



Department
for Environment
Food & Rural Affairs

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www.gov.uk/defra

IMPORTS AND EU POLICY TEAM

OVS Note/2016/10

Date: 3 May 2016

BIP UPDATE TRAINING DAY: 22 JUNE 2016

PURPOSE

1. To advise BIPs of a training day for portal staff to be held at the offices of Defra at Nobel House, 17 Smith Square, London, SW1P 3JR

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 two years.

3. The training day will start at 10:00 and will finish no later than 16:15. The agenda will include updates from Defra, the FSA, workshops on composite products and Animal By-products.

4. 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.

ACTION FOR PORTAL STAFF

5. Please check your training records and nominate attendees for the training day. Nomination should be sent to the [Centre for International Trade](#), Carlisle by completing the nomination form and returning it via the mailbox below by 9 June 2016. All nominees should be able to attend the training day and can therefore make the necessary travel arrangements once the nomination forms have been submitted.



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IN PEOPLE

6. 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.

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

Contact point for enquiries

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Imports and EU Policy Team