

“Standards4Sustainability”: ToT Journey on Food Safety Management

Project Overview and Eligibility Criteria

1 Background

1.1 ISO standards

The World Trade Organization Agreement for Technical Barriers to Trade (TBT) encourages national technical regulations and standards to be, wherever possible, based on international standards, such as those developed by ISO. The use of ISO standards facilitates the trade of goods and services, supports sustainable and equitable economic growth, promotes innovation, and protects health, safety, and the environment. They are essential tools to help governments, industry, and consumers contribute to the achievement of the UN Sustainable Development Goals (SDGs). Food safety management standards are essential to support organizations in identifying and controlling hazards within the global food supply chain, helping products cross borders, and bringing people food they can trust. Implementing such standards is critical to contributing to responding to global needs such as protecting people and the planet.

1.2 Rationale of the ToT

The pilot Training-of-Trainers (ToT) journey on food safety (i.e., ISO 22000) will be organized in **Eastern Africa** within the framework of the project “Standards 4 Sustainability (S4S)”. The project is linked to the objectives of ISO’s Action Plan for Developing Countries 2021-25 (APDC), as it aims to support National Standards Bodies (NSBs) and their stakeholders’ uptake of selected ISO standards in support of the UN SDGs. It relies on a ToT approach to build local knowledge and skills on the requirements and benefits of food safety management standards, as well as support NSBs to deliver outreach activities on the role of these standards in contributing to the UN SDGs.

2 ToT learning objectives

The expected outputs of this ToT journey are to

- i) support the uptake of food safety management standards at the national level, including in pilot organizations, and
- ii) create a pool of national trainees to support NSBs in raising awareness on the importance of these standards towards advancing the SDGs.

That is, the trainees who successfully completed the ToT journey, developed, and put into practice their skills to become subject-matter experts (subject to performance evaluation), will potentially support NSBs in the uptake of food safety management standards and/or in the process of standards development related to this topic. They may also have the opportunity to pair up with international experts in future ToT editions on food safety.

Upon successful completion, by the end of the ToT journey, trainees will be able to:

A. CONSOLIDATE THEIR KNOWLEDGE BASE AND SKILLS – PHASE I

- Understand how to adopt a systematic approach to food safety management including planning, implementing, managing, monitoring, and maintaining the Food Safety Management System (FSMS).
- Explain the benefits of ISO standards and how they can be utilized to support their countries’ development objectives and advancing the SDGs.
- Understand the context surrounding an organization applying FSMS in relation to efficient use of resources.
- Understand the risk-based approach to FSMS and be able to explain and demonstrate it.
- Explain the systematic approach to the application of food safety requirements according to ISO 22000 to allow both the organizational planning and control.

- Explain the benefits of implementation of ISO 22000 including certification.

B. APPLY ACQUIRED KNOWLEDGE AND SKILLS TO PRACTICE – PHASE II

- Deliver training on the implementation of effective food safety management systems in organizations.
- Support organizations to design and implement a result oriented FSMS in compliance with ISO 22000 (to help them deliver reliable and safe products for consumption and comply with regulatory requirements).
- Apply FSMS requirements efficiently to get organizations ready for ISO 22000 certification.
- Assist organizations to enhance their transparency to improve the traceability of their products throughout the food chain.
- Support organizations to integrate other existing ISO management systems, such as ISO 9001, ISO 45001 and ISO 14001 and CODEX RCP1 using the structure of ISO 22000.
- Apply the appropriate tools in organizations to reduce investigation time in the event of any cases of contamination.
- Assess the competences required by an organization and define the roles and responsibilities for implementation of food safety requirements.
- Apply tools and techniques for identifying, prioritizing, implementing and monitoring continual improvement for FSMS.

3 Target audience

The ToT journey on ISO 22000 is suitable for individuals involved in implementing food safety management initiatives. Candidates should include a mix of:

- Private Companies, Regulatory Agencies, Academia with the responsibility to promote or implement food safety standards for their organizations.
- Could be a mix of profiles, however thorough knowledge of ISO 22000 is a pre-requisite e.g., food safety consultants (trainers), quality assurance officers, auditors from certification/accreditation bodies, officers from Regulatory Bodies (e.g., Ministry of Agriculture, Ministry of Health).

The Bureau will select **three (3) national trainees** to complete the journey who will join one trainer from TBS.

Tasks of trainees

The table below provides an overview of the events that are part of the ToT journey, as well as the tasks trainees are expected to fulfil, the events' duration and number of participants:

Focus area/standard	Event	Duration	# of trainees
	<i>Phase I</i>		
Food Safety -ISO 22000	<p>1. Virtual preparation sessions and self-study – Dec 2023 and/or Jan 2024:</p> <p>Trainees will participate in introductory virtual sessions and complete pre-course assignments. This includes:</p> <p>i. read ISO 22000, the handbook on food safety and other reading materials provided;</p>	2 virtual sessions of 2 h and self-study	4

	<ul style="list-style-type: none"> ii. a virtual kick-off session with selected trainees and TBS to explain the project, general ISO 22000 concepts, what will be covered during ToT course, etc.; iii. a virtual awareness-raising session for pilot organizations; iv. meet with pilot organizations¹, selected by TBS, that will implement ISO 22000; v. complete assignments on ISO 22000 prior to the in-person ToT course; and vi. complete a preliminary knowledge test. 		
	<p>2. On-site ToT course – Feb/March 2024:</p> <p>Trainees will participate in a 4-day in-person ToT course (50/50 to 60/40 activity/presentation) to consolidate the knowledge base and skills needed to plan and deliver on the activities that will follow in phase II, as well as potential activities they wish to carry out after the project. Trainees’ tasks may include:</p> <ul style="list-style-type: none"> i. engage in group work and practical exercises; ii. practice presentation skills; iii. complete exercises related to a roadmap/plan to implement ISO 22000 in pilot organizations; iv. complete a second knowledge test. 	4 days	4
Phase II			
	<p>3. Distance mentoring: standards implementation and development of case stories – Feb-Jul 2024:</p> <p>Each trainee will support a pilot organization within the country on the application of ISO 22000 following the roadmap/plan. They will also develop a case story to feature main achievements and results. Each trainee will prepare one case story.</p> <p>They will benefit from virtual distance mentoring from the international experts to complete this assignment. The national trainees must make themselves available for the distance mentoring.</p> <p>The trainees will report to ISO CBU and international experts on meetings with the pilot organizations and the deliverables as per the agreed roadmap/plan.</p>	within 6 months	One trainee per pilot organization within country
	<p>4. Distance mentoring: development and planning of national outreach activities – Feb-Jul 2024:</p>	within 6 months	one activity

¹ See criteria for selection of pilot organizations under section 7.

	<p>The four trainees will have to work together to jointly prepare and plan the delivery of an outreach activity (e.g., a national outreach event to a broad audience) in their country. This will be led by the trainee from TBS.</p> <p>They will benefit from virtual distance mentoring from the international experts to complete this assignment.</p>		
	<p>5. National outreach events (In-kind) – Jul/Aug 2024:</p> <p>The four trainees will deliver and facilitate a national outreach event on ISO 22000 in local language. This could be a hybrid or on-line half-day awareness-raising seminar for a wide audience of up to 100 participants, using materials developed during the ToT journey, e.g., outreach materials, presentations and case stories.</p> <p>Trainees are expected to report on the national outreach events, i.e., by providing the list of participants, summary of the events, and final outreach materials used, including case stories.</p>	half a day	one activity
	<p>6. Virtual evaluation event – Jul/Aug 2024:</p> <p>Trainees will participate in a final virtual event to debrief, self-evaluate performance, including main challenges and lessons, and present post-project activities/objectives trainees wish to carry out/achieve.</p>	half a day	4

4 Trainees eligibility criteria

Trainees attending the ToT should have the following minimum qualifications, experience, and skills or equivalent combination:

4.1 Education and qualifications

First university degree in Food Science, Food Technology, Science, Engineering, Agriculture or equivalent.

4.2 Working experience

- At least 3 years of relevant experience in food safety-related work such as food control, standards implementation, consultancy or other food safety or quality assurance programmes within the food chain.
- Practical experience in food safety management, project management or related to business development.
- At least 2 years' experience in providing consultancy or advisory services to the public/private sector on the application of any management system standards.

4.3 Technical skills

- Have a good knowledge and understanding of the food safety management standard (i.e., ISO 22000) in relation to the sustainability concepts like the UN SDGs.
- Understand other food safety management standards, such as FSSC22000, Codex Alimentarius and other management systems standards.

- Good command of basic IT tools like MS Office (Word, PowerPoint, Outlook, Excel, SharePoint) and online conferencing platforms (Zoom, Microsoft teams, Google meet).

4.4 Languages

- Expert knowledge of English (or country's official language), as it will be the language of the ToT course and virtual mentoring.
- Ability to write clearly, read and make presentations, and moderate workshops in English.

4.5 Interpersonal skills

- **Leadership:** Promote teamwork and coordination of activities amongst teammates ensuring to deliver them on time.
- **Managerial:** Good organizational, time-management and problem-solving skills, and a “can do” attitude.
- **Communication:** Good listening skills, adaptable in communication style when communicating to technical and non-technical persons. Ability to work with people from different backgrounds or stakeholder groups (public and private sector, NGOs etc).

4.6 Commitment and availability

- Commitment to make themselves fully available for the training and complete the assigned tasks for the duration of the programme.
- Availability to support pilot organizations (i.e., food business operators) in implementing ISO 22000 during the time period of the project.
- Obtain the agreement of their organization, if selected as a national trainee, to provide the required time to participate in the training course and follow-up activities.
- Make sure they have access to a laptop and internet during the entire ToT journey.

5 Selection process of trainees

- a. Only completed nomination forms with a 1-page CV attached will be accepted. Applications received after the announced deadline will not be accepted.
- b. A list of all applications received will be prepared and the ‘short list’ of eligible candidates will be established from the list.
- c. The eligibility of all short-listed candidates will be examined by interviews based on the eligibility criteria established by ISO.
- d. All short-listed candidates will be given a notice of the interview to allow them to prepare their responses to the questions in the nomination form. Mode of interview will be communicated prior.
- e. The selection results, whether accepted or rejected, will be communicated by the Bureau to all the candidates.