BTSF
ANIMAL IRT

Better Training for Safer Food Programme 2014-2015

Animal Identification, Registration and Traceability

Contract Number 2013 96 03

INFORMATION
NATIONAL CONTACT POINTS
05 January 2015

IMPLEMENTED BY PROJEKT   IN SUBCONTRACT WITH   INSTITUT DE L'ELEVAGE

Table of Content   Page

1. GENERAL INFORMATION ON THE TRAINING

1.1 Objectives

The Better Training for Safer Food (BTSF) is the European Commission's initiative from Directorate General for Health and Consumers (DG SANCO), managed by the Consumers, Health and Food Executive Agency (CHAFEA), aiming to organize EU budget founded trainings in the areas of food and feed law, plant and animal health, and animal welfare rules.

This aims to keep participants up-to-date with EU law in these areas and should help to ensure more harmonized and efficient controls. Efficient controls are an essential factor in maintaining high levels of consumer protection, animal health and plant health. Harmonization of controls should help to create a level playing field for food businesses.

Training is also organized specifically for third country participants so as to familiarize them with EU requirements.

The objective of the present programme is to spread the knowledge and best practices for the implementation and control of animal identification, registration and traceability.

The targeted audience is official staff of Competent Authorities carrying out inspection on animal identification, registration and traceability and/or being involved in the design, management and operation of animal identification, registration and traceability systems.

Participants will be required to participate actively in the debriefing, discussions and group works.

1.2 Subjects covered

The programme will offer a total of 10 four-day training courses covering relevant aspects of animal identification, registration and traceability:

Legal base

Community rules on the identification, registration and traceability of animals: Characterization of the legal provisions for each species

Derogations from the main rules: logic, conditions and ramifications, benefits, examples implemented in member states

National legislation in EU member states

Legal base – Inspection

Requirements in horizontal legislation on veterinary control

Organisation of control of animal keepers and other control objects

Control procedures applied

Veterinary checks and movements across country borders

Purposes and Stakeholders

Past and present purposes

Experiences with the integration of stakeholders

Investments, Costs and Benefits

Field Implementation

Workflows & demonstration of examples: similarities and differences between requirements and characteristics of different species, breeding/production and animals for direct slaughter

Implementation of legal provisions in the field

Tools and Devices

Holding Identification

Tools and devices for animal identification

Specificities of electronic identification and comparison of different electronic ID devices/methods for different species

Information Systems

Basic outline of functionalities and components

IT-infrastructure and communication structure

Error handling

Specific functionalities (traceability functionality, risk analysis, On-spot control and cross-compliance control, systematic testing)

Integration and linkage with other information systems

Use for animal health

Conceptual framework and epidemiological basics

Introduction to case studies (four diseases and their control strategies)

Outlook on future requirements and functionalities

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

1.3   Location and schedule of the courses

The Courses foreseen for 2015 are the following:

Session	Location	Date
1.	*Lyon, France*	*02.-06. June 2014*
2.	*Munich, Germany*	*23.–27. June 2014*
3.	*Warsaw, Poland*	*06.–10. October 2014*
4.	*Lisbon, Portugal*	*03.-07. November 2014*
5.	*Munich, Germany*	*01.–05. December 2014*
6.	Lyon, France	02.-06. March 2015
7.	Warsaw, Poland	04.-08. May 2015
8.	Munich, Germany	15.–19. June 2015
9.	Lisbon, Portugal	21.–25. September 2015
10.	Munich, Germany	19.–23. October 2015

1.4   Project Management

ADT Projekt GmbH together with its subcontractor the Institut de l'Elevage will be in charge of the organisation of the 10 training events. The general management of the programme is ensured by the Project Manager Dr. Ferdinand Schmitt, managing director of ADT Projekt GmbH. Logistical arrangements for each training event will be handled by the Event Manager Mrs. Heike Zipper. All correspondence relevant to each training event should be directed to the Project Manager 2013-96-03-Animal-IRT@adt.de.

2. SELECTION PROCESS

2.1 Invited countries

The present training programme is open to EU Member States, EFTA-EEA countries, Candidate Countries, ENP countries, Mediterranean countries and other selected Third countries.

The expected attendance is 280 trainees over the 2 years of project globally. For the purpose of mixing trainees of different origins in each session, a comprehensive indicative table of invited countries per session is provided in Annex 1 which is summarized in the following overview:

Number of Training sessions	**10**
EU Member States (Germany, United Kingdom, France, Italy, Spain, Poland, Bulgaria and Romania	112
Other Member States and Candidate Countries (FYRO Macedonia, Montenegro, Serbia, Turkey)	145
EFTA and EEA countries (Norway, Iceland, Switzerland, Liechtenstein)	10
ENP countries (Albania, Kosovo, Bosnia-Herzegovina,	6
Mediterranean basin countries and other selected Third countries	7
Total participants per training course (1st year / 2nd year)	30 / 26
Total programme	**280**

2.2 Selection criteria

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

The profiles of the applicants should respect the following criteria:

- **First priority** shall be given to officials involved in carrying out inspection of animal identification & registration objects at livestock farms, livestock markets, animal traders, slaughter houses etc.

- **Second priority** shall be given to officials of national competent authorities responsible for the design, management and operation of animal identification, registration and traceability activities in their countries

- **Third priority** shall be given to other officials involved in design, management and operation of animal identification, registration and traceability activities in their countries (staff of other national and regional units for animal identification, registration and traceability within the public administration or mandated bodies).

Moreover all participants shall be:

- Preferably **in the position to disseminate the knowledge** acquired during the workshop within the national competent authority, government- and mandated bodies.

- **Proficient in the English language**. No interpretation service will be provided during the training sessions.

Priority will be given to the applications received before the datelines, from the countries invited in the session. However to ensure some flexibility in the application process, candidates from the reserve lists might be accepted in each session.

The Project Manager will observe that these criteria are met. Any doubt with regards to the selection criteria can be addressed to the Project Manager under 2013-96-03-Animal-IRT@adt.de.

2.3   Process to be followed

The selection process is carried out jointly by the National Contact Point of the beneficiary country and the Event Manager.

Each country has an expected number of participants per event, and the place must be allocated. Should there be vacancies, those should be communicated as soon as possible, in order to reallocate the seat to another country.

Tasks entrusted upon the NCPs:

a) Consider the **number of participants** to be supported by the project at each training, according to the information provided by the Event Manager (see Annex 1 of this brochure)

b) **Distribute the information** to the relevant national institutions and government bodies about the training course

c) **Select participants** complying with the above mentioned selection criteria and request them to return a registration form with a short Curriculum Vitae (CV) using the templates provided

d) **Send the registration forms** and CVs to the Event Manager at the latest by the dates indicated in section 2.5 for the relevant training and ensuring that the recommendations are followed

e) Send **additional registration forms** for the reserve list to the Event Manager.

Tasks of the Event Manager:

The Event Manager (EM), together with the Project Manager, will draw the attention of the NCPs on the need for the CVs of the proposed participants to comply at the best with the selection criteria. It is therefore advisable to make sure that CVs accurately reflect the adequacy of the profile on the participants with the selection criteria. Once the participant has been accepted and

communicated to NCP the participant will directly be contacted in order to make further logistic arrangements and to give him further detailed information.

2.4 Deadlines for registration in training sessions

Specific deadlines will be fixed for submitting applications for participation in each training session accordingly.

Deadlines for application of participants:

	Location	Date	Deadline for application
1.	*Lyon, France*	*02.-06. June 2014*	closed
2.	*Munich, Germany*	*23.–27. June 2014*	closed
3.	*Warsaw, Poland*	*06.–10. October 2014*	closed
4.	*Lisbon, Portugal*	*03.-07. November 2014*	closed
5.	*Munich, Germany*	*01.–05. December 2014*	closed
6.	Lyon, France	02.-06. March 2015	*28 January 2015*
7.	Warsaw, Poland	04.-08. May2015	*26 March 2015*
8.	Munich, Germany	15.–19. June 2015	*29 April 2015*
9.	Lisbon, Portugal	21.–25. September 2015	*30 July 2015*
10.	Munich, Germany	19.–23. October 2015	*11 September 2015*

2.5 Applications on the reserve list

At the request of CHAFEA, a single reserve list will be established at an early stage of the project for the duration of the programme to ensure that the required number of participants is attending the trainings. After the deadline for the registration of participants untaken seats can be covered by the reserve lists, if applicable.

3. ORGANISATION OF THE TRAININGS

3.1 Programme of the course

See complete programme in **Annex 2**.

Day 1	Day 2	Day 3	Day 4	Day 5
Introduction Legal base	Legal base inspection Tools and Devices	Field day with visits to livestock farms and other control objects; visit of regional offices of the competent authority	Information Systems Use for Animal health with case studies	Purposes, stakeholders, financing and future outlook

3.2 Support provided by the project

Travel

One month before the training, registered participants will be contacted by the Event Manager/Travel agency in order to arrange their trip to the training location. For each supported participant the project will provide a return flight ticket (in economy class) or a return train ticket (in first class) using the most direct route. Participants coming by car will be refund on the basis of the return train ticket in 1st class.

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 or station to the hotel will be arranged by the Event Manager, as well as the transfer from the training site to the airport on the last day of the training.

Health of insurance should be managed and covered by the country of the participant, because it would be extremely difficult to manage it from another country and surely much more expensive. In addition, it will be up to each participant to request, if needed, his European Health Insurance Card from his/her insurance company before attending to a training session.

Accommodation

The project will provide full-board accommodation for subsided trainees for the period of the training. Resident meeting package will cover the following:

- Room charge from day 1 to day 5 (single occupation / 4 nights)
- Catering on the 1st day (arrival day): lunch for participants arriving before 12:00, afternoon coffee break, welcome drink and dinner
- on the 2nd and the 4th day of the training: full board accommodation including breakfast, 2 coffee breaks, lunch, dinner
- on the 3rd day/field day: breakfast, lunch and dinner
- on the 5th day (departure day): breakfast, 1 coffee break and lunch (depending on the departure time)
- Airport Transfers (Airport-Hotel-Airport)
- Wireless Internet connection in the Hotel

No "per diem" or "pocket money" will be distributed to participants in addition to what is indicated here above. All personal expenses such as local transports, mini-bar, laundry, room services and extra drinks/meals will be charged to the participants by the hotel.

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 site visits

The project will also provide the following material:

- Stationary (notepad, pen)
- A folder including hand-outs of all the lectures
- USB key containing all the training material in electronic version
- Name tag and badge
- A group photo
- A certificate attesting the participation in the training course

3.3 Location of the sessions

A total of 4 training sites have been identified in four different EU Member States.
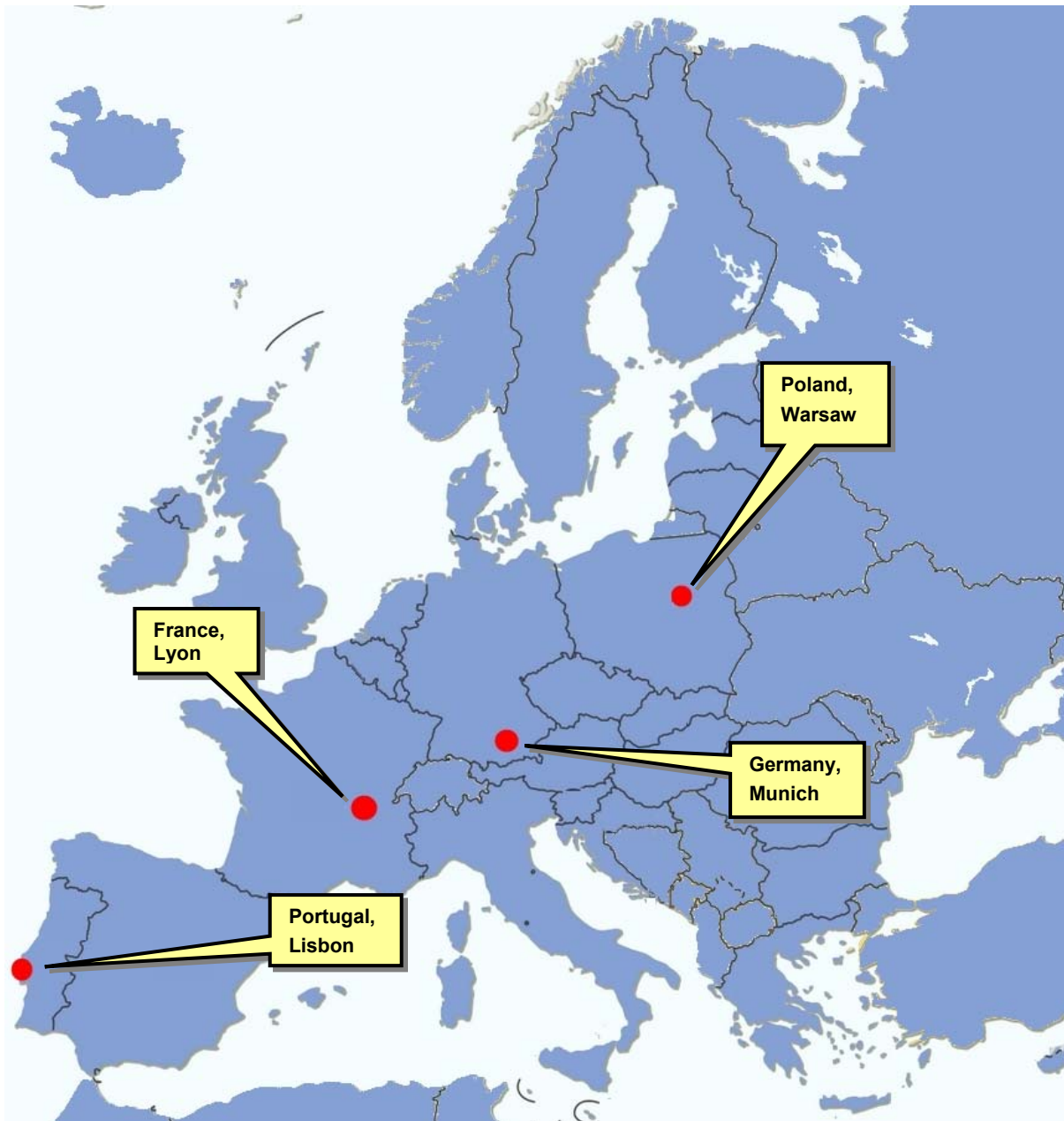
Lyon (France)

The 6th training event will be held in Lyon, France from 2nd to 6th March 2015. Lyon is the second-largest city in France and the capital of the region Rhône-Alpes. Lyon is France's second major economic, industrial, commercial and political centre and a major transportation hub for Europe. The location has been chosen for its broad experience with complex animal identification, registration and traceability systems and long experience with electronic identification of animals.

Arrival: Lyon international airport can reached by plane and Lyon disposes also of a TGW railway station and can therefore also easily reached by train. Each participant will be met at the airport and transported to the hotel. If possible

participants arriving with different flights will be grouped and transported together upon arrival.

Accommodation will be arranged in 2015 at the Hotel Quality Suites Lyon 7 Lodge. This 4-star hotel is situated between Lyon city centre and the meeting venue Agrapole in the quarter Jean Macé close to the river Rhone.

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Quality Suites Lyon 7 Lodge

http://www.qualitysuites-lyon.fr/

7 Rue Félix Brun, 69007 Lyon, FRANCE

Phone: +33 (0)4 37 37 23 70, E-mail: contact@qualitysuites-lyon.fr

</div>

Training venue: The meeting room in Lyon at this training session is not situated within the hotel but is reserved at the training centre Agrapole

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AGRAPOLE / ISARA-LYON

23 rue Jean Baldassini 69364 LYON Cedex 07

</div>

Agrapole is situated about 1,9 km /20 minutes walk /2 metro stations from the hotel and equipped with everything needed for a successful seminar. It offers sufficient space for presentations, round table discussions as well as for group work and for informal get-togethers during the training day. Catering (lunches and coffee breaks) will be provided in the restaurant at Agrapole. Dinner will be served at the hotel. Participants will be provided with substantial information and a map

as well as with sufficient metro tickets to facilitate the access to the meeting venue.

Social event: The location offers the opportunity to visit the beautiful city of Lyon. A special event would be a guided visit of the old town of Lyon and the famous traboules followed by a typical dinner in a bouchon lyonnais.

Warsaw (Poland)

The 7th training in Warsaw, Poland, is scheduled from 4th to 8th May 2015. Warsaw is the capital of Poland where the Competent Authority for the identification of bovine, ovine and caprine animal is based. Poland has a broad range of livestock production systems (small, medium, large scale) and is an interesting site for its border to non-EU-countries.

Arrival: Warsaw is well connected and reachable by train, plane and car. The participants will be met at the airport and transported to the hotel which is situated only 9 km away from the airport and less than 2 km from the central train station.

Accommodation in Warsaw will be arranged at Novotel Warszawa Centrum hotel or another 4-star hotel situated in the heart of the city, 5 minutes from the main train station. The hotel offers free WIFI as well as a fully equipped conference center, which is perfect for large conferences and intimate meetings.

Novotel Warszawa Centrum

ul Marszalkowska 94/98 00-510 Warsaw –Poland

http://www.novotel.com/gb/hotel-3383-novotel-warszawa-centrum/index.shtml

Phone: +4822 5960000, E-mail: **H3383@accor.com**
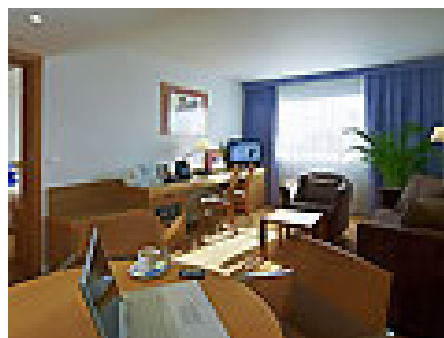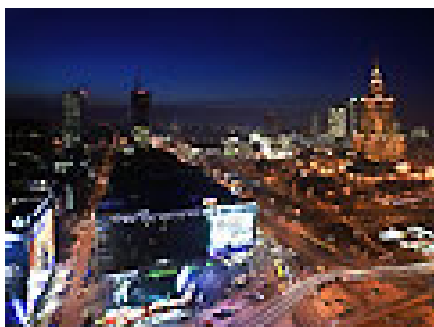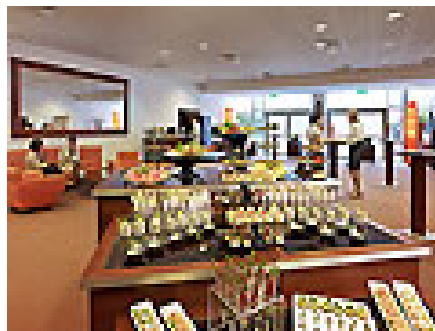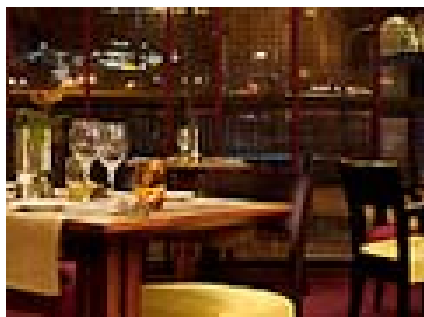
Training venue: The meeting facilities within the hotel offer a complete range of solutions for events and conferences with appropriate meeting space. For group work the hotel offers smaller conference cabinets or working groups can use the lobby of the hotel.

The **social event** will consist in a guided city tour with an English speaking guide to show all major touristic attractions in Warsaw and take the participants to the Old Town area to see the Royal Castle Square, the Old Market Square and Barbican, then follow the Royal Route which looks especially charming in the evening. The tour can then drive around the new centre with the illuminated huge building of Palace of Culture and Science and Chopin Monument and take a ride through the bridge over Vistula river. The evening can be closed by a dinner in a typical restaurant or in a famous Jazz Club in Warsaw.

Lisbon (Portugal)

Lisbon is the seat of the Portuguese Competent Authority for animal identification and a good example for Mediterranean livestock production systems. The national database is used for animal health purposes. The 9th training course will be held in Portugal from 21st to 25th of September 2015.

Arrival: Lisbon is well reachable by plane. All participants will be met at the airport and transported to the hotel.

Accomodation will be arranged at the Novotel Lisboa. The 4-star Novotel Lisboa hotel is located in the city of Lisbon, just 10 and 5 minutes' walk respectively from Lisbon Zoo and the Calouste Gulbenkian Foundation. With various public transport facilities close at hand, the historic city center is just 10 minutes away. The Novotel Lisboa hotel also has a swimming pool, fitness center, restaurant, bar and garage.

Novotel Lisboa

Avenida José Malhoa 1 1A, 1099-051 LISBOA, PORTUGAL

http://www.accorhotels.com/de/hotel-0784-novotel-lisboa/index.shtml

Phone:+351)21/7244800, E-mail: **H0784@accor.com**

Training venue: The hotel is offering spacious meeting rooms with natural light and has excellent facilities for all kinds of meetings and events. Its large, modern and refurbished rooms offering natural light are ideal for a successful business convention.

Social event will consist of a guided city tour in Evora during the field day. Evora is one of the UNESCO world heritage and offers various monuments worth to visit, there of the famous Chapel of Bones and other unique monuments. The sightseeing event will be followed by a dinner in a typical restaurant or fado house.

Munich (Germany)

Up to four training courses will be held in Germany in the surroundings of Munich, where the German national database for identification and registration of bovines, swine, ovines and caprines is located. As the regional capital of Bavaria, Munich unites local character and the popularity of a large city. Munich is the host of the Comprehensive national database for all species (HIT) and the region is an example for intensive livestock production systems with high trade volume of livestock (cattle, pigs) with neighboring countries.

The 8th and 10th training event will be held in Munich from 15th to 19th June 2015 and from 19th to 23rd June 2015.

Arrival: Munich is easily reachable by train and plane. The airport Munich is about 40 km from the city centre. Every participant will be met at the airport and

transported to the hotel which is located in the Eastern surroundings of Munich about 30 km from Munich airport.

Accommodation will be arranged at Hotel Stangl, a very traditional Bavarian 4-stars hotel on the countryside of Munich. However, Munich city center can be reached by local transport in about 30 minutes. The 56 rooms are typically furnished in Bavarian style but offer modern equipment. Wi-Fi is available in every room as well in all public areas of the hotel. The location has been chosen both for its atmosphere and for its location which is a perfect initial starting point for the field day trip in the region.

Hotel Gutsgasthof Stangl

Münchner Strasse 1, 85646 Neufarn, Germany

http://www.hotel-stangl.de

Phone: +49 89 905010, E-mail: info@hotel-stangl.de

Training venue: The course will be organised at the meeting rooms/premises of the Hotel which offers sufficient breakout rooms for the working groups and a traditional Biergarten to facilitate group discussions and cozy get-togethers during meeting breaks.

Social event: The field day trip on day 3 will be closed by a guided sightseeing walk around the city center of Munich and a typical dinner in a Bavarian restaurant/Biergarten.

ANNEXES

Year	2014					2015					Total
Sessions	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8	Session 9	Session 10	Member State
Dates	02. - 06. June	21. - 27. June	06. - 10. Oct	03. - 07. Nov	01.-05. Dec	02. - 06. Mar	04. - 08. May	15. - 19. June	21.- 25. Sept	19. - 23. Oct	
Location	Lyon	Munich	Warsaw	Lisbon	Munich	Lyon	Warsaw	Munich	Lisbon	Munich	
Member States (max 10 from Germany, UK, France, Italy, Spain, Poland, Bulgaria, Romania)											
1 Germany	-	4	2	1	3	1	1	1	1	2	**16**
2 United Kingdom	1	2	1	1	2	1	2	2	2	2	**16**
3 France	1	-	-	1	1	4	2	3	2	2	**16**
4 Italy	3	2	1	3	1	1	1	1	1	2	**16**
5 Spain	1	1	1	3	1	1	1	1	3	1	**14**
6 Poland	2	-	2	1	1	1	3	2	1	1	**14**
7 Bulgaria	2	2	-	1	-	1	1	1	1	1	**10**
8 Romania	1	1	2	1	1	1	1	1	1	-	**10**
Location	Lyon	Munich	Warsaw	Lisbon	Munich	Lyon	Warsaw	Munich	Lisbon	Munich	
Other MS and Candidate Countries (max 8 from each other EU MS and FYROM, Iceland, ME, Serbia, Turkey)											
Austria	1	-	-	-	-	1	2	2	2	2	**10**
Belgium	1	2	-	1	2	1	-	1	1	1	**10**
Croatia	-	1	1	1	-		-	1	1	1	**6**
Cyprus	-	1	-	-	-	1	-	-	1	1	**4**
Czech Republic	1	2	-	1	1	-	-	1	-	1	**7**
Denmark	-	2	-	1	-	1	1	1	1	1	**8**
Estonia	1	-	1	-	-	-	1	-	-	1	**4**
Finland	2	1	1	-	-	1	1		-	-	**6**
Greece	2	-	1	-	2	1		1	2	1	**10**
Hungary	1	2	1	1	1	-	1			1	**8**
Ireland	-	-	-	1	-	1	1	1	1	1	**6**
Latvia	1	1	1	-	-	-	1		-	-	**4**
Lithuania	1	1	1	-	-		1		-	-	**4**
Luxembourg	1	-	-	-	-	-		1	-		**2**
Malta	1	-	-	-	-	-			1	-	**2**
Netherlands	1	1	-	-	-	1	1	2	1	1	**8**
Portugal	2	2	-	3	-	1	-	1	1	-	**10**
Slovakia	1	-	1	1	1	1	1		-		**6**
Slovenia	1	2	1	-	1	-	1		-	1	**7**
Sweden	-	-	-	2	1	1	1	1	1	1	**8**
FYROM		-	1	-	1	-		-		-	**2**
Montenegro	-	-	-	2	-		-	-	-	-	**2**
Serbia		-	1	-	2	-	1	-	-	-	**4**
Turkey		-	2	2	2	-		1		-	**7**

Year	2014					2015					Total
Sessions	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8	Session 9	Session 10	Total
Dates	02. - 06. June	21. - 27. June	06. - 10. Oct	03. - 07. Nov	01.-05. Dec	02. - 06. Mar	04. - 08. May	15. - 19. June	21.- 25. Sept	19. - 23. Oct	Member
Location	*Lyon*	*Munich*	*Warsaw*	*Lisbon*	*Munich*	*Lyon*	*Warsaw*	*Munich*	*Lisbon*	*Munich*	State
Location	*Lyon*	*Munich*	*Warsaw*	*Lisbon*	*Munich*	*Lyon*	*Warsaw*	*Munich*	*Lisbon*	*Munich*	
EFTA &EEA Countries max 4 (Norway, Switzerland, Liechtenstein)											
Norway	1	-	2	-	-			1	-		**4**
Iceland		-	-	-	-	-		1	1	-	**2**
Switzerland	-	-	-	1	2	1	-	-	-		**4**
Liechtenstein	-	-	-	-	-	-	-	-	-		**-**
ENP countries (Albania, Kosovo, Bosnia-Herzegovina)											
Albania		-	-	-	1	-		1	-	-	**2**
Kosovo	-	-	-	-	-	1	1		-	-	**2**
Bosnia-Herzegovina	-	-	-	-	-	1	-	-	-	1	**2**
						-	-	-	-	-	**-**
Other third countries/EUROMED											
Morocco	-		-	1	-	1	-	-	1	1	**4**
Tunisia		-		-	-	1	1	-	-	1	**3**
TOTAL Participants	**30**	**30**	**24**	**30**	**27**	**27**	**28**	**29**	**27**	**28**	**280**
Accum. Participants											
max. Participants	30	30	30	30	30	26	26	26	26	26	**280**
different	-	-	6	-	3	1	2	3	1	2	-

Annex 2: Detailed Training programme

Day 1					
Time	**Module No.**	**Title of Module**	**Training Objective / Subjects Covered**	**Method of Training**	**Name of Responsible Tutor**
before 12h00		Arrival of participants			
12h00 13h00		Lunch			
Module 0: Welcome of Participants and Introduction to the BTSF Training Program					
13h00 13h20	Module 0.1	Introduction	• Welcome and opening address		DG SANCO / Chafea Competent Authority of the hosting country Contractor
13h20 13h30	Module 0.2	Introduction	• Presentation of the Programme "Better Training for Safer Food"	Presentation / Video	DG SANCO / Chafea / Contractor
13h40 13h45	Module 0.3	Introduction	• Presentation of the training programme, methodology and the expected results • Introduction of Tutors Q&A Session	Presentation	Training Coordinator Mark Rigby Tutor of hosting country
13h45 15h15	Module 0.4	Introduction	• Self-Introduction of participants, institutional background, position and tasks • Collection of participants' expectations and needs (pin board) • Collection of important issues to be covered in the training in the areas of: - Legislation, Inspection, Field implementation, Information Systems, Use for animal health control • Setting-up of four working groups, introduction to the group work methodology (co-ordinator, rapporteur)	Round Table	Training Coordinator Mark Rigby Tutor of hosting country

15h15	15h45	Coffee Break				
Module 1: Legal Base for Animal IRT						

15h45	17h30	Module 1.1	Legal base	Summary of the community rules on the identification, registration and traceability of animals (subdivided in four parts covering bovine, ovine/caprine, porcine, equine animals):
				• Characterization of the legal provisions for each species
				   - main regulations
				   - Recently updated legislation, legislation which is in the process of being introduced
				• Derogations from the main rules for each species: logic, conditions and ramifications, benefits, examples implemented in member states
				• Q&A Session for each species
					Presentation
					Online-Demo of relevant EU-website
						Tutor Aneta Herod
						Training Co-ordinator Mark Rigby
						Tutor of hosting country

17h30	17h50	Module 1.2	Legal base	• How to implement the community rules into national legislation? – case study Poland Experiences from Member States and participating countries	Presentation	Tutor Aneta Herod Training Co-ordinator Mark Rigby Tutor of hosting country
17h50	18h15			Round Table Discussion		
19h00	22h00	Welcome drink and dinner at the hotel premises				

Day 2					
Time		**Module No.**	**Title of Module**	**Training Objective / Subjects Covered**	**Method of Training**	**Name of Responsible Tutor**
Module 2: Veterinary control of Animal IRT					
09h00	09h15	Module 2.1	Veterinary control	Principles in horizontal legislation on veterinary control	Presentation	Tutor Gudrun Vollrath Training Co-ordinator Mark Rigby Tutor of hosting country
09h15	09h20			Q&A Session		
09h20	09h40	Module 2.2	Veterinary control	Organisation of control of animal keepers and other objects of control (markets, dealers, assembly centres) • Control procedures applied - case study Poland	Presentation	Tutor Aneta Herod Training Co-ordinator Mark Rigby Tutor of hosting country
09h40	090h50			Q&A Session		
09h50	10h00	Module 2.3	Veterinary control	Introduction to the group work	Presentation	Tutor Gudrun Vollrath Training Co-ordinator Mark Rigby
10h00	10h20	Coffee Break				
10h20	11h15	Module 2.3	Veterinary control	• Best Practices for the inspection of animal keepers and other objects of control (pre-conditions, effective control strategies)	Group Work	Tutor Gudrun Vollrath Training Co-ordinator Mark Rigby Tutor of hosting country
11h15	12h00			• Presentation of Group Work Findings & Summary of Findings		
12h00	12h15	Module 2.4	Veterinary control - Veterinary checks and movements across country borders	• Veterinary Checks in regards to movements of animals for intra-community trade: TRACES functionalities and operation for movements across borders Q&A Session	Presentation	Tutor Gudrun Vollrath Training Co-ordinator Mark Rigby Tutor of hosting country
12h15	13h30	Lunch				

Module 3: Practical Field Implementation of Animal IRT

13h30	13h50	Module 3.1	Implementation of legal provisions in the field – processes	• Similarities and differences between different species, breeding/production and animals for direct slaughter – an introduction to workflows & business processes	Presentation	Tutor Erik Rehben Training Coordinator Mark Rigby
13h50	14h00	Module 3.2	Implementation of legal provisions in the field – critical issues and best practices	• Introduction to the group work (four working groups for bovine, porcine, sheep & goats, horses)	Presentation	Tutor Erik Rehben Training Coordinator Mark Rigby
14h00	15h00	Module 3.2	Implementation of legal provisions in the field – critical issues and best practices	• Identification of major critical points (compliance of stakeholders, technical matters, data quality)	Working Group	Tutor Erik Rehben Training Coordinator Mark Rigby Tutor of hosting country
15h00	15h30	Coffee Break				
15h30	16h15	Module 3.2	Implementation of legal provisions in the field – critical issues and best practices	• Presentation of working group results • Collection of the outcome on a pin board and to address findings in remaining Modules	Round Table Discussion	Tutor Erik Rehben Training Coordinator Mark Rigby
16h15	16h45	Module 3.3	Implementation of legal provisions in the field – holding identification	• Introduction on EU legal provisions and to possible approaches for holding identification • Sharing of experiences on the different approaches for the identification of holdings and other locations where animals are kept (i.e. grazing areas, market places …) Round Table Discussion	Presentation Round Table Discussion	Tutor Erik Rehben Tutor Erik Rehben Training Coordinator Mark Rigby Tutor of hosting country
16h45	17h10	Module 3.4	Implementation of legal provisions in the field – tools and devices	• Introduction on legal provisions and overview on different means for animal identification • Specificities of electronic identification and comparison of different electronic	Presentation	Tutor Erik Rehben

				ID devices/methods for different species (horses, bovine, porcine, ovine and caprine)	
17h10	17h30	Module 3.5	Implementation of legal provisions in the field – tools and devices	• How to select the appropriate means for animal identification (international standards and organizational aspects on the procurement process)? Share of experiences from member states and participating countries	Round Table Discussion	Tutor Erik Rehben Training Coordinator Mark Rigby Tutor of hosting country
17h30	18h00	Module 3.6	Implementation of legal provisions in the field – tools and devices	Description of different strategies for the data capture in the field (paper, mobile readers, panel readers …) and the data entry onto the information system Exchange of experiences from member states and participating countries	Presentation Round Table Discussion	Tutor Erik Rehben Tutor Erik Rehben Training Coordinator Mark Rigby Tutor of hosting country
18h00	18h15	Briefing for the Field Day (sites to be visited)			
19h00		Dinner			

Day 3 (Field Day)		
Time		**Content**
09h00		Departure
09h00	12h00	The one-day field day will provide an insight to the practical implications of Animal Identification, Registration and Traceability Systems in the country of the training (i.e. France, Germany, Poland, Portugal). The one-day field day may include but will not limited to • Visit / Meeting with a typical livestock farmer (cattle, pigs or sheep and goats) • Visit to a livestock market and/or assembly centre, dealers premises • Visit / Meeting with a slaughterhouse • Visit / Meeting with a Registration Office and/or the headquarters of the Competent Authority/location of national database of the relevant country Each visit will include a short introduction, presentations of the information system, technical devices and forms as well as Q&A sessions with relevant staff. Guidance will be provided by the Training Coordinator Mr. Mark Rigby and at least one Tutor of the hosting country
12h30	13h30	Lunch
13h30	16h00	Field day (contd)
15h45	16h00	Debriefing of the field visit, summary of important observations, findings and conclusions
16h00		Return to Munich
17h00	18h30	Social event
19h30		Dinner at Restaurant
21h30		Return to Hotel

Day 4					
Time		**Module No.**	**Title of Module**	**Training Objective / Subjects Covered**	**Method of Training**	**Name of Responsible Tutor**
Module 4: Information System for Animal IRT					
09h00	09h15	Module 4.1	Information systems	• Introduction on EU legal provisions for an information system for animal identification, registration and traceability	Presentation	Training Coordinator Mark Rigby Tutor of hosting country
09h15	09h40	Module 4.2	Information systems	• Basic outline of functionalities and components of an information system for animal identification, registration and traceability Q&A Session	Presentation	Tutor Helmut Hartmann Training Coordinator Mark Rigby Tutor of hosting country
09h40	10h05	Module 4.3	Information systems	• IT-infrastructure and communication structure of an information system for animal identification, registration and traceability Q&A Session	Presentation	Tutor Helmut Hartmann Training Coordinator Mark Rigby Tutor of hosting country
10h05	10h30	Module 4.4	Information systems	• Error handling workflow (error management, - notification and – correction) based on the working concept of the German Animal IRT system "Herkunftssicherungs- und Informationssystem für Tiere" (HIT) Q&A Session	Presentation	Tutor Helmut Hartmann Training Coordinator Mark Rigby Tutor of hosting country
10h30	11h00	Coffee Break				
11h00	11h30	Module 4.5	Information systems	• Introduction on EU legal provisions and presentations of practical implementation of specific functionalities based on the working concept of the HIT - Traceability functionality, Risk	Presentation	Tutor Helmut Hartmann

				analysis, On-spot control and cross-compliance control, Systematic testing		
11h30	12h15	Module 4.6	Information systems	• Integration and linkage of animal identification, registration and traceability information systems with other information systems	Online-Demonstration	Tutor Helmut Hartmann
12h15	13h30	Lunch				
Module 5: Use of Animal IRT for Animal Health						
13h30	14h15	Module 5.1	Use for animal health	• Basics of the use of animal identification, registration and traceability for animal health control – conceptual framework and epidemiological basics	Presentation	Tutor João Niza Ribeiro
14h15	14h30	Module 5.2	Use for animal health	• Introduction to the group work	Presentation	Tutor João Niza Ribeiro
14h30	14h45	Module 5.3	Use for animal health	• Introduction to Case Studies • Introduction to four diseases and their control strategies (bTB, FMD, Brucellosis mellitensis, BTV)	Presentation	Tutor João Niza Ribeiro Training Coordinator Mark Rigby
14h45	15h15	Coffee Break				
15h15	16h30	Module 5.3	Elaboration of a concept for the animal identification, registration and traceability to support the control and eradicate of the disease: • Additional information to be captured, additional processes to be implemented, additional stakeholders to be included, additional analysis and reports to be provided?		Group Work	Tutor João Niza Ribeiro Training Coordinator Mark Rigby Tutor of hosting country
16h30	17h30	Module 5.3	Use for animal health	• Presentation of Group Work Findings, Discussion and Summary	Presentation	Tutor João Niza Ribeiro Training Coordinator Mark Rigby
19h00		Dinner				

				Day 5		
Time		**Module No.**	**Title of Module**	**Training Objective / Subjects Covered**	**Method of Training**	**Name of Responsible Tutor**
Module 6: Context and Outlook for Animal IRT						
09h00	09h20	Module 6.1	Context and outlook – stakeholders	• Present or potential purposes and stakeholders of an Animal Identification, Registration and Traceability System	Presentation Round Table Discussion	Training Coordinator Mark Rigby Tutor of hosting country
09h20	09h40	Module 6.2	Context and outlook – costs and financing	• Costs of Animal IRT systems • Practical examples for the financing of animal identification, registration and traceability system services	Presentation Round Table Discussion	Training Coordinator Mark Rigby Tutor of hosting country

09h40	10h00	Module 6.3	Context and outlook – future legislation	• Outlook on future requirements and legislation
				  - Animal Health Strategy
				  - Animal Health Regulation
				  - Electronic Identification
				  - Interoperability of databases
					Presentation Round Table Discussion	Training Coordinator Mark Rigby

10h00	11h00	Module 6.4	Context and outlook - optimisation	• Identification of starting points for the optimisation of animal Identification, registration and traceability systems:
				  - Legislation
				  - Inspection
				  - Field implementation
				  - Information Systems
				  - Use for animal health control
					Round Table Discussion	Training Coordinator Mark Rigby
						Tutor of hosting country

11h00	11h15	Coffee Break				
11h15	12h00	Module 6.5	Final Evaluation and discussion Hand Out of Training Certification		Round Table	Training Coordinator Mark Rigby
12h00	13h00	Lunch				
		Departure of Participants				

ANNEX 3   Registration form: Template

Recommendations on how to fill-in and submit documents:

- Participants should only select <u>one session</u>[1] on the registration form

- The form can be edited using Adobe Reader or a similar pdf reader.

- The information must be entered into the provided text fields. Simply click on the "text fields" and type your text. Participants should then save their registration in one unique **pdf document with a new name.**

- Please use the following rules when giving a name for your registration document <Field_SessionNo_Country_Familyname.doc>, for example <AIRT_Session1_Lyon_Smith.doc>.

  - o **By sending the form, the participant confirms that he/she will be obliged to attend the selected training event.**

  - o **In case of no more spaces available for the preferred training session we will offer you an alternative session if possible.**

- For CVs, participants should not prepare more than 2 pages[2]

- Please make sure that the participants indicate their full names and add a passport copy to facilitate the flight bookings.

- After approval the National Contact Point shall then send the registration document and CV to the Event Managers indicated below.

Event Managers	E-mail address and other contact details
Mrs. Heike Zipper	2013-96-03-Animal-IRT@adt.de
	Tel: +49 (0)228 91447 34
	Fax: +49 (0)228 91447 31
Mrs. Elena Skuratov	Tel: +49 (0)228 91447 30
	Fax: +49 (0)228 91447 31

THANK YOU!

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[1] 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.

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

Better Training for Safer Food
Training sessions on Animal Identification, Registration and Traceability

REGISTRATION FORM

The Consumers, Health and Food Executive Agency is organising, on behalf of the European Commission's Health and Consumers Directorate-General, a cycle of 10 training courses in the field of **Animal Identification, Registration and Traceability** mainly for EU Member States within the Better Training for Safer Food initiative. In total 280 participants coming from selected Member states and third countries will be invited for each training. The seminars will take place in France, Germany, Poland and Portugal in 2014/ 2015.

The objectives of the **specific training courses on Animal Identification, Registration and Traceability** under the BTSF initiative are to develop the ability to spread the knowledge and best practices for the implementation and control of animal identification, registration and traceability. These training sessions are addressed both to officials involved in control activities and officials involved in the design, management and operation of animal identification, registration and traceability. At the end of the courses it is intended that the participants can perform their tasks and guarantee the verification of compliance with the established basic and specific rules on Animal identification, registration and traceability.

REGISTRATION FORM

Please fill-in this application form carefully before sending it to your **Contact Point**. Please note that the designated Contact Points are responsible for participant selection. Selected participants will receive a confirmation letter containing all relevant information on the training session they will attend.

Preferred Training Session
(You must select only ONE training session!)

2.-6. March 2015		4.-8. May 2015		15.-19. June 2015
Lyon		**Warsaw**		**Munich**
☐		☐		☐

General information

	☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr.
1. Family name:	
2. First name(s):	
3. Date of birth:	
4. Nationality:	
5. PASSPORT N°:	

Languages
Please note that the **training session language is ENGLISH**.
Please indicate your level of knowledge

Language	Level	Your level
English	Basic user (levels A1 and A2)	☐
	Independent user (levels B1 and B2)	☐
	Proficient user (levels C1 and C2)	☐

Contact details

Professional contact details:

Name of the organisation/institution
you are working for:

Address:

Street	Post code
City	Country
Phone	Mobile
Fax	Email

(Please state your direct professional email address so that we can easily be in contact with you)

Private contact details:

*Please note that private contact details, especially a mobile phone number, are **extremely important** in case we have to contact you urgently shortly before an event (SMS or call).*

Address:

Street	Post code
City	Country
Phone	Mobile
Fax	Email

Educational and professional information

Educational background:

☐ University degree in Food Sciences and Technology/Human nutrition/Food production

☐ University degree in Veterinary Science

☐ Engineer

☐ University degree in Sciences (agronomy / microbiology / biology / chemistry)

☐ Lawyer

☐ Other:

Present position:

What is your current position within
your institution?

When did you start your current
function in this institution?

Are you working at Central or
Regional/Local level in your country?

Specific region/district:

Are you directly involved in control activities on the field?

☐ **No**

☐ **Yes**   Total number of years' experience

               Specify

Are you directly involved in the design, management and operation of animal identification, registration and traceability?

☐ **No**

☐ **Yes**   Total number of years' experience

               Specify

Are you responsible for developing strategy and policies?

☐ **No**

☐ **Yes**   Total number of years' experience

               Specify

Professional experience:

Total number of years of experience
in the area:

Brief description of your experience in the area:

Feel free to also attach your curriculum vitae to your application form (in English language).

Motivation to participate in the training session:

Please describe how you intend to disseminate the information and knowledge gained during this seminar to others from your administration?

Have you already participated in other "Better Training for Safer Food" training sessions in the past?

☐ No

☐ Yes   Please specify:

Travel information

Do you have any travel preferences *(if applicable)***?**	
☐ Flight, nearest *international* airport of departure:	
☐ Train, nearest train station of departure:	
☐ Private transport (i.e. car)	

Please add a copy of your passport for the travel agency.

Visa Information

Please fill in this part if you are coming from a country outside the Schengen area and if you need a VISA to reach the hosting country

Passport Details *(as shown on the passport used for VISA application and travel)*
You must make sure that your passport is valid for at least 4 months after the day of your return trip!

Do you have a valid passport?

☐ Yes   ☐ No   **(If you want to participate, you must apply for a valid passport in order to obtain your VISA for the period of the training session!)**

Nationality

Passport No.:

Date and place of issue:

Expiry Date:

Do you have a valid VISA for the Schengen area? *(please make sure it covers the whole training period)*

☐ Yes   ☐ No   *If not, we will contact you to provide you with the documents for the VISA application procedure.*

Dietary and medical requirements

Dietary requirements

☐ None   ☐ Vegetarian

☐ Vegan   ☐ Halal

☐ Kosher   ☐ Other:

Food allergies

☐ No   ☐ Yes, please specify:

Medical conditions requiring special attention in case of an incident:

☐ No   ☐ Yes, please specify:

Allergy to certain drugs:

☐ No   ☐ Yes, please specify:

Emergency information

Persons to contact in the event of accident or emergency (indicate name, relationship, address and contact number):

1)

Last / Family Name	First Name:
Relationship:	
Address:	Post Code:
Country	Email
Phone	Mobile

2)

Last / Family Name	First Name:
Relationship:	
Address:	Post Code:
Country	Email
Phone	Mobile

Don't forget to ask for your **European Health Insurance Card** before leaving.
More info on: http://ec.europa.eu/social/main.jsp?catId=559

PART FOR THE CONTACT POINT:

Approved by National Contact Point
Country:
Name:
E-mail:
Telephone: Fax:
Your application will be subject to approval by the Consumers, Health and Food Executive Agency.   **Non-attendance or cancellations will be reported to CHAFEA.**