

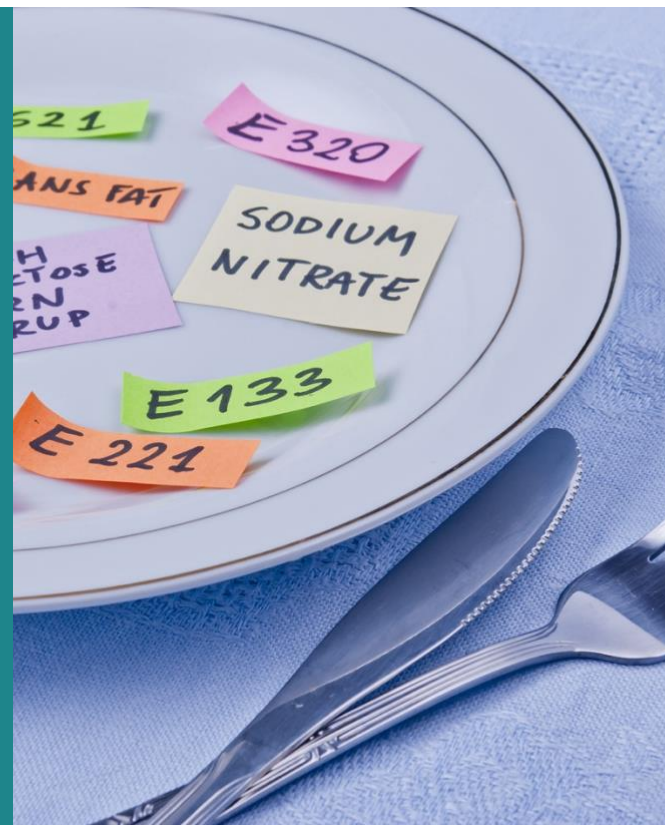


Funded by  
the Better Training for Safer Food  
Initiative of the European Union



# BETTER TRAINING FOR SAFER FOOD

Training Course on “the  
Legislation and Control of Food  
Improvement Agents in the EU”  
mainly for EU Member States  
under the “Better Training for  
Safer Food” initiative



SERVICE CONTRACT NUMBER: 2017 96 11  
INVITATION LETTER

Version	Date of Issue	Descriptions of modifications
1	01/02/2024	-
2	12/03/2024	Updated with all scheduled sessions

**Invitation Letter to BTSF National Contact Points seeking applications for BTSF training activities on  
THE LEGISLATION AND CONTROL OF FOOD IMPROVEMENT AGENTS IN THE EU**

**PHASE 2**

Valid as of 24/01/2024

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## **1. Course objectives**

### **General objective**

The objective of this programme is to spread knowledge and best practices in relation to the EU uniform approach for the evaluation, authorisation, monitoring and control of food additives, flavourings and enzymes in food systems. The programme includes new practical-oriented features to facilitate a common and unambiguous understanding of the EU legislation and its enforcement, while harmonizing the approaches of the Member States by exchanges of views and experiences.

### **Specific objectives – Course A**

This course will feature case studies to learn how to apply the harmonised regulation, theoretical and practical training regarding common aspects to every type of FIA, *quantum satis* and carry over principles, and specific modules addressing respectively food additives, flavourings and enzymes. The course A is related to the understanding of EU regulations and guidelines on food improvement agents and inspection practices and its main objective of this course is to inform regulatory and control authorities about the new approach enacted for the evaluation, authorisation and control of food additives, flavourings and enzymes.

### **Specific objectives – Course B**

This course aims to address all the steps to plan, implement and monitor official controls on FIA efficiently, and featuring the development of pedagogical project where participants will gradually develop a comprehensive control plan for a specific food chain.

Course type B relates to the monitoring and official controls plans of food improvement agents. Its objective is to help participants understand how to set priorities, identify which food businesses must be controlled and what to control in to monitor misuse of food additives, food flavourings and food enzymes. Therefore, the aim is to ensure appropriate and harmonised implementation of monitoring and official controls plans for these food improvement agents at EU MS level.

Taking into consideration that the programme on Food Improvement Agents has been in place for several years, the time spent to remind participants of the legal background in Course B is reduced. These aspects will be addressed in detail before the course through a voluntary Webinar opened to the participants registered in Course B.

## 2. Training dates and locations

Ten five-day training session of Course A and four five-day training sessions of Course B will be delivered between March 2024 and July 2025 with approximately 30 participants in each session.

Both courses will have an introduction in the afternoon of the first day and will be followed by 3 full days of training and a half day on the last day of training. The Course A and Course B agendas are attached (Annex 3).

**Table 1: Course A - Training dates and Location**

Year	Training sessions	Course title	Locations	Proposed dates	Registration deadline
2024	11	Course A on the Legislation and Control of Food Improvement Agents in the EU	Athens, Greece	25 – 29/03/2024	19/02/2024
2024	12	Course A on the Legislation and Control of Food Improvement Agents in the EU	Riga, Latvia	24 – 28/06/2024	15/04/2024
2024	13	Course A on the Legislation and Control of Food Improvement Agents in the EU	Valencia, Spain	22 – 26/07/2024	13/05/2024
2024	14	Course A on the Legislation and Control of Food Improvement Agents in the EU	Warsaw, Poland	2 – 6/09/2024	24/06/2024
2024	15	Course A on the Legislation and Control of Food Improvement Agents in the EU	Budapest, Hungary	14 – 18/10/2024	22/07/2024
2024	16	Course A on the Legislation and Control of Food Improvement Agents in the EU	Athens, Greece	2 – 6/12/2024	23/09/2024
2025	17	Course A on the Legislation and Control of Food Improvement Agents in the EU	St. Julian's, Malta	13 -17/01/2025	04/11/2024
2025	18	Course A on the Legislation and Control of Food Improvement Agents in the EU	Athens, Greece	24 – 28/03/2025	20/01/2025
2025	19	Course A on the Legislation and Control of Food Improvement Agents in the EU	Warsaw, Poland	19 – 23/05/2025	10/03/2025
2025	20	Course A on the Legislation and Control of Food Improvement Agents in the EU	Riga, Latvia	23 – 27/06/2025	14/04/2025

**Table 2: Course B - Training dates and Location**

<b>Year</b>	<b>Training sessions</b>	<b>Course title</b>	<b>Locations</b>	<b>Proposed dates</b>	<b>Registration deadline</b>
<b>2024</b>	5	Course B on the Legislation and Control of Food Improvement Agents in the EU	Madrid, Spain	13 – 17/05/2024	01/04/2024
<b>2024</b>	6	Course B on the Legislation and Control of Food Improvement Agents in the EU	St. Julian's, Malta	4 – 8/11/2024	26/08/2024
<b>2025</b>	7	Course B on the Legislation and Control of Food Improvement Agents in the EU	Madrid, Spain	17 – 21/02/2025	09/12/2024
<b>2025</b>	8	Course B on the Legislation and Control of Food Improvement Agents in the EU	Athens, Greece	14 – 18/04/2025	03/02/2025

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 A on the Legislation and Control of Food Improvement Agents in the EU

The training course is targeted at staff of the competent authorities and who are involved in the control of food products; such as field inspectors or regulatory officers.

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 A on the Legislation and Control of Food Improvement Agents in the EU

Yes/No

Participant must have:

- Sufficient level of English language: in order to ensure the transfer of knowledge and opportunities to exchange views, participants should master the language of the training session for which they applied;
- Ability to share their experience: priority will be given to participants whose position will allow them to share with colleagues the outputs of the training sessions.

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 A

Enter Score

a)	<p>Experience in Food Improvement Agents within a Competent Authority in areas of food safety, in particular in areas such as control of food products</p> <p><u>Scoring</u> less than 3 years = 0 points; ≥ 3 years = 5 points; 5 - 10 years = 10 points; &gt; 10 years = 12.5 points</p>	
b)	<p>Experience in application of legislation and implementation of controls within a Competent Authority in areas of food safety, in particular in Food Improvement Agents and related activities.</p> <p><u>Scoring</u> no experience = 0 points; &lt; 2 years = 5 points; 2-5 years = 7.5 points; &gt; 5 years = 10 points</p>	
c)	<p>Contribution towards inspection and audit of Food Business Operators in relation to control of Food Improvement Agents</p> <p><u>Scoring</u> no experience = 0 points; &lt; 2 years = 5 points; 2-4 years = 10 points; &gt; 4 years = 12.5 points</p>	

d)	<p>During the course, participants will be provided with a training package to be used as support dissemination material. Commitment to disseminate the knowledge received is a prerequisite for course participation.</p> <p><u>Scoring</u></p> <ol style="list-style-type: none"> <li>1. Commitment to distribute the training material among their colleagues = 5 points;</li> <li>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</li> <li>3. Points 1, 2 plus preparing informative articles in the professional national journals = 15 points</li> <li>4. no commitment = 0 points</li> </ol>	
<b>Maximum total score</b>		<b>50</b>

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

### 1. Eligibility criteria for Course B on the Monitoring and Control of Food Improvement Agents in the EU

The training course is targeted at staff of the competent authorities who are involved in the planning of control activities in the field of food improvement agents, and/or are in charge of auditing in central/regional authorities.

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 B on the Monitoring and Control of Food Improvement Agents in the EU

Yes/No

Participant must have:

- Relevant technical background: participants should preferably have the necessary knowledge in the relevant legislation and controls of food improvement agents;
- Relevancy to daily work: Participants should, in priority, be staff of the competent authorities and be involved in the planning of control activities in the field of FIA or in charge of auditing in central/regional authorities.
- Attendance to course A, or strong experience in Food additives field.
- Sufficient level of English language: in order to ensure the transfer of knowledge and opportunities to exchange views, participants should master the language of the training session for which they applied;
- Ability to share their experience: priority will be given to participants whose position will allow them to share with colleagues the outputs of the training sessions.

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 B

Enter Score

a) Experience in Food Improvement Agents within a Competent Authority in areas of food safety, in particular in areas such as control of food products

Scoring

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

b) Experience in application of legislation and implementation of controls within a Competent Authority in areas of food safety, in particular in Food Improvement Agents and related activities.

Scoring

no experience = 0 points; < 2 years = 5 points; 2-5 years = 7.5 points; > 5 years = 10 points



c)	<p>Contribution towards inspection and audit of Food Business Operators in relation to control of Food Improvement Agents</p> <p><u>Scoring</u> no experience = 0 points; &lt; 2 years = 5 points; 2-4 years = 10 points; &gt; 4 years = 12.5 points</p>	
d)	<p>During the course, participants will be provided with a training package to be used as support dissemination material. Commitment to disseminate the knowledge received is a prerequisite for course participation.</p> <p><u>Scoring</u></p> <ol style="list-style-type: none"> <li>5. Commitment to distribute the training material among their colleagues = 5 points;</li> <li>6. Point 1 plus preparing and giving presentations based on the training material for the staff of national Competent Authorities/uploading training material to national Competent Authorities' intranets/websites = 10 points</li> <li>7. Points 1, 2 plus preparing informative articles in the professional national journals = 15 points</li> <li>8. no commitment = 0 points</li> </ol>	
<b>Maximum total score</b>		<b>50</b>

#### 4. Country allocations

A total of 420 seats will be allocated according to the tables below. Please note that the number of allocated seats for each country may vary.

**Table 3: Suggested allocation for EU Member States and Candidate Countries**

	Country / suggested seat allocation					
<b>Member States</b>	Austria	10	France	10	Malta	7
	Belgium	10	Germany	17	Netherlands	17
	Bulgaria	6	Greece	17	Poland	18
	Croatia	6	Hungary	14	Portugal	15
	Cyprus	14	Ireland	20	Romania	12
	Czechia	13	Italy	25	Slovakia	10
	Denmark	14	Latvia	14	Slovenia	8
	Estonia	10	Lithuania	12	Spain	17
	Finland	13	Luxembourg	8	Sweden	12
	<b>Total Member States</b>					
<b>Candidate Countries</b>	Albania	4	Moldova	1	Serbia	11
	Bosna and Herzegovina	0	Montenegro	10	Türkiye	9
	Georgia	0	North Macedonia	7	Ukraine	4
<b>Total Candidate Countries</b>						<b>46</b>
<b>Global participation EU Member States and Candidate Countries</b>						<b>395</b>

**Table 4: Suggested allocation for other non-EU Countries**

	Country / suggested seat allocation					
<b>EFTA/ EEA/ countries with special agreements</b>	Iceland	1	Norway	4	UK (Northern Ireland)	5
	Lichtenstein	0				
	<b>Total EFTA/EEA/Countries with special agreements</b>					<b>10</b>
<b>Other non-EU European countries</b>	Switzerland	2	UK (GB)	0		
	<b>Total other non-EU European countries</b>					<b>2</b>
<b>Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries</b>	Algeria	2	Egypt	4	Lebanon	2
	Armenia	1	Israel	0	Syria	1
	Azerbaijan	0	Jordan	1	Tunisia	2
	Belarus	0				
	<b>Total Potential candidate countries, Eastern Partnership and Southern Neighbourhood countries</b>					<b>13</b>
<b>Asian countries</b>	China	0	Thailand		Vietnam	0
	India	0				0
	<b>Total Asian countries</b>					<b>0</b>
<b>Latin American countries</b>	Argentina	0	Brazil	0		
	<b>Total Latin American countries</b>					<b>0</b>
<b>African countries</b>	Gabon	0	Senegal	0	Morocco	0
	<b>Total African countries</b>					<b>0</b>
<b>Global participation other non-EU Countries</b>					<b>25</b>	

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

**Table 5: Suggested allocation for Course A**

Sessions No.	11	12	13	14	15	16	17	18	19	20
Location	ATHENS	RIGA	VALENCIA	WARSAW	BUDAPEST	ATHENS	ST JULIANS	ATHENS	WARSAW	RIGA
<b><u>Member States</u></b>										
1 Austria				2		2		2		1
2 Belgium	1	1		2			2	1		
3 Bulgaria	1		2		2					
4 Croatia	1			1		1		1		
5 Cyprus	2		1			1	2	2	1	1
6 Czechia	1	2		1	2			2	1	1
7 Denmark	1	1	1	1	1	1	1	1	1	1
8 Estonia	1	2	1			1		1		2
9 Finland	1	1	1	1	1	1	1	1	1	1
10 France	2		1			1		1	2	
11 Germany	2	1	2	1		2		1	1	1
12 Greece	2	1			1	2	1	2	1	1
13 Hungary	1		1	1	2	1	1	1	1	
14 Ireland	1	2		2	2		2		1	2
15 Italy	2	2	2	2	2		2	1	2	2
16 Latvia	1	2				2	1		1	2
17 Lithuania	1	1	1	1			1	1	1	1
18 Luxemburg	1	1		1			2			
19 Malta			1	1			2			
20 Netherlands	1	1	1		2	2		1	1	2
21 Poland	1		1	2	2	1	1	1	2	2
22 Portugal		1	2	1	1	1	1		2	1
23 Romania	1	2	1		2			1	1	
24 Slovakia	1		1		1	1		1	1	1
25 Slovenia	1	1		1	1	1				1
26 Spain	1		2	1		2	2	1	1	
27 Sweden	1	2	1	1	2		1		1	1
	<b>29</b>	<b>24</b>	<b>23</b>	<b>23</b>	<b>24</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>24</b>
<b><u>Candidate Countries</u></b>										
Albania			1		1		1			
Bosnia & Herzegovina										
Georgia										
Moldova				1						
Montenegro		1	1		1	1	1	2	1	1
North Macedonia	1			1	1			1		
Serbia		1	1			2	1		1	1
Türkiye		1	1	1	1	1	1	1		1
Ukraine				1	1				2	
	<b>1</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>
<b>Total MS + CC</b>	<b>30</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>29</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>

<b><u>EFTA/ EEA/ SAC</u></b>										
Iceland		1								
Lichtenstein										
Norway		1	1				1		1	
UK (Northern Ireland)		1		1				1		2
	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b><u>Other non-EU European</u></b>										
Switzerland			1	1						
	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>PC &amp; ENP Countries</u></b>										
Algeria			1				1			
Armenia						1				
Egypt						2		2		
Jordan					1					
Lebanon				1			1			
Syria									1	
Tunisia									1	1
	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>
<b>Total non-EU</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>TOTAL</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>

**Table 6: Suggested allocation for Course B**

Session No.	5	6	7	8
Location	MADRID	ST JULIANS	MADRID	ATHENS
<b><u>Member States</u></b>				
1 Austria	1	1	1	
2 Belgium	1		1	1
3 Bulgaria	1			
4 Croatia		1		1
5 Cyprus	1	1	1	1
6 Czechia		1	1	1
7 Denmark	1	1	1	1
8 Estonia	1		1	
9 Finland	1	1		1
10 France	1		1	1
11 Germany	2	1	2	1
12 Greece	1	2	1	2
13 Hungary	1	2	1	1
14 Ireland	2	2	2	2
15 Italy	2	2	2	2
16 Latvia	2		2	1
17 Lithuania	1	1	1	1
18 Luxemburg		1	1	1
19 Malta	1			2
20 Netherlands	1	2	1	2
21 Poland	1		2	2
22 Portugal	2	1	1	1
23 Romania		2	1	1
24 Slovakia	1	1	1	
25 Slovenia		1		1
26 Spain	2	2	2	1
27 Sweden		1		1
	<b>27</b>	<b>27</b>	<b>27</b>	<b>29</b>
<b><u>Candidate Countries</u></b>				
Albania	1			
Bosnia & Herzegovina				
Georgia				
Moldova				
Montenegro	1			
North Macedonia		2	1	
Serbia	1		2	1
Türkiye		1		
Ukraine				
	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>
<b>Total MS + CC</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>TOTAL</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>

***Please send additional registration forms for the Reserve List***

### **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 Friday afternoon or Saturday morning according to flight connections.

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

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

### **Background**

This program focuses on the EU approach for the evaluation, authorisation, monitoring, labelling and control of food additives, flavourings and enzymes, and includes new practical-oriented features to facilitate understanding of the EU legislation and its enforcement.

It targets competent authorities' staff to keep them up to date with all aspects of EU law in the areas specified above and to ensure that official controls are carried out in a more uniform, objective and adequate manner in all EU Member States. The training program consists of 4 days with a good balance of theoretical and practical activities. A variety of interactive learning methodologies are used, such as communication of examples from real case scenarios, questions following each lecture, overall questions covering the whole day's presentations, interactive response systems etc.

### **Main topics covered in Course A**

- Module A.1 Common aspects applicable to food additives, flavourings and enzymes
- Module A.2 EU provisions on food additives
- Module A.3 EU provisions on food flavourings
- Module A.4 EU provisions on food enzymes
- An integrated case study to verify overall compliance of food improvement agents used in a final food product.

### **Main topics covered in Course B**

- Module B.1 Legal Framework of Food Improvement Agents
- Module B.2 Design of Official Controls on FIA
- Module B.3 Preparation of Official Controls Plans on FIA
- Module B.4 Implementation of official controls



## **Annex 2: Legislation and guidance**

Text No	Title
<b>Regulation (EC) No. 178/2002</b>	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
<b>Regulation (EU) 2017/625</b>	Official controls and other official activities performed to ensure the application of food and feed law, rules on animal health and welfare, plant health and plant protection product
<b>Regulation (EC) No 1331/2008</b>	Regulation (EC) No 1331/2008 of the European Parliament and of the Council establishing a common authorisation procedure for food additives, food enzymes and food flavourings
<b>Commission Regulation (EU) No 234/2011</b>	Commission Regulation (EU) No 234/2011 of 10 March 2011 implementing Regulation (EC) No 1331/2008 of the European Parliament and of the Council establishing a common authorisation procedure for food additives, food enzymes and food flavourings
<b>Regulation (EC) No 1333/2008</b>	Regulation (EC) No 1333/2008 of the European Parliament and of the Council of 16 December 2008 on food additives
<b>Commission Regulation (EU) No 1129/2011</b>	Commission Regulation (EU) No 1129/2011 of 11 November 2011 amending Annex II to Regulation (EC) No 1333/2008 of the European Parliament and of the Council by establishing a Union list of food additives
<b>Commission Regulation (EU) No 1130/2011</b>	Commission Regulation (EU) No 1130/2011 of 11 November 2011 amending Annex III to Regulation (EC) No 1333/2008 of the European Parliament and of the Council on food additives by establishing a Union list of food additives approved for use in food additives, food enzymes, food flavourings and nutrients
<b>Regulation (EU) No 231/2012</b>	Regulation (EU) No 231/2012 of 9 March 2012 laying down specifications for food additives listed in Annexes II and III to Regulation (EC) No 1333/2008 of the European Parliament and of the Council
<b>Regulation (EC) No 1332/2008</b>	Regulation (EC) No 1332/2008 of the European Parliament and of the Council of 16 December 2008 on food enzymes and amending Council Directive 83/417/EEC, Council Regulation (EC) No 1493/1999, Directive 2000/13/EC, Council Directive 2001/112/EC and Regulation (EC) No 258/97
<b>Regulation (EC) No 1334/2008</b>	Regulation (EC) No 1334/2008 introduces specific definitions (such as flavouring substances, flavouring preparations, thermal process flavourings, flavour precursors, source materials), lays down labelling requirements and provides for the establishment of a dedicated Union list of flavourings including their conditions of use and specifications
<b>Commission Implementing Regulation (EU) No 872/2012</b>	Commission Implementing Regulation (EU) No 872/2012 of 1 October 2012 adopting the list of flavouring substances provided for by Regulation (EC) No 2232/96 of the European Parliament and of the Council, introducing it in Annex I to Regulation (EC) No 1334/2008 of the European Parliament and of the Council and repealing Commission Regulation (EC) No 1565/2000 and Commission Decision 1999/217/EC Text with EEA relevance






<b>Regulation (EC) No 2065/2003</b>	Regulation (EC) No 2065/2003 of the European Parliament and of the Council of 10 November 2003 on smoke flavourings used or intended for use in or on foods
<b>Commission Implementing Regulation (EU) No 1321/2013</b>	Commission Implementing Regulation (EU) No 1321/2013 of 10 December 2013 establishing the Union list of authorised smoke flavouring primary products for use as such in or on foods and/or for the production of derived smoke flavourings
<b>Regulation (EU) No 1169/2011</b>	Regulation (EU) No 1169/2011 of the European Parliament and of the Council of 25 October 2011 on the provision of food information to consumers, amending Regulations (EC) No 1924/2006 and (EC) No 1925/2006 of the European Parliament and of the Council, and repealing Commission Directive 87/250/EEC, Council Directive 90/496/EEC, Commission Directive 1999/10/EC, Directive 2000/13/EC of the European Parliament and of the Council, Commission Directives 2002/67/EC and 2008/5/EC and Commission Regulation (EC) No 608/2004
Guidance document describing the food categories in Part E of Annex II	
Guidance document on criteria for categorisation of food enzymes	
Guidance document on the implementation of certain provisions of Regulation (EC) No 853/2004 on the hygiene of food of animal origin	



### Annex 3: Agenda

## BETTER TRAINING FOR SAFER FOOD TRAINING COURSE A ON FOOD IMPROVEMENT AGENTS Programme

### Day 1 - Monday

TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED			
	14:00	14 :30		Registration		
	14:30	14:45	1.1	Introduction to Better Training for Safer Food programme initiative	Introduce Better Training for Safer Food programme and the training programme on Food Improvement Agents (FIA). Video on Better Training for Safer Food and Video on Food Improvement Agents.	Event Manager and Training Coordinator
	14:45	15:15	1.2	Introduction to the rationale of course A	Presentation of the objective of the course, aiming to facilitate a harmonised understanding of EU legislation on Food Improvement Agents, explaining the EU common authorisation procedure, the legal requirements that food business operators using FIA have to comply with, and tools to competent authorities to perform enforcement. Presentation of the main conclusions of SANTE F audits in EU Member States in the field of food improvement agents.	Training Coordinator
	15 :15	15 :45	1.3	Pre-course Test	Interactive tool will be used to assess and collate answers to opening questionnaire- survey style	Event Manager and Training Coordinator
	15:45	16:30	1.4	Ice-breaking Coffee Break	While having a coffee, the participants are participating to an ice-breaking game. They all receive half an image of Food Improvement Agent and try to meet the person with the other half. In the process, the participants get to talk to other participants.	Event Manager and Training Coordinator
	16:30	17:00	1.5	Review of trainees' expectations	Each trainee formulates his expectation and questions that he/she would like to solve during the week. These questions are collected before the training by e-mail and during the 1st day.	Training Coordinator



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	17 :00	17 :45	1.6	Short introduction on the legislation applicable to the official control of Food Additives and Flavourings	Presentation of the content of Regulation (EU) 2017/625, and the FIA legislative package (Regulations (EC) 1332/2008, (EC) 1333/2008, (EC) 1334/2008) through the angle of an audit plan prepared and implemented by an inspector, taking into account the recent changes introduced. To understand that FIA are food ingredients and to realise the need of the competent food authorities to put into the frame the implementation of the official control of FIA. To explain that authorities need to verify the proper use of food additives (to be safe, to be authorised, to have technological need, and consumers not to be misled etc), to verify the proper use of flavourings (union list of flavouring substances, smoke flavourings, restricted use of undesirable substances, etc). Examples.	Tutor 1
	17:45	18:00	1.7	Discussions Q. and A.	Question/answer. Discussion.	Training Coordinator

19:00

*Welcome drink in hotel followed by dinner*



## Day 2 - Tuesday

TIME		TITLE OF SESSION		TRAINING OBJECTIVE/ SUBJECTS COVERED	
	09:00	09:45	2.1 Union list of food additives approved for use in food/other ingredients	To explain the Regulations (EU) 1129/2011 and 1130/2011 amending respectively Annex II and Annex III of Regulation (EC) 1333/2008 by establishing a Union list of food additives approved for use in foods, food additives, food enzymes, food flavourings and nutrients. Understanding the EU database on food additives and the food categorisation system (EU Guidance document describing the food categories in Part E of Annex II to Regulation (EC) No 1333/2008 on Food Additives). Clarification on specific interpretation issues. To describe the different parts of the Regulation. To explain the rationale on the restricted use of aluminium in food additives.	Tutor 2
	09:45	10:45	2.2 Practical Exercise in Union list of food additives Computer search	Practical training and understanding the use of the EU food additives database. To work in groups on specific food products/labels and to check compliance against EU requirements with the support of the EU food additives database. Discussion.	Tutor 2
	10:45	11:15	Coffee break		
	11:15	11:45	2.3 Specifications of food additives	Presentation of EU legislation on specifications of food additives (Regulation (EC) 231/2012) and examples of some latest changes of EU legislation. To highlight and stress out elements that have to be checked during official controls on food additives. To understand the documents to be presented by producers, distributors and responsibilities/documentation of producers, distributors, users and sellers of food additives, premixes, foodstuffs.	Tutor 1
	11:45	12:45	2.4 Practical Exercise on food additive specifications	Controls during inspection: checking food improvement agents specifications provided by the suppliers (e.g. against purity criteria). Exercise on the calculation of the colour pigment in a food additive preparation and aluminium content in final product when aluminium lake colour is used. Discussion.	Tutor 1
	12:45	13:45	Lunch		











	13:45	15:00	2.5	Labelling requirements applicable to food additives and its preparations, sold to consumers, distributed B2B as such and to final food product.	Short reminder of the provisions of Reg. 1169/2011 on Food Information to Consumers and the requirements set in the Reg. 1333/2008. Presentation of the general and specific labelling requirements applied to food additives not intended for sale to the final consumer and intended for sale to the final consumer. Presentation of the general and specific labelling requirements of the final product containing food additives (e.g. requirements of foods containing certain food colours, polyols, sweeteners). Examples.	Tutor 2
	15:00	15:30		Coffee break		
	15:30	16:30	2.6	Practical exercise on the provision of food information to consumers and users of food additives	Groups are given labels of food additives or pre-mixes intended for B2B/B2C sale and participants should check labelling compliance to the EU legislation. Participants will present their conclusions. Groups are given labels of final food products using food additives and participants should check labelling compliance to the EU legislation. Participants will present their conclusions. Discussion.	Tutor 2
	16:30	17:30	2.7	Specific inspection rules applicable to nitrites /nitrates in products of meat	Explanation of differences of meat products to meat preparations and the specific regulatory provisions to nitrites/nitrates. Exercise on calculations to nitrites/nitrates.	Tutor 1
	17:30	17:45	2.8	Discussion in Plenary	At the end of the day, participants are asked to answer in few questions to cover the most important lessons learnt during the day. Discussion.	Tutor 2




19:00 *Walking tour and dinner in local restaurant*



### Day 3 - Wednesday

				TIME	TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	
	09:00	10:00	3.1	Inspection procedures of food additives, flavourings and food enzymes	Controls during inspection: checking out food improvement agents in production, producers of premixes, and users of food improvement agents (food processors) – what to focus on during the control. The information that needs to be checked at wholesaler, retail and import levels. Short presentation of the check lists prepared under the frame of the BTSF courses on FIA.	Tutor 1	
	10:00	10:30		Coffee break			
	10:30	12:00	3.2	Inspection procedures of food additives, flavourings and food enzymes	Understanding of <i>quantum satis</i> and carry over principles. Presentation of certain case studies. Providing available informative tools that help officers and inspectors understanding uniform application of legislation on FIA (e.g. PAFF statements). To present the aspects of inspection attributed to food enzymes.	Tutor 1	
	12:00	12:15		Discussions/ Q. and A		Tutor 1	
	12:15	13:15		Lunch			
	13:15	14:00	3.3	Inspection procedures of food improvement agents	Controls during inspection: checking food improvement agents specifications provided by the suppliers (e.g. against purity criteria).	Tutor 1	
	14:00	15:00	3.4	Interpretation of analytical results following official sampling and analysis of foods containing FIA. Role and quality requirements for official control laboratories. Examples.	Brief introduction to quality requirements for official control laboratories (e.g. accreditation) and legal provisions as regards analysis (criteria and procedures for validation of methods) and analytical results (criteria to ensure quality and comparability for the interpretation of the results). Interpretation of analytical results in accordance with EU legislation and evaluation of the conformity of the detected concentrations of food additives. Sharing examples of analytical results from official controls and their interpretation when containing naturally occurring FA (e.g. phosphates, benzoates, sulphites). Examples of interpretation of results regarding smoke flavourings and flavourings	Tutor 3	
	15:00	15:30		Coffee break			











	15:30	16:30	3.5	Working groups exercises Inspection procedures 1. Carry over principle	Practical case of understanding how the carry-over principle applies in the composite product and is evaluated in terms of its conformity.	Tutor 3
	16:30	17:45	3.6	Working groups exercises – Inspection procedures 2. Interpretation of an official test result	Practical case of interpretation of an official test result of a food additive in a foodstuff containing an authorised food additive without being labelled in the final food. Elaboration of the discussion on the type of further information or documents that need to be investigated to conclude on the compliance of the product.	Tutor 3
	17:45	18:00	3.8	At the end of the day, participants are asked to answer in few questions to cover the most important lessons learnt during the day. Discussion.		Training Coordinator

19:00 *Dinner in the Hotel*





## Day 4 - Thursday

TIME		TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	
	09:00 - 09:30	4.1 Reminder and definitions regarding flavourings	Short reminder about the content of Regulation (EC) 1334/2008 through the angle of an audit plan prepared and implemented by an inspector.	
	09:30 - 10:30	4.2 EU list of flavouring substances authorised in food	Presentation of the Regulation (EC) 1334/2008 and Regulation (EC) 872/2012 amending respectively Annex I of Regulation (EC) 1334/2008 by establishing a Union list of flavouring substances approved for use in food. Explanation of the content and footnotes of the Union list and the maximum levels for some compounds. Understanding of the EU database on flavouring substances. Short reminder about the content of Regulation (EC) 1334/2008 through the angle of an audit plan prepared and implemented by an inspector.	
	10:30 - 11:00	Coffee break		
	11:00 - 11:30	4.3 Practical Exercise in Union list of food flavourings substances. Computer search	To have practical training and understand the use of the EU food flavourings substances database. To work in groups on specific food products and to check them against EU requirements with the support of the EU food flavourings substances database.	
	11:30 - 12:15	4.4 Smoke flavourings legislation and specific rules	Presentation of the Regulation 2065/2003/EC on the scope and harmonized controls on smoke flavourings, how these are produced and used in food and definitions of smoke flavourings. To introduce the EU list of smoke flavouring primary products (EU 1321/2013/EU), the conditions of use and the validation rules when used B2B and added to foods. Traceability of smoke flavourings. Update of EFSA re-evaluation of smoke flavourings. Examples.	
	12:15 - 13:15	Lunch		
	13:15 - 14:30	4.5 General labelling and Specific labelling requirements for flavourings	Introduction to the labelling requirements for flavourings and provide clarification on the use of term "natural" in flavourings. To provide information on the guidance document on the labelling of flavourings in food products. To provide additional information relating to labelling of smoke flavourings to foods.	
	14:30 - 15:00	Coffee break		











	15:00	16:00	4.6	Practical exercise on labelling in relation to the use of flavourings in foods	Groups are given labels of food flavourings or pre-mixes intended for B2B/B2C sale and labels of final food products using food flavourings. Participants should check labelling compliance to the EU legislation and present their conclusions. Discussion.	Tutor 5
	16:00	17:30	4.7	Integrated exercise on the regulatory compliance of food additives/flavourings in a final product	Presentation of a guided case example to verify the conformity of a food additive/flavouring used in a food product. Participants are given appropriate documents to check overall compliance with regard to the proper use and labelling provisions (e.g. recipe, calculation, specifications, label).	Tutor 5 Training Coordinator
	17:30	17:45	4.8	At the end of the day, participants are asked to answer in few questions to cover the most important lessons learnt during the day. Discussion.		Training Coordinator

20:00

*Farewell Dinner*



## Day 5 - Friday

TIME				TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	
	9:00	09:30	5.1	Lecture on the legislation applicable to the control of Food Enzymes.	Presentation of the content of Regulation (EC) 1332/2008 on Food Enzymes through the angle of an inspection/official control prepared and implemented by an inspector. Information on the state of play of food enzymes, the draft Union List of food enzymes and information on the EU guidance document on criteria for categorisation of food enzymes. Labelling of food enzymes and preparations intended for sale to the final consumer, as well as labelling of the final product containing food enzymes.	Tutor 5
	09:30	10:00	5.2	Practical exercise to determine the status of an ingredient used either for processing (processing aid) or for other technological reasons	Introduction of a visualised decision tree to determine the regulatory status of an ingredient used in food process according to the EU Guidance document on criteria for categorisation on food enzymes. Groups are received a short case study and by addressing the questions they will distinguish if the questioned substance is used as "additive", enzyme", "processing aid" or "food ingredient" in the food production. Participants will present their conclusions. Discussion.	Tutor 5
	10:00	10:15	5.3	Overview of the lessons learnt	Summary and presentation of the knowledge acquired through presentation of two summarized diagrams; One in relation to the key points on FIA control targeting the effective and efficient enforcement of the legislation and the second on the decision tree for concluding on the conformity of the presence of a food additive into a foodstuff.	Training Coordinator
	10:15	10:35		Post-Course Test	Identify the success of the training course Repetition of Pre-course Test undertaken on day 1	EM & TC
	10:35	11:05		Coffee break		
	11:05	11:25		Post-Course Test	Identify the success of the training course <ul style="list-style-type: none"> <li>▪ Answers to the Test</li> <li>▪ Review trainees' questions and expectations</li> </ul> Remarks by the trainees	EM & TC
	11:25	11:55		Information on the training material provided and its use. Dissemination presentation and information on FCM. Final Forum, Q&A		EM & TC
	11:55	12:30		Closing of the Training	Evaluation of the Training Online and Closing of the Training	EM & TC
	12 :30	Lunch and Airport Transfer of participants				










## BETTER TRAINING FOR SAFER FOOD

### TRAINING COURSE B ON FOOD IMPROVEMENT AGENTS


#### Programme

#### Day 1 – Monday: Legal Background

TIME		REF	TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED		
	14:00	14:30		Registration		
	14:30	14:45	0.1	Introduction to Better Training for Safer Food programme initiative	Introduce Better Training for Safer Food programme and the training programme on Food Improvement Agents. Video on Better Training for Safer Food and Video on Food Improvement Agents.	Training Coordinator/Event manager
	14:45	15:00	0.2	Introduction to the rationale of course B	Presentation on updated information about DG SANTE and Member States in the field of Food Improvement Agents. Presentation about the activities and training program.	Training Coordinator
	15:00	15:30	0.3	Pre-course Test	Interactive tool will be used to assess and collate answers to opening questionnaire- survey style	Training Coordinator and Event Manager
	15:30	16:00		Icebreaking Coffee break: While having a coffee, participants will join an ice-breaking game. They all receive half an image and find the person with the other half to discuss and get to know each other!		
	16:00	16:30	0.4	Roundtable of trainees	Based on the ice-breaking coffee break, each participant will introduce their partner to the group with name, country, experience with the topic and “interesting fact”	
	16:30	17:00	1.1	Short reminder on the legislation applicable to the official control of Food Additives and Flavourings	Short reminder of Regulation 1331/ 2008 Common Authorization procedure. Regulation (EC) 1333/2008, Regulation. 1334/2008 Regulation (EC) 2065/2003 on smoke flavourings and Regulation (EC) 1321/2013 Regulation (EC) 1332/2008 on Food Enzymes and related legislation as 1169/2011 through the angle design and implemented of control plan by a Competent Authority.	Training Coordinator
	17:45	18:15	1.2	Lecture on risk assessment of FIA	Main principles of the risk assessment evaluation of additives, flavourings and enzymes.	Tutor 1



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	18:15	19:15	1.3	Pedagogical Project	Step 1 – presentation of the objectives, grouping of participants (6 groups), assignment of topics.	Training Coordinator
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19:30

*Welcome drink in hotel followed by dinner*



## Day 2 – Tuesday: Design of official controls

	TIME		REF	TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	
	09:00	09:45	2.1	Official controls legislative framework	Provisions Laid down in Regulation on official controls (EU) 2017/625, main elements and changes related to the risk-based approach application to the FIA official control.	Tutor 2
	09:45	10:30	2.2	Risk management measures EU level	To present the guidance documents available on Food additives. To present the Q/A paper on food flavourings and new publication on authorised enzymes. Information about working documents available on PAFF committee concerning FIA issues.	Tutor 1
	10:30	11:00		Coffee break		
	11:00	11:30	2.3	Sources of information for planning and implementation of official controls	RASFF notification and the Administrative Assistance and cooperation system (AAC) as a tool of exchange of information and documents, administrative enquiries and joint on-the -spot inspections in case of non-compliances for FIA.	Tutor 2
	11:30	12:00	2.4	Re-evaluation programme of food additives	State of the play of the re-evaluation programme according to Regulation 257/2010, main risk management actions taken as a consequence of the re-evaluation. EFSA's opinions, main conclusions and approach to the follow-up, when some concerns have been identified.	Tutor 1
	12:00	12:30	2.5	Monitoring of food additive intake	Commission Recommendation (EU) 2023/965 on the methodology for the monitoring of food additives and food flavourings intake. Categorisation and prioritising, foodstuffs to be monitored, collection of data	Tutor 2
	12:30	14:00		Lunch		
	14:00	14:30	2.6	Monitoring enzymes exposure	Explanation on the Food Enzymes Intake Model tool for estimating chronic dietary exposure to food enzymes used in different food processes.	Training Coordinator



	14:30	15:30	2.7.1	Practical exercise on the monitoring of food additives intake and food additives consumption (Different groups)	Participants will be split preferably into groups focusing on different additives groups (e.g. azo dyes, preservatives, etc.) and using the EFSA Comprehensive Consumption Database will exercise to: <ol style="list-style-type: none"> <li>1. filter the relevant consumption data relevant to the foodstuffs for an EU Member State.</li> <li>2. carry out the estimation of food additive intake in foodstuffs using the Tier level approach (Tier II). The aim is to understand that this estimation led to the calculation of the theoretical maximum daily intake and in case that the figure is higher than the ADI to proceed to estimation based on the official controls' food additives occurrence data (estimated daily intake).</li> </ol>	Tutor 1/ Tutor 2
	15:30	16:00		Coffee break		
	16:00	16:30	2.7.2	Practical exercise on the monitoring of food additives intake and food additives consumption	Continuation of the above session Brief debriefing of the exercise.	Tutor 1/ Tutor 2
	16:30	16:45		Discussions/ Q. and A		
	16:45	18:00	2.8	Pedagogical Project Groups for whole week	Step 2 – desk research on the assigned food chain (type of FIA commonly used, scientific opinions, existing reports and notifications). (Coordinate by TC and tutors)	Project/ Training Coordinator/tutors

19:00 Social night in traditional restaurant





### Day 3 – Wednesday: Preparation of control plans

	TIME		REF	TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	
	09:00	10:00	3.1	Control Plans of Food Improvement Agents	Multiannual monitoring plans based on Commission Recommendation 2023/965. In the context of Official control plans present how the control of FIA shall be included, authorities involved and methods to set priorities and implement national control plans in a uniform way: Scope of the control plans; planning and priorities of controls; controls of to be performed according to the food business operator activity; control methods.	Tutor 3
	10:00	10:30	3.2	Design of Control Plans	Description of the food chain in case of FIA, specific considerations for the identification and categorisation of food business operators to be controlled for additives, enzymes and flavourings. Activities for official control of FIA, criteria for selection of the most appropriate one for FIA, inspection, assessment of the GMP results of audits of HACCP, monitoring surveys, sampling and analysis. Relations with other official control programs.	Training Coordinator
	10:30	11:00		Coffee break		
	11:00	11:45	3.3	Risk based prioritisation of controls	Elements to consider for prioritisation in FIA, general rules: identification of the risk coming from the use, the likelihood of misleading, the operators past records, the reliability and result of own controls by operators or third party. Examples of different risk ranking tools. Identification and selection of additives, flavourings to be consider a priority.	Tutor 4
	11:45	12:30	3.4	Official controls in E-commerce	Specific characteristic of control FBO in e-commerce in relation with the official control of FIA. Register of the business involved in pure chemical forms, additives premixes, flavouring distribution, etc., methods of control.	Tutor 4
	12:30	14:00		Lunch		
	14:00	15:00	3.5	Practical exercise on prioritisation and design of control plans (Different groups)	The activity will focus on scenarios covering different sectors of FIA in order to identify the additives or flavourings to be controlled the industries where the official control will be more effective and the appropriate method of control.	Tutor 4/Tutor 2
	15:00	15:30	3.6	Discussions/ Q. and A		





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	15:30	16:00		Coffee break		
	16:00	18:00	3.7	Pedagogical Project	Step 2 – desk research on the assigned food chain (type of FIA commonly used, scientific opinions, existing reports and notifications). (Coordinate by TC and tutors)	Project/ Training Coordinator/tutors

18:00 *Walking tour and dinner in local restaurant*



## Day 4 – Thursday: Implementation and monitoring of control plans

	TIME		REF	TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	
	9:00	9:45	4.1	Implementation of official control in FIA	Inspection procedures, sampling strategies for specific cases in case of (for instance) nitrates and nitrites in meat preparations based on new changes on ML, phosphates, etc. Documented procedures to support official control activities. Design of checklists, fact sheet or supportive document to use by the inspectors.	Training Coordinator
	09:45	10:15	4.2	Enforcement actions	Measures to be taken in case of infringements on the use, labelling, distribution of FIA. Co-responsibility of FBOs Follow up actions.	Tutor 3
	10:45	11:15		Coffee break		
	10:45	11:15	4.3	Practical session	Practical scenarios: Assess when a non-compliance to the use, including the , labelling, distribution of FIA shall be notified by RASFF or Administrative Assistance and Cooperation systems.	Tutor 4
	11:15	12:00	4.4	Evaluation of results	Indicators, collecting data and analysis of the results, adjustment considering the efficacy and effectivity of the control plan.	Tutor 2
	12:00	12:20	4.5	Report data of FIA control plans	What to report and how? Reporting data to EFSA's call of data.	Tutor 2
	12:20	12:40	4.6	Risk Communication	Communication strategies applicable to the official control of FIA.	Tutor 2
	12:40	14:00		Lunch		
	14:00	15:30	4.7.1	Pedagogical Project	Step 4 – Finalisation of project under the form of a power point. TC and tutors 1 hour to finalize their project	Project/ Training Coordinator/tutors
	15:30	16:00		Coffee break		



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	16:00	17:30	4.7.2	Presentation of Pedagogical Projects	A speaker is designated in each group to present the project. Maximum 25 min per group and 5 min for Q&A from the other groups. Presentation of 3 Projects	Project/ Training Coordinator/tutors
	17:30	17:45		Discussions/ Q. and A		

20:00

*Farewell Dinner*



## Day 5 - Friday

	TIME		REF	TITLE OF SESSION	TRAINING OBJECTIVE/ SUBJECTS COVERED	
	8:30	9:30	5.1	Presentation of Pedagogical Projects	Presentation of last 2 Projects 25 min per group and 5 min for Q&A from the other groups. Debriefing of the projects.	Project/ Training Coordinator/tutors
	9:30	10:15	5.2	Training of staff performing official controls.	Diagnostic of training needs What kind of action can be taken to improve the understanding of the topic? What kind of action can be taken to improve the efficiency of control activities?	Training Coordinator/tutor3
	10:15	10:35	5.3.1	Post-course Test	Identify the success of the training course Repetition of Pre-course Test undertaken on day1	Event Manager and Training Coordinator
	10:35	10:55		Coffee break		
	10:55	11:15	5.3.2	Post-course Test	Identify the success of the training course. <ul style="list-style-type: none"> <li>▪ Answers to the Test</li> <li>▪ Review trainees' questions and expectations</li> <li>▪ Remarks by the trainees</li> </ul>	Event Manager and Training Coordinator
	11:15	11:30	5.4	Conclusion	Debriefing of the whole session by the TC.	Training Coordinator
	11:30	12:00	5.5	Closing of the Training Evaluation of the Training Online Distribution of Certificates, Group photo and USB		Event Manager and Training Coordinator
	12:30	Lunch and Airport Transfer of participants				

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

### Training material

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.

### 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>



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### ***Annex 5: Contractor contact details***

The Project is managed by: AETS Consultants  
Project Manager: Niamh O'Brien  
Training Coordinator for Course A: Dimitra Papadimitriou  
Training Coordinator for Course B: Mar Carretero

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 [20179611.fia@aets-consultants.com](mailto:20179611.fia@aets-consultants.com) or by phone to +33 (0)5 54120405 Ext: 300.

All information on BTSF training can be found at the [BTSF Academy](#) website and at <https://thetrainingplace.eu/>

These websites will be regularly updated with details of forthcoming courses.