

Standard Summary Project Fiche for the Transition Facility

1. Basic Information

- 1.1 CRIS Number: : 2007/019-303.03.02
- 1.2 Twinning contract BG/07/IB/AG /02
- 1.3 Title: **Strengthening of the official control of feedingstuffs in Bulgaria, executed by the National Grain and Feed Service as a competent authority**
- 1.3. Sector: Agriculture
- 1.4 Location: National Grain and Feed Service of Bulgaria

2. Objectives

2.1 Overall Objective(s):

Strengthening of the official control of feedingstuffs in order to prevent, eliminate or reduce to acceptable levels risks to humans and animals health, to achieve high level of compliance with the general rules on feed hygiene and to guarantee fair practices in feed trade and protect the customers interests.

2.2 Project purpose

- 1. Assurance of efficient official feed safety control and high level of protection of animal and human health by training of National Grain and Feed Service (NGFS) staff and of Feed Business Operators (FBOs).
- 2. Streamlining of the official control executed by National Grain and Feed Service by development of an Intranet IT system for storage, exchange and analysis of information.

2.3. Justification

Legislation:

National Grain and Feed Service is obliged to implement the following legislation related to the current project:

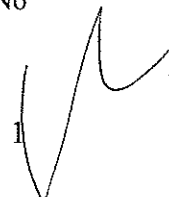
- Regulation (EC) 178/2002 General Food Law is directly applicable;
- Regulation (EC) 1831/2003 on additives in animal nutrition is directly applicable;
- Regulation (EC) 882/2004 on official control performs to ensure the verification of compliance with feed and food law, animal health and animal welfare is directly applicable;
- Regulation (EC) 183/2005 on feed hygiene is directly applicable.

After the MISSION DG(SANCO)/8091/2006 and with regard to the above mentioned regulations the following recommendations have been made:

Feed controls

- 1. To improve the co-ordination between the National Grain and Feed Service and the National Veterinary Service involved in the official controls in order to ensure their efficient planning and implementation as required by Art 4 (3) and (4) of Regulation (EC) No 882/2004.
- 2. To implement a risk based inspection and sampling programme which covers all stages of the feed chain and imports and is fully in line with provisions laid down in Art 3 and Art 42 of Regulation (EC) No 882/2004.
- 3. To conduct official sampling and analysis and put in place adequate laboratory resources, for the official controls in the field of animal nutrition on feed additives, undesirable or forbidden substances to ensure a high level of feed safety as required by Regulations (EC) No 183/2005 and No 882/2004.

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4. To consider following provisions laid down in Recommendation 2005/925/EC and 2006/88/EC.

Compliance with requirements for feed hygiene

5. To finalize preparations to comply with requirements as laid down in Regulation No 183/2005/EC and to subsequently implement them.

3. Description

3.1 Background and justification:

The National Grain and Feed Service is the competent Bulgarian authority that executes official control on animal feed in accordance with the provisions of the Feed Law (State Gazette No 55/2006) and of the secondary legislation. The Feed Law and the secondary legislation are in full compliance with the EU legislation on animal feed, including:

- Regulation 178/2002/EC laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety;
- Regulation 1831/2003/EC on additives for use in animal nutrition;
- Regulation 882/2004/EC on the official control performs to ensure the verification of compliance with feed and food law, animal health and animal welfare is directly applicable;
- Regulation 183/2005/EC on feed hygiene.

According to the Organic Rules of the National Grain and Feed Service (State Gazette, No 12/2004, amended by State Gazette, No 68/2004, No 40/2005, No 90/2006), NGFS consists of four directorates – Chief Directorate “Grain and Grain products”, Directorate “Administrative, legal, financing and economical service”, Directorate “Central Laboratory” and Chief Directorate “Feeds Control” (CDFC).

Control on feed is a direct responsibility of the Chief Directorate "Feed Control" (CDFC), established in accordance with the Feed Law (State Gazette No 82/1999, amended by State Gazette No 101/ 2000). The scope of the activities performed by NGFS is as follows:

1. Execution of the requirements for approval and registration of Feed Business Operators, registers are available on the NGFS internet site;
2. Circulation of feed materials;
3. Production, putting into market and use of feed additives;
4. Production and trade with compound feedingstuffs.
5. Compliance and completeness of the feed intended for particular purposes;
6. Observance of the implementation of animal feed normative acts.

The NGFS executes feed control based on an Annual Control Plan. The Annual Control Plan is prepared on the grounds of analysis of the control activities from the previous year, risk assessment, quantity of feed production per year, intended purpose of the feed (produced for the market or for consumption in the own farm), the additives incorporated in the feed. The plan takes into account the recorded cases of incompliance and breach of the Feed law and the secondary legislation.

The official control covers all stages of production, processing, distribution and use of feeds according to Article 10, paragraph 2 of the Regulation 882/2004. The official control is carried out through appropriate control methods and techniques like monitoring, surveillance, verification, inspection, sampling and analyses. The samples taken during the official control are analyzed in accredited NGFS and external laboratories..

In cases of established or suspected problems with feed safety, NGFS restricts the distribution of the feeds and prescribes some of the following corrective measures to be undertaken:

- Bringing of feeding-stuffs in compliance with the safety requirements;
- Decontamination of feeding-stuffs where it is possible;
- Redirecting of feeding-stuffs for other purposes or
- Destruction.

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In cases of established non-compliance the NGFS has to ensure that the feed operator will undertake remedial actions such as:

- the imposition of sanitation procedures or any other action deemed necessary to ensure the safety of feed or compliance with feed law;
- the restriction or prohibition of placing on the market, import or export of feed;
- monitoring and, if necessary, ordering the recall, withdrawal and/or destruction of feed;
- the authorisation to use feed for purposes other than those for which they were originally intended;
- the suspension of operation or closure of all or part of the business concerned for an appropriate period of time;
- the suspension or withdrawal of the establishment's approval;
- any other measure the competent authority deems appropriate.

The Bulgarian legislation in the feed sector is fully harmonised with the acquis. As from 1 January 2007 Regulation 178/2002/EC, Regulation 1831/2003/EC, Regulation 882/2004/EC and Regulation 1831/2005/EC are directly applicable.

There are however difficulties in achieving their efficient implementation due to lack of expertise of the inspectors and laboratory staff.

Absence of Intranet information IT system is an obstacle to achieve compliance with the requirements of the Article 3, Paragraph 1 of the Regulation 882/2004/EC for implementation of risk based control. The inspectors meet difficulties in getting the information on time and updating the company dossiers, inspection reports, etc. Effective analyses could not be performed to guarantee development and implementation of risk based control.

Currently most of the Feed business operators (FBOs) in Bulgaria do not have safety self-control systems in place and need to implement such by the end of 2007 (according to Article 18 of Regulation 1831/2005/EC). To achieve this they need support by the branch organizations in the feed sector. Such support should be focused on the provision and dissemination among FBOs of Guides on GP and Manuals with procedures based on HACCP principles.

As from 1 January 2008 an audit of HACCP systems of the feed business operators must be carried out. There is an urgent need in practical training of the competent authority personnel in HACCP and audits. NGFS inspectors have to be trained also in recent EC legislation on feed safety and feed hygiene, control on primary feed production and in new for Bulgaria methods and technologies for producing, processing and marketing of the feedingstuffs. Otherwise NGFS will not be able to achieve compliance with Art. 6 "Staff, implementing official control", Par. (a) and (b) of the Regulation 882/2004/EC.

A database of the potential hazards in the process of feed production, storage, trade, transport and use of feedstuffs is needed for the purposes of training of inspectors and feed business operators (FBOs).

New laboratory equipment for analyses of feed additives will be supplied under the Phare project BG 2006/018-343.03.05 Improvement of the Control on the Feed Additives and of the Diagnostic and Laboratory System for Animal Health Control, Sub-project 1 Supply. Training of NGFS laboratory staff in different techniques of feed analyses is needed in order to strengthen the feed control as per EU requirements.

3.2 Linked activities:

According to the Twinning Covenant BG2002/IB/BG/AG-03 NGFS experts were trained in implementation of EU requirements by Dutch and Greek experts in Bulgaria and in the Netherlands. The activities under this project were to provide assistance for the establishment of a modern system of control on feedingstuffs and feed additives, to strengthen the control system with this of the EU standards by improving the professional qualification of inspectors and chemistry specialists in relation to the new administrative methods and methods of analyses.

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EU Member States experts found that NGFS experts are well trained and well acquainted with the EU legislation and requirements. Training helped them to upgrade their knowledge and to improve quality of their work. First training week in Bulgaria was focused on “Harmonisation of EU feeding-stuffs legislation in Bulgaria”, second week – on “Introduction of new administrative methods for operation in compliance with the EU rules” and the third week on “Training and implementation of the analytical methods for antioxidants, colorants including pigments, acidity regulators, microelements, organic fat acids, sucrose, carbohydrates, amino acids, vitamins as well as Cobalt or Manganese determination for the control of homogeneity testing of the feeding-stuffs”. On these topics was carried out two-weeks training in the Netherlands. After the completion of the project the conclusion was that the training was fruitful for both sides – trainers and trainees. The main result of the twinning was achieving of compliance in the work of Bulgarian experts (inspectors and chemists) with the European requirements (introduced in Bulgarian legislation). Greek and Dutch experts also obtained detailed information about the situation of animal feed sector in Bulgaria. Their conclusion was that NGFS specialists (inspectors and chemists) are capable to implement EU requirements and standards. Moreover EU experts found in their Bulgarian colleagues future (after the accession of Bulgaria in EU) partners in the implementation of the acquis. On the basis of successfully implemented training a new project with the Dutch side was started in order to continue co-operation between Bulgaria and the Netherlands in animal feed sector and to train Bulgarian specialist in implementation (in practice) of European Regulations: No. 178 (General Food and Feed Law) and No. 183 (Hygiene of Feedingstuffs), organization of the control of feeding-stuffs, control of gene modified feeds, Dutch experience in cooperation between competent authorities and producers and traders of feeding-stuffs, and carrying out of chemical analyses of feeding-stuffs.

According to the Phare project BG0201.04 “Improvement of the veterinary border control, improvement of the diagnostic system for animal health control and improvement of feedingstuffs and feed additives control” NGFS laboratories in Sofia, Varna and Burgas were equipped with an apparatuses which allowed them to work in compliance with the EU standards.

According to the Project MAT04/BG/9/1 “Establishment of Food Safety Training Coordination and Support Centre” a training centre was established and is functioning allocated in the National Center Public health Protection. The Centre is supporting the governmental organization and business operators in their trainings in order to meet the requirements of the food and feed legislation.

3.3 Results:

1. National Grain and Feed Service as a competent authority ensures that the staff performing the official control and laboratory tests received, appropriate training in legislation, control on primary feed production and farmers who fed food producing animals, HACCP, audit, new methods and technologies on production and marketing of feedingstuffs and analytical techniques, enabling them to undertake their duties competently and to carry out official controls in a consistent manner, as required by the Regulation 882/2004/EC.
2. Experts from feed industry have received appropriate training and are familiar with the guides on Good Practices. Guides on Good Practices (GP) including procedures based on HACCP principles are developed and approved according to Article 21, Paragraph 2 of Regulation 183/2005/EC.
3. An intranet IT software information system (Annex 5) developed and implemented at the National Grain and Feed Service, staff trained to operate with it. Data base of potential hazards on feedstuffs is available for the inspectors.

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3.4 Activities:

Component 1 Twinning: (the details regarding number of short term missions are indicative and may be modified by twinning partners in their proposal)

Activity 1 (related to the Project Purpose 1, Result 1)

For the competent authority responsible for the official feed control

- 1.1. Training in recent EC legislation on feed safety and feed hygiene – interpretation – 1 short term mission - 1 week training of 20 inspectors;
- 1.2. Training in new for Bulgaria methods and technologies for producing, processing and marketing of the feedingstuffs - 1 short term mission - 1 week training of 20 inspectors;
- 1.3. Training in relation between HACCP and quality control system – 1 short term mission - 1 week training of 20 inspectors;
- 1.4. Training in HACCP based safety system - 3 short term missions - 3 weeks training, as follows:
 - Training in development, implementation and maintenance of HACCP based management system - 2 short term missions- 2 weeks training (2 groups of 10 inspectors for one week each);
 - Training in audit of HACCP based safety system - 1 short term mission - 1 week (10 inspectors);
- 1.5. Training in official audit on self control systems - 3 short term missions- 3 weeks training (2 groups one week each on audit - 20 inspectors and 1 group for 1 week training for team leaders -10 inspectors);
- 1.6. Study visit on practical audit of HACCP systems in feed producing establishments - 3 weeks - 3 groups one week each (5 inspectors per group)

Activity 2 (related to the Project Purpose 1, Result 1)

Training of trainers from the competent authority (CA) to train representatives from control authorities in accordance with Annex 1 and Annex 3 from regulation 183/2005/EC:

- 2.1. Training in inspection of producers of primary feed – 1 short term mission- 1 week - 5 inspectors.
- 2.2. Training in inspection of farmers who feed food producing animals - 1 short term mission -1 week - 5 inspectors.
- 2.3. Elaboration of procedure on coordination of the delegated control activities
–1 short term mission - 1 week – 1 expert from project implementation body to support NGFS efforts.

Activity 3 (related to the Project Purpose 1, Result 1)

Training of laboratory staff.

Training in techniques of feed analyzes as follows:

- 3.1. Analyses of vitamins, amino acids, coccidiostats and of medical substances no longer or never authorized as feed additives, etc. (HPLC) – 2 short term missions 3 experts for 2 weeks.
- 3.2. Analyses of heavy metals contamination (AAS) - 1 short term mission - 2 experts for 1 week.
- 3.3. Training in laboratory quality management, LIM System - 1 short term mission - 2 experts for 1 week.
- 3.4. Study visit on practical training of laboratory staff – 1 week for 5 experts - 2 experts on analyses of vitamins, amino acids, coccidiostats and of medicinal substances no longer or never authorized as feed additives, etc. (HPLC), 2 experts on analyses of heavy metals contamination (AAS) and 1 expert on laboratory management: quality management system; LIM System.

Activity 4 (related to the Project Purpose 1, Result 2)

Training of feed business operators.

- 4.1. Seminar on requirements of the feed legislation to feed business operators - 1 short term mission -3 days (40 experts)

FINAL

- 4.2. Training on Good Practices for feed business operators:
- Production and trade with compound feedingstuffs -1 short term mission- 1 week 5 experts;
- Trade with feed materials and compound feedingstuffs - 1 short term mission - 1 week 5 experts;
- 4.3. Training on HACCP system in feed industry - 1 short term mission - 1 week (10 experts).
- 4.4. Study visit on know-how in managing/implementation of HACCP systems by companies - problems, advantages, etc, from the point of view of feed business operators - 1 group for 1 week (6 experts)
- 4.5. Training on principles of elaboration of Good Practices guide manuals with procedures, based on the HACCP principles for different feed business operators - 1 short term mission - 1 week (10 experts);
- 4.6. Elaboration of Good Practices guide manuals with procedures based on the HACCP principles for different feed business operators:
- Production and trade with compound feedingstuffs;
- Trade with feed materials and compound feedingstuffs.
2 short term missions of 1 expert from the Contractor for 2 weeks each to support the elaboration of the manuals.

Durations of above mentioned trainings and study visits are given in working weeks each of 5 working days. Number of NGFS experts or FBO representatives that will participate in trainings and study visits is also given.

The trained experts will write detailed reports on the trainings passed, including description of know-how achieved and will disseminate the gained knowledge to all laboratory staff through on the job trainings and presentations.

Component 2 Technical Assistance

Establishment and development of an Intranet IT software information system for National Grain and Feed Service (Related to Project Purpose 2, Result 3)

Establishment of Intranet IT software system- internal information data base system for exchange and storage of information (Annex5).

Training of experts in Intranet IT system:

Training in administration of the Intranet IT information system – 5 weeks – 1 IT expert from NGFS.

Training in using of the Intranet IT information system: 2 groups of 10 inspectors for 1 week each.

3.5 Lessons learned:

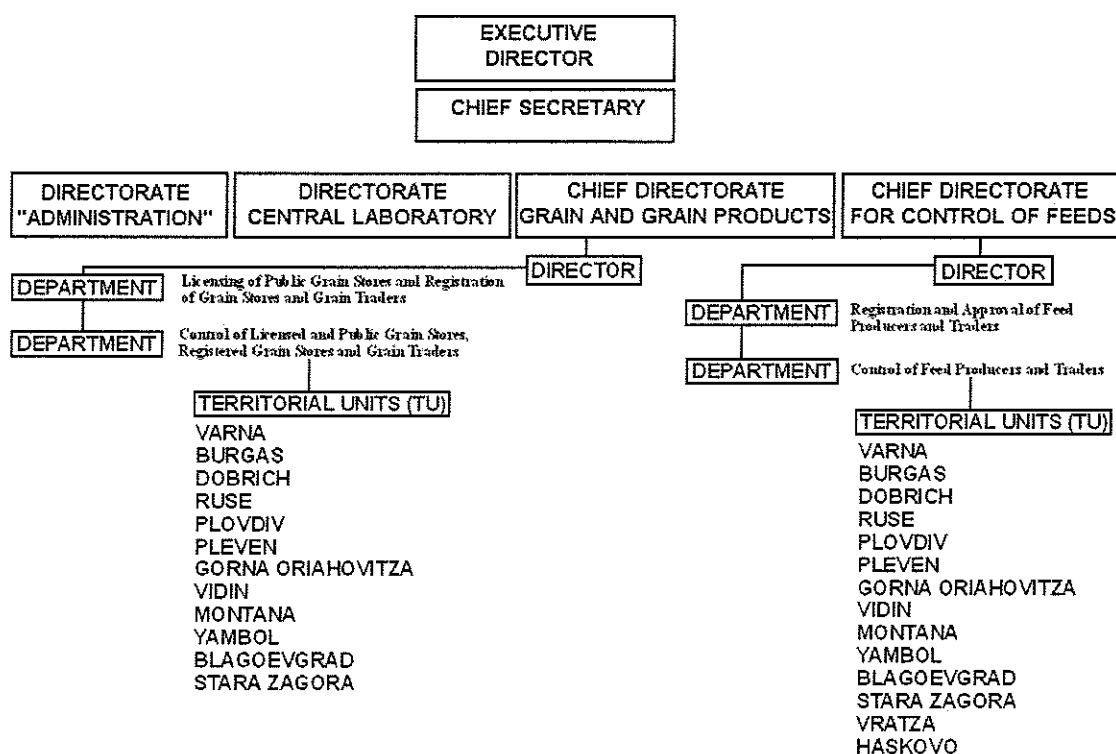
The development of the project work plan and the execution of activities will take on board all experience acquired in the course of the implementation of the already accomplished projects and particularly with regard to enhanced cooperation with the partners and achieving complementarity and synergy between the different training activities.

4. Institutional Framework

FINAL

6

ADMINISTRATIVE STRUCTURE OF NATIONAL GRAIN AND FEED SERVICE



National Grain and Feed Service was established by the Grain Trade and Storage Law - Gazette issue 58/27.06.2003 and consists of Chief Directorate "Grain and Grain Products", Chief Directorate "Feed Control" (CDFC), Directorate Central Laboratory and Administration Directorate. Chief Directorate "Feed Control" was established in accordance with Feed Law, Gazette issue 82/17 September 1999 issue 101/ 12 December 2000 and it's a part of National Grain and Feed Service at Ministry of Agriculture and Food Supply. Activity of CDGC is settled by the Feeds Law. CDGC consists of Department "Registration and Approval of Feed Producers and Traders" and Department "Control of Feed Producers and Traders" which has 14 Territorial units in the country. Territorial units are situated in Varna, Burgas, Dobrich, Ruse, Plovdiv, Pleven, Gorna Oriahovitza, Vidin, Montana, Yambol, Blagoevgrad, Stara Zagora, Vratza and Haskovo. Total NGFS staff is 84 experts. 28 of them are working in CDGC.

5. Detailed Budget

€M	Transition Facility support			Co-financing			Total cost
	Investment	Institution Building	Total Transition Facility (=I+IB)	National Public Funds (*)	Other Sources (**)	Total co-financing of the project	TF plus cofinancing
Component 1 Contract		0.405	0.405	***			0,405

FINAL

Twinning							
Component 2		0.150	0.150	0.050		0.050	0.200
Contract							
Technical							
Assistance							
Total		0,555	0.555	0.050		0.050	0.605

(*) contributions from National, Regional, Local, Municipal authorities, FIs loans to public entities, funds from public enterprises. All the co-financing is joint co-financing and will be provided from the state budget. In the case where the final overall cost is lower than foreseen in the project fiche, the national public and Transition Facility co-financing shall be reduced proportionally so as to maintain the agreed rate of co-financing.

(**) private funds, FIs loans to private entities

Contributions from the Bulgarian administration for effective implementation of the twinning/twinning light/TA may be further detailed in the twinning contract/terms of references.

To ensure smooth implementation of the project, the beneficiary will provide adequately equipped office space with telephone, PC (Internet) and fax. Photocopier and access to the necessary information as well as secretarial support will be ensured during the project life-time. In addition the beneficiary will provide space and facilities for workshops (training), consultations and seminars. The national co-financing will be specified in the twinning contract.

(***) the national co-financing up to 10% will be ensured by the National Fund (Ministry of Finance)

6. Implementation Arrangements

6.1 Implementing Agency

The CFCU (Ministry of Finance) will be the Contracting Authority and in that capacity will issue and evaluate tenders, conclude contracts and authorize the treasury to make contractually related payments.

Mr. Liubomir Tushanov, Director

102, Rakovski Str.

1000 Sofia, Bulgaria

Tel: +359 2 98592772

Fax: +359 2 98592773

E-mail: cfcu@minfin.bg

Contact details of SPO are:

Mr. Dimitar Peychev

Deputy Minister

Ministry of Agriculture and Food Supply

Address: # 55 Christo Botev Blvd.

Sofia

Tel: +359 2 98511240

The PIU at the Ministry of Agriculture and Food Supply will be responsible for monitoring of project implementation and coordination of the activities at all stages of the project cycle.

Contact details of the PIU:

Head of European and International Programmes and Projects Directorate

Ministry of Agriculture and Food Supply

Address: # 55 Christo Botev Blvd.

Sofia

Tel: 359 2 985 11 327

e-mail: demina@phare-agr.orbitel.bg

FINAL

The beneficiary of the project will be the National Grain and Feed Service (NGFS) at the Ministry of Agriculture and Food Supply

Contact details of the NGFS:

Executive director of NGFS Mr. Zlati Zlatev

15 Vitosha blvd

Sofia

Tel: 359 2 9805831,

Fax 359 2 9805832,

E-mail: nszf@nszf.bg, n.kolev@nszf.bg

Terms of references for the Technical Assistance component (development of an Intranet system) will be prepared by an independent expert contracted under Project Preparation Facility. The expert should prepare Terms of reference till October 2007.

6.2 Twinning

The Twinning Manual shall apply.

6.2.1 Beneficiary Institution

The beneficiary of the project will be the National Grain and Feed Service (NGFS) at the Ministry of Agriculture and Food Supply

Contact details of the NGFS:

Executive director of NGFS Mr. Zlati Zlatev

15 Vitosha blvd

Sofia

Tel: 359 2 9805831,

Fax 359 2 9805832,

E-mail: nszf@nszf.bg, n.kolev@nszf.bg

6.2.2 Steering Committee

In order to control over the project the following Steering Committee meetings shall be held during the project implementation.

- Kick-off Meeting at the project's start.
- Quarterly Steering Committees during the project's implementation to discuss and approve quarter reports.
- Final Steering Committee to discuss and approve the final report.

The committee will include the SPO, the executive director of NGFS, the director of the PIU/MAFS and senior officials from the relevant department of MAFS, NGFS, National Aid Coordinator (NAC) and the project leaders of the twinning partners. Representatives of the CFCU will be invited as observers to the steering committee's meetings.

The steering committee's meetings will be the forum to discuss any unforeseen difficulties arising during the previous work period. Exceptional steering committees can be convoked, in case the situation dictates so.

6.2.3 BC Project Leader

Contact details:

Name: Mrs. Ledinka Vasileva, Director of Chief Directorate "Feed Control" (CDFC).

Address: National Grain and Feed Service
Bulgaria, 1000 Sofia, 15 Vitosha Blvd

Tel.: + 359 2 9892143

Fax: + 359 2 9805832

E-mail: l.vasileva@nszf.bg

FINAL

9

The Bulgarian Project Leader shall direct the implementation of the project and shall be responsible for the substance and the progress of the project.

6.2.4 BC Project implementation manager and RTA counterpart

RTA counterpart shall be Mr. Nikolay Kolev. He will work on a day-to day basis with the RTA.

Contact details:

Name: Mr. Nikolay Kolev, Head of Control of Producers and Traders of Feedingstuffs
Department
Address: National Grain and Feed Service
15 Vitosha blvd
Sofia
Tel: 359 2 9809450,
Fax 359 2 9805832,
E-mail:n.kolev@nszf.bg

6.2.5 Indicative experts' profiles

MS Project Leader from profile:

Excellent knowledge of the EU legislation related to the project implementation (Annex 4).

At least 15 years of experience in the sector.

- E Experience in HACCP and Good Practices
- Excellent inter-personal communication skills
- Good knowledge of English

Public sector expert

Experience as a high level manager in administration

RTA profile: The resident twinning advisor is expected to offer overall day-to day assistance to the experts of the beneficiary institution and to organize the fulfillment of all the activities under the project. Duration: 12 months

- Excellent knowledge of the EU legislation related to the project implementation (Annex 4)
- Experience in HACCP and Good Practices
- Excellent inter-personal communication skills
- Good knowledge of English
- Public sector expert

He should also:

- Have an experience in an administrative unit

RTA assistant profile:

Excellent inter-personal communication skills

Good knowledge of English

3 years experience in an administrative unit

Activities		Indicative STE profile
Activity 1	Act.1.1.	STE profile: <ul style="list-style-type: none"> • Excellent knowledge of European feed legislation; • Experience in interpretation of European feed legislation; • Experience in enforcement of the European feed legislation; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert;

	<ul style="list-style-type: none"> • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> • Have an experience in an administrative unit; o Have an experience in presentation
Act. 1.2.	<p>STE profile:</p> <ul style="list-style-type: none"> • Excellent knowledge of methods and technologies for production and processing of feedingstuffs; • Knowledge on methods of marketing of the feedingstuffs; • Knowledge on possible hazards for feed arising by the above mentioned methods and technologies; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> o Have an experience in presentation
Act. 1.3.	<p>STE profile:</p> <ul style="list-style-type: none"> • Excellent knowledge on different Quality Control Systems and HACCP and relation between them; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> o Have an experience in presentation
Act. 1.3.1. (first mission)	<p>STE profile:</p> <ul style="list-style-type: none"> • Authorized trainer on HACCP; • Knowledge on HACCP in feed sector; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> o Have an experience in presentation; o Have an experience as a trainer on HACCP.
Act. 1.3.2. (second mission)	<p>STE profile:</p> <ul style="list-style-type: none"> • Authorized trainer on audit on HACCP system; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> o Have an experience in presentation; o Have an experience as a trainer on audit on HACCP; o Experience on audit on HACCP system in feed sector.
Act. 1.5.1. (first mission)	<p>STE profile:</p> <ul style="list-style-type: none"> • Authorized trainer on audit; • Excellent inter-personal communication skills; • Good knowledge of English;

FINAL

		<ul style="list-style-type: none"> • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> ○ Have an experience in training;
	Act. 1.5.2. (second mission)	<p>STE profile:</p> <ul style="list-style-type: none"> • Authorized trainer on lied auditors; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> ○ Have an experience in training
Acti vity 2	Act.2.1	<p>STE profile:</p> <ul style="list-style-type: none"> • Excellent knowledge of legislation concerning primary production of feed; • Experience in inspection of primary feed production; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> ○ Have an experience as a trainer
	Act. 2.2.	<p>STE profile:</p> <ul style="list-style-type: none"> • Excellent knowledge on legislation concerning farmers who feed food producing animals; • Experience in inspection of farmers who feed food producing animals; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> ○ Have an experience as a trainer
	Act.2.3.	<p>STE profile:</p> <ul style="list-style-type: none"> • Excellent knowledge on legislation concerning delegation of control functions according to R 882/2004; • Experience in the elaboration of delegation procedures and procedures on coordination; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> ○ Have an experience in presentation ○ Have an experience as a trainer
Acti vity 3.	3.1	<ul style="list-style-type: none"> • Excellent knowledge of methods of analysis of vitamins, amino acids, coccidiostats and of medical substances no longer or never authorized as feed additives, etc. (HPLC) • Excellent knowledge of HPLC equipment and at least 7 years experience in operation with it • Excellent inter-personal communication skills;

FINAL

		<ul style="list-style-type: none"> • Good knowledge of English; • Experience in presentations; • Experience in training; • Public sector expert; • At least 10 years of professional experience;
	3.2	<ul style="list-style-type: none"> • Excellent knowledge of methods of analysis of methods of analysis of heavy metals contamination (AAS) • Excellent knowledge of Atomic Absorption Spectrometer equipment and at least 7 years experience in operation with it • Excellent inter-personal communication skills; • Good knowledge of English; • Experience in presentations; • Experience in training; • Public sector expert; • At least 10 years of professional experience;
	3.3	<ul style="list-style-type: none"> • Excellent knowledge of laboratory quality management, LIM System • Excellent inter-personal communication skills; • Public sector expert; • At least 10 years of professional experience; • Good knowledge of English; • Experience in presentations; • Experience in training
	Acti vity 4	<p>STE profile:</p> <ul style="list-style-type: none"> • Excellent knowledge of European feed legislation; • Experience in interpretation of European feed legislation; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> o Have an experience in presentation
	Act. 4.2.1. (first mission)	<p>STE profile:</p> <ul style="list-style-type: none"> • Knowledge of European feed legislation; • Excellent knowledge on Good Practices concerning production and trade with compound feedingstuffs; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> • Have an experience of preparation of Good Practices; o Have an experience in presentation
	Act.4.2.2. (second mission)	<p>STE profile:</p> <ul style="list-style-type: none"> • Knowledge on of European feed legislation; • Excellent knowledge on Good Practices concerning trade with feed materials and compound feedingstuffs; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p>

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		<ul style="list-style-type: none"> • Have an experience of preparation of Good Practices; o Have an experience in presentation
	Act.4.3.	<p>STE profile:</p> <ul style="list-style-type: none"> • Authorized trainer on HACCP; • Knowledge on HACCP in feed sector; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> o Have an experience in presentation; o Have an experience as a trainer on HACCP.
	Act. 4.5.	<p>STE profile:</p> <ul style="list-style-type: none"> • Excellent knowledge of European feed legislation; • Experience in the elaboration of Good Practices guide manuals with procedures, based on the HACCP principles for different feed business operators in feed sector; • Knowledge on production, processing and trade with feed; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> o Have an experience in presentation
	4.6.	<p>STE profile:</p> <ul style="list-style-type: none"> • Excellent knowledge of European feed legislation; • Experience in the elaboration of Good Practices guide manuals with procedures, based on the HACCP principles for different feed business operators in feed sector; • Knowledge on production, processing and trade with feed; • Knowledge on hazards and risk assessment in feed; • Excellent inter-personal communication skills; • Good knowledge of English; • Public sector expert; • At least 8 years of professional experience; <p>He should also:</p> <ul style="list-style-type: none"> o Have an experience in presentation

6.2.6 Reporting

Content, official language, format and number of reports

The twinning partners shall submit the following reports:

- A report from the Contractor covering the first two months of the contract and submitted during the third month.
- Quarterly reports prepared by the RTA on missions carried out during the covered period.
- A final report drafted by the Contractor describing the project implementation, including detailed information on the results achieved follow-up recommendations and any necessary corrective actions.

Reports will follow the templates of Annex C4 of the Common Twinning Manual.

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In addition to these formal reporting stages, the Contractor is obliged to inform the Beneficiary, the Contracting Authority and the Monitoring body - Phare Implementation Unit within MAFS, in writing of any critical aspects or conditions of project implementation, or any amendments/modifications necessary within the budget.

All reports must be produced both in English and in Bulgarian languages in electronic format and in three (3) hard copies. These reports shall be signed by both project leaders and shall be endorsed and countersigned by the beneficiary and contain additional comments (if any).

Each report must be presented in electronic format one week prior to the Steering Committee and in hard copies in the following addresses:

Contracting Authority CFCU	Phare Implementation Unit at MAFS	National Grain and Feed Service
Mr. Lubomir Tushanov CFCU Director, Ministry of Finance Address: #102, Rakovsky Str., 1040 Sofia, Bulgaria Email: cfcu@minfin.bg	Ms. Demina Bairaktarska Director of EIPP at MAFS Address: # 55, Christo Botev Blvd., 1040 Sofia, Bulgaria Email: demina@phare-agr.orbitel.bg	Mr. Nikolai Kolev, Chief expert in CDFC, NGFS 15 Vitosha Blvd. 1000 Sofia, Bulgaria e-mail: n.kolev@nszf.bg

The final versions of the reports should incorporate any comments and discussions during the Steering Committee meetings.

6.2.7 Translation & interpretation needs

The working language will be English.

The interested Member State institution shall include in their proposal the necessary budget for translation of the relevant documentation and interpretation needed.

Interpretation will be provided for Bulgarian experts during their visit to the Member State(s), as well as for the twinning experts during their visits to Bulgaria to secure optimal communication.

6.2.8 Date of submission

The start-up report will be submitted in the third month after the signing of the contract.

The final report shall be submitted within one month after the completion of the project.

6.3 Non-standard aspects

n.a.

6.4 Contracts

Component 1

Twinning contract: 405 000 euro

Component 2

Technical Assistance contract: 200 000 euro (joint co financing)

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7 Implementation Schedule

7.1. Start of tendering/call for proposals

Twinning: November, 2007

Technical assistance: March, 2008

7.2. Start of project activity

Twinning: June, 2008

Technical assistance: September, 2008

Duration

Twinning: 12 months

Technical assistance: 6 months

7.3. Project Completion

Twinning: May, 2009

Technical assistance: February, 2009

7.4. Schedule and number of units (man-days) for the assignment

The indicative estimation of the experts' man-days needed for the implementation of the foreseen activities is the following:

Twinning

	Activities	Type	Man-days
Activity 1	A.1.1	1 STE mission	5
	A.1.2	1 STE mission	5
	A.1.3	1 STE mission	5
	A.1.4	3 STE missions	15
	A.1.5	3 STE missions	15
	A.1.6	Study visit	
Activity 2	A.2.1	1 STE mission	5
	A.2.2	1 STE mission	5
	A.2.3	1 STE mission	5
Activity 3	A.3.1	2 STE missions	10
	A.3.2	1 STE mission	5
	A.3.3	1 STE mission	5
	A.3.4	Study Visit	
Activity 4	A.4.1	1 STE mission	3
	A.4.2	2 STE missions	10
	A.4.3	1 STE mission	5
	A.4.4	Study visit	
	A.4.5	1 STE mission	5
	A.4.6	2 STE missions	10
	Total:		113

Proposed indicative time-schedule

Activities		Months/man-days											
		1	2	3	4	5	6	7	8	9	10	11	12
Activity 1	A 1.1			5									
	A 1.2						5						
	A 1.3							5					
	A 1.4	10										5	
	A 1.5		10										5
	A 1.6								Study visit 15				
Activity 2	A 2.1				5								
	A 2.2						5						
	A 2.3							5					
Activity 3	A 3.1										10		
	A 3.2									5			
	A 3.3			5									
	A 3.4											Study visit 5	
Activity 4	A 4.1	3											
	A 4.2		10										
	A 4.3			5									
	A 4.4												
	A 4.5				5								
	A 4.6						Study visit 5		10				
	Total man/d ays in BG:	13	20	15	10		10 Study visit 5	10	10 Study visit 15	5	10	5 Study visit 5	5

8 Sustainability

National Grain and Feed Service is a competent authority with responsibilities for the official control of grain, grain products and feeding-stuffs. Control functions of NGFS are stipulated in the Feed Law and by the Grain Storage and Trade Law. Control functions of NGFS are in full compliance with the acquis and with the completion of this project NGFS staff will become fully trained to work in accordance with the EU requirements in the field of feed control and will be able to implement EU norms and standards at 100 %. Procedure on coordination of the delegated control activities will be elaborated and will contribute to the implementation of EU legislation. The project envisages the provision of substantial training in terms of topics covered and number of experts to be trained. The trained experts will disseminate the gained knowledge to all laboratory staff through on the job trainings, presentations and regular methodological guidance.

9 Conditionality and sequencing

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National Grain and Feed Service guarantees the availability of premises and a concept for the establishment of the Intranet IT system.

NGFS guarantees provision of necessary IT equipment (Workstation for server, UPS, network switches, Internet supply, etc.) to support the Intranet system establishment (Annex 5).

Project implementation is not dependent on the sequence of the components.

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format (Annex 1)
2. Detailed implementation chart (Annex 2)
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period) (Annex 3)
4. List of relevant Laws and Regulations (Annex 4)
5. Needs assessment of Intranet IT software system (Annex 5)

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ANNEX 1

Project name and number		Contracting period expires : 15 December 2009	Disbursement period expires : 15 December 2010
Strengthening of the official control of feedingsuffs in Bulgaria, executed by the National Grain and Feed Service as a competent authority		Total Budget 0.605 MEuro	TF budget : 0.555 MEuro
Overall objective	Objectively verifiable indicators	Sources of Verification	
<ul style="list-style-type: none"> Strengthening of the official control of feedingsuffs executed by the National Grain and Feed Service as a competent authority in Bulgaria in order to prevent, eliminate or reduce to acceptable levels risks to humans and animals, to achieve high level of compliance with the general rules on feed hygiene and to guarantee fair practices in feed trade and protect the customers interests 	<p>NGFS as a competent authority is capable to perform official feed control according to EU control standards and EU legislation.</p> <p>FBOs are capable to work in compliance with the requirements of EU legislation.</p>	<ul style="list-style-type: none"> Annual report of National Grain and Feed Service DG SANCO inspections 	
Project purpose	Objectively verifiable indicators	Sources of Verification	Assumptions
1. Assurance of efficient official feed safety control and high level	DG SANCO Mission recommendations are implemented as follows:	<ul style="list-style-type: none"> Quarterly and Final Twinning Reports 	<ul style="list-style-type: none"> Good level of cooperation between involved institutions High quality project

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<p>of protection of animal and human health by training of National Grain and Feed Service (NGFS) staff and of Feed Business Operators (FBOs).</p> <p>2. Streamlining of the official control executed by National Grain and Feed Service by development of an Intranet IT system for storage, exchange and analysis of information.</p>	<p>- the official inspectors are capable to perform audits on the Feed Business Operators;</p> <p>- the laboratory staff of the NGFS is capable to perform adequate analyses in the field of animal nutrition on feed additives, undesirable or forbidden substances to ensure a high level of feed safety</p> <p>- The FBOs guides on Good Practices are developed and FBOs start to implement procedures based on HACCP principles accordance with requirements of the Regulation (EC) No 1831/2005;</p> <p>- Co-ordination and exchange of information between NGFS and NVS is improved in order to ensure their efficient planning and implementation as required by Art 4 (3) and (4) of Regulation (EC) No 882/2004;</p> <p>- the preparation of a risk based inspection and sampling program will be guaranteed due the implementation of analyses and presence of data-bases.</p> <p>- An Intranet IT system is functioning in NGFS</p>	<ul style="list-style-type: none"> • Certificates for successful training of the experts • DG SANCO inspections • NGFS inspections reports. 	management
Results	Objectively verifiable indicators	Sources of Verification	Assumptions

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<p>1. National Grain and Feed Service as a competent authority ensures that the staff performing the official control and laboratory tests received, appropriate training in legislation, control on primary feed production and farmers who feed food producing animals, HACCP, audit, new methods and technologies on production and marketing of feedingsuffs and analytical techniques, enabling them to undertake their duties competently and to carry out official controls in a consistent manner, as required by the Regulation 882/2004/EC.</p> <p>2. Experts from feed industry have received appropriate training and are familiar with the guides on Good Practices. Guides on Good Practices (GP) including procedures based on HACCP principles are developed and approved according to Article 21, Paragraph 2 of Regulation 183/2005/EC.</p> <p>3. An intranet IT software information system (Annex 5) developed and implemented at the National Grain and Feed Service, staff trained to operate with it.</p>	<p>- 20 inspectors trained in interpretation of new feed legislation and after the training they are able to interpret the legislation in a uniform way;</p> <p>- 20 inspectors trained in the new for Bulgaria methods and technologies for producing processing and marketing of the feedingsuffs and they became aware of the hazards and risks that could arise;</p> <p>- 20 inspectors trained and became experts in development, implementation and maintenance of HACCP based management system. 10 of them are trained and are able to audit HACCP based management system;</p> <p>- 20 inspectors are trained and became auditors. 10 of them are trained and became team leaders;</p> <p>- 5 experts are trained and became trainers in inspection of primary feed production and inspection on farmers who feed food producing animals;</p> <p>- procedures on delegated control activities is elaborated;</p> <p>- 3 laboratory experts trained on analyses of coccidiostats and of medical substances no longer or</p>	<ul style="list-style-type: none"> • Training certificates • Quarterly and Final Twinning Reports • Programs and lists of participants in the training courses • GMP manuals • Contract for establishment of Intranet IT system 	<ul style="list-style-type: none"> • Availability of staff capable to execute the official feed control in accordance with the EU legislation • Availability of finance resources for co-financing, reserved in the state budget • Smooth inter-institutional cooperation assured
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<p>Data base of potential hazards on feedstuffs is available for the inspectors.</p>	<p>never authorized as feed additives, etc. (HPLC);</p> <ul style="list-style-type: none"> - 2 laboratory experts trained on analyses of heavy metals contamination; - 2 experts trained on laboratory quality management, LIM System; - 40 experts of feed business operators are trained and became of the requirements of feed legislation; - 10 FBO representatives are trained and became experts in certain Good Practices for feed industry; 10 FBO representatives are trained and became experts in development, implementation and maintenance of HACCP based management system; - 10 FBO representatives are trained in elaboration of Good Practices guide manuals with procedures, based on the HACCP principles for different feed business operators; - 2 guides on Good Practices with procedures, based on the HACCP principles for different feed business operators are developed and approved according to Article 21, Paragraph 2 of Regulation 		
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	183/2005; - 20 experts from NGFS are trained and able to use the Intranet IT information system; - Access of 50 units (units of the National Grain and Feed Service, laboratories and units of the National Veterinary Service including Border Inspection Posts) to the data-base and exchanging information through the Intranet IT information system		
Activities	Means	Assumptions	
Component 1 Twinning: Activity 1 (related to the Project Purpose 1, Result 1) For the competent authority responsible for the official feed control 1.1. Training in recent EC legislation on feed safety and feed hygiene – interpretation – 1 short term mission - 1 week training of 20 inspectors; 1.2. Training in new for Bulgaria methods and technologies for producing, processing and marketing of the feedingstuffs - 1 short term mission - 1 week training of 20 inspectors; 1.3. Training in relation between HACCP and quality control	Component 1: 1. Twinning contract 2. Certificates for training of NGFS experts and of FBOs representatives. Component 2: 1. TA Contract for establishment of an intranet system.	<ul style="list-style-type: none"> • Successful completion of the training activities. • Successful tendering and contracting. • Establishment of Intranet IT system in time. 	

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<p>system – relations – 1 short term mission -1 week training of 20 inspectors;</p> <p>1.4. Training in HACCP based safety system - 3 short term missions - 3 weeks training, as follows:</p> <p>Training in development, implementation and maintenance of HACCP based management system - 2 short term missions- 2 weeks training (2 groups of 10 inspectors for one week each);</p> <p>Training in audit of HACCP based safety system - 1 short term mission - 1 week (10 inspectors);</p> <p>1.5. Training in official audit on self control systems - 3 short term missions- 3 weeks training (2 groups one week each on audit - 20 inspectors and 1 group for 1 week training for team leaders -10 inspectors);</p> <p>1.6. Study visit on practical audit of HACCP systems in feed producing establishments - 3 weeks - 3 groups one week each (5 inspectors per group)</p> <p>Activity 2 (related to the Project Purpose 1, Result 1)</p> <p>Training of trainers from the</p>			
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<p>competent authority (CA) to train representatives from control authorities in accordance with Annex 1 and Annex 3 from regulation 183/2005/EC:</p> <p>2.1. Training in inspection of producers of primary feed – 1 short term mission- 1 week - 5 inspectors.</p> <p>2.2. Training in inspection of farmers who feed food producing animals - 1 short term mission - 1 week - 5 inspectors.</p> <p>2.3. Elaboration of procedure on coordination of the delegated control activities</p> <p>– 1 short term mission - 1 week – 1 expert from project implementation body to support NGFS efforts.</p>			
<p>Activity 3 (related to the Project Purpose 1, Result 1)</p> <p>Training of laboratory staff.</p> <p>Training in techniques of feed analyzes as follows:</p> <p>3.1. Analyses of vitamins, amino acids, coccidiostats and of medical substances no longer or never authorized as feed additives, etc. (HPLC) – 2 short term missions 3 experts for 2 weeks.</p>			

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<p>3.2. Analyses of heavy metals contamination (AAS) - 1 short term mission - 2 experts for 1 week.</p> <p>3.3. Training in laboratory quality management, LIM System - 1 short term mission - 2 experts for 1 week.</p> <p>3.4. Study visit on practical training of laboratory staff – 1 week for 5 experts - 2 experts on analyses of vitamins, amino acids, coccidiostats and of medicinal substances no longer or never authorized as feed additives, etc. (HPLC), 2 experts on analyses of heavy metals contamination (AAS) and 1 expert on laboratory management: quality management system; LIM System.</p> <p>Activity 4 (related to the Project Purpose 1, Result 2) Training of feed business operators.</p> <p>4.1. Seminar on requirements of the feed legislation to feed business operators - 1 short term mission - 3 days (40 experts)</p> <p>4.2. Training on Good Practices for feed business operators: - Production and trade with</p>		
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<p>compound feedingstuffs - 1 short term mission- 1 week 5 experts; - Trade with feed materials and compound feedingstuffs - 1 short term mission - 1 week 5 experts; 4.3. Training on HACCP system in feed industry - 1 short term mission - 1 week (10 experts). 4.4. Study visit on know-how in managing/implementation of HACCP systems by companies - problems, advantages, etc, from the point of view of feed business operators - 1 short term mission - 1 group for one week (6 experts) 4.5. Training on principles of elaboration of Good Practices guide manuals with procedures, based on the HACCP principles for different feed business operators - 1 short term mission - 1 week (10 experts); 4.6. Elaboration of Good Practices guide manuals with procedures, based on the HACCP principles for different feed business operators: - Production and trade with compound feedingstuffs; - Trade with feed materials and compound feedingstuffs. 2 short term missions of 1 expert</p>			
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<p>from the Contractor for 2 weeks each to support the elaboration of the manuals.</p> <p>Durations of above mentioned trainings and study visits are given in working weeks each of 5 working days. Number of NGFS experts or FBO representatives that will participate in trainings and study visits is also given.</p>		
<p>Component 2 Technical Assistance</p> <p>Establishment and development of an Intranet IT software</p> <p>information system for National Grain and Feed Service (Related to Project Purpose 2, Result 3)</p> <p>Establishment of Intranet IT software system – internal information data base system for exchange and storage of information (Annex5).</p>		
<p>Training of experts in Intranet IT system:</p> <p>Training in administration of the Intranet IT information system – 5 weeks – 1 IT expert from NGFS.</p> <p>Training in using of the Intranet IT</p>		

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information system – 2 groups of 10 inspectors for 1 week each.			
			Preconditions
			<p>NGFS guarantees the availability of premises and a concept for the establishment of the Intranet IT system.</p> <p>NGFS guarantees that will ensure necessary IT equipment (Workstation for server, UPS, network switches, Internet supply, etc.) to support the Intranet system establishment.</p>

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ANNEX 2

DETAILED IMPLEMENTATION CHART

Components	2007												2008												2009												
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
Contract 1 Twinning							P	P	P	P	P	T	T	T	T	T	T	T	I	I	I	I	I	I	I	I	I	I	I								
Contract 2 Technical Assistance										P	P	P	P	P	P	T	T	T	T	T	I	I	I	I	I	I	I										

P – Preparation
T – Tendering
C - Contracting
I – Implementing

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ANNEX 3
CONTRACTING AND DISBURSEMENT SCHEDULE BY QUARTER FOR FULL DURATION OF PROGRAMME (INCLUDING DISBURSEMENT PERIOD)

	I 2007	II 2007	III 2007	IV 2007	I 2008	II 2008	III 2008	IV 2008	I 2009	II 2009	III 2009	IV 2009
Component 1 Contract Twinning Contracted						0.405	0.405	0.405	0.405	0.405		
Component 1 Contract Twinning Disbursed						0.324	0.324	0.324	0.324	0.405		
Component 2 Contract TA Contracted							0.200	0.200	0.200			
Component 2 Contract TA Disbursed							0,120	0,120	0.200			

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ANNEX 4

List of relevant Laws and Regulations:

1. Regulation (EC) 178/2002 General Food Law is directly applicable;
2. Regulation (EC) 1831/2003 on additives in animal nutrition is directly applicable;
3. Regulation (EC) 882/2004 on official control performs to ensure the verification of compliance with feed and food law, animal health and animal welfare is directly applicable;
4. Regulation (EC) 1831/2005 on feed hygiene is directly applicable.

Chief Directorate Feed Control at NFGS **has drafted and adopted legislation harmonized** with the following EC directives:

Feed Law (Promulgated in State Gazette №55/2006). By the FL are introduced provisions from the Reg. 178/2002, Reg. 1831/2003, Reg. 882/2004 and Reg. 183/2005;

Ordinance №4 about circulation of feed materials (Promulgated with State Gazette №11/2001) which introduced in Bulgarian legislation the Directive 82/471/EEC and the Directive 96/25/EC;

Ordinance №44 on marketing of compound feedingstuffs (Promulgated in State Gazette №106/2001) which introduced in Bulgarian legislation the Directive 79/373/EEC;

Ordinance N44 on sampling and methods of analyzes of feedingstuffs (Promulgated in State Gazette №109/2002) which introduced in Bulgarian legislation the Directives (EEC): 71/250; 71/393; 72/199/ amended by Directive 93/28/; 73/46; 74/203; 75/84, 76/371; 76/372; 78/633; 81/715; 84/425; 93/70; 93/117;

Ordinance N10 on feedingstuffs intended for particular nutritional purposes (Promulgated in State Gazette №20/2003) which introduced in Bulgarian legislation the Directive 93/74/EEC and the Directive 94/39/EC.

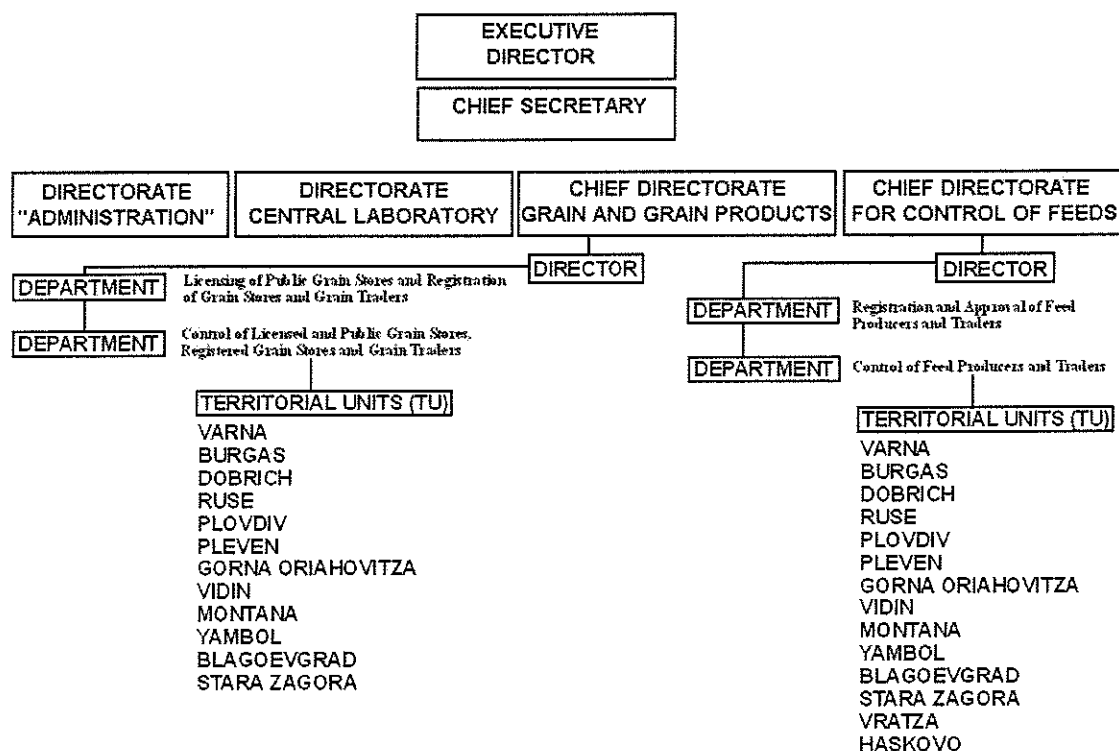
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ANNEX 5

Needs Assessment

• Background:

ADMINISTRATIVE STRUCTURE OF NATIONAL GRAIN AND FEED SERVICE



NGFS was established by the Grain Trade and Storage Law - Gazette issue 58/27.06.2003 and consists of Chief Directorate "Grain and Grain Products", Chief Directorate Feed Control (CDCF), Directorate Central Laboratory and Administration Directorate. Chief Directorate "Feed Control" was established in accordance with Feed Law, Gazette issue 82/17 September 1999 issue 101/ 12 December 2000 and it's a part of National Grain and Feed Service at Ministry of Agriculture and Food Supply. Activity of CDCF is settled by the Feeds Law. CDCF consists of Department "Registration and Approval of Feed Producers and Traders" and Department "Control of Feed Producers and Traders" which has 14 Territorial units in the country. Territorial units are situated in Varna, Burgas, Dobrich, Ruse, Plovdiv, Pleven, Gorna Oriahovitza, Vidin, Montana, Yambol, Blagoevgrad, Stara Zagora, Vratza and Haskovo. Total NGFS staff is 84 experts. 28 of them are working in CDCF.

• Justification of Intranet system establishment:

Description of the Intranet system:

Intranet system is highly sophisticated dedicated software application developed to streamline the data base processing in implementation of the official feed control.

The software has to be developed as an open source application, which could be developed and updated permanently in order to be actual and to follow all new legislation requirements that could appear. Other Services engaged in the field of food control will have an access at certain level in order to use the information gathered by NGFS.

NGFS will provide sufficient number of work stations and relevant hardware in order to support the establishment of the Intranet system.

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The intranet system should include all data base that is relevant to the feed control activities as:

1. FBOs dossiers;
2. Hazards in feed;
3. Results from chemical analyses of tested samples;
4. Inspection and audit reports.

Establishment of an Intranet software system.

One of the main purposes of the project is to develop and establish an Intranet software system in NGFS. The system should allow:

1. Strict implementation of Article 3, Paragraph 1 of Regulation 882/2004/EC – risk control on a basis of preliminary collected information and obligatory criterions.
 2. Strict implementation of Article 7, Paragraph 2 of Regulation 882/2004/EC – on confidential information - expert from NGFS shall be trained in administration of the intranet network system.
 3. Implementation of requirements of Article 43, Paragraph of Regulation 882/2004/EC – on multi annual control plans.
 4. Building of archive of standard check-lists of inspections and protocols of chemical analyzes. Archive shall allow each inspector to receive information for inspections and conclusions of particular feed producing plant, carried out by his colleagues from other Territorial Units of NGFS. Reports from the inspections shall be available at any time.
 - 4.1. Considerable improvement of co-ordination and co-operation between different Territorial Units of NGFS and constant actualization of the information.
 - 4.2. Improvement of the control and the traceability of the feed plants producing feed in one region and delivering its production in another region.
 5. Data base for potential hazards in feed production, storage, trade and usage shall be built.
- According to Article 6, Paragraph 2 of Regulation 1831/2003/EC on feed hygiene, FBOs are obliged to implement assessment of potential hazards of each ingredient of the final product on each stage of production. NGFS as a competent authority is obliged to control whether the FBOs strictly keep their obligations. Practically it is impossible for one inspector to implement such control without having an access to a system with data base of potential hazards in feed production. The data base should include and possible corrective actions in order to avoid hazards or to lower them to the acceptable levels.

Current status of equipment – quantities, distribution, parameters:

IT equipment in CDFC NGFS is situated as follows:

Items	Quantity	Location
Notebook	8	Sofia, NGFS Headquarters
Work station	17	Sofia, NGFS Headquarters
Notebook	1	Varna, Territorial Unit
Work station	4	Varna, Territorial Unit
Notebook	1	Burgas, Territorial Unit
Work station	3	Burgas, Territorial Unit
Notebook	2	Dobrich, Territorial Unit
Work station	2	Dobrich, Territorial Unit
Notebook	1	Ruse, Territorial Unit
Work station	1	Ruse, Territorial Unit
Notebook	1	Gorna Oriahovitza, Territorial Unit
Work station	1	Gorna Oriahovitza, Territorial Unit
Notebook	1	Pleven, Territorial Unit
Work station	3	Pleven, Territorial Unit
Work station	1	Montana, Territorial Unit
Notebook	1	Vratza, Territorial Unit
Notebook	1	Vidin, Territorial Unit
Work station	3	Vidin, Territorial Unit

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Notebook	1	Blagoevgrad, Territorial Unit
Work station	1	Blagoevgrad, Territorial Unit
Notebook	1	Plovdiv, Territorial Unit
Work station	1	Plovdiv, Territorial Unit
Notebook	1	Stara Zagora, Territorial Unit
Work station	1	Stara Zagora, Territorial Unit
Notebook	1	Haskovo, Territorial Unit
Notebook	1	Yambol, Territorial Unit
Work station	1	Yambol, Territorial Unit
Work station	4	Sofia, Central Laboratory for Qualifying Grain, Grain Products and Feedingstuffs,

- All above mentioned IT equipment will be connected to the Intranet system. In case there will be necessity of some additional equipment (workstation for server where to base the source of the Intranet system, UPS, network switches, etc) NGFS guarantees its purchase.

Current status of personnel:

In the Headquarters and in Territorial Units of NGFS there are 20 feed inspectors as follows:

Sofia - 5;
Plovdiv – 1;
Stara Zagora – 1;
Haskovo – 1;
Yambol – 1;
Pleven - 1;
Dobrich - 1;
Varna - 2;
Burgas – 1;
Ruse – 1;
Gorna Oriahovitz – 1;
Montana – 1;
Vidin – 1;
Vratza – 1;
Blagoevgrad – 1.

The personnel is highly qualified and is sufficient as a number to execute inspections of feed in accordance with the EU legislation. Training in **new EU legislation** is still needed in order to meet the new EU requirements concerning the competent authority.

Premises of NGFS Territorial Units were refurbished and renewed in order to ensure required conditions of work for the staff and the equipment.

- **Impact to be achieved via establishment of Intranet:**

Establishment of the Intranet software system will allow NGFS as a competent authority on official feed control to comply efficient risk analysis according to the requirements of Article 3 of Regulation 882/2004/EC. This also will improve the control by providing the inspectors with the following:

1. Information on identified risks associated with animals, feed businesses, the use of feed of any process, material, substance, activity or operation that may influence feed safety, animal health or animal welfare;
2. Feed business operators past records as regards compliance with the Feed law;
3. Dossiers of the FBOs;
4. Faster and more secure exchange of information among Territorial Units of National Grain and Feed Service, Border Veterinary Inspection Points, Regional Veterinary Services of National Veterinary Service and laboratories involved in the feed and food control
5. Any information that might indicate non-compliance

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ANNEX 6

List of acronyms

AAS – Atomic Absorption Spectrometer
BC – Beneficiary Country
CA – Competent Authority
CFCU – Central Financing and Contracting Unit
CDFC – Chief Directorate Feed control
DG SANCO – Health and Consumer Protection Directorate General
EC – European Commission
EIPP – European and International Programs and Projects
EU – European Union
FBO – Feed Business Operators
GMP – Good Manufacturing Practices
GP – Good Practices
HACCP – Hazard Analysis and Critical Control Point
HPLC – High Performance Liquid Chromatography
IT – Information technology
LIMS – Laboratory Information Management System
MAFS – Ministry of Agriculture and Food Supply
MF – Ministry of Finance
MS – Member State
NAC – National Aid Coordinator
NGFS – National Grain and Feed Service
NVS – National Veterinary Service
PIU – Project Implementation Unit
RTA – Resident Twinning Adviser
SC – Steering Committee
SPO – Senior Program Officer
STE – Short – Term Expert
TA – Technical Assistance
UPS – Uninterruptible Power Supply

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