1. Basic Information

1.1 CRIS Number: 2006/018-180.04-01 Twinning No: PL/06/IB/EC/01
1.2 Title: Improvement of implementation of food safety surveillance
1.3 Sector: Food safety
1.4 Location: Poland (Chief Sanitary Inspectorate in Warsaw/Ministry of Health)

2. Objectives

2.1 Overall Objective(s):

To increase food safety in Poland

2.2 Project purpose:

Strengthening of food safety performance by the inspectors in RASFF (Rapid Alert System for Food and Feed), food hygiene, traceability, materials and articles intended to come into contact with food articles – upgrading and updating of information (results: 1&2);
Strengthening of surveillance tasks concerning food supplements (results: 3&5);
Improvement of monitoring of food additives consumption (result: 4);

2.3 Justification

According to the Comprehensive Monitoring Report on Poland’s preparation for membership: “The administrative capacity in specific areas of the acquis shows that for most of them administrative structures are in place, but only in few cases has the capacity reached an optimal level. Human resources, training and budgets need to be strengthened, and inter-institutional co-ordination needs to be improved”. Following the chapter 1 Free movement of goods: “Particular attention should be paid to the completion of the alignment efforts and to strengthening of the administrative capacity in the area of food safety (notably the upgrading and restructuring of laboratories”).

Also this project is in line with the recommendations given after DG SANCO missions to Poland after accession concerning food hygiene (FVO) and RASFF (mission of RASFF EU Commission contact-point in DG SANCO) – concerning necessity to provide more training for people performing every-day inspections.

3 Description

3.1 Background and justification:

1. Food hygiene and official food control

In 2006 Regulation (EC) No 882/2004 of the European Parliament and of the Council of 29 April 2004 on official controls performed to ensure the verification of compliance with feed and food law, animal health and animal welfare rules entered into force. Some implementing measures were prepared by the EU Commission
services as well as national measures were drafted. Other regulations so-called “Hygiene package” entered into force in 2006. Mainly the Regulation (EC) 852/2004 on the hygiene of foodstuffs, 29 April 2004 and partially Regulation (EC) 853/2004 laying down specific hygiene rules for food of animal origin 29 April 2004, are under the responsibility of the State Sanitary Inspection. It is envisaged that further training will be necessary for the inspectors providing food safety control connected with some new changes resulting from the above Regulations (including e.g. HACCP in small establishments).

It is envisaged that some new regulations and decisions will be implemented during the upcoming year when the new law will be “checked” in real life and some problems with implementation may occur.

This training will be provided for up-graining the knowledge of group HACCP/hygiene trainers established already. They will later on spread out all updated information within the cascade trainings. It will also focus very much on the regulation 466/2001 and microbiological criteria which are difficult for interpretation, (and the guidelines are being drafted by the EU Commission for “microbiological” regulation).

Following this subject it would be very appropriate to provide special training on traceability approach including the guidance document on the implementation of the General Food law main requirements which has been developed by a working group of Member State experts from December 2004. Also the Regulation on microbiological requirements will soon enter into force.

2. Materials and articles intended for contact with food

In December 2004 the new Framework Regulation on materials and articles intended for food contact entered into force. This Framework Regulation (EC) 1935/2004 (L338/4) states that food contact materials shall be safe. They shall not transfer their components into the food in quantities that could endanger human health, change the composition of the food in an unacceptable way or deteriorate the taste and odor of foodstuffs. The Regulation also includes the following provisions:

-If an article is intended for food contact it shall be labeled for food contact or bear the symbol with a glass and fork. In cases where the intention for food contact is obvious by the nature of the article e.g. knife, fork, wine glass, this labeling is not obligatory.
-Labeling, advertising and presentation of food contact materials shall not mislead the consumer.

The Regulation establishes 17 groups of materials and articles which may be covered by specific measures. Up to now specific measures exist for some of them - ceramics, regenerated cellulose and plastics. During the following years for other groups they will also be established. It is important to mention that from 26 October 2006, food contact materials and articles shall be traceable throughout the production chain. That is why it is necessary to train people supervising food contact materials in the theoretical issues as well as in analytics.

3. RASFF
According to the regulation 178/2002 the RASFF system was established within the Community. Poland as a new MS is also part of this system. At the central and regional level including border units responsible Authorities have access to CIRCA web-site. In the forthcoming year new computers will be provided for local units. That is why more efficient training is necessary for people from regional and local level dealing with RASFF system especially training in CIRCA usage and procedures to be followed in case of alert situations. Also risk assessment training concerning specific cases and new risks will be introduced, this will include crisis management and contingency plans.

4. New labeling requirements, food supplements, food additives
The European Community has adopted detailed rules on labeling and nutrition labelling of foods. With regard to claims there is the basic provision that claims should not mislead the consumer. On 16 July 2003 the Commission adopted a proposal for a Regulation on the use of nutrition and health claims made on foods 2003/0165 (COD). A common position is expected in autumn 2005 and second reading is expected to be finalised at the beginning of 2006. The proposed Regulation would allow health claims under strict conditions and following an independent scientific assessment and Community authorization. This proposal covers nutrition and health claims used in the labeling, presentation and advertising of foods. Only nutrition and health claims that are in conformity with the provisions of this Regulation will be allowed on the labeling, presentation and advertising of foods placed on the market within the Community and delivered as such to the final consumer. In the time of realization of this project the above mentioned regulation is expected to be in force and will need to be implemented within Poland. That is why training of SSI employees is very important.

With the above mentioned subject other EU rules are connected such as directive 2002/46/EC of the European Parliament and of the Council of 10 June 2002 on the approximation of the laws of the Member States relating to food supplements. This Directive was implemented into national laws. It is expected that not later than 12 July 2007, the Commission shall submit to the European Parliament and the Council a report on the advisability of establishing specific rules, including, where appropriate, positive lists, on categories of nutrients or of substances with a nutritional or physiological effect, accompanied by any proposals for amendment to this Directive which the Commission deems necessary. It would be advisable if the above mentioned new information will be provided to the SSI.

In Poland there is implemented a system of notification of foods supplements. Taking into account SSI experiences many food supplements containing substances other than minerals and vitamins were placed on the market. Especially some food products with herbal compounds need to be monitored – concerning the content as well as purity criteria. Adequate equipment for reference laboratory would have to be purchased and methods implemented. This would lead to the implementation of monitoring of this kind of foodstuffs in Poland.

5. Food additives
European Parliament and Council Directives 94/35/EC, 94/36/EC and 95/2/EC require each Member State to monitor the consumption and usage of food additives. Member States shall, establish systems to monitor the consumption and use of food additives.
additives and report their findings to the Commission. Such data are gathered by most of MS. EU Commission published the Report on Dietary Food Additive Intake in the European Union. Within this project such analysis will be performed by the reference unit (Food and Nutrition Institute- FNI). The food consumption data according to the previous experience and on the basis of the above mentioned data will be collected and estimation of chosen (risk) food additives will be calculated. Consequently a report will be prepared by the FNI as the outcome of this task.

3.2 Linked activities:
- Transition Facility 2005 *Strengthened food safety control of irradiated foodstuffs*
  Twinning No.: PL2005/IB/AG/06-not started yet
  -purpose: improve the official control of irradiated foodstuffs
  -results: people trained, laboratory for testing of irradiated foodstuffs established

- Transition Facility 2004 Improvement of official food control performed by the State Sanitary Inspection- envisaged tender–1st half of 2006
  -purpose: improve the official control of food sampling mainly for pesticides and mycotoxins (implementation of certain EU Decisions concerning special conditions of import control of some foodstuffs)
  -results: number of inspectors performing official sampling trained

- Project Phare 2003 *Implementation of Food Safety Strategy* No. 2003/005-710/02.01 - where are included training activities for analytical methods (e.g. pesticides, SUDAN, mycotoxins, PHA, histamine etc.).
  -purpose: improve the official control of food - provision of IT as well as analytical equipment and training for analytical methods such as pesticides, SUDAN, mycotoxins, PHA, histamine, GMO. (all contracts were contracted)
  results: number of equipment delivered, number of people trained – food safety control strengthen. The project was supplementary to the project Phare 2001 and all investments were planned as a result of the necessities found in relation to that project.

- Project Phare 2002 *Strengthen the food Control Administration* CRIS number: 2002/000-580-02-01 - on training to HACCP, methodology for PSES/VSES and procurement of teaching aids – finished.
  -purpose: improve the official control of food - provision on training to HACCP, methodology for PSES/VSES and procurement of teaching aids – finished (before new “Hygiene Package” has entered into force)
  results: number of people trained and didactic aids delivered.

- Project Phare 2001 PL0102.04 *Food Safety System* - the project focused on pre-accession adaptation of Polish food safety authorities – mainly the SSI, by provision of equipment for SSI laboratories – mainly for pesticides, mycotoxins. Also basic IT investments were provided for RASFF system. This was necessary to fulfill the requirements given in the FVO reports and adapt implementation of Polish legislation in this area.

3.3 Results:
1- Improvement of food safety control performed by the SSI - in the area of food hygiene, traceability and RASFF (Activities: Component 3.4.1.1; 3.4.1.2; 3.4.1.3);
2 - Improvement of food safety control performed by the SSI - the area of materials and articles int. to come into contact with food (Activities: Component 3.4.1.4)
3. - Improvement of food safety control performed by the SSI - the area of food supplements, nutrition and health claims (Activities: Component 3.4.1.5)
4 – Publication of the report on chosen food additives consumption (Activities: Component 3.4.1.6)
5 - Laboratory performing food supplements monitoring fully operational and providing official sampling plan (Activities: Component 3.4.1.7, 3.4.1.8 Component 3.4.2)

3.4 Activities:

3.4.1. Component 1 – Twinning (EU funds – 0.58M€)

Activities
At the beginning Twinning side will find out on the current situation – twinning party will have to become familiar with Polish administrative situation, implementing rules etc. approx cost – 0.024M€ (1 mission approx 4 days, 5 STE)
Than the following activities will be performed:
1. Provision of trainings for SSI’s staff in early warning and crisis management:
   – in RASFF including CIRCA (at least 360 people trained – 3 days training, 12 groups in each 30 people (12 missions 3 days each of 1 STE approx. 0.047M€
   – and also training in crisis management/contingency plans -at least 40 people trained – 4 days, 2 groups in each 20 people ( 2 missions 4 days each of 2 STE approx.0.02M€
   – it will include also exchange of experience with twinning side (1 study visit for central lever workers – for 5 people). approx. 0.01M€
2. Provision of trainings for SSI’s -in the area of food safety, hygiene- mainly microbiological requirements etc - at least 100 people trained– 4 days, 4 groups in each 25 people (4 missions 4-days each – of 2 STE - approx. 0.048M€)
3. Provision of trainings for SSI’s staff -in traceability (at least 100 people trained– 3 days, 5 groups in each 20 people) (5 missions 3-days each – of 1 STE - approx. 0.02M€)
4. Provision of trainings for SSI’s - in materials and articles int. to come into contact with food :
   -1 analytical training 4 days, 6 groups 6 persons each group (total 36) (6 missions 4-days each – of 2 STE - approx. 0.057M€
   - on supervision of materials and articles intended to come into cont. with food - 3 days, 1 group of 36 people (1 mission 4-days – of 1 STE - approx. 0.005M€
5. Provision of trainings for SSI’s staff -in the area of food supplements, nutrition and health claims
– General training (at least 100 people trained) - at least 100 people trained – 4 days, 4 groups in each 25 people (4 missions 4-days each – of 2 STE - approx. 0.048M€)
– exchange of experience with twinning side on these subjects (1 study visit for 5 central level workers from SSI and FNI) approx. 0.01M€
– Preparation of a guide for food supplements supervision (publication + STE experts missions)-0.009M€

6. Collection, analysing and preparation of the report on chosen food additives consumption (by FNI with twinning party advise) 4 missions of 3 days of 2 experts each approx. 0.034M€

7. Implementation of LC-MS-MS methods for food supplements components -supporting/advising the lab staff during the implementation by the twining experts. (3 missions of 3 days of 1 expert each; approx. 0.014M€); 1 study visit for FNI – for 3 people). approx. 0.01M€; provision of chemicals, small equipment necessary for a training – 0.005M€

8. Establishing of a special sampling plan for food supplements

As it has been practised in the previous projects - involvement of PL experts in the TW is very important. Following this in all of the above mentioned activities PL experts will participate wherever necessary. They will help and consult training contents, they may participate in a training sessions, and in preparation of the guidelines etc.

Visibility costs, - approx 0.003€
Project coordination costs – approx. 0.018M€
Total RTA costs were assessed - approx. 0.2M€
Also assessment of costs of the assistant and interpreter was done for approx. 0.03M€.
Activities to be undertaken under the Twinning project – indicative breakdown of costs including PL co-financing – see annex A

Required inputs
One RTA with good administrative skills and good knowledge of written and spoken English for 12 months will administer the project. The RTA will possess the following qualifications:

- Has worked in food safety area for at least 7 years;
- Experience and knowledge in the area of food hygiene, RASFF, EU requirements concerning official food control, good knowledge of acquis,
- Knowledge on implementation of “hygiene package”, performance of official food control activities (preferably mainly in area of non-animal as well as animal-origin – the last one focusing on non-anim. products on the market)
- He will coordinate not only training activities but also all specific missions of STEs concerning food additives and food supplements analytics implementation.
- Preferably, the RTA should have good computer literacy and being able to work in a team as well as alone

The task of RTA will consist of acting as a co-ordinate preparation of training activities as well as delivery of some of them. He will deal with all planning and cooperation with Polish site – helping and advising them in food safety
area. In his/her work s/he will be assisted by a team of STEs, who will help in component for lab equipment and carry out necessary training, give support to the laboratory’s performing control.

**Member State Project Leader:**
- Has worked in food safety area for at least 10 years;
- Has management position in foods safety organization/institution to allow him to coordinate the project and find experts in the twinning country
- Previous experience in food safety training projects’ implementation would be preferable (however not mandatory)
- Preferably good computer literacy

The tasks of PL will consist in acting as a co-ordinator for all activities necessary to be undertaken to prepare the input from the MS site. He will cooperate with the Polish PL whenever necessary, and especially he will prepare Quarterly Reports and Final Report. He will ensure that all MS administration including Short Term food safety Experts will be committed and available whenever necessary for the project purposes. He will cooperate closely with RTA to ensure smooth realisation of the project.

**Short-term experts**

General tasks: they would be responsible for: support in the training activities, implementation of analytical method in the laboratory as well as preparation of the technical documentation for tender.

**General requirements for STE:** knowledge and experience in the above mentioned areas - university education in biochemistry, chemistry, food technology etc; good knowledge of the current *acquis communautaire* in the scope of this project, experienced with the official food control – according to the subject they will train in.

**Detailed requirements:**

Profile of STEs who deliver activities 3.4.1.2; 3.4.1.3

- Good knowledge and experience in the official food control with excellent knowledge of the new regulation 852/04 and guidance documents on food safety- mainly on microbiological requirements. The expert/s should have experience in every-day implementation and knowledge on problems with interpretation of UE food safety and hygiene-law and traceability.

Profile of STEs who deliver activity 3.4.1.1

- Good knowledge and every-day experience in the RASFF and crisis management (experienced with this system, CIRCA etc).

Profile of STEs who deliver activities 3.4.1.4

- Experience in official control - analytics of materials and articles int. to come into contact with food – including new analytical tendencies; good knowledge of EU legislation in this field

Profile of STEs who deliver activity 3.4.1.5, 3.4.1.8
Experience of every-day control of food supplements, health and nutrition claims knowledge on UE-requirements, systems implemented in deferent countries. Also – experience in a sampling plan for food supplements.

Profile of STEs who deliver activity 3.4.1.6
Experience with food additives consumption studies - involved in at least 1 such survey – according to EU requirements

Profile of STEs who deliver activity 3.4.1.7
Experience in every-day laboratory analytics of food supplements using LC-MS-MS equipment

RTA, Project Leader and all STEs shall be public servants from MS(s)

3.4.2 Component 2 – contract for lab equipment – LC-MS-MS with quadruple system (liquid chromatograph with 2 MS detectors) is planned to be purchased.

The approx. cost of this equipment is 300 000€. Needs analysis – see annex C. Provision of LC-MS-MS for the reference laboratory performing food supplements analytics -FNI. This will include also preparation of technical specification for the tender. This activity will start much earlier then the twinning, to ensure that equipment will be in place as soon as possible, even before the TW will start.

3.5 Lessons learned:
The Chief Sanitary Inspectorate has coordination and supervision responsibilities over the whole Inspection and is the appropriate source of information on the weakest and strongest areas. It coordinates all projects and central trainings for the SSI.
Lessons learned are based on the previous experience during the preparation and implementation of food safety acquis communautaire before the accession. They are also based on previous Phare projects which improved situation of Polish food safety authorities by provision of laboratory equipment, support in laboratory trainings and implementation of supervision strategies. Phare projects realized by the State Sanitary Inspection had significant role in the improvement of performance of food control in Poland. During the exchange of knowledge with twinning partners and taking into account changes in food safety acquis communautaire – some problematic areas were identified. Also FVO missions and recommendations given by EU Commission allowed to recognize them. It is important to mention that the EU Commission provided specific mission concerning RASFF system in 2005. EC representatives stated that there is a big necessity to increase number of training in RASFF for Polish food safety control Authorities. This will be improved by this project. Also the necessary improvement in some areas was assessed by CSI on the basis of the observation of the new EU legislations (health claims, microbiological criteria) and problematic areas (such as food supplements). It was also assessed that such area as materials and articles intended for contact with food which are very important for food safety should be strengthened, especially because in December 2004 the new Framework Regulation concerning this issue entered into force. Concerning the food additives – there is a big necessity to improve this area especially by provision of consumption data analyses.
It is important to mention that this project will be part of the Multi-Annual Control Plan as a trainings strategic plan.

4 Institutional Framework
In the Ministry of Health, the State Sanitary Inspection is the official food control body performing surveillance activities. The State Sanitary Inspection is the entity which plays a leading role in the food safety system that helps to reduce the health risks for the consumers. The State Sanitary Inspection (with the central level authority - the Chief Sanitary Inspectorate (CSI)) consists of 16 Voivodeship Sanitary/Epidemiological Stations (VSEs) and more than 300 Poviat Sanitary/Epidemiological Stations (PSEs) and also Border Epidemiological/Sanitary Stations (BSEs). All of them are responsible for providing surveillance over the whole Poland. SSI cooperates strongly with 2 Institutes being under the Ministry of Health: Food and Nutrition Institute (FNI) and National Institute of Hygiene (NIH). Food and Nutrition Institute (FNI) is the reference laboratory for food supplements. SSI deals with supervision over the food production of non-animal origin as well as importation of such product. It is also responsible over the control of all kind of food being on the market.

SSI cooperates with Veterinary Inspection which is under the Ministry of Agriculture. These co-operations have their legal basis. It is important to mention that SSI is the contact point of the RASFF and the sub-point is established in the Vet Inspection. Veterinary Inspection has a similar structure to the SSI. In some areas they have to cooperate strongly on each level – from central to the local one.

5 Detailed Budget

<table>
<thead>
<tr>
<th>Transition Facility Support</th>
<th>Investment Support</th>
<th>Institution Building</th>
<th>Total TF (=I+IB)</th>
<th>National Cofinancing</th>
<th>IFI *</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract 1 Twinning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>580.000</td>
<td>580.000</td>
<td>260.000</td>
<td></td>
<td>840.000</td>
</tr>
<tr>
<td>Contract 2 provision of equipment for the laboratory performing food supplements analyses LC-MS-MS</td>
<td>220.000</td>
<td>220.000</td>
<td>80.000</td>
<td></td>
<td>300.000</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>220.000</td>
<td>580.000</td>
<td>800.000</td>
<td>340.000</td>
<td></td>
<td>1.140.000</td>
</tr>
</tbody>
</table>

(*) contributions from National, Regional, Local, Municipal authorities, FIs loans to public entities, funds from public enterprises
(**) private funds, FIs loans to private entities

The amount for co-financing for Contract 1 is entirely parallel co-financing.

1In the case of Joint Co-financing, where the final overall cost is lower than foreseen in the project fiche, the National Public and Transition Facility Co-financing are reduced proportionally so as to maintain the agreed rate of co-financing. In the case of Parallel Co-financing, where the final cost is lower than foreseen in the project fiche, it must be shown that the overall objectives of the project have been fully achieved.

The amounts for national co-financing indicated in the table correspond to cash co-financing, unless otherwise stated. Contributions from the Polish administration for effective implementation of the twinning may be further detailed in the twinning contract unless otherwise indicated joint cofinancing is provided.
VAT does not constitute eligible expenditure except where it is genuinely and definitely borne by the final beneficiary. VAT which is considered recoverable, by whatever means, cannot be considered eligible, even if it is not actually recovered by the final beneficiary or individual recipient.

In case of parallel co-financing, the following activities will be financed from the parallel co-financing provision in the budget table – see annex A and B – this will include: all costs of PL experts and participants of trainings such as travel costs, seminar venues, accommodation; all costs of preparation of PL experts’ reports, questionnaires, work of PL experts- delivery of lectures, office for RTA, office equipment and stationary for project’s needs, and all necessary costs rising on PL side during the twinning to be covered according to the previous experiences etc.

According to the joint financing procedure, the total cost of contract 2 (300 000 EUR) will be financed with both Transition Facility funds and Polish funds, in proportions corresponding with contributions declared in the budget table.

6 Implementation Arrangements

There will be a Project Steering Committee (PSC) established in order to speed up the implementation process of the given project components in the first months after Financial Decision for Transition Facility 2006 is taken. The structure of the Committee will be working as an advisory and monitoring body until particular components are contracted and thus where appropriate may be replaced by the Twinning Steering Committee as well as Steering Committees for investment component independently.

The participants of the Project Steering Committee will be representatives of the following institutions: PAO, NAC, CFCU and beneficiary (SPO, contact person as indicated in the fiche and representative from Office for Foreign Aid Programmes in Heath Care). It is also recommended to invite representatives of NAO services while the issues of financial management flow are to be comprehensibly discussed. The Project Steering Committee will meet every quarter starting from the date of signing the Financial Decision and will concentrate on discussing the problem occurred at the beginning phase of project implementation as well as on defining possible solutions and corrective measures. The PAO representative will organize and chair the PSC meetings.

6.1 Implementing Agency

CFCU: Cooperation Fund, ul. Górnośląska 4A, 00-444 Warsaw, tel. +48 22 622 00 31, fax +48 22 622 95 69.

PAO: Mr Tadeusz Kozek, Under Secretary of State, Office of European Integration Committee, Al. Ujazdowskie 9, 00-918 Warsaw, tel. (48 22) 455 52 41, fax (48 22) 455 52 43

6.2 Twinning

- One Resident Twinning Adviser (RTA) and a number of short-term experts will assist in project implementation: consultations continually throughout 12 months of stay in Poland,
- short-term experts with adequate knowledge and experience
- Institutional beneficiaries – Chief Sanitary Inspector, the State Sanitary Inspection’s and reference labs: Food and Nutrition Institute (consumption study on food additives and issues connected with analysing of food supplements),

Improvement of implementation of food safety surveillance
National Institute of Hygiene (materials and articles intended to come into contact with food, food hygiene, RASFF)

- Contact details:
  Polish Project Leader – Mrs Maria Suchowia k –Director of the Dep. of Hygiene of Food, Nutrition and Consumers’ Articles in the Chief Sanitary Inspectorate,

  Polish Counterpart – Mrs Monika Jarzębska –chief specialist in the Dep. of Hygiene of Food, Nutrition and Consumers’ Articles in the Chief Sanitary Inspectorate,

  (both PPL and PC are experienced with such functions in previous project/s)

  Address: 00-238 Warsaw, ul Długa 38/40;
tel. +48 22 536 13 69 fax +48 22 635 61 94
m.jarzebska@gis.gov.pl

Administrative Office:
Department for Institution Building Programmes, Office of the Committee for European Integration

6.3 Non-standard aspects
Non-standard contracts are not foreseen under the project.

6.4 Contracts

**Contract 1** Twinning 840.000€ gross value (EU funds 580.000 + 260.000 co-financing) parallel co-financing

**Contract 2** – Provision of lab equipment 300.000€ gross value (EU funds 220.000 + 80.000 co-financing) joint co-financing

7 Implementation Schedule
Contract 1
7.1.1 Commencement of contracting process: 4th quarter of 2006
7.1.2. Start of project implementation (signature of contract): 3rd quarter of 2007
7.1.3. Project completion: 4th quarter of 2008

Contract 2
7.2.1 Commencement of contracting process: 4th quarter of 2006
7.2.2 Start of project implementation (signature of contract): 2nd quarter 2007
7.2.3 Project completion (laboratory operational): 2nd quarter of 2008

8 Sustainability

Responsible people on behalf of Beneficiary Institutions (SSI including Chief Sanitary Inspectorate) will deal with necessary responsibilities to ensure the project running – as it was ensured during the realization of Phare assistance.

Ministry of Health will foresee necessary recourses to co-finance this project.

9 Conditionality and sequencing

Sequencing:
Twinning contract:
  – working out of the programme of twinning cooperation;
Improvement of implementation of food safety surveillance

- establishing a contact with the twin services of official control in EU countries,
- provision of adequate staff from the SSI;

**Equipment:**
- preparation of technical specification for tender procedures;
- training in equipment operation;
- training in adequate use of equipment.

**ANNEXES TO PROJECT FICHE**
1. Logical framework matrix in standard format (compulsory)
2. Detailed implementation chart (compulsory)
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period) (compulsory)
## ANNEX 1
LOGFRAME MATRIX:

**Programme name and number:**

### Transition Facility –
**Improvement of implementation of food safety surveillance**

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>To increase food safety in Poland</td>
<td>Food safety control performed according to the EU requirements</td>
<td>Criteria established by the Chief Sanitary Inspectorate, Documentation of the Ministry of Health and chief Sanitary Inspectorate, Results of the activity of the Sanitary Inspection and other official food control organs, documentation from inspections</td>
</tr>
</tbody>
</table>

### Project purpose

1. Strengthening of food safety performance by the inspectors in RASFF (Rapid Alert System for Food and Feed), food hygiene, traceability, materials and articles intended to come into contact with food articles – up-grading and up-dating of information (results: 1&2);

2. Strengthening of surveillance tasks concerning food supplements etc. (results: 3&5);

3. Improvement of monitoring of food additives consumption (result: 4);

<table>
<thead>
<tr>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1. Number of SSI workers trained in the mentioned subjects (detailed quantities given in the chapter 3.4 – activities) - after finishing Twinning activities</td>
<td>Criteria established in the Chief Sanitary Inspectorate, Documentation of the Ministry of Health, Chief Sanitary Inspectorate, Voivodship Sanitary-Epidemiological Stations, National Food and Nutrition Institute</td>
<td>Sufficient funds, Involvement of the Polish Government in the integration processes in the area of the food law Poland</td>
</tr>
<tr>
<td>2.1. Number of SSI workers trained in the mentioned subjects (detailed quantities given in the chapter 3.4 – activities) - after finishing Twinning activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2. Sampling plan for food supplements used by SSI.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3. Official laboratory providing analyses of food supplement functioning. (after it</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL BUDGET**

<table>
<thead>
<tr>
<th>EUR</th>
<th>TF EUR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,140,000</td>
<td>800,000</td>
</tr>
</tbody>
</table>

**Contracting period expires**

IV quarter 2008

**Disbursement period expires**

IV quarter 2009
<table>
<thead>
<tr>
<th>Results/Outputs</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Improvement of food safety control performed by the SSI - in the area of food hygiene, traceability and RASFF (Activities: Component 3.4.1.1; 3.4.1.2; 3.4.1.3);</td>
<td>Number of people trained in RASFF including CIRCA, from SSI (at least 360 people trained)</td>
<td>Documentation of the Ministry of Health, Chief Sanitary Inspectorate, report of the EU.</td>
<td>Participation and availability of the Polish and foreign experts</td>
</tr>
<tr>
<td></td>
<td>Number of people trained in the area of food hygiene - microbiological requirements etc (at least 100 people trained)</td>
<td>Quarterly reports, monitoring reports from the project</td>
<td>Punctual continuation by the government bodies of the adopted integration programmes with the EU</td>
</tr>
<tr>
<td></td>
<td>Number of people trained from SSI - in the area of traceability (at least 100 people trained)</td>
<td></td>
<td>Tender for lab equipment organized and finalized with positive result</td>
</tr>
<tr>
<td>2 - Improvement of food safety control performed by the SSI - the area of materials and articles int. to come into contact with food (Activities: Component 3.4.1.4)</td>
<td>Number of people trained for SSI’s in the scope of materials and articles int. to come into contact with food (1 analytical training and 1 on supervision- at least 34 people participating in each kind of training activities)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of people trained for SSI’s staff - in the area of food supplements, nutrition and health claims, (at least 100 people trained from both services)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Guidelines delivered to the SSI workers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Report on consumption of food additives published and sent to the UE Commission.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. - Improvement of food safety control performed by the SSI - the area of food supplements, nutrition and health claims, etc, (Activities: Component 3.4.1.5)</td>
<td>Sampling plan for food supplements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Improvement of implementation of food safety surveillance
4 – Publication of the report on chosen food additives consumption (*Activities: Component 3.4.1. 6*)

5 - Laboratory performing food supplements monitoring fully operational and providing official sampling plan (*Activities: Component 3.4.1.7, 3.4.1.8 Component 3.4.2*)

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4.1 TWINNING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At the beginning Twinning site will find out on the current situation – twinning party will have to became familiar with Polish administrative situation, implementing rules etc. Than the following activities will be performed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Provision of trainings for SSI’s staff -in RASFF including CIRCA, risk management (at least 360 people trained and also training in crisis management (40 people). This will include also exchange of experience with twining side (1 study visit for central lever workers – for 5 people).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Provision of trainings for SSI’s -in the area of food safety, hygiene, microbiological requirements etc (at least 100 people trained)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Provision of trainings for SSI’s staff - in traceability (at least 100 people trained)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Provision of trainings for SSI’s - in materials and articles int. to come into contact with food (1 analytical training and 1 on supervision- at least 34 people participating in each kind of training activities)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Provision of trainings for SSI’s staff - in the area of food supplements, nutrition and health claims, (at least 100 people trained. This will include also exchange of experience with twinning side. (1 study visit for 8 central lever workers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twinning covenant</td>
<td>RTA and certain number of short-term experts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(<em>requirements for RTA and short term experts-see the main body of the fiche</em>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experts from the Polish side</td>
<td>Participants of trainings from the SSI and other institutions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organizational means (equipment and room for trainings, accommodation etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation and availability of the Polish and foreign experts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adopted integration programmes with the UE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperation of TW experts and PL experts established</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-financing from the Polish budget ensured</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Collection, analysing and preparation of the report on chosen food additives consumption (by FNI with twinning party advise)
7. Implementation of LC-MS-MS methods for food supplements components (supporting/advising the lab staff during the implementation by the twining experts)
8. Establishing of a special sampling plan for food supplements

After all training activities all didactic materials will be published and distributed for participants, also on CDs.

**(requirements for RTA and short term experts-see the main body of the fiche)**

<table>
<thead>
<tr>
<th>Investments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4.2 component – contract for lab equipment</td>
</tr>
<tr>
<td>Provision of LC-MS-MS for the reference laboratory performing food supplements analytics. This will include also preparation of technical specification for the tender.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL experts responsible for preparation of the tendering documentation</td>
</tr>
<tr>
<td>Organization of the tender</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preconditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender for lab equipment organized and finalized with positive result</td>
</tr>
<tr>
<td>Granting appropriate financial means for the project</td>
</tr>
<tr>
<td>Contracting the Twinning partner</td>
</tr>
</tbody>
</table>

Improvement of implementation of food safety surveillance
## ANNEX 2-3 Implementation, contracting and disbursement schedules

<table>
<thead>
<tr>
<th>Date of drafting</th>
<th>Planning period</th>
<th>Total budget=0.94</th>
</tr>
</thead>
</table>

### Contract 1 TW

<table>
<thead>
<tr>
<th>Budget Allocation Cost Estimate in MEUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV’06</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>I</td>
</tr>
<tr>
<td>0,58</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Contract 2 Purchase of LC-MS-MS

<table>
<thead>
<tr>
<th>Budget Allocation Cost Estimate in MEUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV’06</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>I</td>
</tr>
<tr>
<td>0,22</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Legend: D: Design of contract and tendering  C: Signature of contract  I: Implementation
### Annex A – Indicative division of expenditures for Twinning activities.*

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>Total MS cost</th>
<th>BC Co-financing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Twinning</td>
<td>200000</td>
<td></td>
</tr>
<tr>
<td>Total RTA Assistant and Interpreter Costs</td>
<td>30000</td>
<td></td>
</tr>
<tr>
<td>Project coordination costs</td>
<td>18000</td>
<td></td>
</tr>
<tr>
<td>Visibility costs (3000€)</td>
<td>3000</td>
<td></td>
</tr>
<tr>
<td>Office for RTA and assistant/s</td>
<td>35000</td>
<td></td>
</tr>
</tbody>
</table>

#### PROJECT ACTIVITIES

**Project initialisation**
- Expert missions and all connected expenditures
  - Aprox. 1 mission, 4 days 5 experts STE
  - Seminar venue, accommodation, catering etc
  - Total: 23900
- Seminar venue, accommodation, catering PL experts etc
  - Total: 20000

**C.3.4.1.1. RASFF/Circa /crisis management**
- Expert missions and all connected expenditure
  - RASFF-CICRA at least 360 people - approx. 12 missions, 3 days, 1 STE
  - Total: 46620
- Seminar venue, accommodation, catering PL experts etc
  - Total: 10000

**C.3.4.1.2. Food safety/hygiene-microbiology**
- 4 missions, 4 days each, of 2 STE
  - Seminar venue, accommodation, catering, PL experts etc
  - Total: 10000

**C.3.4.1.3. Traceability**
- 5 missions 3 days each, 1 STE
  - Seminar venue, accommodation, catering, PL experts etc
  - Total: 30000

**C.3.4.1.4. Materials and articles int. to come into contact with food**
- Practical – 6 missions 4 days each of 2 STE
  - Seminar venue, accommodation, catering, PL experts etc
  - Total: 57360
- Theoretical – 1 mission 4 days each of 1 STE
  - Seminar venue, accommodation, catering, PL experts etc
  - Total: 4780

**C. 3.4.1.5. Food supplements/claims**
- 5 missions, 4 days each, of 2 STE
  - Seminar venue, accommodation, catering, PL experts etc
  - Total: 47800

**C.3.4.1.6. Food additives consumption**
- 4 missions of 3 days of 2 STE
  - Provision of questionnaire, collection of data
  - Total: 33480

**C.3.4.7.+C 3.4.1.8. Support for implementation of LC-MS-MS analytics and sampling plan**
- Total: 20000

---

*Improvement of implementation of food safety surveillance*
3 missions of 3 days of 1 STE | 14055
Study visits | 15000 | 15000
Pl+ costs (documents, translations of methods) | 2000
provision of chemicals, small necessary equipment for analytics, etc | 5000
Additional travel costs, translations, office materials for office involved in the project | 15000

PROJECT TOTAL | 579340 | 260000

ANNEX B - Indicative timetable for TW - for 12 months (quarters)*

<table>
<thead>
<tr>
<th>result</th>
<th>activity</th>
<th>Name of activity</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C.3.4.1.1</td>
<td>RASFF, Circa, Crisis management</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>1</td>
<td>C.3.4.1.2</td>
<td>Food safety-hygiene</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>1</td>
<td>C.3.4.1.3</td>
<td>Traceability</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>C.3.4.1.4</td>
<td>Materials and articles int. To come into contact with food</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3</td>
<td>C.3.4.1.5</td>
<td>Food supplements + claims</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4</td>
<td>C.3.4.1.6</td>
<td>Food additives consumption</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5</td>
<td>C.3.4.1.7</td>
<td>Support for implementation of LC-MS-MS analytics</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5</td>
<td>C.3.4.1.8</td>
<td>Food supplements + laboratory and sampling plan</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

* It is only an indicative assessment of TW timetable, and is not obligatory during the preparation of the Twinning Covenant
Annex C  Assessment of needs – feasibility study for contract 2

During the last years food supplements market is growing rapidly. New products are placed on the UE market. Presently the placing on the market is based on the food supplements Directive 2002/46/EC which allows to use as a compounds of food supplements not only vitamins and minerals but also other substances, such as herbs and herbal extracts.

The main reason for provision of LC-MS/MS for the reference laboratory (FNI) is that there is a need to implement analytical methods based on modern analytic equipment – such as LC-MS/MS. This analytical technique enables to detect and determine quantity of harmful to human health trace elements and organic contaminants in food, especially substances with big molecules, polar, ionic, thermally unstable. For these kinds of tests very important are: sensitivity, recurrence, quantity analyses - where LC-MS/MS is the most advisable equipment.

This technical method is also a basic matter in plant extract analyses, especially active substances such as ginkgolids, catechines, purins alkaloids, salikozyds which are in herbal food supplements. Redundancy of such compounds causes potential danger for health and because of that it must be controlled. This equipment might be used for other issued such as mycotoxins and colorants.

The assessment of the price of the apparatus was done on the basis of the prices of presently available offers of the companies. As it only one “set of equipment” – the tender should not be very problematic.