

PROGRAMME INITIATION DOCUMENT

1. General Programme Information	
Programme Name:	To identify the training and skills required to implement Official Controls Regulation No. 2017/625 in relation to food fraud and authenticity
Sponsors:	
Programme Manager:	
Impact of Programme:	<p>1. This project will ensure that staff have the training and skills required to implement official controls under Regulation 2017/625 in relation to food fraud and authenticity¹. This will assist staff in the ability to identify potential/actual fraud and will improve fraud detection practices. Equipping staff with the skills to effectively deal with food fraud and authenticity issues will protect consumers’ interest and enhance confidence in DAFM’s controls.</p> <p>2. The project will also adopt a new approach to identifying training needs based on a systematic evaluation of the legislation of control activities.</p>
2. Programme Team	
3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this Programme)	
DAFM Divisions involved in official controls on food safety and food authenticity, Management Board,	
Other project teams, Trade associations/representative bodies	
Training and Development unit, Audit unit,	
FSFAI, general public/consumers, Food business operators (FBOs), Bord Bia	
4. Programme Scope Statement	
Programme Purpose / Business Justification <i>Describe the business need this Programme addresses</i>	
<p>Department staff have an on-going need for training that is currently achieved by an annual assessment. However, training needs are generally determined by the individual, which means that training can lag behind the actual front -line need of staff to perform their duties.</p> <p>Official Controls Regulation No. 2017/625 provides for more stringent rules on fraud and authenticity¹ in order to provide greater consumer protection and benefit compliant businesses. However, the Regulation doesn’t provide sufficient detail on the nature of these controls and the skills/training needed to implement these controls. Therefore, there is a danger that the specific skills and training required to implement controls in this area may not be sufficiently clear.</p> <p>This project will involve a systematic evaluation of the controls required under the Regulation in relation to food fraud and authenticity in order to identify the skills and training needs of staff to implement the requirements of the Regulation.</p> <p>It will also identify training courses that will assist with delivery of the skills and training needs of staff in the food fraud and authenticity area.</p> <p>This project will not include a training needs assessment for food safety.</p>	

¹ As per the Food Safety and Food Authenticity Strategy 2018, food fraud and food authenticity is defined as “References to food authenticity include food standards, food composition, consumer interests and labelling compliance. Deficits to food authenticity include food fraud, a term used to encompass the deliberate and intentional substitution, addition, tampering, or misrepresentation of food, food ingredients, or food packaging; or false or misleading statements made about a product, for economic gain”

Objectives (in business terms)
<ul style="list-style-type: none"> • To identify the specific training needs required to implement the Official Controls Regulation No. 2017/625 in relation to food fraud and authenticity • to enhance the quality, consistency and effectiveness of implementation of official controls in the area of food fraud and authenticity, • to improve fraud detection practices and • to improve the application and consistency of enforcement measures to protect consumers' interests and the integrity and reputation of the Irish agri-food sector
Deliverables
<p>Needs Analysis</p> <ol style="list-style-type: none"> 1. Paper setting out the relevant Articles of Regulation 2017/625 in relation to food fraud and authenticity¹. 2. Paper setting out the training and skills requirement in relation to those articles following a consultation with relevant divisions. 3. Review of best practices /existing training courses in other EU countries <p>Delivery</p> <ol style="list-style-type: none"> 1. Framework document setting out the relevant Articles / training and skills required (and the processes and procedures that must be followed) to implement Regulation 2017/625 2. Identify relevant staff in FSFA Divisions for training 3. Based on Framework document, the Training unit will procure specific courses or organise bespoke programmes with both external and internal input – this will require the full cooperation of the Training unit <p>Evaluation; Evaluation will be a longer term objective given that it can only be undertaken after the delivery of the training programme, but will involve an evaluation of the training provided in terms of the effectiveness of official controls relating to FSFA, as required under Regulation 2017/625 .To ensure there is continued evaluation of the effectiveness and consistency of those controls a dedicated resource should be focused on this work.</p>
Scope
<p>This project will identify the training and skills required to implement Official Controls Regulation No. 2017/625 in relation to food fraud and authenticity.</p> <p>It does <u>not include</u> an evaluation of the Training and Development needs in respect of food safety controls.</p> <p>Food fraud (defined as the deliberate and intentional substitution, addition, tampering, or misrepresentation of food, food ingredients, or food packaging; or false or misleading statements made about a product, for economic gain) that is criminal in nature is outside the scope of this project.</p>

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Programme Milestones

Needs Analysis

- Paper Setting out the relevant Articles of Regulation 2017/625 in relation to food fraud and authenticity
- Consultation Process with line divisions
- Paper setting out the T&D needs in relation to those articles following a consultation with key divisions
- Review of best practices /existing training course modules in Ireland and EU member states and 3rd countries
- **Delivery**
- Framework document setting out the relevant Articles / T&D needs required to implement Regulation 2017/625 in relation to food fraud and authenticity
- Document identifying relevant staff in FSFA Divisions for training
- Based on framework document, the Training unit will procure specific courses or devise bespoke programmes with both external and internal input

Evaluation: Establishment of a dedicated evaluation resource linked to the Audit function

Major Known Risks (including significant Assumptions)

Scope:

- Lack of clarity on food safety v food fraud/authenticity **Low**
- Failure to identify training needs **Low**
- Lack of engagement from **Training Unit Medium**

Schedule:

- Insufficient engagement by key stakeholders **Medium**
- Resistance to change **Medium**
- Training courses not available **Medium**

Resource:

- Insufficient budget **High**
- Loss of team members **High**
- Poor communication **High**

External Environment

- Changes in legislation **Low**
- Project inter-dependencies **Low**
- Insufficient engagement by stakeholders **Medium**

Constraints

Resources, staff changes and time constraints.

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External Dependencies			
FSAI Revenue/Customs An Garda Siochana Legal Services			
5. Communication Strategy			
The Project team will have face-to-face meeting regularly, as required. In addition the Sponsor and Project manager will coordinate their communications strategy regarding the project. Meeting minutes and project updates will be circulated to the team by email.			
6. Sign-off			
	Name	Signature	Date (MM/DD/YYYY)
Executive Sponsor			
Department Sponsor			
Programme Manager			
7. Notes			

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