

Better Training for Safer Food

CONTRACT NUMBER 2016 96 07 2ND PHASE

ORGANISATION AND IMPLEMENTATION OF TRAINING ACTIVITIES ON

PREVENTION AND CONTROL OF ANTIMICROBIAL
RESISTANCE (AMR) IN THE CONTEXT OF AN OVERALL
"ONE HEALTH" APPROACH TO PREVENTION AND
CONTROL OF INFECTIONS AND REDUCING
ANTIMICROBIAL RESISTANCE UNDER THE "BETTER
TRAINING FOR SAFER FOOD" INITIATIVE

INFORMATION TO NATIONAL CONTACT POINTS VERSION 2

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1	2019-10-04	Draft Information to NCPs
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A project implemented by





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1. GENERAL INFORMATION ON THE TRAINING

1.1. Background information

The spreading of antimicrobial resistance is a natural biological phenomenon, but lately a variety of factors have contributed to accelerate this dissemination. In Europe it is estimated that around 33.000 patients die annually as a result of infections caused by antibiotic-resistant bacteria meaning an estimated cost of EUR 1.5 billion per year in healthcare costs and productivity losses. Combating antimicrobial resistance has become a global public health challenge.

In 2008, the European Council, through his own conclusions on antimicrobial resistance, called upon the Member States to strengthen surveillance systems and improve data quality on antimicrobial resistance and on consumption of antimicrobial agents within both the human and veterinary sectors.

The evaluation of the first EC Action Plan on antimicrobial resistance 2011-2016, published in October 2016 by the Commission, showed that it had a clear added value acting as a symbol of political commitment, stimulating several actions within Member States, and had served to strengthen international cooperation.

One of the areas being developed has been the improvement of the surveillance of antimicrobials and monitoring of antimicrobials consumption. Further assistance will be needed to support EU Member States as there are still, today, big differences between them, and the "One Health" approach will have to be reinforced, giving a bigger role to environmental issues.

Therefore, in June 2017 the Commission adopted the EU One Health Action Plan against AMR, as requested by the Member States, based on key objectives built on three main pillars: 1. Making the EU a best practice region, 2. Boosting research, development and innovation, and 3. Shaping the global agenda.

In 2014 a BTSF initiative was launched, focused on monitoring and controlling zoonoses and zoonotic agents related with antimicrobial resistance and the prevention of this resistance.

Two years ago, it was launched a new training programme covering AMR issue from a "One Health" approach, covering veterinary sector, public health sector and environment. Two more years, from mid-2019 till mid-2021, will continue disseminating the most updated information related to AMR for both the prevention and control of the use and the resistance monitoring of antimicrobials.

1.2. Overall objective of the training

The present BTSF project covers the AMR issue from "One Health" holistic approach, being the overall objective of the training the dissemination of the information, training for best practices and upgrading national systems in relation to the surveillance and monitoring on antimicrobial resistance. The training also aims to provide training on the methods of prevention and control of **AMR in the veterinary and public health sectors** with a holistic approach to prevent the infections and reduce the bacterial resistance.

1.3. Specific objectives of the training

The purpose of the training will be to spread the knowledge between the participants of the implementation of the "One Health" approach on the use of and resistance to antimicrobials, providing the best practices on the design, implementation and management of National Action Plans against antimicrobial resistance. The Plans will have to be implemented under the responsibility of the competent authority of the Member States. Each Member State therefore has an important role to play in ensuring that these objectives are achieved. A key element of the training will be to not only make participants aware of best practices in the **veterinary/food and public health sectors**, but to emphasize how vital is that a common approach is adopted throughout the Union.

With this purpose on mind, the training will aim at achieving the following objectives:

- Spread the knowledge of the implementation of the "one heath" approach on the use and resistance of the antimicrobials.
 - AMR occurrence factors and general concepts;
 - AMR as an EU policy priority. European Commission Action Plan against rising threats from AMR 2011-2016;
 - European One Health Action Plan against Antimicrobial Resistance (AMR);
 - International initiatives in relation to AMR: WHO, UN, FAO, OIE, Codex Alimentarius, GHSA, TAFTAR, etc.;
 - Role of the EU Agencies in relation to the AMR: EMA, ECDC, EFSA.
- Provide the best practices regarding the design, implementation and management of National Action Plans against antimicrobial resistance.
 - Source of data, measure units and categorisation. Harmonization of source of data and harmonization of measure units between the countries;
 - Joint interagency cooperation.
- Promote the use of common indicators, monitoring and surveillance systems of antimicrobials and AMR in both human and veterinary sectors.
 - Integrated surveillance systems: harmonisation and best practices of monitoring systems for both sectors;
 - Knowledge gaps in relation to the environment: environmental mechanisms of AMR selection and transmission.
- Ensure that the trainees have a solid understanding of ways to collaborate and coordinate
 among the different national authorities as well as EU agencies involved in the monitoring
 and surveillance of the use of antimicrobials and their resistance.

In order to reach the indicated objectives, the following topics will be addressed:

- Occurrence factors of AMR and general concepts related to AMR.
- 2011 EC Action Plan against the rising threats from AMR with focus on its multi-sectorial approach and presentation of the results of the external evaluation of this Plan.
- EU strategy 2017-2022 against AMR.
- Overview of the EU legal framework applicable to AMR and the use of antimicrobials.
- Relevant international initiatives in the field of AMR (e.g. Codex Alimentarius, WHO, OIE and FAO initiatives, UN, TATFAR, GHSA initiative).
- Relevant EU rules and initiatives for monitoring and reporting of AMR in veterinary and human medicine, including bacterial species/food/animal combinations, sampling rules, rules for analysis, antimicrobial susceptibility testing and interpretation of results.
- Specific case of Methicillin-resistant *Staphylococcus aureus* (MRSA) and of bacterial resistance to certain last-resort antibiotics for humans (colistin and carbapenems).
- Work of the EU agencies EMA, EFSA and ECDC to tackle AMR, including joint interagency cooperation.
- The role of environment in emergence and spread of AMR how does the introduction of antimicrobials and resistant microorganisms from both human and animal sources contribute to AMR.

- Relevant EU initiatives for monitoring the use of antimicrobials in veterinary and human medicine and practical application of those rules:
 - Methods for the collection of data on the use of antimicrobials at different levels.
 - Collection of data by animal species (veterinary sector) and by patients' categories (human sector).
 - Units of measurement of consumption.
- Commission guidance documents on prudent use of antimicrobials in veterinary and human medicine.
- Examples of "One Health" approach and good practices for strategies and actions aimed at promoting and strengthening the sensible use of antimicrobials in veterinary and human medicine
- Communication practices and resources used to develop campaigns on prevention and use of antimicrobials

In this sense, participants will be invited to participate actively in discussions, debriefings and working groups. They will be given preparation tasks prior to the attendance to the session, updating their knowledge of EU legislation in their sector and bringing examples of their national practices and communication materials in their given sector.

With this programme, the Commission wants to ensure a real holistic "One Heath" approach where the veterinary and public health elements are both present in the Action Plan and able to interact. Therefore, the programme is addressed to both public health and veterinary sectors' representatives. When a country is invited to the training, two participants from the same country should be attending. They shall represent the public health and the veterinary sectors.

The distribution of participants will ensure the creation of national networks between the two sectors that can further promote and strengthen the collaboration and coordination of activities on AMR at national level.

1.4. At the end of the course participants will

- Have the instruments and understanding to collaborate and create communication channels to combat antimicrobial resistance among the different national authorities;
- Be aware of the legal requirements and the knowledge of how to put into practice a "One Health" approach on the use and resistance of antimicrobials;
- Be aware of the best practices to design, implement and manage their National Action Plans against antimicrobial resistance in the public health and veterinary/food producing sectors;
- Be familiar with the procedures of coordination with competent authorities in the fields of public health, veterinary and food production in relation to AMR;
- Be aware of the best practices to implement control measures in relation to AMR including approaches to verify compliance with legal requirements;
- Be able to use common indicators and systems to monitor and control AMR in both public health and veterinary/food production sectors;
- Be able to produce and compile comparable data for both human and veterinary sectors that can serve as basis for a better risk assessment that determines the best actions and measures for combating AMR.

1.5. Aims of the BTSF project: gain of knowledge and its dissemination

The BTSF initiative is a very successful tool to disseminate knowledge and best practices between the different countries. One of the ways to reaching this objective is by fostering Member State impact dissemination activities through fine-tuning of participants selection process and using precise performance indicators to measure the outcome and impact of the training course.

Indicator of knowledge gained

As in other BTSF training programmes, the knowledge of the participants will be assessed at the beginning and at the end of each session. The objective of the assessment is to obtain an overall indication on the knowledge gained, and therefore be able to measure the effectiveness of the training.

For the assessment, an electronic response system will be used: participants will answer questions projected in a screen, using an electronic device that will capture the answers. The answers will be processed by the software and an overall % will be provided in the screen. The assessment will be anonymous, so there will be no track on specific knowledge of individual participants, but an overall indicator will be obtained. The same questionnaire will serve as assessment at the end of the training. The difference in the answers obtained will serve to measure the level of knowledge gained.

Indicator to measures dissemination impact

Three to four months after the training, participants will be contacted and asked to complete an online questionnaire. It will be multiple answers question, easy to respond, that will provide information on the dissemination actions implemented by the participant to transmit the information to other colleagues or stakeholders after the training.

To this aim, we will give specific guidance on how to disseminate the training material, facilitating some guides for transmitting the information: organisation of the materials, notes of the tutors, and possibilities on how to disseminate the information.

2. SELECTION PROCESS

2.1. Selection criteria

The training program is mainly addressed to officials from National Competent Authorities involved, preferably at central level, in the monitoring, surveillance, reporting and control activities for the correct use of antimicrobials and the resistance to them in **public health and veterinary/ food safety** sectors.

The training course is mainly addressed to:

- Senior officers from Public Health competent authorities
- Senior officers from Primary production of animals intended to be food competent authorities
- Senior officers from Food safety competent authorities

IMPORTANT NOTE: In order to assure a One Health approach in the training, NCPs are kindly required to send 2 participants per session, 1 from the public health sector, and 1 from veterinary / food safety sector. In all cases, they will have to be involved in the control and surveillance of the use of antimicrobials or their resistance.

They need to:

- Be able to communicate in the English language
- Agree to actively disseminate the contents of the training course

2.2. Invited countries

The total number of supported participants will be 540 for the 15 training sessions. They will be from EU Member States, Candidate Countries, EEA, EFTA and ENP countries.

Countries	Num. Participants
EU Member States	440
Candidate Countries	30
EFTA & EEA	30
Potential Candidate countries	8
Non-EU countries	32
TOTAL	540

The number of trainees per invited country and per session is available in <u>Annex 1</u>. Places have been accommodated mixing as much as possible different countries, in order to have the wider variety of origins and promote the sharing of broader number of experiences.

National Contact Points are kindly invited to contact the Project Management Unit if they require any modification of the list or if they would wish to submit additional registration of additional participants, as due to multiple circumstances, sometimes places are left vacant, and it is easier and quicker to consider participants from the reserve list.

2.3. Responsibilities of National Contact Points, Project Management Unit and Event Manager

The management of the selection process and allocation of seats is a responsibility shared between NCPs and the Project Management Unit.

The places allocated to the countries will be strictly respected until the deadlines. Individual allocation of seats can be found in <u>Annex 1</u>.

TASKS OF NCPS

The National Contact Points are requested to:

- **Be aware** of the **number of participants** to be supported by the project at each session.
- **Distribute the information** to the relevant competent authorities at national level dealing with the contents of the training programme:

The country that has been invited to participate will provide 2 participants:

- 1 from the public health sector
- 1 from the veterinary / food safety sector

For the selection of participants from the Public health sector, please contact the national representative at the One Health network and/or the Health Security Committee.

- Select the participants considering the profile requested to participate and fill in the registration form using the standard BTSF Template. (AMR_Op14_Registration form_CHAFEA). The template is included in excel form in the communication submitted to NCPs. In the same form, specify the type of course and session. The name of the file created should indicate the number of the session, country and name of the applicant.
- Send the registration form and additional registration forms to the reserve list to the project management mailbox 20169607_amr@aenor.com respecting the deadlines indicated in section 1.3.
- In order to ensure some flexibility to the allocation of places, National Contact Points are kindly invited to **send additional registration forms** that will be included in a reserve list. After the deadline, the countries that have not submitted a registration form will be contacted to confirm that their place can be given to participants included in the reserve list. Once they confirm the availability of the seat, the NCP of the country that has submitted a reserve candidate will be informed and will receive an additional seat.

TASKS OF THE PROJECT MANAGEMENT UNIT (PMU)

The Project Management unit will:

- Verify the compliance of the participants proposed with the selection criteria on the basis of the fully completed registration form.
- Inform NCP if the application has been accepted or if it has been included in the reserve list.
- Once the deadline for the training session expires, inform the reserve list candidate NCPs of the availability of seats.
- Provide the information of the participants to the corresponding Event Manager.
- Contact the participants two to four months after the seminar and submit them a
 questionnaire asking the dissemination measures they have taken, considering this is a precondition request for participating in the training.

TASKS OF EVENT MANAGER

The Event Manager will:

• Contact directly the participant in order to make further logistic arrangements and all practical arrangements of the training: preparation for the training, submission of the technical and logistical information.

3. LEARNING OBJECTIVES AND PROGRAMME

3.1. General objective of the training

The overall objective of this program is to further harmonise the approaches and practices of the EU Member States in order to increase the efficacy of the competent authority in verifying compliance with the legal requirements in the field of distribution, use of antimicrobials, AMR monitoring, reporting and control. Bringing together participants from public health authorities and veterinary/food safety policy enforcement authorities from Member States, Candidate Countries, EFTA and EEA countries, will contribute to increase the compatibility of procedures and practices across the EU and will allow knowledge exchange between them.

3.2. Specific objectives of the training

The specific objectives of this training on prevention and control of antimicrobial resistance are several. In first place, this course will spread the knowledge of the implementation of a "One Heath approach" on the use and resistance of the antimicrobials. In second place, it will provide the participants with the best practices on the design, implementation and surveillance systems of antimicrobials and their resistance. In third place, the programme will promote the use of common indicators, monitoring and surveillance systems of antimicrobials and AMR in **both public health and veterinary/food sectors**. And lastly, the course will ensure that the trainees have a solid understanding of ways to collaborate and coordinate among the different national authorities as well as EU agencies, involved in the monitoring and surveillance of the use of antimicrobials and their resistance.

3.3. General organization of the training program

- The training will be implemented over a period of 4 working days (2 full days + 2 half days). The participants will be arriving on Monday morning/midday and will depart on Thursday midday.
- The daily work schedule will be: Monday afternoon, about 4h from 16h00; Tuesday and Wednesday, from 09h00 to 18h00, with 7h hours of effective training time, split in morning and afternoon sessions; Thursday morning, 4h until 13h00. The extension of the day could vary depending on the transportation.
- A break of 15-30 minutes will be organised in the morning and in the afternoon each day.
- Lunch break will be offered from Monday to Thursday with duration of 1 hour. Those leaving earlier on Thursday will be provided with a pack lunch.
- Dinner will be organised from Monday to Wednesday.

TRAINING PROGRAMME ON COURSE: PREVENTION AND CONTROL OF ANTIMICROBIAL RESISTANCE (AMR) IN THE CONTEXT OF AN OVERALL "ONE HEALTH" APPROACH TO PREVENTION AND CONTROL OF INFECTIONS AND REDUCING ANTIMICROBIAL RESISTANCE

Day 1 – Monday afternoon					
Time				Method of training	Responsible
		OPENING AND INTRODUCTI	ON TO THE TRAINING		
16hoo	16h15	Registration, Opening and Welcome address	Opening and welcome address Presentation of the Programme "Better Training for Safer Food" Delivery of the training kit / Domestic arrangements	Presentation Media: BTSF Video	Event Manager (EM)
16h15	16h25	Course introduction	Introduction to the Antimicrobial Resistance programme Course topics, objectives and activities / • Presentation of the team of tutors Determine the active role of participants during the training session	Presentation	Training Coordinato (TC)
16h25	17hoo	Introduction of participants	Brief introduction of participants: participants' professional background, role, institution, etc. Expectations from the workshop	Group exercise	Participants
17hoo	17h10	Pre-training Test (Quiz 1)	Participants pre-training knowledge Self-Assessment test Measure the group of participants' knowledge at the beginning of the training	Quiz	Participants & TC
17h10	17h15	Dissemination action planning	Emphasise the importance of dissemination and discuss participant's plans for dissemination Identify key topics which each delegate consider most important for dissemination	Presentation	TC
17h15	17h45	Coffee break			
		ANTIMICTOBIAL RESISTANCE	CE: GENERAL CONCEPTS and HISTORY		
17h45	18h1o	Introduction to AMR (Session 1)	AMR Occurrence factors and general concepts. The "One Heath" Approach	Presentation/ Brainstorming	T ₂
18h10	18h4o	2017 EU AMR Action Plan (Session 2)	The European One Health Action Plan against Antimicrobial Resistance (AMR)	Presentation / Q&A	TC
18h4o	19h10	Relevant International initiative (Session 3)	International initiatives in relation to AMR - WHO, UN, FAO, OIE, Codex Alimentarius, GHSA, TATFAR, etc.	Presentation / Q&A	TC
19h10	19h30	Concepts (Quiz 2)	Clarification of concepts using an interactive system of Q&A	Quiz	Tutors & participants
19	h30	Closing Day 1		•	•
20	hoo	Welcome drink and dinner			

			Day 2 — Tuesday		
	Time	Title session Training Objective / Subjects Covered		Methodology	Responsible
oghoo	o9ho5	Introduction of the day	Summary of previous day's topics and present the objectives of the day		TC
		EU LEGISLATIVE FRAMEV			
ogho5	09h45	EU Legislation (Session 4)	Overview of the EU legal framework applicable to AMR and use of antimicrobials General approach- H/V EU framework in the human sector EU framework in the food and veterinary sector	Presentation / Q&A	ТС
09h45	10h15	EU Agencies and their cooperation (Session 5)	Role of the EU Agencies, EMA, ECDC and EFSA, in relation to the surveillance system on human medicine, and monitoring and surveillance systems in veterinary medicine, on the use of antimicrobials and their resistance. Interagency cooperation (AMEG, RONAFA, JIACRA, outcome indicators, etc.)	Presentation / Q&A	T2 & T3
10h15	10h40	Categorization of critical antimicrobials – (Case study)	Case studies of interagency cooperation: new AMEG categorization and the New Veterinary Regulation (Criteria for human-only antimicrobials) - Presentation of practical examples by tutors (V/H) - Presentation of practical examples by participants from 2 MS	Presentation / Q&A	T2 & T3
10h40	11h00	Categorization of critical antimicrobials (Group Activity 1)	Group activity: - Discussion in groups on how MS have implemented the categorisation of antimicrobials in veterinary sector according to AMEG recommendations. - Presentation in plenary of group results, discussion and Q&A	Practical activity in working groups Plenary discussion / Q&A	Participants & Tutors
11hoo	11h30	Coffee Break & Photo gro	pup		<u>.</u>
		MONITORING AND REPO	RTING USE OF ANTIMICROBIALS		
11h30	11h45	Source of data (Session 6)	Harmonization of source of data (marketing authorization holder/wholesaler level, prescription level and consumption level) - H/V	Presentation	
11h45	12h00	Measure units (Session 7)	Harmonization of measure units (DDD, PCU, etc.) – H/V	Presentation	T2 & T3
12h00	12h15	Categories (Session 8)	Global data vs. specific data - use of antimicrobials per category (animal species, group of ages), etc. and reporting (ESAC-Net, HAI-Net and ESVAC) – H/V	Presentation	
12h15	13hoo	Use of antimicrobials	Discussion	Questions & answers	
13h00	14h00	Lunch			
14h00	14h30	EU Guidelines on AMR (Session 9)	2015 Commission guidelines on the prudent use of antimicrobials in veterinary medicine 2017 EU guidelines on the prudent use of antimicrobials in human medicine	- Presentation	TC T2
14h30	16hoo	Implementation of the EU rules and Guidelines (Group Activity 2)	Group assignment: Best practices on use of antimicrobials, both in human and veterinary sectors. Practical approach of MMSS on how they have implemented the guidelines, from the veterinary and human sectors Sharing of good practices	Practical activity in working groups	T2 & T3 & Tutors & participants
16hoo	16h30	Coffee Break			
16h30	17h30	Cont. (Group Activity 2)	Presentation of the different groups in plenary: work in groups results presentation, discussion, Q&A	Continuation: Plenary Discussion	T2 & T3 & participants

	Day 2 — Tuesday						
	Time	Title session	Training Objective / Subjects Covered	Methodology	Responsible		
17h35	18hoo	Identified best practices in MS on prudent use of antimicrobials ()	Identifying best practices on national experiences	Presentation of best practices	Tutors & participants		
	18hoo	Closing Day 2					
	20h00	Social event - Dinner					

			Day 3 - Wednesday		
Ti	ime	Title of the session	Training Objective / Subjects Covered	Method of training	Responsible
oghoo	o9ho5	Introduction to the day	Summary of previous day's topics and present the objectives of the day		TC
			PORTING OF ANTIMICROBIAL RESISTANCE		
09h05	09h50	Monitoring and reporting of AMR in human medicine (Session 10)	Relevant EU rules/initiatives for monitoring and reporting of AMR in human medicine	Presentation Q&A	T4
o9h5o	10h30	Monitoring and reporting of AMR in veterinary sector (Session 11)	Relevant EU rules/initiatives for monitoring and reporting of AMR in food and animals. Commission implementing Decision 2013/652/EU, EFSA technical specifications, EFSA technical specifications, EURL-AR protocols	Presentation Q&A	T ₅
10h30	11h00	Interpretation of results from breakpoints (Session 12)	To understand the human and veterinary breakpoints / cut off values, and decisions taken upon the results	Discussion	T4 & all tutors
11h00	11h30	Coffee Break			
11h30	13h00	Case Study of MRSA (Group Activity 3)	Group Activity – Case study of Methicillin-resistant Staphylococcus aureus (MRSA) Brief Introductory lecture to the case study: • Background and current situation (Distribution, prevalence) • Measures Plenary Session, Group results presentation, Discussion, Q&A	Brief Introductory lecture Case studies, video Practical activity in working groups	T4 & T5 & participants
13h15	14h15	Lunch		1	1
		ROLE OF ENVIRONMEN	IT IN SPREADING AMR		

			Day 3 - Wednesday		
Т	ime	Title of the session	Training Objective / Subjects Covered	Method of training	Responsible
14h15	14h20	Introduction to environmental risks (Session 13)	Introduction to environmental risks on AMR	Presentation	T6
14h20	14h45	Environmental sources contributors to AMR (Group Activity 4)	Environment and relationship with antimicrobial resistance (definition of the problem)	Brainstorming	Т6
14h45	15h4o	Relevance of AMR to Environment and related Regulators (Session 14)	Environment and relationship with antimicrobial resistance Initiatives already taken at different levels to address the problem	Presentation	Т6
15h40	16h15	Knowledge gaps (Group Activity 5)	Activity on Knowledge gaps (environmental mechanisms of AMR selection and transmission) in relation to environmental: identification of gaps	Workgroup activity	T6 & Participants
16h15	16h30	Coffee Break	<u> </u>		
16h30	16h55	Cont. (Group Activity 5)	Activity on Knowledge gaps (environmental mechanisms of AMR selection and transmission) in relation to environmental: identification of gaps	Workgroup activity	T6 & Participants
16h55	17h55	Exercise on transformation process (Group Activity 6)	Good practices implemented by certain countries, e.g. controlling sources of pollution and/or levels of AMR/antimicrobials in the environment Plenary Session, Group results presentation, Discussion, Q&A	Workgroup activity	T6 & Participants
17h55	18hoo	Summary of the day	Sum up of day activity and clarification of concepts discussed during the day using an interactive system of Q&A	Quiz	Tutors & Participants
18	3hoo	Closing Day 3			
20h00		Dinner			

	Day 4 - Thursday						
Time		Title of the session	Training Objective / Subjects Covered	Method of training	Responsible		
oghoo	09h05	Introduction to the day	Summary of previous day's topics and Present the objectives of the day		TC		
JIACRA REPORT, BEST PRACTICES "ONE HEALTH", CONCLUSIONS AND CLOSING							
09h05	09h15	JIACRA report (Session 15)	Results and conclusions of the JIACRA report	Presentation	TC		

	Day 4 - Thursday					
Time		8 - 1, - 1		Method of training	Responsible	
o9h15	11hoo	Communication practices (Group Activity 7)	Group Activity on why, how and resources to develop communication campaigns on prevention and use of antimicrobials Group 1 – Communication to education sector a: School age children Group 2 – Communication to education sector b: Universities Group 3 – Communication to professionals (H/V) Group 4 – Communication to general public and/or patients and/or caregivers Group 5 – Communication to food chain distributors (farm to fork) Group 6 – Communication to long-term care facilities (for both professionals and patients)	Group activity Discussion in working groups	TC & Participants	
11h00	11h30	Coffee Break				
11h30	11h45	Summary of course (Session 16)	 Summary of Course Key Contents summary Review of lessons learned Questions raised by participants during the course Action plan of delegates to disseminate learning and information to colleagues 	Presentation	тс	
11h45	12h05	Post training Test (Quiz 4)	Participants post-training knowledge test Measure the impact of the training on the understanding of the taught subject by the group Responding to outstanding questions from pre-course questionnaires	Quiz	TC & Participants	
12h05	12h40	Review and on-line evaluation	 Training evaluation by participants: on-line evaluation forms Assessment of course delivery against participants' expectations and course objectives Participants Remarks & reporting on previous topic discussions Establishment of networking opportunities Tentative guidelines for future actions 	Plenary Discussion	Participants	
12h40	13hoo	Closing ceremony	Delivery of the training certificatesClosing ceremony	Plenary Discussion	EM / TC	
13hoo	<u> </u>	Lunch and Closing wo	rkshop			

4. DATES, LOCATIONS AND DEADLINES

The courses will be organised in the locations and in the dates indicated in the following table. In Annex 2 it is included a table with the schedule of the sessions to be implemented from mid-2019 till mid-2020.

Participants will be requested to arrive by midday Monday and depart on Thursday afternoon.

Deadlines for the application are in general 6 weeks before the starting date of the corresponding course. The courses have been listed according to the order of implementation:

Sessions in 2019

Course	Location	Dates	Deadlines
So1	Malaga, Spain	2019-11-25/28	2019-11-01

Sessions in 2020

Course	Location	Dates	Deadlines
So2	Athens, Greece	2020-01-13/16	2019-12-02
So ₃	Zagreb, Croatia	2020-02-03/06	2019-12-23
So4	Bratislava, Slovakia	2020-03-09/12	2020-01-27
So ₅	Stockholm, Sweden	2020-04-27/30	2020-03-16
So6	Madrid, Spain	2020-05-18/21	2020-04-06
So7	Riga, Latvia	2020-06-08/11	2020-04-27
So8	Stockholm, Sweden	2020-09	tbc
So9	Bratislava, Slovakia	2020-10	tbc
S10	Athens, Greece	2020-11	tbc
S11	Malaga, Spain	2020-12	tbc

Sessions in 2020

Course	Location	Dates	Deadlines
S12	Zagreb, Croatia	2021-02	tbc
S13	Athens, Greece	2021-03	tbc
S14	Bratislava, Slovakia	2021-04	tbc
S15	Madrid, Spain	2021-05	tbc

5. TRAINING PACKAGE

All general communications and submission of registration forms of participants will be managed centrally submitting them to the e-mail address:

20169607_amr@aenor.com

Tel.: +34 914 566 705

Once it is confirmed the registration to NCPs, the registration form will be submitted to the corresponding Event Manager of the session that will liaise directly with the participant and proceed with further instructions for additional information regarding technical contents and logistic arrangements.

TRAVELS

For each supported participant, the project will provide a return flight ticket in economy class or a return train ticket in first class using the most direct route.

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

The project also provides health and repatriation insurance for all the trainees.

Travel costs from the participants' homes to the nearest airport / bus station / train station are covered by the project budget if requested, prior presentation of corresponding receipt / invoice of the cost incurred.

To participants traveling with their own vehicle, the reimbursable amount will be the one corresponding to the cost of an alternative public transport: return first class train or bus ticket, or economy return flight ticket.

For particular situations, the participants are kindly encouraged to contact the Event Manager in order to find the best travel arrangements.

ACCOMMODATION

The project will provide full-board accommodation for subsided trainees for the period of the training:

- on the 1st day of the training: lunch, afternoon coffee break, dinner and room charge (single occupancy);
- from the 2nd and the 3rd day of the training: full board accommodation including breakfast, 2 coffee breaks, lunch, dinner and room charge (single occupancy);
- on the 4th day of the training: breakfast, 1 coffee break and lunch for participants leaving the same day; dinner and room charge (single occupancy) will be included for the participants leaving the day after the training because of flights availability.

<u>Important notice</u>: any additional expenses that may occur during the stay of the participants (e.g. phone calls, mini bar, etc.) will be directly payed by the participants, as these costs are not covered by the project.

Sessions and Documentation

The following costs related to the implementation of the training courses will be covered by the project:

- Access to fully equipped meeting rooms;
- Transportation to the training centre, if not in the hotel;

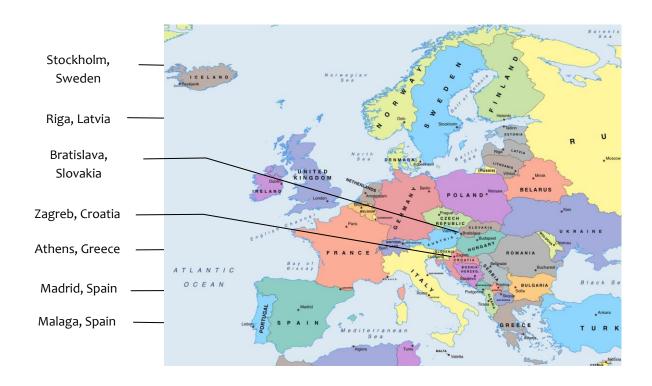
The project will also provide the following material:

Stationary (notepad, pen, notepad-holder);

- A folder including all the presentations, hand-outs, background information of tutors, guidance documents and other reference material for further study;
- USB key containing all the training material in electronic version;
- A group photo;
- A bag to keep all materials and documentation;
- Syllabus, included in the training instructions package, to facilitate the dissemination of the learnings and contents;
- Certificate of attendance.

Prior to each session, detailed information will be displayed on www.btsf-aenor.com.

6. VENUES



The training venues per type of course and year will be the following:

	Location	Accommodation and training venue
1	Madrid, Spain	ТВС
2	Malaga, Spain	Hotel Sercotel Málaga
3	Athens, Greece	Novotel Athens
4	Bratislava, Slovakia	LOFT Hotel Bratislava
5	Zagreb, Croatia	Hotel International Zagreb
6	Riga, Latvia	Monika Centrum Hotels
7	Stockholm, Sweden	TBC

6.1. Madrid, Spain

Madrid is the capital and largest city of Spain with a population of roughly 3.3 million and one of the liveliest nightlives in the world. Madrid is best known for its great cultural and artistic heritage, a good example of which is the El Prado museum.

The culture of Madrid was dominated by its Royal history, centre of the Spanish Empire. The Royal Palace, big places and buildings used by the Spanish Monarchy, enormous cathedrals and churches are plentiful in Madrid, as well as medieval architecture. Nowadays Madrid is a cosmopolitan city full of new architecture, lifestyle and culture.





Airport of arrival

Adolfo Suárez Madrid- Barajas Airport is located approximately 12 km from the city centre. It is one of the largest airports in Europe and is serviced by many airlines, with regular flights form Lufthansa, EasyJet, Air Europa, Air Berlin, Air Nostrum, Iberia, Iberia Express, Alitalia, Ryanair, Air France and Vueling.

Accommodation and training venue

To be confirmed

Social event

Madrid offers different possibilities for a guided tour (Puerta del Sol, Madrid's most central and best-known square; the Plaza Mayor, a marvellous enclosed square perfect to sit outside and people watch; the Temple of Debod, an authentic 2nd Century BC Egyptian temple in the middle of Madrid; Madrid Cathedral, Madrid's largest and most important church; and Plaza de la Villa).

After the tour, a dinner will be organized in a traditional restaurant situated in the historical city centre where we can enjoy the classical Spanish "tapas".

6.2. Malaga, Spain

Malaga is a large city in the southern Spanish region of Andalusia and capital of the Malaga Province. The largest city on the Costa del Sol, Malaga has a typical Mediterranean climate and is also known as the birthplace of famous Spanish artist Pablo Picasso. The city offers beaches, hikes, architectural sites, art museums, excellent shopping and cuisine. While more laid back than Madrid or Barcelona, Malaga is still the centre and transport hub for the hugely popular Costa del Sol region, which is flooded with tourists in the summer, and the city has certainly cashed in on the sun and sand, with lots of new construction as well as hotels and facilities geared to tourists. However, Malaga also offers some genuinely interesting historical and cultural attractions in its old city and its setting on the coast is still beautiful.





Airport of arrival

The Málaga-Costa del Sol Airport is one of the most important in Spain and has connections to major cities worldwide. Located just eight miles from the city's Historic Quarter, it is renowned for its modern terminals and extensive shopping areas. Málaga airport receives around 13 million passengers a year, making it the gateway to Andalusia. Currently, more than 60 airlines use its facilities.

Accommodation and training venue

Hotel Sercotel Málaga

Calle Héroe de Sostoa, 17 29002 Málaga, SPAIN Ph: (+34) 951 01 01 50 reservas@sercotelmalaga.com

The **Sercotel Malaga** is a symbol of modern architecture with an impressive façade and is located steps away from the train station and close of the city centre. The beach and city centre attractions, such as the Picasso Museum and cathedral, are a 20-minute walk away. All the elegant climate-controlled rooms at the hotel are equipped with free Wi-Fi connection, satellite TV, private bathroom, pillow menu, hardwood floors and minibar.

Social event

To be able to discover better the centre of Malaga, we will organise a walking tour with a specialised guide and, after the tour, will take the group to a traditional restaurant located in the historical centre of the city so they will be able to enjoy the famous Spanish cuisine.

6.3. Athens, Greece

With equal measures of grunge and grace, Athens is a heady mix of ancient history and contemporary cool. The magnificent Acropolis, visible from almost every part of the city, is the hub around which Athens still revolves. This temple city, built in the 5th century BC, serves as a daily reminder to Greeks of their heritage and the city's many transformations. All over the urban basin, rooftops and balconies angle toward the landmark, a block of milky marble atop a steep-sided hill. Although Athenians have endured difficult circumstances since the start of the economic crisis in 2009, the city as a whole crackles with energy in art shows and even on the walls of derelict buildings, as Athens has become one of Europe's most noted spots for street art.





Airport of arrival

Athens International Airport, commonly initialised as AIA, is the largest international airport in Greece, serving the city of Athens and region of Attica. It is currently a member of Group 2 of Airports Council International and as of 2018, it was the 27th-busiest airport in Europe. It is located 30km from the city centre and has connections to all the main European hubs.

Accommodation and training venue

Novotel Athens Hotel

4 Michail Voda Str 104 39 Athens, GREECE Ph: (+30) 210 820 0700 Ho866@accor.com

Located close to the city centre, the Novotel Hotel benefits from a very attractive location and is equipped with modern facilities, hence being the perfect location for the workshop. Respecting the Novotel codes, the rooms and meeting rooms are modern and well designed and will have all the necessary equipment to make the stay more than comfortable. Equipped with an outdoor pool on the roof, it offers breath-taking views of the Acropolis and Lycabettus hill.

Social event

With its hundred of years of history, famous landmarks and very attractive culture, Athens offers multiple options for a city walking tour. After discovering the precious city that is Athens, we will take the group to a traditional restaurant in the historic centre to enjoy the Greek cuisine.

6.4. Bratislava, Slovakia

Bratislava is the capital and largest city in Slovakia. It is the administrative, cultural and economic centre of the country. Bratislava has a very pleasant medieval inner city with narrow, winding streets, a hill-top castle next to the river Danube, and many historic churches and buildings to visit. Today, Bratislava and its surroundings form the second-most prosperous region in Central and Eastern Europe.





Airport of arrival

Bratislava Letisko M. R. Štefánika Airport is located very near the city centre so most hotels in and around the centre can be reached from the airport by taxi within some 20-25 minutes.

Other option to bear in mind for the air transportation is the near vicinity of the huge Vienna Airport, a major hub just an hour away from Bratislava.

Accommodation and training venue

LOFT Hotel Bratislava

Stefánikova, 4 811 o5 Bratislava SLOVAKIA

http://www.lofthotel.sk

LOFT Hotel Bratislava is a recent independent 4-star hotel located in Bratislava city centre within easy reach to the historical old town, and with nice view to the garden of Presidential Palace.

All 122 bedrooms have been designed and equipped to offer the maximum comfort and create a perfect experience whether travelling for business or leisure. Free of charge facilities: coffee & tea, daily refilled minibar, LCD TV with free international TV channels, laptop size safe box.

Social event

We start the tour showing to the participants the most important places and historic sights of the city such as the Presidential Palace, Eurovea - the modern city centre, the National Theatre, a unique Art Nouveau church and others. It stops at Bratislava Castle, and the Slavín memorial with their fantastic panoramic views. From the Castle enjoy the view of the historical city centre. Then the tour continues with a drive along the Danube to the magnificent ruins of the Devín Castle.

6.5. Zagreb, Croatia

Zagreb, capital of the Republic of Croatia, is its largest city and the cultural, economic, cinematic, sporting and governmental hub of the country. It is located on the southern slopes of Medvednica Mountain along the banks of the Sava River. Culturally, it is a European city well worth visiting, with numerous historical monuments and medieval architecture. The centre of Zagreb is divided into two parts: Gornji Grad (Upper Town) and Donji Grad (Lower Town). Because of its historical structures, churches and religious monuments, Gornji Grad has great historic value attached to it and is literally a tourist's paradise. Donji Grad, on the other hand, mostly contains shops, cafes, museums, and parks.

Walking is one of the best ways to explore all of Zagreb's picturesque historical sites, hidden alleys and lanes and especially the main square in the city.





Airport of arrival

Zagreb Airport is the main Croatian international airport, at a 17 km drive southeast of Zagreb in the city of Velika Gorica. The airport is the largest in Croatia, with international connection to most of Europe and domestic connection to the major cities in Croatia.

Accommodation and training venue

Hotel International Zagreb

Miramarska 24 / 10000 Zagreb, Croatia Ph: +385 1 6108 800 hotel@hotel-international.hr

City centre Hotel International in Zagreb, located in the heart of the business district, offers comfortable accommodation for business guests as well as those who visit Zagreb, minutes away from Zagreb main attractions and cultural sites.. Spacious hotel rooms and luxurious conference rooms, Hotel International suites a comfortable stay in Zagreb.

Social event

A guided tour in the city centre will be organized. Zagreb offers two interesting parts: the thousand-year old Gornji grad (Upper Town) which contains the Presidential Palace, the iconic St Mark's Church, the Croatian parliament (Sabor), and museums and galleries which are all set in cobbled streets lit by gas lamps; and the 19th century Donji grad (Lower Town) with its shops, restaurants, cafes, theatres and parks.

After the tour a dinner will be organised in a traditional restaurant situated in the historical centre of the city.

6.6. Riga, Latvia

The biggest metropolis in the Baltics, Riga perfectly blends timeless tradition and cutting-edge cool. Drop in and get energized by a city with surprises on every road and rooftop.

In its 800 years of turbulent history, everyone from German knights to Swedish kings and Soviet commissars have left their footprints, and today Latvia's capital is an exciting European metropolis at the crossroads of eastern and northern Europe. Riga's astonishing skyline tells the story, as the timeless Gothic spires in the Old Town mingle with the fantastic facades of one of the world's richest collections of Art Nouveau on the grand boulevards.





Airport of arrival

Riga International Airport is in the suburb of Skulte, 13km southwest of the city centre. At the time of writing Riga was the only city in Latvia with a commercial airport and is easily accessible with public transportation.

Accommodation and training venue

Monika Centrum Hotels

Elizabetes iela 21 LV-1010, Riga, LATVIA Ph: (+371) 670 31900 monika@centrumhotels.com

The hotel **Monika Centrum Hotels** in Riga is located in the cultural and historical centre of Riga, the capital of Latvia, encircled by one of Europe's most eminent block of buildings in Art Nouveau style, which gathers the most distinguished elements of this architecture and lifestyle, the splendid Kronvalda Park, erected in late 19th century, with the decoratively arranged banks of Riga Canal and the rich array of trees and shrubs, the embassies of many countries, the ever-lively Port of Riga and the sports hub – Arena Riga. The 4-star Monika Centrum Hotels in Riga is set in the Neo-Gothic building from 1883 and located 500 metres from the Old Town of Riga.

Social event

A guided tour in the city centre will be set to explore the heart of this city. After the tour, a dinner will be organized in a traditional restaurant in the centre of the city.

6.7. Stockholm, Sweden

Stockholm is the capital and largest city of Sweden, with nearly 2 million habitants, and a city of contrasts. Over 30% of the city area is made up of waterways, and another 30% is made up of green spaces. Trends in music, design, fashion and technology are born here, and innovations that spread worldwide are invented here. Stockholm is a cosmopolitan place with a rich history of both classical and modern architecture, museums and the medieval urban core of Gamla Stan. This is a city of modern galleries as well as small boutiques and unique shops, trendy bars and historical cafés.





Airport of arrival

Stockholm Arlanda Airport is an international airport located in the Sitguna Municipality of Sweden, 37 km north of Stockholm city Centre. Stockholm Arlanda Airport is the larger of Stockholm's two airports with regular flights from the main international airlines: Norwegian airlines, Ryanair, Brussels Airlines, Iberia, British Airways, KLM.

Accommodation and training venue

To be confirmed

Social Event

A guided tour in the city centre will be organized. Stockholm offers different possibilities for a guided tour (The Vasa Museum, the Royal Palace, Moderna Museet, the City Hall, and Skansen open-air Museum). After the tour a dinner will be organised in a traditional restaurant situated in the historical centre of the city.

ANNEX 1: LIST OF INVITED COUNTRIES*

			2019	2020
	Country	Places	S1	S 2
1 Austria		14		
2 Belgium		14	2	
3 Bulgaria		14		2
4	4 Croatia			2
5	5 Cyprus		2	
6	Czech Republic	14		2
7	Denmark	14	2	
8	Estonia	14		2
9	Finland	10	2	
10	France	30	2	2
11	Germany	30	2	2
12	Greece	14		2
13	Hungary	14	2	
14	Ireland	14	2	
15	Italy	30	2	2
16	Latvia	14	2	2
17	Lithuania	14	2	2
18	Luxembourg	6		2
19	Malta	6		
20	Netherlands	14		2
21	Poland	14	2	
22	Portugal	14	2	2
23	Romania	14	2	
24	Slovakia	14	2	
25	Slovenia	10		2
26	Spain	30	2	2
27	Sweden	14	2	2
28	UK	30		
Member States		440	34	32
29	Albania	6		
30	The Republic of North Macedonia	6		2
31	Montenegro	6		
32	Serbia	6		
33	Turkey	6		
Candidate Coun	tries	30	0	2
34	Iceland	10		
35	Norway	10		2
36	Switzerland	10	2	
EFTA & EAA		30	2	2
37	Bosnia- Herzegovina	4		
38 Kosovo		4		
Potential Candidate Countries		8	0	0
39	Egypt	4		
40	Moldova	4		
41	Morocco	4		
42	Russia	4		
43	43 Tunisia			
44	Ukraine	4		
45	Other	8		
Third Countries		32	0	0
TOTAL PARTICI	PANTS	540	36	36

^{*}The seats allocation for the rest of the sessions will be provided once the outcome of the Brexit negotiations is clear.

ANNEX 2: SCHEDULE FROM SEPTEMBER 2019 UNTIL MID-2020

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1 1 2 2 2 2 3 3 3 3 3 3 3 4 <th></th> <th>SEPTEMBER</th> <th>OCTOBER</th> <th></th> <th></th> <th>NOVEMBER</th> <th></th> <th>DECEMBER</th>		SEPTEMBER	OCTOBER			NOVEMBER		DECEMBER
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27 27 Malaga, Spain 28 29 29 29	25		25		25		25	
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29 29 29	27		27		27	Malaga, Spain	27	
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	30		30		30		30	
31 31			31				31	

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JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4 AMR - So3	4	4	4	4
5	5 Zagreb, Croatia	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9 AMR - S07
10	10	10 AMR - S04	10	10	10 Riga, Latvia
11	11	11 Bratislava, Slovakia	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14 AMR - So2	14	14	14	14	14
15 Athens, Greece	15	15	15	15	15
16	16	16	16	16	16
17	17	17	17	17	17
18	18	18	18	18	18
19	19	19	19	19 AMR - S06	19
20	20	20	20	20 Madrid, Spain	20
21	21	21	21	21	21
22	22	22	22	22	22
23	23	23	23	23	23
24	24	24	24	24	24
25	25	25	25	25	25
26	26	26	26	26	26
27	27	27	27	27	27
28	28	28	28 AMR - S05	28	28
29	29	29	Stockholm, Sweden	29	29
30		30	30	30	30
31		31		31	