



Department
for Environment
Food & Rural Affairs

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www.gov.uk/defra

IMPORTS AND EU POLICY TEAM

OVS Note/2015/32

Date: 10 September 2015

BIP UPDATE TRAINING DAY: THURSDAY 19 NOVEMBER 2015

Purpose

1. To advise BIPs of a training day for portal staff to be held at the offices of the Food Standards Agency, Aviation House, 125 Kingsway, London, WC2B 6NH, on Thursday 19 November.

Background

2. There are two BIP Update training days per calendar year for all Official Veterinary Surgeons and Official Fish Inspectors responsible for carrying out Veterinary Checks at BIPs to enable BIP staff to fulfil the requirement to attend at least one update training day every 2 years.

3. The training day will start at 10:00 and will finish no later than 16:15. The agenda will be almost identical to the agenda for the update training day in June 15 and will include updates from Defra, the FSA, workshops on composite products and Animal By-products and a session on verification checks. There will be a dedicated session for Official Fish Inspectors in the afternoon.

4. Tea and coffee will be available during the morning session, but no lunch will be provided.

5. You will be provided with a certificate of attendance and a copy of the certificate should be held at the BIP as part of your training records.



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INVESTORS
IN PEOPLE

Action for Portal Staff

6. Please check your training records and nominate attendees for the training day. Nominations should be sent to the Centre for International Trade, Carlisle by completing the nomination form and returning it via the mailbox below by 31 October 2015. Unless attendees are informed that they cannot attend the training day, all nominees will be able to attend once APHA acknowledged receipt of their nominations.

7. You should note that all attendees will be required to complete and submit a worksheet prior to the training day. The worksheets will be sent out about two weeks before the training day and will have to be returned before the training day. A completed worksheet will be required before a certificate of attendance will be issued.

8. Contact point for enquiries: Vivien Malan/Michelle Allison (see below)

Contact point for enquiries

Tel: 01228 403 600 (option 3)

Fax: 01228 591 900

Email: imports@apha.gsi.gov.uk

Imports and EU Policy Team



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BIP UPDATE TRAINING DAY – 19 Nov 2015 (OVS note 2015/32)

NAME	
BIP	
Position	OFI <input type="checkbox"/> OVS <input type="checkbox"/> Other (please specify) <input type="text"/>
TELEPHONE NO.	
E-MAIL ADDRESS	
OFFICIAL ADDRESS	
ADDRESS FOR CERTIFICATE IF DIFFERENT FROM OFFICAL ADDRESS	
ANY SPECIAL REQUIREMENTS	

Please return this form to: Centre for International Trade - Carlisle

Email: imports@apha.gsi.gov.uk

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Fax: 01228 591 900