

Information Note for the 2024 Call for Applications for engagement of Temporary Veterinary Inspectors for Meat Inspection Services, in respect of individual DAFM approved meat plants at various locations throughout the country.

The Department of Agriculture, Food and the Marine (DAFM) engages Private Veterinary Practitioners (PVPs) to support DAFM Veterinary Inspectors in the provision of meat inspection services at DAFM-approved slaughter plants, pursuant to the provisions of the Conditions of Engagement (Revised April 2019) and its incorporated Standard Operating Procedures.

The Department of Agriculture, Food and the Marine invites applications for approval for engagement as Temporary Veterinary Inspectors (TVIs) in respect of approved DAFM meat plants as listed in Annex A.

Apply for engagement as a TVI for Available Panel Positions

Suitably qualified individuals must:-

- a) be a veterinary practitioner registered with the Veterinary Council of Ireland in accordance with Part 4 of the Veterinary Practice Act 2005 (or who is in the process of so registering and is so registered before this process is complete);
- b) meet the other requirements throughout the duration of their placement on the panel as set out in the Conditions of Engagement and associated SOPs;
- c) submit a fully completed application form.

Ineligibility: -

- Individuals, who have been permanently removed from meat plant panels arising from concerns in respect of their conduct or performance in accordance with appropriate procedures, will be considered ineligible to apply for placement on a panel.
- An upper age limit of engagement to age 70 shall apply for TVI engagement for new entrants to the panels.

Application process:

The application process consists of several stages. Applicants will be only offered a position on the panel if they fulfil all requirements of all stages.

Stage 1: Application

- Applicants must complete the appropriate application form in full and submit electronically. All applications will be acknowledged. Information included must be legible. Applications must be signed.
- Scanned and signed applications must be submitted electronically and must be received by the closing date of **Friday 15th March 2024 at 5 p.m.** The email address to submit applications is TVICALL2024@agriculture.gov.ie
- **Please contact us, if you do not receive a confirmation of receipt of email.**
- Applicants may select up to 4 panels in their order of preference for which they wish to be considered and these must be numbered (1-4). Applicants should give due consideration to the fact that if they are selected to proceed to stage 3 for a panel then they will not be considered for further panels.
- Applicants will be checked as to their eligibility for engagement as a TVI.
- Applicants will be informed if their application has been deemed eligible to proceed to stage 2.

Stage 2: Lottery

- Where more applications are received than required for a panel, a lottery system will be applied. In the event of a lottery, the following procedures will be applied:
 - A lottery for TVI in each plant will be held. The order of those drawn against the available positions will be recorded.
 - If an applicant is selected for possible placement on more than one meat plant panel, the applicant's highest preference will be taken into consideration and if necessary, a further applicant will be drawn.
 - Applicants will be notified if they have been selected for Available Panel Positions Lists and will be invited to progress to stage 3 of the process.
- Applicants will be notified if they have not been selected.

Stage 3: Suitability Assessment

- Applicants who reach this stage of the process will be invited to take part in the suitability assessment. The suitability assessment must be fully completed within a timeframe agreed with the VI in charge of the meat plant.
- Applicants will be required to furnish the Department with the following documentation:
 - a tax clearance certificate (or equivalent); and
 - a medical certificate attesting to the Applicant's ability to fully perform the services in a meat plant environment.
- Applicants will be required to undertake mandatory training (without payment) consisting of:
 - Successful completion of online induction course (approved by the Department) on legislative requirements and ante and post-mortem systems and procedures.
 - 30 hours (3 Hours per shift) on-the-job training at the meat plant. At the end of the training period the applicant's capability will be subject to assessment by the relevant VI(s).
- On satisfactory completion of the required training courses and with a positive assessment of having demonstrated the necessary skills, applicants will be deemed as satisfying the training requirements of the suitability assessment.
- Applicants who fail to meet requirements or deadlines will be notified that they have been deemed unsuitable for panel placement on this occasion and that they may apply for future opportunities as they arise. In such circumstances and if necessary, a further applicant will be drawn by a lottery of the remaining applicants for that meat plant who have not been already selected and will be invited to Stage 3 (suitability assessment) of the selection process.

Stage 4: Offer of place on panel

- On satisfactory completion of all requirements of stage 3, applicants will be notified that they have met all requirements of the application process satisfactorily and have been approved to be placed on the panel for the relevant meat plant.
- The applicant will be added to the panel in the order determined in the lottery.
- After all of the advertised available places have been filled, unsuccessful applicants will be notified that they have not been selected for panel placement on this occasion, details will not be retained for the purposes of future panel placements and that they may apply for future opportunities as they arise.

Correspondence:

- Applicants will receive correspondence in electronic format (via email) for the purposes of this process.
- Applicants should regularly check all folders of their email boxes including junk and spam folders regularly. The Department does not take responsibility for communication not accessed or received by an applicant.
- Applicants will receive correspondence at the following stages:
 - Acknowledgement of receipt of application and/or notification that application is deemed eligible for participation in Stage 2 (Lottery).
 - If included in an Available Panel Positions List and invited to progress to stage 3 (suitability assessment), communications will be ongoing.
 - If they have been eliminated from the process, applicants will be notified as such and informed that they may apply for future opportunities as they arise.
 - When all panels have been filled, all remaining applicants who have not been selected for Stage 3 (Suitability Assessment) will be informed that the process has concluded and that they may apply for future opportunities as they arise. Unsuccessful applicant details will not be retained for the purpose of further placement on panels

Planned Key Dates (subject to change)

Publishing of Application process	30 th January 2024
Closing date for receipt of applications	15 th March 2024 at 5 p.m.
Lottery	Week of 2 nd April 2024

Operation of the Panels

The panels will operate under the auspices of the attached Conditions of Engagement between the Department of Agriculture, Food and the Marine and Veterinary Ireland.

Hourly Fee

The current hourly fee payable for meat inspection services is €87.33. The hourly fee is so set to take account of the fact that TVIs are paid on a fee basis for hours engaged, and that this rate of payment comprehends the fact that the Department is not liable for any form of paid absence, and that all other entitlements available to them, including pension, sick pay, disability, maternity or paternity benefits are solely available through their social welfare contributions, as provided for through deductions from their fee income.

Annex A – List of Meat plants and numbers of required TVIs

Meat Plant	Number of required TVIs
ABP, Clones, Co. Monaghan	2
ABP, Ferrybank, Co. Waterford	3
Ballaghadreen Bacon Co. Ltd, Co. Roscommon	1
Ballon Meats, Raheen, Ballon, Co. Carlow	1
Ballymooney Foods Ltd, Clane, Co. Kildare	1
Dawn Meats, Slane, Beauparc, Navan, Co. Meath	1
Dunleavy Meats, Ballina, Co. Mayo	2
Green Pasture Meats, Drumlish, Co. Longford	1
Kavanagh Meats, Moyne Lower, Enniscorthy, Co. Wexford	4
Liffey Meats, Ballyjamesduff, Co. Cavan	4
Liffey Meats Hacketstown, Co. Carlow	1
Slaney Meats, Bunclody, Co. Wexford	1
Troy Meats, Rathnure, Mullingar, Co. Westmeath	5