

**Invitation Letter to BTSF National Contact Points seeking applications for BTSF training activities on
Inter-sectoral simulation exercises
on crisis management coordination and response in the Food Sector**

CONTRACT N° 2019 96 02

Phase 1

Valid as of 19/03/2024

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1. Course objectives

General objective

The overall aim of the exercise is to strengthen EU Member States capacities to deliver a coordinated response to a serious food safety incident that affects them.

Specific objectives

- To assess the effectiveness of participating countries' protocols to deliver a harmonised and cross-border response to a serious multi-country food safety incident.
- To assess the effectiveness of the collaborative working arrangements both within and between participating countries and relevant EU bodies (i.e. European Commission, ECDC, EFSA, and relevant EURLs).
- To assess the degree to which there is a common and consistent understanding and application of key definitions and concepts, and of the existing alert systems and communication tools.
- To identify learning that can be shared and used to enhance participant's response capability, EU protocols and ways of working so as to inform future EU training and exercising initiatives.

2. Training dates and locations

The three 3-day Face-to- Face training course will be delivered in 2024 as per the calendar below with approximately 32 participants.

An introductory session in the afternoon of the first day will be followed by 2 days of training. The course agenda is attached (Annex 3).

Table 1: Training dates and Location

Year	Training sessions	Course title	Locations*	Proposed dates**	Registration deadline
2024	1	Inter-sectoral simulation exercises on crisis management coordination and response in the Food Sector	Rome, Italy	13 – 15 May 2024	10/04/2024

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.

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 on Inter-sectoral simulation exercises on crisis management coordination and response in the Food Sector

Participants from the Competent Authority in the field of Food Safety, Public Health or Crisis Coordination. When possible, each country should provide the participant from:

- a) 1 per food safety
- b) 1 per public health
- c) 1 per crisis coordination

Only **eligible participants** should be further assessed against the minimum requirements below.

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 Course on Inter-sectoral simulation exercises on crisis management coordination and response in the Food Sector

Yes/No

Participant must:

- Have a Minimum of 3 years of professional experience in the public health sector or official control on food safety;
- Be part of the Competent authority responsible for the investigation and/or management of foodborne outbreaks;
- Be Fluent in English.

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 on Inter-sectoral simulation exercises on crisis management coordination and response in the Food Sector

Enter Score

a) Experience in crisis management coordination and response in the Food Sector within a Competent Authority in areas of food/feed safety, in particular in areas such as crisis management coordination and response in the Food Sector.

Scoring

less than 3 years = 0 points; ≥ 3 years = 5 points; 5 - 10 years = 10 points; > 10 years = 12.5 points

b) Experience in implementing crisis management coordination and response in the Food Sector within a Competent Authority in areas of food/feed safety, in

	<p>particular in areas such as crisis management coordination and response in the Food Sector.</p> <p><u>Scoring</u></p> <p>no experience = 0 points; < 2 years = 5 points; 2-5 years = 7.5 points; > 5 years = 10 points</p>	
c)	<p>Contribution towards crisis management coordination and response in the Food Sector advanced outcomes.</p> <p><u>Scoring</u></p> <p>no experience = 0 points; < 2 years = 5 points; 2-4 years = 10 points; > 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"> 1. Commitment to distribute the training material among their colleagues = 5 points; 2. Point 1 plus preparing and giving presentations based on the training material for the staff of national Competent Authorities/uploading training material to national Competent Authorities' intranets/websites = 10 points 3. Points 1, 2 plus preparing informative articles in the professional national journals = 15 points 4. no commitment = NO INVITATION 	
Maximum total score		50

4. Country allocations

A total of 32 seats will be allocated according to the tables below. Please note that the number of allocated seats for each country may vary.

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

	Country / suggested seat allocation					
Member States	Austria	1	France	1	Malta	1
	Belgium	1	Germany	1	Netherlands	1
	Bulgaria	2	Greece	1	Poland	1
	Croatia	1	Hungary	1	Portugal	1
	Cyprus	1	Ireland	2	Romania	1
	Czechia	1	Italy	2	Slovakia	1
	Denmark	1	Latvia	1	Slovenia	1
	Estonia	1	Lithuania	2	Spain	2
	Finland	1	Luxembourg	1	Sweden	1
	Total Member States					32
Global participation EU Member States and Candidate 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 Monday morning and training will commence on Monday afternoon (depending on travel connections, participants may be requested to arrive at the training venues on Sunday evening). Return travel will be on Wednesday afternoon or Thursday morning according to flight connections.

The Opera team will liaise further with the nominated participants for all logistics and practical aspects.

Annex 1: Background and main topics covered in training

The simulation exercise will be focused on biological risks in products of animal origin.

Before commencing the exercise, objectives and aims will be clearly presented and reference documents, together with a glossary, will be delivered to each participant.

The exercise has been planned to simulate how an international food safety incident develops, step by step, and how different expertise can contribute to the assessment, management, and communication during a food safety incident. At the end of the exercise, you should have a clear understanding of the roles played by each subject involved, with the aim of strengthening collaboration and cooperation among the agencies/disciplines involved in the assessment, management, and communication during a major cross border foodborne incident.

The work will be organised in a tabletop format. Participants will be grouped according to their nationality and each country will therefore be represented by a small group of 3 people (1 for public health, 1 for food safety, and 1 for crisis coordination).

Participants will be provided with a series of subsequent injects, describing an evolving food safety incident. The same injects will be submitted to all the WGs. Each inject will include a number of questions that need to be discussed and answered within the group in the specified time period. Some injects will include a number of annexes that will provide information on the developing incident. To provide answers to those questions, participants are asked to work as a team where inputs can originate from the public health or food safety areas. Multi-disciplinary group working will be required. A plenary session will follow, where spokespersons will be asked to present the outcome of the work done.

A note-taking template will be provided to each Working Table, in order to capture comments, observations, and remarks for a consistent reporting structure. Each Working Table is requested to take note, step by step, of the evolution of the incident, and at the end of the simulation exercise, each WG will be required to prepare a summary report on the basis of the notes that have been taken.

Annex 2: Legislation and guidance

Regulation (EU) No. 2017/625

- Regulation (EC) 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, as amended by Regulation (EU) 2019/1381 of the European Parliament and of the Council of 20 June 2019 on the transparency and sustainability of the EU risk assessment in the food chain
- Directive 2003/99/EC on the monitoring of zoonoses and zoonotic agents, as amended;
- Regulation (EU) 2022/2371 of the European Parliament and of the Council of 23 November 2022 on serious cross-border threats to health and repealing Decision No 1082/2013/EU
- Regulation (EU) 2022/2372 of 24 October 2022 on a framework of measures for ensuring the supply of crisis-relevant medical countermeasures in the event of a public health emergency at Union level
- Commission Implementing Decision (EU) 2019/300 of 19 February 2019 establishing a general plan for crisis management in the field of the safety of food and feed;
- RASFF Standard operating procedures (SOPs) and other relevant SOPs (e.g. EWRS, EpiPulse)

Annex 3: Agenda

Agenda

Inter-sectoral simulation exercises
on crisis management coordination and response in the Food Sector

Rome (Italy)

13-15 May 2024

	<i>Contents</i>
PPTs available on BTSF academy	• 01. Institutional and legal framework
	• 02. iRASFF and multi-country outbreaks
	• 03. EpiPulse and EWRS: Human health surveillance platforms at the EU level
	• 04. The joint EFSA-ECDC Rapid Outbreak Assessments/ Rapid Risk Assessments

DAY 1. Background, simulation exercise

<i>Time</i>	<i>Topic</i>	<i>Tutor</i>
13.45	Registration of participants	
14.00	Welcome addresses	Training Coordinator
14.10	Introduction of tutors and participants	All tutors and participants
14.50	05. Simulation exercise – background, objectives and expected results: Exercise format	Stefano PONGOLINI, Tutor
15.00	06.01. Simulation exercise, inject 1	Group work
15.40	Coffee break	
16.00	Debriefing on inject 1	All tutors
16.30	06.02. Simulation exercise, inject 2	Group work
17:20	Debriefing on inject 2	All tutors
18.00	Conclusions and end of Day 1	Training Coordinator

DAY 2. Simulation exercise

<i>Time</i>	<i>Topic</i>	<i>Tutor</i>
09:00	Recap of the simulation exercise	Stefano PONGOLINI
09.10	06.03. Simulation exercise, inject 3	Group work
10.10	Debriefing on inject 3	All tutors
10.50	Coffee break	

11:20	06.04. Simulation exercise, inject 4; preparation for the audio conference meeting	Group work
11.50	06.04. Simulation exercise, inject 4: audio conference meeting	
12:30	Lunch break	
13:30	06.05. Simulation exercise, inject 5	Group work
14.30	Debriefing on inject 5	All tutors
15:10	Coffee break	
15.30	06.06. Simulation exercise, inject 6	Group work
16.20	Debriefing on inject 6	All tutors
17.00	End of Day 2	

DAY 3. Debriefing, lessons learned

<i>Time</i>	<i>Topic</i>	<i>Tutor</i>
09:00	Recap on the simulation exercise	Stefano PONGOLINI
09.10	06.07. Simulation exercise, inject 7: preparation for the TV debate	All tutors involved
10:00	06.07. Simulation exercise, inject 7: TV debate	All tutors involved
11:00	Coffee break	
11.30	07. Exercise debrief: Lessons identified, actions required to ensure lessons learned <i>Brainstorming exercise</i>	All tutors involved
12.30	Open discussion session	
12.40	Presentation on the Dissemination of the exercise	
12.50	Conclusions	
13.00	End of the training session	

Annex 4: 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.

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.

Please be informed that printed copies would only be available to participants upon prior request.

Training material in your language

By registering for the BTSF ACADEMY all course participants will have the possibility to translate all the information and training materials in the BTSF ACADEMY, including this course, into 22 European languages. Information and training can also be viewed in additional languages using the automated translation features of common web browsers. This feature is accessible via the languages selector on the BTSF ACADEMY home page. It allows users to:

- Access the content of the BTSF ACADEMY translated to EU MS official languages
- Download documents in a translated version and the original language version to compare formatting/original meaning
- Follow the training activities more comfortably
- Improve their understanding of the topics related to their area/s of work
- Disseminate their acquired knowledge
- Use the materials to train other colleagues in their organisation
- Draft additional training material based on the available information translated into their language/s.

Whilst not perfect, the eTranslation service is continuously improving. The BTSF ACADEMY Team will keep working to ensure the maximum compatibility of the original content and to extend accessibility to a wider audience.

Those users interested in the eLearning modules in their own language in the BTSF ACADEMY and viewing the platform in additional languages to the eTranslation option, should follow the instructions in the ACADEMY home page [here](#).

Dissemination Kit

This contains the following training materials:

- All course presentations
- 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 Face to Face and Virtual Classrooms

By participating in the training, participants agree to:

- be registered in the BTSF Academy
- provide the details requested by the contractor to register in the BTSF ACADEMY (including the provision of requested Commission EU Login details including the (Unique Identifier at the Commission - uid) -instructions on how to do this will be supplied . Please note participants who do not provide details as requested will NOT be able to register in BTSF ACADEMY and **will NOT receive a certificate of participation**.
- attend a group photo of the participants and tutors at the end of the training session. Photographs 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.
- give their permission to be filmed, should this be required. At least one session of every series of workshops/videoconferences must be recorded. 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**

Project Manager: **Claudio BOMPARD**

Training Coordinator for Course: **Alberto MANCUSO**



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 20199602simulationexercise@btsftraining.com or by phone to +39 06 8073315.

All information on BTSF training can be found at the [BTSF Academy](https://btsfacademy.eu/training/course/index.php?categoryid=62) website and at <https://btsfacademy.eu/training/course/index.php?categoryid=62> . The website will be regularly updated with details of forthcoming courses.