Organisation and implementation of training activities on principles and methods of risk assessment in the food chain – Chafea/2018/BTSF/05 - under the "Better Training for safer Food" Initiative

COURSE 4 - RISK ASSESSMENT IN NUTRITION

1. *Course objectives*

General objective

The main goal of the training programme is to disseminate best practices for the implementation of principles and methods of food chain risk assessment, improving knowledge of this complex area of work and ensuring consistent and high implementation standards across the European Union.

Specific objectives

- Promoting reduction of discrepancies in procedural aspects of risk assessment
- Contribute to the harmonisation of risk assessment approaches
- Contribute to increasing transparency and building trust amongst Member States' authorities in each other's risk assessments.
- Disseminate best practices for risk management and communication
- Promote exchange of experience in order to increase the level of expertise and harmonisation of approaches.

The training will be addressed to officials from the Member States, EEA/EFTA countries and EU candidate countries involved in the risk assessment field.

2. Selection criteria for participants

Participant must: 1. Meet the minimum requirements

2. Be selected using the evaluation criteria

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.

1. Minimum requirements for Course 4 Risk assessment in nutrition	**Yes/No**
Participant must: • Have worked in functional areas of food chain risk assessment with a minimum of 3 years of professional experience or • Have had experience of setting up and implementation of food chain risk assessment in a Competent Authority (covering areas of food/ feed safety, animal health or animal welfare).	Yes/No

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

2. Evaluation criteria for Course 2 Microbiological risk assessment		**Enter Score**
a)	Professional experience within a public institution or a competent authority involved in food chain risk assessment <u>Scoring</u> less than 3 years = 1 points; 3 - 5 years = 5 points; 5 - 10 years = 10 points; > 10 years = 12.5 points	
b)	Experience in risk assessment in nutrition <u>Scoring</u> less than 2 years = 0 points; 2 -5 years = 5 points; 5 - 10 years = 10 points; > 10 years = 12.5 points	
c)	Experience in crisis investigation and management <u>Scoring</u> no experience = 0 points; less than 3 years = 5 points; 3 - 5 years = 10 points; > 5 years = 12.5 points	
d)	During the course, participants will be provided with a training package to be used as support dissemination material. Commitment to disseminate the knowledge received is a prerequisite for course participation. <u>Scoring</u> 1. Commitment to distribute the training material among their colleagues = 5 points;	

	2. Point 1 plus preparing and giving presentations based on the training material for the staff of national competent authorities/uploading training material to national competent authorities' intranets/websites = 10 points 3. Points 1, 2 plus preparing informative articles in the professional national journals = 12,5 points 4. no commitment = 0 points	
	Maximum total score	**50**

3. Country allocations

A total of 45 seats will be allocated according to the tables below. The course will be offered to officials of the Member States, EEA/EFTA countries and EU candidate countries. **It's highlighted that each invited country will be requested to select trainees coming from the risk assessment field.** 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	1	Germany	2	Poland	2
	Belgium	1	Greece	1	Portugal	1
	Bulgaria	1	Hungary	1	Romania	1
	Croatia	1	Ireland	2	Slovakia	2
	Cyprus	1	Italy	2	Slovenia	1
	Czech Republic	1	Latvia	1	Spain	2
	Denmark	2	Lithuania	1	Sweden	2
	Estonia	1	Luxembourg	1	United Kingdom (NI)	1
	Finland	1	Malta	1		
	France	1	Netherlands	2		
	Total Member States					***37***
Candidate Countries	Albania	1	North Macedonia	1	Turkey	1
	Montenegro	1	Serbia	1		
	Total Candidate Countries					***5***
Global participation EU Member States and Candidate Countries						***42***

Table 2: Suggested allocation for other non-EU Countries

	country / suggested allocation					
EFTA/ EEA countries	Iceland	1	Norway	1	Switzerland	1
	Lichtenstein	0				
	Total EFTA/EEA Countries					***3***
Global participation other non-EU Countries						***3***

In addition to the numbers indicated above, invited countries will be requested to indicate additional participants for a reserve list to be used should one or more countries not meet the proposed quota.

For logistic organisational reasons, it is kindly requested that names of participants shall be communicated at the latest within 15 days from the workshop. A reminder will be sent to NCPs before event. **Deadline is Friday 15th October 2021.**

Should you consider that the number of allocated seats is insufficient to meet your country's training needs, please contact the Project Manager at ***20189605riskassessment@btsftraining.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*

One five-day Virtual Classroom (VC) training course will be delivered in November 2021 with approximately 45 people in each session and it will be designed in the following way: opening introductory session in the morning on the first day followed by overall five full day sessions (from around 9.30 AM until around 5.00 PM Central European Time).

Table 3: Training dates

Year	Training session	Proposed dates	Location	Course Title
2021	1	Monday 1 November – Friday 5 November	ONLINE on Zoom web-meeting application	Course 4 – Risk assessment in nutrition

Annex 1: Background and main topics covered in training

Background

The EFSA Advisory Forum has on several occasions expressed a need to develop a long-term training programme on risk assessment for experts working in different fields of the food chain, wishing also more recently to extend these training programmes to additional areas of risk assessment.".

The harmonisation of risk assessment methodologies has been identified as a priority area of the Strategy for Cooperation and Networking between the EU Member States and EFSA, since harmonisation would help in the development of high quality scientific opinions that are recognise as truly authoritative. This harmonisation does not aim at standardising risk assessment methodology, but merely at identifying possible discrepancies between the approaches used by different Member States in order to increase transparency and trust amongst Member States' authorities in each other's risk assessments.

2008 EFSA Working Group Report on "Fostering harmonised risk assessment approaches in Member States" pointed out how countries organised risk assessment different at time. Many of the procedures in the countries appeared to be in line, or at least not in conflict, with procedural aspects within EFSA, however highlighting discrepancies in procedural aspects of risk assessment, mostly regarding declarations of interest, public register of risk assessment requests, procedures concerning the selection of experts, the interaction with stakeholders and between risk assessors and risk managers during the risk assessment process. Harmonisation of risk assessments is thus considered fundamental to avoid divergences by different national agencies and strengthen collaboration within Europe and beyond.

The present training programme will address issues listed above through the adoption of a practical approach, aimed to increase knowledge of Competent Authorities and scientists from public institutions and national authorities involved in food chain risk assessment in order to increase the level of expertise and harmonisation.

Main topics covered in the training

- The specificities of risk assessment in nutrition, i.e. assessed and managed either at the level of nutrients and/or at the level of foods, and its legal framework;
- The risk assessment model in nutrition: concepts, terminologies and methods
  - defining Dietary Reference Values (DRV);
  - Tolerable Upper Intake Levels
  - nutrient based goals and objectives;
  - food based dietary guidelines (FBDG);
- The specificities and challenges of nutrient risk assessment
  - essential and non-essential nutrients, i.e. assessment of insufficiency and excess (absolute and/or relative) vs. assessment of excess only;
  - risk assessment of macronutrients;
  - risk assessment of micronutrients;
- Dietary intake assessment

- advantages and limits of different methods for dietary surveys: 24-hr recall, food diaries, food frequency questionnaires;
- food datasheets, household budget surveys, use of anthropometric data
- human biomonitoring;
- translation into nutrient intakes: correction of raw data for usual intakes, use and limits of food composition tables, statistical treatment (single endpoints vs. distribution).

- Risk assessment of novel foods (Regulation 2015/2283);
- Integrated risk-benefit assessment of food and nutrition;
- Short introduction to Risk Communication.

Annex 2: Legislation and guidance

- 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;
- European Council Directive 90/496/EC of 1990 on nutrition labelling for foodstuffs lays down the rules for nutrition labelling in the European Community. The Directive is amended by Regulation (EU) 1169/2011 … on the provision of food information to consumers in force from 12 December 2011 except for the provisions on nutrition labelling, which must be fully implemented by 31 December 2016;
- Regulation (EU) 2015/2283 on Novel Foods. Lays down rules for the placing of NFs on the market within the Union; ensure the effective functioning of the internal market while providing a high level of protection of human health and consumers interests;
- Commission Implementing Regulation (EU) 2017/2468: Commission Implementing Regulation (EU) 2017/246 concerning traditional foods from third countries;
- Commission Implementing Regulation (EU) 2017/2469: lays down administrative and scientific requirements for applications for authorising the placing on the market within the Union of a NF and updating the Union list;
- Commission Implementing Regulation (EU) 2017/2470: establishing a Union list of all authorised NFs to be placed on the market within the Union.
- Regulation (EU) 2019/1381 on the transparency and sustainability of the EU risk assessment in the food chain;
- EFSA, 2011, Technical report on technical specifications on training regarding principles and methods of food safety risk assessment.
- EFSA, 2011, Guidance on safety evaluation of sources of nutrients and bioavailability of nutrient from the sources
- EFSA, 2018, Guidance on safety evaluation of sources of nutrients and bioavailability of nutrient from the sources

Annex 3: Agenda

Virtual classroom training programme

DAY 1 – Monday

Time	*Topic*	*Tutor*
09:00–09:15	Registration of participants	
09:15–09:45	Welcome addresses, presentation of tutors, presentation of participants.	TC – Training Coordinator
09:45–10:15	Preliminary discussion with participants, aimed to enquire about their expectations on the training initiative.	TC
	TOPIC 1: INTRODUCTION TO RISK ASSESSMENT AT THE LEVEL OF NUTRIENTS	
10:15–10:30	**Interactive session on TOPIC 1** **What is a "serious" risk perception? PART 1: Food safety vs. food quality** *In a plenary discussion, the participants try to define similarities and dissimilarities between food safety and food quality.* *Plenary discussion*	Plenary session
10:30–11:00	**1.1 Risk assessment applied to nutrients: Overview of the four basic steps** • From foods to nutrients: definition of the subject matter • Food safety vs. food quality • Conceptual differences between "hazard" and "risk" • Introduction to Risk Assessment in Nutrition: 1. Identification of adverse health effects associated with the (high or low) intake of a given nutrient 2. Evaluation of the adverse effects (e.g. toxicity/deficiency associated with an increased/low intake) 3. Exposure assessment 4. Risk characterization; in order to set the scene for the rest of the program in this training, • EFSA Scientific Opinions on principles deriving and applying Dietary Reference Values and Tolerable Upper Intake levels for vitamins and minerals A general overview. *Presentation*	Tutor
11:00–11:30	Coffee break	
11:30–12:00	**Interactive session on TOPIC 1** **What is a "serious" risk perception? PART 2 Practical definition of "serious" risk in nutrition** *In a plenary discussion, the participants try to define what is to be considered a serious risk, with regard to the consequences of the official control of food safety.* **PART 3 Can the food pose a health risk depending on the amount consumed?** *In this exercise, participants will discuss whether food pose health risk on the basis of amount consumed and how to manage, avoid or minimise that risk.* *Working group exercise in break-out rooms, followed by plenary discussion* *TC + ALL TUTORS*	
12:00–12:30	**1.2 Risk assessment in Europe and beyond** • Food safety vs. food security vs. healthy nutrition • Core principles of Risk Analysis at international (Codex Alimentarius) and EU level	Tutor

	• Division of competences between risk assessment and risk management; risk analysis in Regulation (EC) No.178/2002; risk assessment in Regulation (EC) No.178/2002. • Framework for nutritional risk assessment • How to deal with the outcome of the risk assessment according to the EU legal framework and international (WHO, EFSA) guidance? • EFSA guidance for the conduct of risk assessment at the level of nutrients. *Presentation*	
12:30–13:30	Lunch break	
	TOPIC 2: DIETARY INTAKE ASSESSMENT	
13:30–13:55	**2.1 Individual dietary surveys: assessing exposure to nutrients according to the most common methods (advantages and disadvantages) at individual level** • x\i) 24-hour dietary recalls; ii) Food records; iii) Food frequency questionnaires; • short overview of dietary assessment tools available in Europe and worldwide *(e.g. different software, procedures and connected databases).* *Presentation*	Tutor
13:55–14:40	**Interactive session on TOPIC 2** **(Limitations and challenges of methods commonly used in individual dietary surveys)** *In this exercise, participants will discuss limitations and challenges of each method and how survey designs can address these limitations.* *Working group exercise in break-out rooms, followed by plenary discussion* *TC + ALL TUTORS*	
14:40–15:05	**2.2 Presentation of the EFSA EU-MENU guidance document to collect harmonised data on dietary exposure in all EU Member States** *Presentation*	Tutor
15:05–15:30	Coffee break	
15:30–16:00	**2.3 Household Budget surveys: assessing dietary exposure at national level** • Estimation of food availability at household level (Household budget surveys) or approximated through food supply data derived from food balance sheets; • Evaluating advantage and limitations of household budget surveys. *Presentation*	Tutor
16:00–16:30	Overview/Conclusions of Day 1, Preparation of Day 2 Q&A	TC
16:30	End of Day 1	

DAY 2 – Tuesday 2

Time	*Topic*	*Tutor*
09:30–09:45	Connection tests Overview of the topics introduced in the previous day, Q&A & clarifications, preparation for the practical work	TC
	TOPIC 2: DIETARY INTAKE ASSESSMENT	
09:45–10:10	**2.4 Collection of non-dietary information** • Socio-demographic and other personal characteristics; • Anthropometric measurement and data collection methods ("self-reporting" vs "measurement by interviewer"); • Physical activity (retrospective and real-time data collection). *Presentation*	Tutor
10:10–11:00	**Interactive session on TOPIC 2** **(Exercise on assessing dietary exposure – part 1)** *In this exercise, participants will be challenged with scenarios on food safety problems and will be asked to propose methods to assess dietary exposure to initiate the risk assessment process.* *Working group exercise in break-out rooms* *TC + ALL TUTORS*	
11.00–11.30	Coffee break	
11.30–12.30	**Interactive session on TOPIC 2** **(Exercise on assessing dietary exposure – part 2)** *In a plenary meeting, the results of the various groups are presented and compared between the groups.* *Plenary discussion*	Plenary session
12.30–13.30	Lunch break	
	TOPIC 3: NUTRIENT INTAKE ASSESSMENT	
13.30–14.05	**3.1 Translation of exposure data into nutrient intake** • Application of food composition tables and other databases (related to e.g. recipe, edible portion, raw to cook calculations) (analysis of the use and limitations of the food composition tables/databases) • Procedures to correct the measurement error associated with short-term measurements of dietary intake in order to estimate intake distributions and individual "usual" intake, • Developing statistical guidance for choosing a model for usual intake estimation ("single endpoints" vs "multiple endpoints" treatment); *Presentation*	Tutor
14.05–15.00	**Interactive session on TOPIC 3** **(Case study – part 1)** *In this case study, participants, divided in groups, will be provided with specific exposure data to be translated into nutrient intake, discussing possible limitation of intake data as well as the supporting databases provided and possible need of other/additional intake data or supporting databases.* *Case study in break-out rooms* *TC + ALL TUTORS*	
15.00–15.30	Coffee break	
15.30–16.15	**Interactive session on TOPIC 3** **(Case study – part 2)**	Plenary session

	In a plenary meeting, the results of the various groups are presented and compared. *Plenary discussion* *TC + ALL TUTORS*	
16.15-17.00	Overview/Conclusions of Day 2, Preparation of Day 3 , Q&A	TC
17.00	End of Day 2	

DAY 3 – Wednesday

Time	*Topic*	*Tutor*
09:00-09:15	Connection tests Overview of the topics introduced in the previous day, Q&A & clarifications, preparation for the practical work	TC
	TOPIC 4: SPECIFICITIES AND CHALLENGES OF RISK ASSESSMENT IN NUTRITION	
09:15-09:40	**4.1 Introduction to research methods such as:** – balance studies, depletion-repletion studies, observational epidemiological studies (cohort and case-control) and experimental epidemiological studies (randomised interventions and clinical trials]. *Presentation*	Tutor
09:40-10:05	**4.2 Specificities and challenges in the risk assessment of different macro- and micronutrients** *Presentation*	Tutor
10:05-10.45	**Interactive session on TOPIC 4** **(Working group on risks associated with macro- and micronutrients intakes – part 1)** *In this exercise, participants will be asked to interpret a series of data related to risks associated with macro- and micronutrients intakes. On the basis of the concepts, terminologies and methods learned in the theoretical studies, participants will be requested to estimate the risk of inadequate/excessive intakes of macro/micronutrients.* *Working group exercise in break-out rooms* *TC + ALL TUTORS*	
10:45-11.15	Coffee break	
11:15-11:40	**Interactive session on TOPIC 4** **(Working group on risks associated with macro- and micronutrients intakes – part 2)** *In a plenary meeting, the results of the various groups are presented and compared between the groups.* *Plenary discussion*	Plenary session
	TOPIC 5: DIETARY REFERENCE VALUES (DRVs)	
11.40-12.15	**5.1 Concepts, terminologies and methods used in the risk assessment in nutrition** Presentation of an EFSA video: https://www.youtube.com/watch?v=WfcmanEi5gQ • Conceptual basis for derivation of DRVs; • How are DRVs derived? • General principles for deriving dietary recommendations: ✓ Establishing nutrient goals and objectives (difference between DRVs and nutrient goals) – Practices of EU-MS ✓ Establishing food based dietary guidelines (FBDG) ✓ How these values are used in the EC ✓ How these values are used in Codex Alimentarius *Presentation*	Tutor

12:15–13:00	**Interactive session on TOPIC 5** **(Working groups on deriving DRVs – part 1)** • Study of EFSA DRV Opinions to identify criteria and how they were used *Participants will be given specific EFSA DRV opinions in which various different criteria (e.g. nutrient requirements, average intakes of relatively healthy populations or epidemiological data) have been used. They will be requested to prepare presentations summarising the rationale to DRVs in each occasion.* *Working group exercise in break-out rooms* *TC + ALL TUTORS*	
13:00–14:00	Lunch break	
14:00–14:45	**Interactive session on TOPIC 5** **(Working groups on deriving DRVs – part 2)** *In a plenary meeting, the results of the various groups are presented and compared.* *Plenary discussion* *TC + ALL TUTORS*	Plenary session
14:45–15:15	**Interactive session on TOPIC 5** **(Working group exercise with the "DRV Finder" tool to practice in using the values)** *In this exercise, participants will familiarize with the "DRV Finder" tool and practice in using the tool and its operations.* *Plenary exercise based on problem solving* *TC + ALL TUTORS*	Plenary session
TOPIC 6: TOLERABLE UPPER INTAKE LEVEL (UL)		
15:15–15:40	**6.1 Steps in the development of the UL** • Hazard identification: evidence of adverse effects on humans; causality; relevance of experimental data; quality of and completeness of the database; identification of vulnerable subgroups); • Hazard characterisation: data selection; identification of NOAEL (or LOAEL) and critical endpoint; uncertainty assessment; derivation of an UL; • Benchmark dose. *Presentation*	Tutor
15:40–16:00	Coffee break	
16:00–17:30	**Interactive session on TOPIC 6** **(Practical calculations of UL)** *In this case study, the participants, divided in groups, will be challenged to simulate the derivation of an UL for a given nutrient, according to a specific data set and its related uncertainty factors. In a plenary meeting, the results of the various groups are presented and compared.* *Case study in break-out rooms, followed by plenary discussion* *TC + ALL TUTORS*	
17:30–17.45	Overview/Conclusions of Day 3, Preparation of Day 4 , Q&A	TC
17.45	End of day 3	

Day 4 – Thursday

Time	*Topic*	*Tutor*
09:15–09:30	Connection tests Overview of the topics introduced in the previous day, Q&A & clarifications, preparation for the practical work	TC
	TOPIC 7: RISK CHARACTERIZATION	
09:30–10:00	**7.1 Impact of the uncertainties** • Demonstrating the impact of uncertainties in the selection of numbers for the exposure assessment, e.g. limitations and opportunities in different target populations. • Translating the exposure into health effects. *Presentation*	Tutor
10:00–10:45	**Interactive session on TOPIC 7** **(Comparison of exposure – as defined in previous practical activities –with appropriate ULs; Identification and evaluation of uncertainties for the practical case – part 1).** **Conclusion for the case with regard to "serious risk"** *In the exercise results of exposure calculations are to be compared with the appropriate ULs, to conclude on the presence of a serious risk.* *Working group exercise in break-out rooms* *TC + ALL TUTORS*	
10:45–11:05	Coffee break	
11:05–11.30	**Interactive session on TOPIC 7** **(Comparison of exposure with appropriate ULs; Identification and evaluation of uncertainties for the practical case – part 2).** *In the plenary meeting, the results of the different groups are presented and compared. Based on the discussion, the participants must conclude on a final evaluation.* *Plenary discussion* *TC + ALL TUTORS*	Plenary session
	TOPIC 8: REPORTING	
11:30–11:55	**8.1 Reporting the outcome of the assessment to relevant stakeholders** • Different stakeholders and their risk perception; • Impact of the outcome of the risk assessment on different follow up activities (e.g. risk communication and management options). *Presentation*	Tutor
11:55–12:30	**Interactive session on TOPIC 8** **(Preparation of a report of the outcome of the risk assessment)** *A small report is to be written, describing the exposure assessment and uncertainties, and the final conclusion with regard to the impact on the health of the consumers.* *Working group exercise in break-out rooms* *TC + ALL TUTORS*	
12:30–13:30	Lunch break	
	TOPIC 9: ADVANCED METHODS OF INTAKE ASSESSMENT	
13:30–14:00	**9.1 Total diet studies** • Definition; Methods; Strengths/Limitations • Assessing intake and the contribution of foods to nutrient intake	Tutor

	Human biomonitoring (HBM) • Definition and description of HBM techniques and requirements; • Biomarkers of status and biomarkers of intake; • Possible application of HBM to the different steps of risk assessment; • Strengths/Limitations; Usefulness incl. complementarity with other dietary assessment methods *Presentation*	
TOPIC 10: RISK ASSESSMENT OF NOVEL FOODS		
14:00–14:25	• Principles of risk assessment applied to Novel Food according to Reg. 2015/2283. • Assessing safety in use and evaluating the nutritional impact of novel foods for the consumer *Presentation*	Tutor
TOPIC 11: RISK-BENEFIT ASSESSMENT IN FOOD AND NUTRITION		
14:25–14:50	**11.1 The need of an integrated approach** • Presentation of the risk-benefit assessment paradigm; • Risk-benefit assessment at different levels: examples of situations for which a risk-benefit assessment might be appropriate in nutrition only or including also toxicological and microbiological impacts; • Current approach to perform a risk-benefit assessment; • Integrating risks and benefits: different metrics used; • Current developments of this emerging area and challenges identified. *Presentation*	Tutor
14:50–15:10	Coffee break	
15:10–16:45	**Interactive session on TOPIC 11** **(Working group on conducting a risk-benefit assessment)** *In this exercise, participants will be provided examples to illustrate types of issues that need to be considered in conducting a risk-benefit assessment, starting with a specific problem formulation, working on identification of benefits, risks and endpoints of relevance. Based on the discussion, in a plenary meeting, results of the various groups are presented and compared* *Working group exercise in break-out rooms, followed by plenary discussion* *TC + ALL TUTORS*	
16:45–17:00	Overview/Conclusions of Day 4, Preparation of Day 5, Q&A	TC
17:00	End of Day 4	

DAY 5 – Friday

Time	*Topic*	*Tutor*
09:30–09:45	Connection tests Overview of the topics introduced in the previous day, Q&A & clarifications, preparation for the practical work	TC
	TOPIC 12: RISK COMMUNICATION	
09:45–10:10	**12.1 Development of risk communication strategies** In a short introduction, different communication strategies are presented, according to stakeholders involved in specific situations and according to their risk perception, with a special focus on communication strategies to be adopted in case of crisis situations. it is underlined that different types of communication "styles" need to be used according to the target audience (e.g. scientists vs general public). *Presentation*	TC
10:10–11:05	**Interactive session on TOPIC 12** **(Preparation of a presentation of the outcome report of the risk assessment for all stakeholders involved, and formulating advices for follow up activities e.g. how the report is to be used by the society and risk managers)** *The participants will use the outcome report from previous day to evaluate what topics are relevant for various stakeholders and how risk perception might have an impact on the conclusions and advices for follow up. Participants will be also asked to prepare replies to potential issues which may be raised by stakeholders.* *Working group exercise in break-out rooms* *TC + ALL TUTORS*	
11:05–11.30	Coffee break	
11.30–12.30	**Interactive session on TOPIC 12** **(Role Play on a public hearing – part 1)** *The different groups are assigned the role of a stakeholder group: a public hearing, to which they will take part to, will be simulated. Preparation for the role play.* *Working group exercise in break-out rooms* *TC + ALL TUTORS*	
12:30–13.30	Lunch break	
13:30–14:30	**Interactive session on TOPIC 12** **(Role Play on a public hearing – part 2)** The public hearing is performed; all groups play their role as assigned *Role play – plenary discussion* *TC + ALL TUTORS*	Plenary session Role play
14:30–15:00	• Conclusions and Lessons learned on the topics covered. • Dissemination of the contents of the training	TC
15:00	End of the training session	

Annex 4: Technical requirements

The VC sessions will be organised with the use of the Zoom web conferencing tool. The participants will take part in a short Zoom technical test meeting one week before the session. The Zoom test training will help participants to become familiar with the Zoom platform. They will also receive some general information on the course and have the opportunity to ask questions, including on the BSTF academy platform.

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

During this meeting, the Event Manager and Assistant Event Manager will also go through the main aspects of the agenda and different sessions that are foreseen. 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. Preparatory videos will introduce the specific topic and provide background information to participants.

Dissemination questionnaire

Participants will be requested to commit themselves to disseminate the knowledge received via different dissemination methods, i.e. informing colleagues about the information received at the training, distributing (photocopying or sending via electronic way) the training materials among their colleagues. 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.

Test of knowledge

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 OPERA Srl, in consortium with NSF Euroconsultants SA

Project manager:	**Claudio BOMPARD**
Training coordinator:	**Androniki NASKA**

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 20189605riskassessment@btsftraining.com or by phone to +39 06 8080111 telephone number.

The project website is www.btsftraining.com/btsf-risk-assessment. The website will be regularly updated with details of forthcoming courses.

Data Protection Notice for the BTSF online Trainings

This processing operation concerns the participation in BTSF online training activities which are held within the context of the Better Training for Safer Food Initiative (BTSF) and hosted in the BTSF ACADEMY to provide wider accessibility to training in the areas of food law, feed law, animal health and animal welfare rules, as well as plant health rules by using a state-of-the-art and interactive e-learning system. The BTSF is a Commission DG Health and Food safety (DG SANTE) Initiative managed by the Consumers, Health, Agriculture and Food Executive Agency (Chafea) and aimed at organising a EU training strategy in the areas mentioned above.

This data protection notice explains the reason for the processing of all personal data provided and how Chafea collects and handles them and ensures their protection. It also details how that information is used and what rights the data subject may exercise in relation to the data. Your personal data is processed in accordance with Regulation (EU) No 2018/1725. Please find more details on the following link https://btsfacademy.eu/training/mod/page/view.php?id=417 .