on meat	Meat labelling with special reference to Annex VI Origin labelling including Reg. 1337/2015 (plus any additional regulations) Q & A session	General Labelling Tutor Noel Griffin
	10:20 – 10:55	2.4	<b>Plenary Session:</b> Introduction to the Exercises on Meat labelling and Origin Labelling	Participants will prepare to work in groups on a variety of Labels and Case Studies to identify whether the Food Business Operator has made an origin claim on the label. They will also be asked to identify examples of origin labelling in their own home countries (translated!).	Noel Griffin
	10:55 – 11:10		Coffee break		
	11:10 – 11:15		Re-Registration of participants to the online environment in 6 moderated breakout groups		








## Day 2 - Tuesday

	TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	RESPONSIBLE TUTOR
	11:15 – 11:45	2.5	<b>Group Work cont:</b> Exercise on Meat labelling	Participants will work in groups on a variety of labels and answer questions on the details on the labels; e.g. why don't Lardons need to have the added water declaration whereas bacon does? What is the national mark on minced meat? Groups present results	Noel Griffin
	11:45 – 12:15	2.6	<b>Presentation:</b> Loose food (not packaged) and voluntary labelling	Identifying non-prepacked "loose" foods Quiz Non-prepacked for direct sale Rules for labelling non-prepacked foods – mandatory allergen and energy + 4 Quiz Q & A sessions	
	12:15 – 13:00	2.7	<b>Presentation:</b> Clarity and Allergen Labelling	Discussions around the criteria for clarity including minimum font size Short exercise on clarity Allergen labelling rules and exemptions Presentation on the Gluten-free regulations and around potential regulations on lactose-free Latest position on 'may contain' labelling Short exercise on allergen rules, with particular focus on loose foods and pre-packed for direct sale Q & A sessions	Noel Griffin
	13:00 – 13:55	Lunch			
	13:55 – 14:00	Re-Registration of participants to the online environment			
	14:00 – 14:30	2.8	<b>Group Work cont:</b> Exercise on Origin Labelling	Participants will work in groups on a variety of Case Studies to identify whether the Food Business Operator has made an origin claim on the label. Groups present results	Noel Griffin
	14:30 – 14:40	Introduction to Group Work Exercise and Registration of participants to the online environment in 6 moderated breakout groups			
	14:40 – 15:15	2.9	<b>Group Work:</b> Labelling Databases	Practical experience regarding the use of the labelling database Online guidance Industry guide (e.g. FoodDrinkEurope)	Steve Pugh / Noel Griffin









## Day 2 - Tuesday

	TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	RESPONSIBLE TUTOR
	15:15 – 15:30		Coffee break		
			Re-Registration of participants to the online environment		
	15:30 – 16:00	2.10	<b>Presentation:</b> Date marking	Lecture on the date marking requirements 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 Q & A sessions	Noel Griffin
	16:00 – 16:05		Registration of participants to the online environment in 6 moderated breakout groups		
	16:05 – 17:00	2.11	<b>Group Work:</b> Continuation of the overarching Labelling research exercise.	Participants will work in groups on an overall project during the training and present their results later in the week. Participants will be encouraged to investigate and include real life examples from their own home countries.	



### Day 3 - Wednesday

	TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	RESPONSIBLE TUTOR
	Up to 09:00	Registration of participants to the online environment			
	09:00 – 09:15	3.1	<b>Anchoring game:</b> Quiz on Labelling Compliance	Interactive Quiz on the details of 1169/2011 and 1153/2015 (plus new legislation)	Training Coordinator Steve Pugh
	09:15– 10:00	3.2	<b>Presentation:</b> The EU legislation applying to Nutrition and Health Claims (part 1 & 2)	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	Amire Mahmood
	10:00 – 10:15	3.3	<b>Quiz:</b> Classify the Claim	Interactive Quiz on the classification of claims	Amire Mahmood
	10:15 – 10:45	3.4	<b>Presentation:</b> The EU legislation applying to Nutrition and Health Claims (part 3)	Legislation Reg. (EC) 1924/2006 - Rules and requirements set by the EU food Law on nutrition and health claims (continuation) General and specific requirements, list of permitted claims, new claims, guidance, conditions 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	Amire Mahmood
	10:45 – 11:05	Coffee break			
		Re-Registration of participants to the online environment			








### Day 3 - Wednesday

	TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	RESPONSIBLE TUTOR
	11:05 – 11:30	3.5	<b>Presentation:</b> Nutrition and health claims in practice (part 1)	To clarify advanced questions regarding the application of Legislation Reg. (EC) 1924/2006: “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.]	Amire Mahmood
	11:30 – 12:00	3.6	<b>Presentation:</b> Nutrition and health claims in practice (part 2)	The Union Register of nutrition and health claims, Internet sales Interacting with the EU Database on Claims	Amire Mahmood
	12:00 – 12:05	3.7a	<b>Plenary Session:</b> Introduction to the Exercise on Nutrition Claims and Health Claims compliance	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	Amire Mahmood
	12:05 – 13:05	Lunch			
	13:05	Registration of participants to the online environment in 6 moderated breakout groups			
	13:05 – 14:00	3.7b	<b>Group Work:</b> Exercise on Nutrition Claims and Health Claims compliance	Legislation Reg. (EC) 1924/2006 - Rules and requirements set by the EU food Law on nutrition and health claims. In groups, participants will use the interactive whiteboard to answer 10 questions: consolidate knowledge with the support of the EU register for nutrition and health claims	Amire Mahmood
	14:00 – 14:30	3.7c	<b>Plenary Session:</b> Solutions to the Exercise on Nutrition Claims and Health Claims compliance	Review and discuss the results of the exercise	Amire Mahmood
	14:30 – 14:35	Registration of participants to the online environment in 6 moderated breakout groups			









### Day 3 - Wednesday

	TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	RESPONSIBLE TUTOR
	14:35 – 16:00	3.8	<b>Group Work:</b> Continuation of the overarching Labelling research exercise.	Participants will work in groups to finalise their overall project and present their results. Participants will be encouraged to investigate and include real life examples from their own homes.	Steve Pugh
	16:00 – 16:10	3.9	<b>Plenary Session –</b> Review of Day 3	Final remarks, comments and instructions for joining the training the following day	Event Manager/ Training Coordinator Steve Pugh








## Day 4 - Thursday

	TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	RESPONSIBLE TUTOR
	Up to 09:00		Registration of participants to the online environment		
	09:00 – 09:15	4.1	<b>Anchoring game:</b> Quiz on Nutrition and Health Claims	Interactive Quiz on the details of Reg. (EC) 1924/2006	Training Coordinator Steve Pugh / Lea Pollak
	09:15 – 10:00	4.2	<b>Presentation:</b> Food Supplements: General provisions and information to Consumers - Part 1	<p>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.</p> <p>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.</p> <p>European Commission's REFIT Program on Botanical food supplements health claims.</p> <p>Q &amp; A sessions</p>	Lea Pollak
	10:00 – 10:05		Registration of participants to the online environment in 6 moderated breakout groups		
	10:05 – 10:30	4.3	<b>Group Work:</b> Exercise on Labelling compliance applied to Food Supplements – Part 1	<p>Study of 6 Food Supplements labels</p> <p>Assessment of food supplements including compliance with general and specific safety and labelling requirements including tolerances of nutrient values declared and acceptability of ingredients.</p>	Lea Pollak
	10:30– 11:00		Coffee break		
	11:00		Re-Registration of participants to the online environment in 6 moderated breakout groups		











## Day 4 - Thursday

	TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	RESPONSIBLE TUTOR
	11:00 – 11:30	4.4	<b>Group Work:</b> Exercise on Labelling compliance applied to Food Supplements – Part 2	On the basis of the results of the assessment <b>creation of a checklist</b> to conduct monitoring and controls on Food Supplements in the internal market and at the import from third countries.	Lea Pollak
	11:30 – 12:15	4.5	<b>Presentation:</b> Fortified Foods	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. Q & A sessions	Lea Pollak
	12:15 – 12:45	4.6	<b>Group Work:</b> Fortified Foods	Analysis of labels for Fortified Foods	Lea Pollak
	12:45 – 13:45	Lunch			
	13:45	Registration of participants to the online environment			
	13:45– 14:15	4.7	<b>Presentation:</b> Let's find the solution for bad labels	Analysis of labels Q & A session	Lea Pollak
	14:15 14:20	Comfort break			
	14:20 – 14:45	4.8	<b>Presentation:</b> Legislation on Food for Specific Groups	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. Q & A sessions	Basil Mathioudakis

## Day 4 - Thursday

	TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	RESPONSIBLE TUTOR
	14:45 – 15:30	4.9	<b>Presentations:</b> Foods for infants and young children	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) Q & A sessions	Basil Mathioudakis
	15:30 – 15:45	Coffee break			
	15:45 – 16:15	4.9	<b>Presentations:</b> Foods for infants and young children (Continued)	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) Q & A sessions	Basil Mathioudakis
	16:15 – 16:20	4.10	<b>Plenary Session:</b> Introduction to the Exercise on Labelling requirements regarding Foods for Infant and Young Children	Review and analysis of sample labels – correcting the mistakes	Basil Mathioudakis
		Registration of participants to the online environment in 6 moderated breakout groups			
	16:20 – 16:50	4.11	<b>Group Work:</b> Exercise on Labelling requirements regarding Foods for Infant and Young Children	Review and analysis of sample labels – correcting the mistakes	Basil Mathioudakis
	16:50 – 17:00	4.12	<b>Plenary Session –</b> Review of Day 4	Final remarks, comments and instructions for joining the training the following day	Event Manager/ Training Coordinator Steve Pugh

## Day 5 - Friday

	TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	RESPONSIBLE TUTOR
	Up to 09:00	Registration of participants to the online environment			
	09:00 – 09:30	5.1	<b>Presentation:</b> Labelling requirements for Total Diet Replacement Food	Foods for Special Medical Purposes and foods for Weight Control Discussion on the current status of total diet replacements and possible delegated acts.	Basil Mathioudakis
	09:30 – 09:45	5.2	<b>Group Work:</b> Total Diet Replacements	Discussion questions	Basil Mathioudakis
	09:45 – 10:30	5.3	<b>Presentation:</b> Labelling requirements for Food for Special Medical Purposes	Foods for Special Medical Purposes. Applicable rules and transition periods.	Basil Mathioudakis
	10:30 – 11:15	5.4	<b>Presentation:</b> Guidance of the EC and EFSA on FSMPs	Presentation dealing with the two relevant Guidances	Basil Mathioudakis
	11:15 – 11:30	Coffee break			
	11:30 – 11:45	5.5	<b>Group Work:</b> Food for Special Medical Purposes	Discussion questions	Basil Mathioudakis
	11:45 – 12:15	5.6	Post-Course Test and Answers	Repetition of Pre-Course Test using interactive to identify the success of the training course	Training Coordinator
	12:15 – 12:45	5.7	Evaluation of the Training online		
	12:45 – 13:00	5.8	Closing of the Training	Group photo Final questions and remarks Closing of the training	Training Coordinator



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#### ANNEX 4: TECHNICAL REQUIREMENTS

The VC sessions will be organised with the use of the BigBlueButton web conferencing tool accessed via a secure Moodle LMS Platform. The participants will be invited to a brief introductory session on Moodle in the week preceding the training. At this introductory session, participants will be invited to log in and test connectivity, audio and video, with AETS staff available to troubleshoot any issues. It will allow participants to become familiar with the platform and the conferencing tool.

They will also receive some general information on the course and have the opportunity to ask questions and to begin to engage with the discussion forums.

The participants must have a computer running the latest software and current browsers, with a working camera and audio system (speaker and microphone) as well as a good internet connection.

Additionally, in the morning of Day 1 of the VC, time will be dedicated to a technical session to refresh participants on the main features of the platform, and ensure connections are working properly.

## **ANNEX 5: TRAINING MATERIAL, OUTCOMES AND DISSEMINATION ACTIVITIES**

### **Training material**

All participants will receive the training material well in advance of the training. The material will include additional pre-recorded material for offline studies and presentations. Preparatory videos will introduce the specific topic and provide background information to participants.

### **Dissemination questionnaire**

Two to three months after the respective training session, participants will receive a standard questionnaire requesting information on the dissemination activities of the participant after the training, and details on differences in the approach adopted in day-to-day work following the training.

### **Self-assessment test**

Furthermore, the programme will include an anonymous knowledge test to be carried out at the beginning and at the end of each training session in order to measure the impact of the training on the understanding of the participants of the subjects taught.

Participants are expected to agree to carry out the above tests and to reply to the surveys and questionnaires. Participant agree to be registered in the BTSF Academy and agree to be recorded during Virtual Classroom Training sessions and to take a group photo of the participants and tutors at the end of the training. Videos and photo will be published in the BTSF Academy in the corresponding Training course section and will be visible only to the registered participants in that Training course.

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

## ANNEX 6: CONTRACTOR CONTACT DETAILS

The project is managed by Barbara Hernanz  
Project Manager is Marco Madeddu  
Training Coordinator for Course is Steve Pugh

Separate notifications will be sent to National Contact Points for each course and will contain the names and contact details of the Event Manager and Assistant Event Manager as well as logistical details on the event.

All official communication between National Contact Points and the project will be maintained through the functional e-mail address [20169608.fci@aets-consultants.com](mailto:20169608.fci@aets-consultants.com). or by phone to +33 (0)5 59 72 43 23

The project website is <https://foodinfo-europe.com/> The website will be regularly updated with details of forthcoming courses.

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