

Operational Guidelines BTSF 2011

BTSF INFO DAY

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Zoran Kovač



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Objective of the Operational Guideline

to provide guidance

to the Contractors in relation to the contract implementation

BTSF programme.

Scope

Guideline concerns BTSF contracts

with as subject the organisation of training courses..

Operational Guidelines



Legal Framework - Contract Implementation

The contract implementation is governed by the following statutory provisions:

EC1605/2002 of 25 June 2002 on the **Financial Regulation** applicable to the general budget of the European Union, (as last amended). OJ L 248, 16.9.2002, p. 1. Regulation as last amended by Regulation (EC, Euratom) No 1525/2007 ([OJ L 343](#), 27/12/2007, p. 9)

EC 2342/2002 of 23 December 2002 laying down detailed **rules for the implementation** of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Union (as last amended). OJ L 357, 31.12.2002, p. 1. Regulation as last amended by Regulation (EC, Euratom) No 478/2007 ([OJ L 111](#), 28/04/2007, p. 13)

2011 **Work Programme of the BTSF initiative** is defined in the respective Commission Decision (Commission Decision on financing the 2011 work programme on training in the field of food and feed safety, animal health, animal welfare and plant health in the framework of the 'Better training for safer food' programme (2011/C 153/08) of 24th of May including the overall budget and the technical fields covered. C 153/12 , 24.5.2010

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Stakeholders

Contracting Authority

The Contracting Authority of the BTSF Contracts is the Executive Agency for Health and Consumers. The Authorising Officer is the Director of EAHC.

For the Contractors, the sole contact point is the EAHC. Unless otherwise advised by EAHC, the Contractors' staff shall avoid direct communication with Commission experts, and shall inform EAHC on any such communication.

Please note that EAHC may seek consultation from DG SANCO according to the respective agreement between the two organisations

Contact points at the beneficiary countries

All Member States of the European Union (EU) and several third countries appointed **National Contact Points (NCP)** (a list of which has been established by DG SANCO at http://ec.europa.eu/food/training_strategy/participants/ms_contact_points_en.htm). In countries with appointed NCPs only training applications approved by the NCP shall be considered.

In absence, other national project coordinators, **Contact Points (CP)** shall be identified by the Contractor keeping the representatives of the European Union informed (EU Delegation/EAHC/DG SANCO).

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The Contractor's Staff

Project Leader (PL)

The PL has the overall responsibility for the implementation of the contract. He/she should be entitled to sign the contract and amendments to the contract in a later stage if applicable. He/she should have the authority to mobilise the resources necessary for the successful implementation of the contract.

Project Manager (PM)

The Project Leader may appoint a PM for the daily coordination and management of the contract implementation. Should this option be used, he / she should have a clear delegation, and at least four years of relevant experience managing similar projects. The Contractor is required to inform EAHC on this delegation in due form and time.

Event Manager (EM)

The Contractor is requested to appoint, for each planned activity, an Event Manager responsible for all practical logistical and organisational aspects of that activity, but the EM shall not be a part of the team of tutors. The EM must be involved in all implementation steps, attend the activity and coordinate all different issues. During the entire activity, the EM shall be present on site. The EM shall have full authorisation to take the necessary immediate decisions.

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Training Coordinator

The Contractor shall appoint one person as a specifically responsible for the technical aspects of the training. He/she is a member of the tutors' panel. His/her tasks include in particular the coordination of the work of the tutors' panel and ensuring the coherence of lectures' content and training methodology. During the entire activity the Training Coordinator shall be present on site.

Tutors

Unless otherwise set in Annex I, Chapter 17.2.3 of the Contract (Technical Specifications), the Contractor is required to provide for each course a minimum of 5 qualified and experienced tutors, as appropriate, with at least 5 years of experience in the concerned fields. Tutors should come from different EU countries to provide a broad based international background. Beyond this number, on request of the Commission, the panel of tutors may include Commission officials. This will not imply any additional cost for the Contractor.

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Additional Info

Safety of the participants:

It is advisable to inform all the participants about the filed visits and about s the **code of conduct** during the filed visit – how to dress, how to behave

It is advisable that every participants sign a declaration that he/she is aware about the field visit and that he is aware of code of conduct

It is advisable that protection clothes are available for the participants when visiting food or feed or any other field/training premises

