

APEC FSCF Partnership Training Institute Network (APEC FSCF PTIN) Terms of Reference

1. Mandate

- 1.1. The APEC Partnership Training Institute Network (APEC FSCF PTIN) is established by the Sub-Committee on Standards and Conformance (SCSC) [and endorsed by APEC Leaders] under the authority of the APEC Food Safety Cooperation Forum (FSCF) to enlist leadership from the private sector and academia to bring additional expertise, resources, and commitment towards fulfilling the critical capacity building needs and goals identified by APEC Member Economies in the FSCF Hunter Valley 2007 Statement.

2. Goals

- 2.1. The APEC FSCF PTIN will support and assist APEC Member Economies in designing, implementing, and promoting the projects and priorities consistent with the *FSCF Implementation Plan 2008–2011*. The initial focus will be on directly supporting the projects identified in the *Implementation Plan 2008–2011*. As the network of experts expands to include more partners from academia and industry in the APEC region, and as information exchange increases and becomes more frequent, the APEC FSCF PTIN will serve as a resource to APEC Member Economies on identifying needs, identifying experts, and building programs to support those needs. The APEC FSCF PTIN work will be, at all times, complementary to and consistent with the goals of the FSCF. While the task of initiating specific projects will remain with individual APEC Member Economies, the APEC FSCF PTIN will serve as a common resource and a coordination point for projects and project overseers.

- 2.2. The APEC FSCF PTIN will accomplish this by:

- Creating a network of food safety institutes and trainers in the APEC region focused on a core food safety management curricula that: is based on food safety issues consistent with the agreed FSCF food safety capacity building priorities; supports the use of international standards; and promotes better understanding of international best practices.
- Building on existing FSCF working relationships among government authorities, establishing additional relationships with academic institutions and industry to assist stakeholders such as regulators, growers, producers and manufacturers to: i) build capacity to provide consumers with a safe supply of food and to facilitate trade in food and food products, and ii) communicate and exchange scientific and technical information related to food safety; and
- Supporting the development and implementation of training sessions, seminars, and workshops on food safety that support the use of international standards, such as those developed by Codex, OIE, and IPPC, in a manner consistent with the obligations of the WTO SPS Agreement.

3. PTIN Operations and Organization

- 3.1. The APEC FSCF PTIN will be open to representatives of government, industry, academia, and the specialist regional bodies (SRBs) in APEC Member Economies to participate in its activities, and will be led by a Steering Group comprised of up to eleven volunteer food safety experts.
- The Steering Group will be Chaired by the FSCF Co-Chairs (2) and/or their respective designates and seven additional volunteers constituted as follows:
 - o 2 from APEC Member economies (1 developing Member and 1 developed Member)
 - o 2 from academia
 - o 2 from industry
 - o 1 from an SRB
 - The Steering Group will consult and coordinate directly with the FSCF and may liaise, as needed, with APEC Member Economies under the direction of the FSCF.
 - The Steering Group will consult with additional representatives from industry, academia, SRB's, and governments, as appropriate, to provide input on APEC FSCF PTIN activities.
 - The Steering Group will conduct work via e-mail, teleconference, and in-person meetings, including meetings on the margins of FSCF or SCSC meetings, and at other times as necessary in order to most efficiently conduct its work.
- 3.2. The Steering Group will be supported by a PTIN Secretariat whose function will be to act as an administrative point of contact and facilitate and coordinate the work of the PTIN for the FSCF Co-Chairs by undertaking such tasks as disseminating information, coordinating meetings, and, as appropriate, conducting outreach. The PTIN Secretariat will receive instructions from and report directly to the FSCF Co-Chairs and their staff.
- 3.3. The work program and progress of the APEC FSCF PTIN will be reported by the FSCF to the SCSC as part of the normal FSCF reporting procedures, and where appropriate, to APEC Senior Officials.

4. Scope of Activities

- 4.1. In both the short and long term, the APEC FSCF PTIN will focus on providing expertise for the projects and priorities identified by the FSCF and APEC Member Economies. The task of initiating specific projects will remain with individual APEC Member Economies; however, the APEC FSCF PTIN will act as a common resource for all these projects and their project overseers, ensuring appropriate coordination and cooperation among project overseers and between project overseers and key stakeholders. In the short term, the APEC FSCF PTIN will seek to establish a network of institutional expertise on food safety across government, academia, and industry in the APEC region. The APEC FSCF PTIN will provide expertise and trainers for projects and will seek to build relationships with relevant food safety organizations in APEC Member Economies. The APEC FSCF PTIN work will be consistent with the FSCF in that it will complement and not duplicate existing activities carried out by other international or regional organisations.

4.2. Technical Resource

4.2.1. The APEC FSCF PTIN will create a network of food safety institutes and trainers in the APEC region focused on core food safety management curricula that is: based on food safety issues consistent with the agreed FSCF food safety capacity building priorities; supports the use of international standards; and promotes better understanding of international best practices. This will be an evolving process, reflective of the needs identified by the FSCF going forward. In doing so, the APEC FSCF PTIN will support economy-led projects by:

- Assisting in the identification of partner institutes capable of implementing food safety training programs;
- Coordinating the development of, through a collaborative process, common core curricula on food safety topics that will be shared with interested partner institutes and APEC Member Economies and utilized at the discretion of each project overseer;
- Providing guidance on food safety training activities, in conjunction with individual project overseers, at established partner and/or newly established partner institutes across the APEC region;
- Facilitating the involvement of academic and industry experts and recruit trainers and trainees for specific projects;
- Developing capacity building tools (such as written materials) and exploring opportunities to utilize technology to deliver capacity building tools (such as online courses);
- Encouraging the adoption of a common approach to food safety management in APEC Member Economies that supports the use of international standards and promotes improved understanding of international best practices; and
- Assisting the FSCF in identifying capacity building needs using its network of expertise.

4.3. Project Development

4.3.1. Food safety capacity building project proposals will continue to be submitted by APEC Member Economies, with the FSCF available for consultation, and ranked by the SCSC for submission to the APEC Budget Management Committee for funding approval. The APEC FSCF PTIN may also collaborate on projects that draw funding from other sources. Through consultation and information exchange with APEC Member Economies, the APEC FSCF PTIN can serve as a resource during all stages of project development, including project identification, creation, preparation, implementation, and evaluation. To this end, the APEC FSCF PTIN will:

- Provide support to APEC Member Economies on food safety capacity building activities and priorities identified in the *Implementation Plan 2008–2011*;
- Enhance the quality of APEC Member Economy proposals on food safety capacity building by providing technical advice in the preparation of project proposals; and

- Advise the FSCF on available experts from academia, industry, and government agencies to enhance training programs.

4.4. Communication and Outreach

4.4.1. The APEC FSCF PTIN will facilitate collaboration among the public and private sectors and academia to build the national food safety capacity of participating APEC Member Economies. Accordingly, the APEC FSCF PTIN's Secretariat, as the administrative point of contact and based on guidance from the FSCF Co-Chairs and the Steering Group, will maintain a communication and outreach function that will:

- Engage interested stakeholders and inform industry and academia of opportunities to contribute to APEC food safety capacity building activities;
- Gather input from industry and academia on perceived capacity building needs and priorities as related to the FSCF's *Implementation Plan 2008–2011* and convey this information to the FSCF; and
- Identify academic and industry points of contact willing to be partners in program development and training.

4.4.2. The mandate and terms of reference of the APEC FSCF PTIN shall be subject to review by the FSCF in two years.