



Department  
for Environment  
Food & Rural Affairs

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[www.gov.uk/defra](http://www.gov.uk/defra)

## IMPORTS AND EU POLICY TEAM

OVS Note/2016/23

Date: 30 September 2016

### BIP UPDATE TRAINING DAY: 17 NOVEMBER 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 2 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, Border Force and workshops on composite products, fishery products and Animal By-products. Please note that the agenda items will be the same as for the June 2016.

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. Completed nomination forms should be sent to the Centre for International Trade, Carlisle via the mailbox below by 30 October 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.

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



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IN PEOPLE

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 at [imports@apha.gsi.gov.uk](mailto:imports@apha.gsi.gov.uk)

**Contact point for enquiries**

Tel: 03000 200 301 (option 3)

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***Imports and EU Policy Team***