BETTER TRAINING FOR SAFER FOOD

PROGRAMME 2012 - 2013

TRAINING COURSES ON CONTROL ON RESIDUES OF VETERINARY MEDICINAL PRODUCTS IN FOOD OF ANIMAL ORIGIN

INFORMATION TO NATIONAL CONTACT POINTS

28 FEBRUARY 2012

This training is financed by the European Commission and implemented by FVI, AETS, AESA and USKVBL

CONTENT

1. GENERAL INFORMATION ON THE TRAINING

1.1. Objectives

This project intends to cover the controls on residues of veterinary medicinal products in food of animal origin. The training content will cover all the aspects of authorization, distribution and use of the VMPs, including the establishment of regulatory limits (MRL), the prohibition of use of certain substances and the design and implementation of the National Residues Control Plans.

The EU legislation regulating VMPs has been evolving a lot in the past years and due to new laboratory techniques and to the authorisation and use of new substances will continue to evolve in the next ones. In this context, the aim of this project is to train a high number of competent authorities' staff in order to further improve the understanding and the harmonisation of the implementation of EU legislation on the above mentioned subjects.

The targeted audience is official staff involved at any level in the sector of residues of veterinary medicinal products in food of animal origin.

Participants will be required to participate actively in the debriefing, discussions and group works. They will be required to prepare the courses by the revision of the EU Food Law in their sector and the realisation of some homework before.

1.2. Location of the courses 2012-2013

12 three days training sessions will be organised in four EU countries (Czech Republic, France, Latvia, Malta). The four locations are:

- Prague (Czech Republic)
- Paris (France)
- Riga (Latvia)
- Valletta (Malta)

1.3. Dates of sessions

The dates for the sessions in 2012 and 2013, their characteristics as well as the corresponding datelines for applications are provided in the following table.

Datelines for applications are in general 1 month before the starting date of the corresponding course.

Training session	Dates	Location
Session 1	17-20 April 2012	Prague
Session 2	5-8 June 2012	Riga
Session 3	26-29 June 2012	Prague
Session 4	9-12 October 2012	Valletta
Session 5	13-16 November 2012	Paris
Session 6	4-7 December 2012	Valletta
Session 7	February 2013	Prague
Session 8	March 2013	Paris
Session 9	April 2013	Valletta
Session 10	May 2013	Riga
Session 11	June 2013	Valletta
Session 12	July 2013	Prague

1.4. Project Management

Logistical arrangements will be handled by separate Project Management units, depending on the location of the training. All correspondence relevant to each training session should therefore be directed to the concerned Event Manager.

Location	Name of the responsible Event Manager	e-mail address and other contacts of the relevant Event manager
Prague, Czech Republic	Mrs. Rita Ventura	Rita.ventura@aets-consultants.com Tel: +33 (0)5 59 72 43 23 Fax: +33 (0)5 59 72 43 24
Riga, Latvia	Mrs. Diana Quiliquini	D.Quiliquini@aesagroup.eu Tel: +32 2 788 53 56 Fax: + 32 2 736 49 70
Paris, France	Mrs. Claudie Asnar	claudie.asnar@aets-consultants.com Tel: +33 (0)5 59 72 43 23 Fax: +33 (0)5 59 72 43 24
Valletta, Malta	Mrs. Anna Debono	btsf-malta@aets-europe.fr Tel: +356 21 24 39 34 Fax: +356 21 22 17 20

The general management of the programme is ensured by the Project Manager Mr. Pietro D'Elia – pietro.delia@aets-consultants.com under the supervision of the Project Leader Mrs. Marie-Odile Kuntz fvi@agriculture.gouv.fr

1.5. Support provided by the project

- **Travel**

For each supported participant, the project will reimburse (upon provision of an original receipt from a travel agency or airline company - electronic tickets will not be considered as original documents) or will provide a return flight ticket - in economy class - using the most direct route.

For participants from third countries, the project will also reimburse visa costs upon provision of the original receipts by the participants for the incurred expenses.

Upon arrival, transfer from the airport to the hotel will be arranged by the event managers, as well as the transfer from the training site to the airport on the last day of the training.

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

- **Accommodation**

The project will provide full-board accommodation for supported participants for the period of the training:

- on the first day of the training: lunch (depending on the arrival time), coffee break, dinner and room charge (single occupancy)
- on day 2 and 3 of the training: full board accommodation including breakfast, 2 coffee breaks, lunch, dinner and room charge (single occupancy)
- on the 4th day of the training: breakfast, coffee break and lunch (depending on the departure time).

- **Training courses**

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

- Access to fully equipped meeting rooms
- Transportation to the training centre

The project will provide also the following material:

- Stationary (notepad and pen),
- A folder including hand-outs of all the lectures,
- USB-pen containing all the training material in electronic version

1.6. Language of the training sessions

All the training sessions scheduled in 2012 will be in English and NCPs should ensure that the proposed participants will be able to understand and interact in that language.

If a relevant number of participants from different countries would be interested in having a training session organised in a different language, in 2013 specific sessions in French and/or German might be organised.

The NCPs will be responsible of forwarding to the Project Management any specific request in this direction.

2. SELECTION PROCESS

2.1. Invited countries

The present training programme is open to EU Member States, EFTA-EEA countries, Candidate Countries and ENP countries. The expected attendance is **540 trainees** over the 2 years of project globally.

The indicative number of attendees allowed per country is presented in **Annex 1** (List of invited countries). Some small changes could occur on the number of seats assigned for 2013 sessions, following specific requests from the beneficiary countries or the European Commission.

2.2. Selection Criteria

The training programme is open to participants whose application was received from the BTSF National Contact Points of their country - through the selection process described hereunder.

The profiles of the applicants should respect at least one of the following criteria:

- Be officers from competent authorities designated to have competencies in the design and implementation of the National Residues Control Plans (in a wide sense
- Official staff in charge of control of medicated feeding stuffs,
- Official staff in charge of sampling and analysis linked with the topic and possibly staff of official laboratories,
- Official staff in charge of control of VMPs at the stage of use (at farm).

Moreover all participants have to:

- Be in a position to disseminate the knowledge acquired during the training within the national competent authority and/or to private sector operators.
- Own proficiency in the language of the training

Priority will be given to the applications received before the deadlines, from the countries invited in the session. However to **ensure some flexibility in the application process and ensure that all the seats are filled, candidates from the reserve lists might be accepted in each session.**

The templates of documents to be submitted are attached in the e-mail message through which this document has been sent.

2.3. Process to be followed

The selection process is carried out jointly by the National Contact Point of the beneficiary country and the concerned Event Manager indicated in section 1.4 of this document.

- **Tasks entrusted upon the NCP**

The National Contact Points are basically requested to:

a) consider the number of participants to be supported by the project at each session, according to the information provided by the Project Manager

b) select participants complying with the above mentioned selection criteria and request them to return a registration form[1] fully completed, using the templates provided;

c) send the registration forms to the relevant Event Manager (EM) at the latest by the dates indicated for the relevant training and ensuring that the recommendations outlined in **Annex 3** are followed.

- **Tasks entrusted upon the EM**

The Event Manager will verify the compliance of proposed participants with the selection criteria on the basis of the information provided in the registration form and inform the NCP accordingly if the application can be accepted. It is therefore advisable to make sure that CVs accurately reflect the adequacy of the profile of the participants with the selection criteria.

[1] Registration forms must be returned with a clear indication of the session chosen by the participant, even for applications on the reserve list

3. ORGANISATION OF THE TRAINING

3.1. Programme of the courses

See complete program in **Annex 2**.

Day 1	Day 2	Day 3	Day 4
Opening and introduction to the EU legislation	Legal framework Practical experiences Exercises in working groups on case studies proposed by the tutors Presentation of the group works in plenary session and discussion	Legal framework Practical experiences Exercises in working groups on case studies proposed by the tutors Presentation of the group works in plenary session and discussion	Specific subjects covered by the training programme Question & Answer session on the overall training content Conclusion and departure

3.2. Deadlines for registration

All applicants should register using the Registration Form (see **Annex 3**) before the following deadlines:

Deadline Session 1	Deadline Session 2	Deadline Session 3	Deadline Session 4	Deadline Session 5	Deadline Session 6
12 March 2012	30 April 2012	30 April 2012	30 April 2012	30 April 2012	30 April 2012

All applications for this training must be sent to the correct Event Manager's e-mail address.

For any additional information, NCPs are invited to get in touch with the Event Managers in charge.

ANNEX 1: LIST OF INVITED COUNTRIES PER SESSION

	2012						2013						
Sessions	S.1 Prague	S.2 Riga	S.3 Prague	S.4 Valletta	S.5 Paris	S.6 Valletta	S.7 Prague	S.8 Paris	S.9 Valletta	S.10 Riga	S.11 Valletta	S.12 Prague	**Total**
Dates	17-20 April	5-8 June	26-29 June	9-12 October	13-16 November	4-7 December	February	March	April	May	June	July	
Member States													
1 Austria	1	1	2		1		1	1	1	1	1		10
2 Belgium	1	1		1	1	1		2	2	1	2		12
3 Bulgaria	3	3	3	3	3	3	3	3	2	3	3	3	35
4 Cyprus	1	1		2	1	1		1	1	1		1	10
5 Czech Republic	3	1	3				3			1	0	3	14
6 Denmark	1	1	1	1	2	1	1	1	1	2	1	1	14
7 Estonia	1	2	2				1	1		1		2	10
8 Finland	1	2	1	1	1	1	1		1	2	1	2	14
9 France	2	2	2	2	4	3	2	4	3	1	3	2	30
10 Germany	3	2	3	3	2	3	3	3	3	3	3	3	34
11 Greece	1		2	3	1	3	2	2	2	0	2		18
12 Hungary	1	1	1		1	1	1	1		1	1	1	10
13 Ireland	1	1	1		1	1		1	1	1	1	1	10
14 Italy	2	3	3	3	2	3	2	3	3	2	3	3	32
15 Latvia	1	2		2			2			2		1	10
16 Lithuania	2	2	1				2			1	1	1	10
17 Luxembourg				1					1				2
18 Malta					2	2		0	3		2		9
19 Netherlands	1		1	1	1	2	1	1	1	1	2		12
20 Poland	3	3	2	3	3	3	3	3	3	3	2	3	34
21 Portugal	1	1	1	1	2	1	1	2	2	1	1	0	14
22 Romania	3	3	3	3	2	3	3	3	3	3	3	3	35
23 Slovakia	1	1	2				2			1		1	8
24 Slovenia			1	1	2	1	1		1		1	1	9
25 Spain	2	3	3	3	3	3	3	2	3	3	3	3	34
26 Sweden	1	1	1	1	1	1	1	1	1	1	1	1	12
27 UK	2	3	2	3	3	3	2	3	3	3	3	2	32
Candidate Countries													
28 Croatia	1				1	1				1	1	1	6
29 FYROM		1		1		1		1		1			5
30 Montenegro				1				1					2
31 Turkey				2	2	2		2	1		2	1	12
TOTALMS + CC	**40**	**41**	**41**	**42**	**42**	**44**	**41**	**42**	**42**	**41**	**43**	**40**	**499**

Sessions	2012						2013						Total
	S.1 Prague	S.2 Riga	S.3 Prague	S.4 Valletta	S.5 Paris	S.6 Valletta	S.7 Prague	S.8 Paris	S.9 Valletta	S.10 Riga	S.11 Valletta	S.12 Prague	
Dates	17-20 April	5-8 June	26-29 June	9-12 October	13-16 November	4-7 December	February	March	April	May	June	July	
EFTA and EEA Countries													
1 Iceland	1			1					1			1	4
2 Norway	1	1	1	1			1		1	1		1	8
3 Liechtenstein													0
4 Switzerland		1			1			1		1	1		5
TOTAL EFTA & EEA	**2**	**2**	**1**	**2**	**1**	**0**	**1**	**1**	**2**	**2**	**1**	**2**	**17**
ENP and other Third Countries													
1 Albania					1						1		2
3 Belarus			1							1			2
4 Bosnia			1					1					2
7 Moldova	1									1			2
8 Morocco						1		1	1				3
9 Russian Federation		2					2						4
10 Serbia			1	1			1						3
11 Tunisia					1							1	2
12 Ukraine	2											2	4
TOTAL THIRD COUNTRIES	**3**	**2**	**3**	**1**	**2**	**1**	**3**	**2**	**1**	**2**	**1**	**3**	**24**

ANNEX 2: PROGRAMME

General objectives of the training:

to inform regulatory and control authorities about the control of residues, mainly based on 96/23 directive and Regulation EC 882/2004. All the aspects of this control will be developed, as the "competent authority" definition, the sampling procedures (quantitative and qualitative), the need of official laboratories and for them the principle of accreditation; a specific care will be given to the choice of methods and the need of the use of validated methods fitting to the purpose of residue control and research of drugs misuse (as suggested in EC 2002/657).

General organization of the training program

- The training will be implemented over a period of 4 working days.
- A break of 20 minutes will be organized in the morning and in the afternoon each day.
- A lunch break will be offered from 12h00 to 13h30.
- A dinner will be organized each day.
- The trainees will be requested to arrive on Tuesday and to depart on the following Friday afternoon.

Day 1			
Time		**Title of the session (Tutor)**	**Training Objective / Subjects Covered**
14h00	14h30	Introduction	To introduce the EAHC project "Controls on Residues of Veterinary Medicinal Products in food of animal origin" • Delivery of training material • Welcome address • Presentation of the programme and visits • Presentation of tutors • Presentation of participants
14h30	14h45	BTSF Programme (Project Leader or Project Manager or Event Manager)	To present to participants the Better Training for Safer Food Programme (Power point presentation + BTSF Introduction video)
14h45	15h45	Introduction to EU legislation on Residues of Veterinary Medicinal Products in food of animal origin	Introduction to legislation on Residues of Veterinary Medicinal Products in food of animal origin (Regulations 470/2009, and 37/2010 and Directives 96/22/EC and 96/23/EC,)
15h45	16h00		Questions § Answers
16h00	16h15	**Coffee break**	
16h15	17h00	EU legislation on authorization, distribution and use of VMPs	To present Directive 2001/82/EC defining the structure of the national control systems for authorization, distribution and use of VMPs.
17h00	17h30	Presentation of practical examples of VMPs' National Control Systems in different EU Member States	Practical examples on VMPs' national control systems for different countries.
17h15	18h00	Discussions/ Q. and A.	To discuss the subjects presented during the day. The participants will have the opportunity to ask for clarification from the tutors and to share their personal experience on how the EU legislation is applied in their country of origin. The discussion will be moderated by the training coordinator.

Day 2			
Time		**Title of the session**	**Training Objective / Subjects Covered**
08h30	9h30	EU legislation on the establishment of MRLs	EU Legislative framework for establishment of regulatory limits in foodstuffs of animal origin (Regulation 470/2009 and 37/2010).
9h30	9h40		Questions § Answers
09h40	10h10	EU legislation on the utilization of certain hormonal substances	To present the consolidated version of the Directive 96/22/EC on the prohibition of use of certain (hormonal) substances.
10h10	10h30	**Coffee break**	
10h30	11h45	Organisation of official controls on veterinary medicinal products (Council Directive 96/23/EC and Regulation (EC) No 882/2004)	To present the organisation of the official controls including sampling, carrying out follow-up investigations in the event of non-compliant results and how routine controls should be performed at the various stages in the distribution chain of veterinary medicinal products. Residues Monitoring Plan for animals and animal products.
11h45	12h00		Questions § Answers
12h00	13h30	**Lunch**	
13h30	14h20	Working groups	Practical exercises in groups on case studies prepared by the tutors
14h20	15h50	Presentations in plenary session	Each group of participants will choose a speaker to present the results of their work in plenary session
16h00	16h30	**Coffee break**	
16h30	17h15	MRLs for biocides and pesticides	To present the Regulation EC 396/2005 on MRLs for biocides and pesticides applicable to food of animal origin.
17h15	17h30	Discussions/ Q. and A.	

Day 3			
Time		**Title of the session**	**Training Objective / Subjects Covered**
9h00	9h45	Medicated feeding stuffs	Production and use of medicated feeding stuffs (Directive 90/167) Prohibition of use of antibiotics for growth promotion (Regulation 1831/2003)
9h45	10h00		Questions § Answers
10h00	10h20	**Coffee break**	
10h20	11h30	Presentation of practical experiences	Practical experiences on implementation of regulations on National Residues Monitoring Plans, including specific cases on the topics presented during the previous lectures
11h30	12h00	Discussions/ Q. and A.	To discuss the subjects presented during the morning. The participants will have the opportunity to ask for clarification from the tutors and to share their personal experience on how the EU legislation is applied in their country of origin. The discussion will be moderated by the training coordinator.
12h00	13h30	**Lunch**	
13h30	14h15	Coccidiostats or histomonostats in non-target feed	Coccidiostats or histomonostats in non-target feed (Directive 2009/8/EC).
14h15	15h15	VMPs in equidae	To present the use of VMPs in equidae (Regulation 1950/2006, Regulation 504/2008 and Decision 93/623).
15h15	16h15	Working groups	Practical exercises in groups on case studies prepared by the tutors
16h15	16h30	**Coffee break**	
16h30	17h00	Presentations in plenary session	Each group of participants will choose a speaker to present the results of their work in plenary session
17h00	17h30	Discussions/ Q. and A.	To discuss the subjects presented during the day. The participants will have the opportunity to ask for clarification from the tutors and to share their personal experience on how the EU legislation is applied in their country of origin. The discussion will be moderated by the training coordinator.

Day 4			
Time		**Title of the session**	**Training Objective / Subjects Covered**
08h30	9h30	Accreditation of residue monitoring laboratories (Directive 1998/179/EC)	To present the requirements for the accreditation of residue monitoring laboratories, according to Directive 1998/179/EC.
09h30	10h30	Validation of analytical methods and interpretation of results (Directive 2002/657/EC)	To present the procedures for the validation of the analytical methods and the interpretation of the laboratory results (Directive 2002/657/EC).
10h30	10h50	**Coffee break**	
10h50	11h20	Discussions/ Q. and A.	To discuss the subjects presented during the morning and the whole training. The participants will have the opportunity to ask for clarification from the tutors and to share their personal experience on how the EU legislation is applied in their country of origin. The discussion will be moderated by the training coordinator.
11h20	12h00	Closing of the Training	• Remarks by the trainees & reporting on previous topic discussions • Evaluation of the Training • Distribution of training certificates

ANNEX 3: REGISTRATION FORM (TEMPLATE)

The registration of participants should be made using the following registration form:

REGISTRATION to Courses on Controls on Residues of Veterinary Medicinal Products in food of animal origin

CURRICULUM VITAE

Gender	Mr.☐ Mrs.☐ Ms☐
1. Family name:	
2. First names:	*As it appears on the passport*
3. Date of birth:	
4. Nationality:	

7. Education:

Institution (name and country):	From… To…	Degree(s) or Diploma(s) obtained:

8. Language skills: (1=fluent; 2=working knowledge, 3=basic)

Language	Reading	Speaking	Writing
English			

9. Present position (as it will appear in the list of participants of the training):

10. Years of experience in the field of work: years

11. Motivation for participation:

12. Professional Experience: *(latest position occupied starting by the present one)*

From… to…	Institution or Company	Position	Description

REGISTRATION to Courses on Controls on Residues of Veterinary Medicinal Products in food of animal origin

Select (X) Only One Session

17-20 April 2012	5-8 June 2012	26-29 June 2012	9-12 October 2012	13-16 November 2012	4-7 December 2012
Prague	Riga	Prague	Valletta	Paris	Valletta
☐	☐	☐	☐	☐	☐

Travel (Please tick)	☐ **Flight**	☐ **Train**
	Booked according to course timetable only. **Please indicate the nearest INTERNATIONAL AIRPORT for departure**	All train transportation must be organised by each individual and the cost will be reimbursed after the event upon submission of a receipt

Participant:	**ONLY TYPED REGISTRATION FORMS WILL BE ACCEPTED** **Participant information must be correct according to their passport**
Title (Dr/Mr/Mrs/Ms):	First name:
Last/Family name:	Job Title:
Public health Authority:	Country:
Address (full postal address):	
	Post Code:
Telephone:	Fax:
E-mail:	
Participant passport No:	

Approved by National Contact Point	
Country:	
Name:	
E-mail:	
Telephone:	Fax:
Your application will be subject to approval by the Executive Agency for Health & Consumers. Non-attendance or cancellations will be reported to EAHC.	

Recommendations on how to fill-in and submit documents:

- For CVs, participants should not prepare more than 2 pages[2]
- Participants should only select one session[3] on the registration form
- The information must be put into the "Grey" fields. Simply click on the "grey" area and type your text. Participants should then save their registration (the form + the CV) under one unique **word document with a new name**
- Use the following rules when giving a name for your registration document <Field_SessionNo_Country_Familyname.doc>, for example <VMP_Session2_Riga_Smith.doc>.

In doing this, the participant confirms that he/she will definitely attend the identified session

- The National Contact Point may then **send it to** the relevant Event Manager, according to the venue of the training session to be attended.

Location	Name of the responsible Event Manager	e-mail address and other contacts of the relevant Event manager
Prague, Czech Republic	Mrs. Rita Ventura	Rita.ventura@aets-consultants.com Tel: +33 (0)5 59 72 43 23 Fax: +33 (0)5 59 72 43 24
Riga, Latvia	Mrs. Diana Quiliquini	D.Quiliquini@aesagroup.eu Tel: +32 2 788 53 56 Fax: + 32 2 736 49 70
Valletta, Malta	Mrs. Anna Debono	btsf-malta@aets-europe.fr Tel: +356 21 24 39 34 Fax: +356 21 22 17 20
Paris, France	Mrs. Claudie Asnar	claudie.asnar@aets-consultants.com Tel: +33 (0)5 59 72 43 23 Fax: +33 (0)5 59 72 43 24

[2] The purpose is only to demonstrate that the enlisted participants have qualifications, positions and work experience which comply with the selection criteria.

[3] For each session, each beneficiary country has been attributed a specific number of seats in order to maintain the balance between all Member States and third countries. The NCP are kindly requested to assist the managers of the programme by respecting the proposed allocations.