

**Invitation Letter to BTSF National Contact Points seeking applications for BTSF training activities on food safety crisis preparedness (non-EU) – HaDEA/2020/BTSF/09**

**Phase 2**

Valid as of 26/02/2024

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## **1. Course objectives**

### **General objective**

The main goal of the training programme is to provide specialised and advanced training against the backdrop of the INFOSAN framework of global cooperation in the area of food safety crisis preparedness and management.

### **Specific objectives**

- to further improve EU and non-EU officials' collaboration through INFOSAN
- To reinforce networking between EU and non-EU countries' food safety crisis managers and, by bringing together participants from different Member States and non-EU countries,
- to allow the exchange of experience and disseminate best practices for control activities and procedures on food safety crisis management taking into account the experience and achievements on food safety crisis preparedness and management in the EU and non-EU countries' institutions.

The training will be addressed to staff in charge of food safety controls and crisis management in both EU and non-EU countries:

- a) staff of the competent authority/ies involved in contingency planning and operation of contingency plans relating to food crisis incidents and their management;
- b) staff of the competent authority/ies designated as contact points within the INFOSAN network for the exchange of information on food safety crisis incidents and management.

## 2. Training dates and locations

Eleven five-day Face-to-face (F2F) training course will be delivered between April 2024 and October 2025, with approximately 30 people and it will be designed in the following way: an introductory session in the afternoon of the first day will be followed by 3 full-day sessions, with the closing session in the morning of the fifth day. The course agenda is attached (Annex 3).

**Table 1: Training dates and Location**

Year	Training session	Course title	Location	Proposed dates	Registration deadline
2024	1	Food safety crisis preparedness (non-EU)	Bangkok, Thailand	Monday 29 April Friday 3 May	Monday 25 March
	2		Belgrade, Serbia	Monday 1 July Friday 5 July	Monday 3 June
	3		Casablanca, Morocco	Monday 9 September Friday 13 September	Friday 9 August
	4		Ho Chi Minh, Vietnam	Monday 10 November Friday 15 November	Friday 11 October
2025	5		Bogotá, Colombia	Monday 27 January Friday 31 January	Monday 23 December
	6		Chişinău, Moldova	Monday 24 February Friday 28 February	Friday 24 January
	7		Mumbai, India	Monday 31 March Friday 4 April	Friday 28 February
	8		Seoul, South Korea	Monday 12 May Friday 16 May	Friday 11 April
	9		Buenos Aires, Argentina	Monday 16 June Friday 20 June	Friday 16 May
	10		Cape Town, South Africa	Monday 14 July Friday 18 July	Friday 13 June
	11		Tirana, Albania	Monday 6 October Friday 10 October	Friday 5 September

For organisational purposes, names of participants should be communicated at the latest 30 days before each workshop. A reminder will be sent to NCPs before each event.

Different colours should be used to differentiate different sub-topics.

### 3. Selection criteria for participants

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

#### 1. Eligibility criteria for Course food safety crisis preparedness (non-EU)

The training is addressed to staff in charge of food safety controls and crisis management in both EU and non-EU countries.

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.

#### 2. Minimum requirements for food safety crisis preparedness (non-EU)

Yes/No

Participant must be:

- staff of the competent authority/ies involved in official food controls, contingency planning and operation of contingency plans relating to food crisis incidents and their management, with a minimum of 3 years of professional experience or
- staff of the competent authority/ies designated as emergency contact points or contact points within the INFOSAN network for the exchange of information on food safety crisis incidents and management.

Yes

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

#### 3. Evaluation criteria for Course 2

Enter Score

- |    |  |  |
|----|--|--|
| a) | <p>Experience in contingency planning and operation of contingency plans relating to food crisis incidents and their management.</p> <p>Scoring</p> <p>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 within the INFOSAN network for the exchange of information on food safety crisis incidents and management.</p> <p>Scoring</p> <p>no experience = 0 points; &lt; 2 years = 5 points; 2-5 years = 7.5 points; &gt; 5 years =</p>                         |  |

	10 points	
c)	<p>Contribution towards:</p> <ul style="list-style-type: none"> <li>the implementation of operational procedures on response and management of transnational food safety crisis incidents;</li> <li>the exchange of information on the global and regional early warning or emerging risk information platforms about potential food crisis or incidents.</li> </ul> <p><u>Scoring</u></p> <p>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></p> <ol style="list-style-type: none"> <li>Commitment to distribute the training material among their colleagues = 5 points;</li> <li>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>Points 1, 2 plus preparing informative articles in the professional national journals = 15 points</li> <li>no commitment = <b>NO INVITATION</b></li> </ol>	
Maximum total score		50

#### 4. Country allocations

A total of 30 seats will be allocated according to the tables below. The course will be offered to staff in charge of food safety controls and crisis management in both EU and non-EU countries:

- a) staff of the competent authority/ies involved in contingency planning and operation of contingency plans relating to food crisis incidents and their management;
- b) staff of the competent authority/ies designated as contact points within the INFOSAN network for the exchange of information on food safety crisis incidents and management.

You are welcome to nominate more participants for the reserve list than indicated in the table above, in case one or more countries do not meet the proposed quota. If seats will become available, you will be informed in due time.

**Table 2: Suggested allocation for EU Member States and Candidate Countries**

	Country / suggested seat allocation		
Member States	Austria	France2	Malta
	Belgium	Germany2	Netherlands
	Bulgaria	Greece	Poland
	Croatia	Hungary	Portugal
	Cyprus	Ireland2	Romania
	Czechia	Italy2	Slovakia
	Denmark	Latvia	Slovenia
	Estonia	Lithuania	Spain
	Finland	Luxembourg	Sweden
	Total Member States8		
Candidate Countries	Albania	North Macedonia	Türkiye
	Bosna and Herzegovina	Serbia	Ukraine
	Montenegro		
	Total Candidate Countries		
Global participation EU Member States and Candidate Countries			

**Table 3: Suggested allocation for other non-EU Countries**

	Country / suggested seat allocation					
EFTA/ EEA/ countries with special agreements	Iceland	Norway				
	Lichtenstein	UK (Northern Ireland)				
	Total EFTA/EEA/Countries with special agreements					
Other non-EU European countries	Switzerland	UK (GB)				
	Total other non-EU European countries					
Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries	Egypt	Moldova	Tunisia			
	Kosovo	Morocco				
	Total Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries					
Asian countries	Thailand	8	Myanmar	2	Cambodia	2
	Bhutan	1	Vietnam	4	Laos	2
	India	4	Nepal	2		
	Total Asian countries					25
Latin American countries	Argentina		Brazil		Chile	
	Total Latin American countries					
African countries	Democratic Republic of Congo		South Africa		Algeria	
	Total African countries					
Global participation other non-EU Countries						

You are welcome to nominate more participants for the reserve list than indicated in the table above. If seats will become available you will be informed in due time.

## **5. *Face-to-face logistical arrangements***

In the case of face-to-face training sessions, the European Commission will fund in full the visa, travel, accommodation, meals, and field visit costs for all training participants. No daily allowance will be paid on top of this. Any other costs are to be paid by the participants themselves.

Participants will arrive at the training venues on morning of Day 1 (Monday) and training will commence around lunch time (depending on travel connections, participants may be requested to arrive at the training venues on the evening of Day 0 - Sunday). Return travel will be on the afternoon of Day 5, upon closure of the session, or on the following morning of Saturday according to flight connections.

The members of the Consortium in charged for this programme (OPERA and AETS team) will liaise further with the nominated participants for all logistics and practical aspects.



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

### **Background**

The rapid globalization of food production and trade has increased the likelihood of international incidents involving contaminated food. As one of the largest markets for agri-food products, it is important for the EU to promote its standards and measures for managing food safety crisis with its non-EU trade partners. It is also important for the EU to strengthen collaboration with international agencies, particularly INFOSAN, for the routine exchange of information on food safety issues among food safety authorities internationally and ensuring rapid access to information in case of cross-border food safety emergencies. Reinforcing international cooperation and deepening collaboration between EU and non-EU countries in the management of food safety crises is a key objective of this training initiative. The proposed training will contribute to strengthening the EU as a “stronger global actor” and building on existing relationships and facilitating policy dialogue with the involved countries. It will also help to sustain discussions engaged at Codex level on such issues as developing guidelines for the exchange of information during food safety emergencies and developing food safety emergency response plans.

Experience has shown that there is a need for a stronger focus on crisis preparedness, alongside crisis management, in order to avoid or minimise the public health impact of a food crisis. This would have the additional benefit of substantially reducing the economic impact (such as trade restrictions) of a food crisis and thereby contribute to the achievement of the objective of the Commission on jobs, growth, and investment.

The EU has an extensive legislative base for food crises management and response involving preparedness through contingency planning, surveillance, early detection and rapid alert, risk management actions to address the hazards in food, and business continuity through sustainable intervention policies. A key requirement for compliance with such legislation is a high level of competence and expertise of the controlling authorities, imposing as well high standards on control officials in the Member States when ensuring that official controls are efficient, objective, and adequate. It is also essential that non-EU countries, and in particular developing countries (DCs), are informed about these standards which facilitate their access to the EU market and therefore promote EU food safety standards at international level. The training initiative will particularly focus on providing training to authorities in charge of food safety controls and crisis management in predominantly non-EU countries.

The EU works with INFOSAN which involves collaboration with global network of about 190 national food safety authorities to manage food safety risks, ensuring rapid sharing of information during food safety emergencies to stop the spread of contaminated food from one country to another. EU collaboration with INFOSAN also facilitates the sharing of experiences and tested solutions in and between countries in order to optimize future interventions to protect the health of consumers. A key objective of the training is to further improve EU and non-EU officials’ collaboration through INFOSAN and to reinforce networking between EU and non-EU countries’ food safety crisis managers and bringing together participants from different Member States and non-EU countries.

The training will draw on real life examples and experience in crisis management coordination at Union level which have been gained over the years during a number of food- and feed-borne incidents. The overall coordination role of DG SANTE (Unit G) in crisis preparedness in food, animals and plants and the importance of evidence-based decision making during a food crisis will be highlighted with the role of the European Food

Safety Authority (EFSA) which is responsible for providing the opinions serving as the scientific basis for the adoption of Union measures. It also has the task to provide scientific and technical assistance in crisis management procedures in the field of food and feed.

The multiagency and multidisciplinary approach at EU level will be emphasised in the training through the role of the European Centre for Disease Control (ECDC) in coordination with EFSA and Member States in crisis preparedness and response related to human cases so that health authorities and stakeholders are alerted on a possible food-, or feed-borne crisis with a potential human health impact. The roles of other agencies, such as the European Chemicals Agency (ECHA) and European Medicines Agency (EMA), will be discussed where relevant.

The provisions of Commission Implementing Decision (EU) 2019/300 which established a general plan for crisis management in the field of the safety of food and feed will also be highlighted in the training. Non-EU countries will learn about the EU systems of epidemiological surveillance, monitoring, and early warning for combating serious cross-border threats to health, including the functioning of the Early Warning and Response System (EWRS). The requirement for adopting a harmonised approach to contingency planning at MS level and the role of MS Crisis Coordinators will be presented as an example of best practice of preparing for and managing food crises of cross-border significance.

The importance of real-time communication to the public and to trading partners is essential to contribute to protecting public health by avoiding further spread of risks and to restoring confidence in the safety of food or feed will be a key focus of the training. The roles of the IMSOC and its system components TRACES, iRASFF incorporating AAC, ADIS and EUROPHYT, will be the subject of case studies which will be delivered during the training. Other case studies on food crisis management which will be delivered during the training will provide opportunities for participants to gain hands-on experience in multiagency, multidisciplinary response, involving investigation, communication, coordination and evidence-based decision making and other crisis-operational procedures to speed effective action to protect public health.

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

- The WHO INFOSAN framework and tools for food safety crisis preparedness and management
  - Obligations, responsibilities and activities of the INFOSAN member states
  - Case studies within INFOSAN framework
- The EU framework and tools for food safety crisis preparedness and management
  - Obligations, responsibilities and activities of the European Commission, the European Food Safety Authority and Member States' competent authorities
  - EU food safety crisis management plan
  - Case studies within IMSOC framework (RASFF and TRACES)
- Global and regional early warning or emerging risk information platforms as source of information about potential crises or incidents
- Crisis-mode operational procedures to speed up effective action during the crisis and to enable coordinated crisis communication
- Common constraints, challenges, weaknesses and good practices.

## Annex 2: Legislation and guidance

- Regulation (EU) 2017/625 of the European Parliament and of the Council 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;
- Regulation (EC) No 178/2002 of the European Parliament and of the Council 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;
- Directive 2003/99/EC of the European Parliament and of the Council of 17 November 2003 on the monitoring of zoonoses and zoonotic agents;
- Commission Decision 2004/478/EC of 29 April 2004 concerning the adoption of a general plan for food/feed crisis management;
- Regulation (EC) No 851/2004 of the European Parliament and of the Council establishing a European Centre for Disease Prevention and Control (ECDC),
- Decision 1082/2013/EU of the European Parliament and of the Council of 22 October 2013 on serious cross-border threats to health;
- Commission Implementing Decision 2019/300/EU of 19 February 2019 establishing a general plan for crisis management in the field of the safety of food and feed;
- Commission Implementing Regulation (EU) 2019/1715 of 30 September 2019 laying down rules for the functioning of the information management system for official controls and its system components (the IMSOC Regulation).

## References (INFOSAN)

- Savelli, C.J. (2019) et al. The FAO/WHO International Food Safety Authorities Network in Review, 2004–2018: Learning from the Past and Looking to the Future. *Foodborne Pathogens and Disease* Vol. 16 (7), pp. 480 – 488. <https://doi.org/10.1089/fpd.2018.2582>;
- Savelli, C.J. and Mateus, C. (2019). Utilisation of tools to facilitate cross-border communication during international food safety events 1995–2019: a realist synthesis protocol *BMJ Open* 2019;9:e030593. <http://dx.doi.org/10.1136/bmjopen-2019-030593>;
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- Savelli, C.J. and Mateus, C. (2020). Looking Inside the International Food Safety Authorities Network Community Website. *J Food Prot.* Vol 83 (11): 1889–1899. <https://doi.org/10.4315/JFP-20-193>;
- Savelli, C.J. and Mateus, C. (2021). Exploring the International Food Safety Authorities Network as a Community of Practice: Results from a Global Survey of Network Members. *J Food Prot.* Vol. 84 (2):

262–274. <https://doi.org/10.4315/JFP-20-313>;

- Savelli, C.J. et al. (2021). Exploring the Experiences of Members of the International Food Safety Authorities Network: An Interpretative Phenomenological Analysis. *J Food Prot.* <https://doi.org/10.4315/JFP-21-171>;
- INFOSAN Members' Guide (2021). World Health Organisation, Geneva, Switzerland. <https://www.who.int/publications/i/item/9789240000230>;
- INFOSAN Global Meeting (2020). The Second Global Meeting of the FAO/WHO International Food Safety Authorities Network (INFOSAN), 9-11 December 2011. <https://www.who.int/publications/i/item/9789240003934>;
- INFOSAN Secretariat Strategic Plan (2020-2025). <http://www.fao.org/3/ca6988en/CA6988EN.PDF>;
- INFOSAN Activity Report (2018-2019). <https://www.who.int/publications/i/item/9789240006911>.

### Annex 3: Agenda

#### DAY 1 – Monday – Food crisis preparedness and management: background, general introduction

<i>Time</i>	<i>Topic</i>	<i>Tutor</i>
13.30	Lunch at Hotel	
14.30	Participant registration	
14.45	Welcome addresses	TC
15.00	Breaking the ice: introduction of tutors, introduction of participants, preliminary discussion with participants	
15.30	Presentation of the Programme “Better Training for Safer Food”	TC
15:45	Pre-training participants’ assessment of knowledge <i>Automatic response systems</i>	
16:00	<b>0. Course background, objectives &amp; expected results</b>	TC
16.15	<i>Coffee break</i>	
16:45	<b>01. Food safety crisis preparedness and management: general introduction</b> <i>Presentation</i>	Tutor 1
17.15	<b>02. Global and regional early warning or emerging risk information platforms as source of information about potential crises or incidents</b> <i>Presentation</i>	Tutor 1
17:45	Open discussion session	
18.00	Conclusions of Day 1 (summary of main topics)	TC
18:10	End of Day 1	
19.15	<i>Welcome cocktail and welcome dinner at Hotel</i>	

## DAY 2 – Tuesday – The WHO INFOSAN framework and tools

<i>Time</i>	<i>Topic</i>	<i>Tutor</i>
08.50	Introduction to day activities – Clarification of concepts of previous day	TC
09.00	<b>03. The WHO INFOSAN framework and tools for food safety crisis preparedness and management</b>  <i>Presentation</i>	TC
09.30	Open discussion session	
09.50	<b>04. INFOSAN Members Guide: obligations, responsibilities and activities of the INFOSAN Member States</b>  <i>Presentation</i>	TC
10.10	Open discussion session	
10.20	<b>05. Communicating urgent information through INFOSAN: examples of food crisis communicated via the INFOSAN platform</b>  <i>Presentation</i>	TC
11.00	<i>Coffee break</i>	
11.20	<b>06. Case study within INFOSAN framework, consisting of six (6) Injects</b>  <b>06a. Introduction and Inject 1</b>  <i>Working group exercise</i>	TC
12.00	<b>06b. Case study within INFOSAN framework: Inject 2</b>  <i>Working group exercise</i>	All tutors
12.40	Outcomes of the WG discussions (injects 1 & 2)  <i>Plenary open discussion</i>	
13.00	<i>Lunch break at Hotel</i>	
14.00	<b>06c. Case study within INFOSAN framework: Inject 3</b>  <i>Working group exercise</i>	All tutors
14.40	<b>06d. Case study within INFOSAN framework: Inject 4</b>  <i>Working group exercise</i>	All Tutors
15.10	<b>06e. Case study within INFOSAN framework: Inject 5</b>  <i>Working group exercise</i>	All Tutors

15.50	<i>Coffee break</i>	
16.00	Outcomes of the WG discussions (injects 3, 4 & 5) <i>Plenary open discussion</i>	
16.30	<b>06f. Case study within INFOSAN framework: Inject 6</b>  <b><i>Working group exercise</i></b>	All Tutors
17.00	Outcomes of the WG discussions (inject 6) <i>Plenary open discussion</i>	
17.20	Conclusions of Day 2 (summary of main topics)	TC
17.30	End of Day 2	
20.00	<i>Dinner at Hotel</i>	

### DAY 3 – Wednesday – EU framework and tools for food safety crisis preparedness and management

<b><i>Time</i></b>	<b><i>Topic</i></b>	<b><i>Tutor</i></b>
09.00	Introduction to day activities – Clarification of concepts of previous day/lessons learned from the INFOSAN Case Study	TC
09.10	<b>07. The EU framework and tools for food safety crisis preparedness and management</b>  <b><i>Presentation</i></b>	Tutor 2
09.40	<b>08. Obligations, responsibilities and activities of the European Commission, the European Food Safety Authority and Member States' competent authorities</b>  <b><i>Presentation</i></b>	Tutor 2
10.00	Open discussion session	
10.10	<b>09. Recommendations stemming from audits and enquiries by the European Commission or other EU institutions and by national bodies or authorities</b>  <b><i>Presentation</i></b>	Tutor 3
10.40	Open discussion session	
10.50	<i>Coffee break</i>	
11.10	<b>10. EU food safety crisis management plan</b>  <b><i>Presentation</i></b>	Tutor 3

11.50	Open discussion session	
12.00	<b>11. Case study within IMSOC framework (RASFF)</b> <i>Working group exercise</i>	Tutor 2 Lead (All tutors)
12.30	11. Outcomes of the Working groups <i>Plenary open discussion</i>	
13.00	<i>Lunch break at Hotel</i>	
14.00	<b>12. Case study within IMSOC framework (TRACES)</b> <i>Working group exercise</i>	Tutor 4 Lead (All tutors)
14.30	<b>12. Outcomes of the Working groups</b> <i>Plenary open discussion</i>	
15.00	<i>Coffee break</i>	
15.20	<b>13. Reporting systems at National level: practical experiences from participants</b> <i>Presentations from participants</i>	Selected participants
16.00	Open discussion session	
16.20	Conclusions of Day 3 (summary of main topics)	TC
16.30	End of Day 3	
18.00	<i>Guided tour and Social dinner</i>	

#### DAY 4 – Thursday – Contingency plan and crisis-mode operational procedures, simulation exercises

<i>Time</i>	<i>Topic</i>	<i>Tutor</i>
09.00	Introduction to day activities – Clarification of concepts of previous day <i>ARS</i>	TC
09.10	<b>14. Food safety crisis and risk communication plans</b> <i>Presentation</i>	Tutor 4
09.30	<b>15. Food safety crisis: common constraints, challenges, weaknesses and good practices</b> <i>Presentation</i>	Tutor 4
09.50	Open discussion session	



10.00	<i>Coffee break</i>	
10.20	<b>16. Food safety crisis and good practices: experiences from participants</b> <i>Presentations from participants</i>	Selected participants
10.40	<b>17. Crisis-mode operational procedures - ensuring an effective response</b> <i>Presentation</i>	TC
11.00	Open discussion session	
11.20	<b>18a. Simulation exercise: Organisation of intersectoral preparedness for food safety crisis management: Introduction and Inject 1</b> <i>Working group exercise</i>	TC
12.00	<b>18b. Simulation exercise: Organisation of intersectoral preparedness for food safety crisis management. Inject 2</b> <i>Working group exercise</i>	All tutors
12.40	Outcome of WG discussions (Injects 1 & 2) <i>Plenary open discussion</i>	
13.00	<i>Lunch break at Hotel</i>	
14.00	<b>18c. Simulation exercise: Organisation of intersectoral preparedness for food safety crisis management. Inject 3</b> <i>Working group exercise</i>	All tutors
14.40	Outcome of WG discussions (Injects 3) <i>Plenary open discussion</i>	
15.00	<b>18d. Simulation exercise: Organisation of intersectoral preparedness for food safety crisis management. Inject 4</b> <i>Working group exercise</i>	All tutors
15.40	Video Conference Call INFOSAN Secretariat <i>Plenary session</i>	
16.00	<i>Coffee break</i>	
16.15	<b>18e. Simulation exercise: Organisation of intersectoral preparedness for food safety crisis management. Inject 5</b> <i>Working group exercise</i>	All tutors

16.50	<b>Outcome of WG discussions (Inject 5)</b> <i>Plenary open discussion</i>	
17.15	Conclusions of Day 4 (summary of main topics)	TC
17.30	End of Day 4	
20.00	<i>Dinner at Hotel</i>	

#### DAY 5 – Friday – Dissemination of the contents of the training

<b>Time</b>	<b>Topic</b>	<b>Tutor</b>
08.30	Introduction to day activities – Clarification of concepts of previous day	TC
08.40	<b>20a. Dissemination of the contents of the training</b> <i>Presentation</i>	Tutor 4
09.00	<b>20b. Dissemination resources</b> <i>Presentation</i>	Tutor 4
09.20	<b>20c. Practical elements and instructions for the organisation of a dissemination course</b> <i>Presentation</i>	Tutor 4
09.40	<b>21. Working groups: elaboration of a proposal for dissemination</b>	
10.00	<b>21. Working groups debriefing - outcomes and plenary discussion</b>	
10.30	<i>Coffee break</i>	
10.50	Post-training participants' assessment of knowledge - ARS	
11.00	Summary of the training	TC
11.15	Conclusions <ul style="list-style-type: none"> <li>• Evaluation of training</li> <li>• Training certificates</li> </ul>	
11.30	End of the training session	
12.30	<i>Lunch at Hotel followed by departure to airport</i>	

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

### Training material

All participants will receive the training material well in advance of the training, through the BTSF Academy platform, including the presentations and description of the training exercises and case studies.

All participants will receive a Dissemination Kit electronically to enable them to actively disseminate course knowledge upon their return from BTSF training. Participants attending face-to-face courses will receive the information on the USB key.

### Dissemination Kit

This contains the following training materials:

- All course presentations
- Study notes on field trips and group activities/discussions and conclusions thereof
- The course syllabus
- The training information sheet
- Glossary of terms and abbreviations used in the course
- Additional references for further study
- Written guidance on how to actively disseminate course knowledge to colleagues upon participants' return to their home countries, different methodologies/examples/best practice
- Other information and material delivered at the course such as quizzes, FAQs etc.

### 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.

### *For Virtual Classrooms*

Participant agree to be registered in the BTSF Academy and agree to be recorded during VC 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 registered users of the BTSF ACADEMY.

Please find more information regarding data protection here:

<https://btsfacademy.eu/training/mod/page/view.php?id=417>

## Annex 5: Contractor contact details

The project is managed by OPERA Srl in consortium with AETS (Application Européenne de Technologies et de Services).



Project Manager: **Claudio BOMPARD**

Training Coordinator: **Peter EMBAREK**

Separate notifications will be sent to National Contact Points and Codex contact points 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, Codex contact points and the project will be maintained through the functional e-mail address [20209609foodcrisis@btsftraining.com](mailto:20209609foodcrisis@btsftraining.com) or by phone to +39 06 8073315 telephone number.

All information on BTSF training can be found at the [BTSF Academy](https://btsfacademy.eu) website (<https://btsfacademy.eu>) and at <http://www.opera-btsftraining.eu/underway-projects/food-safety-crisis-preparedness/>. The website will be regularly updated with details of forthcoming sessions