

## **TERMS OF REFERENCE**

**Intensive advanced training focused on improvement and upgrading of present knowledge on Rapid Alert system issue and Risk assessment issue.**

**Development of proposal on General methodical procedure of risk assessment. in the field of chemical and microbiological contaminants**

### **TWINNING LIGHT PROJECT**

#### **1. BACKGROUND**

The Rapid Alert System for Foodstuffs (RASFF) is a system, organised by European Commission (EC). It is a way of quick exchange of information among Member countries on problems or risks related to foodstuffs, which does not comply with the food safety requirements or are not well labelled, so they represent risk to consumers.

The Slovak Republic takes part in the system of rapid exchange of information on dangerous foods in the market too.

The legislation base of European Union (EU) for Rapid Alert System is the Regulation (EC) No. 178/2002 General principles and requirements of food law, establishing the European Food Authority and laying down procedures in matters of food safety (articles 50-52) and Council Directive 92/59/EEC on the general product safety-article 8 and its Annex.

This legislation has been transposed into Slovak national legislation relating to the RASFF. The Slovak Act No. 152/1995 Coll. on Foodstuffs as amended by Act No. 23/2002 Coll. is harmonised with relevant EU legislation. A part of the harmonised legislation is implementing decree of the Ministry of Agriculture (MoA) on procedures within the rapid information exchange system in food and feed in case of serious and direct risk for health and safety of consumers which becomes valid by October 2003.

On a basis of this legislation, the organisational structure, the content and the scope of the work, which should be covered by RASFF, is defined. The National Contact Point (NCP) is unit responsible for collecting data from the whole RASFF network in the Slovakia and provides them to all NCPs in Member states, EC and European Food Safety Authority. Slovak NCP is established at the State Veterinary and Food Administration. On the national level the RASFF consists of two basic parts – one under the competence of the Ministry of Health (MoH) and the second one under the competence of the MoA.

The first branch of the Slovak RASFF, which is under the MoH, consists of the Public Health Authority of the Slovak Republic (PHA SR) and 36 Regional Public Health Authorities (RPHA SR) in Slovakia, which are subordinate to PHA SR. These are responsible for following tasks:

- exercise controls in retail and processing establishments, controls of Hazard Analysis and Critical Control Point (HACCP),
- execute the control of epidemiological risk activities, nature mineral and spring water, and water for infant nutrition, herbaceous tea, table salt, confectionery, delicacies, ice cream, foodstuffs for particular nutritional uses, foodstuffs intended for infants and young children, delicacies, novel foods and foods treated with ionising radiation,
- control of producers and sellers according to the estimated frequency of control and epidemiological risk,
- prepare special action for support application of Good Hygienic Practice at producers, sellers and establishment of public catering,
- execution of surveillance on catering premises.

The responsible workplace under the Public Health Authority of the Slovak Republic (PHA SR) is Department of Nutrition and Food Safety (DNFS), which is the specialised centre acting in the field of nutrition, food hygiene and food safety.

The second branch of the Slovak RASFF is under the competence of the MoA and consists of State Veterinary and Food Administration of the Slovak Republic, 8 regional Veterinary and Food Administrations and 40 district Veterinary and Food Administrations. They are dealing with the rest activities defined in the Act No. 152/1995 Coll. on Foodstuffs as amended by Act No. 23/2002 Coll.

During PHARE project SR 01/OT/02 "Support of Food market Surveillance System in Consumer and Health Protection" this project relevant staff of both branches received only a basic training on RASFF issues.

This project links up to above-mentioned PHARE project. It focuses on knowledge support - improvement and upgrading of the present knowledge on RASFF issues. As during above-mentioned PHARE project relevant staff of both branches received only a basic training on RASFF issues, there are several very important facts that give reasons for implementation of subsequent advanced trainings under proposed project:

- the last training on RASFF within project 01/OT/02 took place in 10.-14. March 2003 and **since this date came up several important changes in the field of RASFF in Slovakia:**
  - o **novel of Act No. 152/1995 Coll. on Foodstuffs including articles on RASFF** came into force in October 2003
  - o **Decree No. 99 of Ministry of Agriculture on Procedures within Rapid Information Exchange System in Foods** in Case of Serious Direct Risk for Health and Safety of Consumers is valid since January 2004
  - o **Methodical Instruction No.9 of State Veterinary and Food Administration SR- Vademecum on RASFF** – this document contains also concrete contacts on competent authorities and staff is valid of November 2003
- while the training organised under above mentioned project 01/OT/02 focused on RASFF, general food law, use of DG Sanco VADEMECUM on RASFF, training organised under **this project focuses on improvement, upgrading of present knowledge on RASFF** received during older project 01/OT/02
- **on above mentioned new documents**
- **on risk assessment principles. This is another absolutely new element in the training on RASFF.**

As relevant professional staff have to apply principles of risk analysis during evaluation of data received by means of Rapid Alert System network and during adopting of measures, it is necessary for them to have knowledge on these risk assessment principles. There is an extensive scientific knowledge on risk assessment, risk management and risk communication, but very few knowledge on implementing it into practice. Information on risk assessment, risk management and risk communication is particularly important in relation to contaminants, additives, risk rising from microbiological contamination, where is not adopted EU legislation in the area of EU limits, e.g. Hg, Pb, Cd, mycotoxines, pathogenic microorganisms and other ones. So it is necessary to put emphasis on application of existing scientific knowledge into practice and particularly in this area.

Furthermore, as PHA SR is according to novel of Act No. 152/1995 Coll. on Foodstuffs also responsible for risk evaluation and risk management in the field of foodstuffs, it shall to create general methodology for risk assessment. Receiving foreign know-how provided by Member countries' experts during meetings will help to develop together with experts from PHA SR and State Veterinary and Food Administration SR high-quality evidence-based proposal of **General methodical procedure of risk assessment.**

Receiving foreign know-how provided by Member countries' experts will provide conditions for efficient protection of consumers from exposure to dangerous products placed on the market of the Slovak Republic.

#### **Accession Partnership and NPAA priority:**

- **This project deals with an Accession Partnership priority of the chapter** Free movement of goods:  
*...upgrade to EU level all surveillance and conformity structures as well as other implementing structures in sectors covered by product specific legislation.*
- **It is also in line with the NPAA priority of the chapter** Consumer and Health Protection: *...strengthening effective protection of consumers from exposure to dangerous products placed on the market, supporting educational programmes...*
- **The project helps to achieve also one of the priorities of the Comprehensive monitoring report on Slovakia's preparations for membership from November 2003: Chapter 1: Free movement of goods referring:**  
*...Improvements to administrative capacity should continue particularly as regards market surveillance to ensure full operational efficiency by the date of accession.  
...further attention is required in particular as regards the administrative structures necessary in the area of food safety in relation to implementing the Rapid Alert System for Food and Feed (RASFF)...  
...the administrative structures, legislation on the Rapid Alert System for Food and Feed (RASFF) remains to be put in place...*

#### **Related programmes and other donor activities**

PHARE Project SR 01/OT/02 "Support of Food market Surveillance System in Consumer and health protection" developed by MoA SR.

## **2. DESCRIPTION OF THE ASSIGNMENT**

### **➤ Beneficiary**

The institutional twinning light partner will be the Ministry of Health of the Slovak Republic, which will assume overall responsibility for the project. The Ministry of Health will co-operate in project implementation with other institutions, in particular with the Public Health Authority of the Slovak Republic, which will be the recipient institution and will be responsible for professional aspects of the entire project. The short-term experts will be deployed at the office of the PHA SR and other selected locations.

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#### *Project leader (employee of the PHA SR):*

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### ➤ **Global and specific objectives**

More generally, this contract shall contribute to the ensuring complete protection of consumers from exposure to health risk food products placed on the market (Ensuring Consumer Health Protection and Food Safety).

The specific objectives of this contract are

- **improvement and upgrading of present knowledge on Rapid Alert system issue and risk assessment issue through intensive advanced training of RASFF unit staff.**
- **exchange of experiences** on different national RASFF systems functioning (differences, their comparison, case studies, potential and real problems of RASFF functioning) **during high professional seminar on RASFF issues and presentation of prepared proposal on General methodical procedure of risk assessment**
- **developing** of high-quality evidence-based proposal on **General methodical procedure of risk assessment** in the field of chemical and microbiological contaminants This material will be mandatory for authorities responsible for Official Food Control in Slovakia and should include instructions for evaluation risk rising from microbiological and chemical contamination shall reflect WHO/FAO and possibly EU requirements for evaluation of this risk.

Project incorporates all comments of the representatives of the European Commission from bilateral meeting in Bratislava at 23.3.2004. There is no duplicity in trainings in proposed project.

### ➤ **Requested services**

The project will be implemented in the framework of one Twinning Light Arrangements covering following activities:

#### 1. Intensive training of professional staff of RASFF units.

The training component consists of the set of 3-days trainings (4 x 3 days, each training for ca 40 Slovak employees of the RASFF network, most of them will be from the first branch under MoH (about 120) and the rest from the second one under MoA (about 40). Trainings will take place in Bratislava, Banská Bystrica, Žilina and Košice to ensure the best dissemination of the knowledge.

The trainings will consist mostly of explanation and description of the RASFF issue and risk analysis issue. They will focus **on widening, improvement and upgrading of present knowledge on RASFF** because there are above mentioned new documents related to RASFF (novel of Act on Foodstuffs, Decree on RASFF, Methodical Instruction No. 9 - that became valid only after trainings organised under previous PHARE project 01/OT/02, case studies related to RASFF issue, functioning of RASFF, exact contacts related to RASFF in Slovakia, actual organisation structure of RASFF in Slovakia) and **on risk assessment principles** (basic definitions, risk assessment, risk management, risk communication, hazard identification, hazard characterisation, exposure assessment, risk characterisation; application of principles of risk assessment, risk management a risk communication in practice, with particular emphasis on that part of contaminants, additives, risk rising from microbiological contamination, where is not adopted EU legislation in the area of EU limits, e.g. Hg, Pb, Cd, mycotoxines, pathogenic microorganisms and other ones, case studies)

This is another absolutely new element in the training on RASFF. As relevant

professional staff have to apply principles of risk analysis during evaluation of data received by means of RASFF and during adopting of measures, it is necessary for them to have knowledge on these principles.

#### MEANS

**Expert 1 of Class 2 – Project leader** (we expect him to work 23 working days – detailed requirements are listed in Article 3 – Experts profile)

**Expert 2, 3, 4 and 5 of Class 1** (we expect **Expert 2 and 3 of Class 1** to work 21 working days each and **Expert 4 and 5 of Class 1** to work 16 working days each - detailed requirements are listed in Article 3 – Experts profile)

### 2. High professional seminar on RASFF issues

2-days seminar will focus on

- **the exchange of information** (discussion, presentations) **and experiences on functioning** of different national **RASFF systems** ( differences, their comparison, case studies, potential and real problems of RASFF functioning and how to solve them in practice) between the professional RASFF unit staff of institutions that are under the first branch and experts 1,2,3,4 and 5 from Member States.
- **presentation of prepared proposal on General methodical procedure of risk assessment** (prepared during the third project activity).

About 160 participants will take part in this event; most of them will be from the first branch under MoH (approx. 120) and the rest from the second one under MoA (approx. 40). The seminar will take place in Bratislava.

#### MEANS

The same twinning light arrangement as Activity No. 1

### 3. Development of high-quality evidence-based proposal on General methodical procedure of risk assessment.

During set of 2 meetings (initial 5-days brainstorming meeting and second 2-days expert meeting) held in Bratislava the whole team of twinning light expert, 3 experts from PHA SR and 2 experts from State Veterinary and Food Administration SR will together develop high-quality evidence-based proposal on General methodical procedure of risk assessment in the field of chemical and microbiological contaminants. This material will be mandatory for authorities responsible for Official Food Control in Slovakia and shall include instructions for evaluation of risk rising from microbiological and chemical contamination with particular emphasis on that part of contaminants and risk rising from microbiological contamination, where is not adopted EU legislation in the area of EU limits, e.g. Hg, Pb, Cd, mycotoxines, pathogenic microorganisms and other ones), shall reflect WHO/FAO and possibly EU requirements for evaluation of this risk.

**Initial 5-days brainstorming meeting** will focuses on developing of preliminary proposal of General methodical procedure of risk assessment. It will be prepared during these 5 days by experts No.1, 2 and 3 under the coordination and leadership of Twinning light expert.

**The subsequent 2-days expert meeting** experts No.1,2,3,4 and 5 from Member States and from PHA SR and SVFA SR will focus on preparation of definitive proposal on General methodical procedure of risk assessment in the field of chemical and microbiological contaminants by discussing and amending the preliminary proposal created during initial brainstorming meeting.

## MEANS

The same twinning light arrangement as Activity No. 1

### ➤ **Expected results**

#### **1. Professional staff trained**

About 160 Slovak professional staff of RASFF units mainly from the first branch of RASFF Slovak network trained on RASFF issue and on risk analysis issue (according the training description) and able to implement new knowledge in the praxis.

#### **2. The proposal on General methodical procedure of risk assessment prepared and presented, materials on functioning different national RASFF systems discussed and presented**

During the 2-days seminar the Slovak experts will have the possibility through panel discussions, brainstorming meetings, presentations act... receive the knowledge on functioning RASFF system as a whole and in different member States, with all modifications and details. Twinning light experts (1, 2,3,4,5) and experts from PHA SR and SVFA SR will present prepared proposal on General methodical procedure of risk assessment.

#### **3. High-quality evidence-based proposal of General methodical procedure of risk assessment in the field of chemical and microbiological contaminants developed.**

The working group consisting of the Slovak team (3 experts from PHA SR and 2 experts from State Veterinary and Food Administration SR) and the twinning light experts group will prepare and develop high-quality evidence-based proposal on General methodical procedure of risk assessment in the field of chemical and microbiological contaminants.

First, there will be initial 5-days meeting with the aim to develop the preliminary proposal. After short time, when the twinning light experts will proceed on development of the proposal with regular commentary and amendments from Slovak team, there will be another 2-days meeting do finalize the whole document.

During set of 2 meetings (initial 5-day meeting and second 2-day meeting) held in Bratislava , 5 experts from Member States, will together develop. This material will be mandatory for authorities responsible for Official Food Control in Slovakia and shall include instructions for evaluation of risk rising from microbiological and chemical contamination, shall reflect WHO/FAO and possibly EU requirements for evaluation of this risk. This material should also put particular emphasis on that part of contaminants and risk rising from microbiological contamination , where is not adopted EU legislation in the area of EU limits, e.g. Hg, Pb, Cd, mycotoxines, pathogenic microorganisms and other ones).

### **Assumptions and risks**

It is assumed that the beneficiary provides enough administrative capacities to achieve a maximum benefit from the project.

#### Precondition:

- Slovak experts and professional staff of RASFF units timely available for project implementation

#### Assumptions:

- the Slovak experts an relevant staff will be timely available for project implementation
- relevant staff will be available for trainings
- minimal fluctuation rate of relevant staff
- good cooperation among the stakeholders

### 3. EXPERTS PROFILE

#### ➤ Education, experience, references and category of each expert

The contract performance requires five experts (one Team Leader – the twinning light expert and four short-term experts).

#### **Expert No.1 : Team leader of Class 2** (we expect him/her to work 23 working days)

He/she should fulfil the following criteria:

- Must have proven excellent lecturing skills
- Will preferably come from a Public Health Authority or an equivalent institution internationally reputable in the field of Rapid Alert System and risk assessment issue
- University education in relevant field (veterinary, food chemistry, biochemistry, food microbiology, medicine)
- Minimum 12 years of professional experience in the area of food control, food safety, risk assessment
- Must have knowledge and experience with implementation of the Regulation (EC) No. 178/2002 General principles and requirements of food law, establishing the European Food Authority and laying down procedures in matters of food safety (articles 50-52) and Council Directive 92/59/EEC on the general product safety-article 8 and its Annex and related legal norms.
- Should be familiar with Slovak national legislation harmonised with above mentioned EU legislation - especially **novel of Act No. 152/1995 Coll. on Foodstuffs including articles on RASFF** (came into force in October 2003), **Decree No. 99 of Ministry of Agriculture on Procedures within Rapid Information Exchange System in Foods** in Case of Serious Direct Risk for Health and Safety of Consumers (valid since January 2004), **Methodical Instruction No.9 of State Veterinary and Food Administration SR- Vademecum on RASFF** – this document contains also concrete contacts on competent authorities and staff is valid of November 2003 (Slovak participant will provide foreign experts with all relevant Slovak materials before the beginning of the set of trainings)
- Must have excellent knowledge and minimum 10 years of professional experience with risk assessment issue and be internationally respected in this field
- to have knowledge and practical experiences with functioning of RASFF system as a whole and to have knowledge on functioning of RASFF in different Member States, knowledge on their potential and real problems and of way they solve them
- to have knowledge on case studies related to RASFF, on potential problems with functioning of RASFF
- to have practical experience with work at National Contact Point or RASFF units
- Excellent knowledge of English and good communication skills.
- PC skills
- Experience in consultancy and advisory activities
- Excellent drafting capability in English

#### We expect him/her to do:

- organize and manage his/her short term expert team
- closely cooperate with project leader from Slovakia
- to organize, manage and provide (with his/her team) the set of trainings, preparation meetings (5days initial meeting and 2days final meeting) for development of proposal of General methodical procedure of risk assessment and the high professional seminar (including preparation of written documents, presentations, time table of activities, agenda of seminar, trainings, expert meetings etc..., however all this documents should be discuss with the Slovak project leader and approved by her before presenting and

- using)
- to work in the working group to prepare and develop the High-quality evidence-based proposal of General methodical procedure of risk assessment in the field of chemical and microbiological contaminants according the expected result No. 3
- in cooperation with the Slovak team to present the proposal of General methodical procedure of risk assessment on the seminar
- preparation of inception report with detailed scheduling concerning both the work and allocation of inputs and sending it to relevant people according this ToR after approval of Slovak project leader and MoH representative
- preparation of final report, which should be also finally approved by Slovak project leader and MoH representative before it becomes valid

**Experts No. 2, 3, 4 a 5 of Class 1** (we expect **Expert 2 and 3 of Class 1** to work 21 working days each and **Expert 4 and 5 of Class 1** to work 16 working days each)

Each of them should fulfil the following criteria:

- Must have proven excellent lecturing skills
- Will preferably come from a Public Health Authority or an equivalent institution internationally reputable in the field of Rapid Allert System and risk assessment issue
- University education in relevant field (veterinary, food chemistry, biochemistry, food microbiology, medicine)
- Minimum 7 years of professional experience in the area of food control, food safety, risk assessment (one expert should be toxicologist, one chemical analyst, one food microbiologist and last one food technologist)
- Must have knowledge and experience with implementation of the Regulation (EC) No. 178/2002 General principles and requirements of food law, establishing the European Food Authority and laying down procedures in matters of food safety (articles 50-52) and Council Directive 92/59/EEC on the general product safety-article 8 and its Annex and related legal norms.
- Should be familiar with Slovak national legislation harmonised with above mentioned EU legislation- especially **novel of Act No. 152/1995 Coll. on Foodstuffs including articles on RASFF** (came into force in October 2003), **Decree No. 99 of Ministry of Agriculture on Procedures within Rapid Information Exchange System in Foods** in Case of Serious Direct Risk for Health and Safety of Consumers (valid since January 2004), **Methodical Instruction No.9 of State Veterinary and Food Administration SR- Vademecum on RASFF** – this document contains also concrete contacts on competent authorities and staff is valid of November 2003 (Slovak participant will provide foreign experts with all relevant Slovak materials before the beginning of the set of trainings)
- Must have excellent knowledge and minimum 7 years of professional experience with risk assessment issue and be internationally respected in this field
- to have excellent knowledge and practical experiences with functioning of RASFF system as a whole and to have knowledge on functioning of RASFF in different Member States, knowledge on their potential and real problems and of way they solve them
- to have excellent knowledge on case studies related to RASFF, on potential problems with functioning of RASFF
- to have practical experience with work at National Contact Point or RASFF units
- Excellent knowledge of English and good communication skills.
- PC skills
- Experience in consultancy and advisory activities
- Excellent drafting capability in English

We expect of them to do:



- work in the team under the leadership of the MS project leader – twinning light expert and closely cooperate with Slovak team
- to provide the set of trainings according the activity No.1 under leadership of the MS project leader
- to provide the 2-days high professional seminar according to Slovak actual needs and this ToR
- to be in disposal for professional discussions and commentary (relating to RASFF issues) to Slovak experts during the life of the project
- cooperate in the working group with the Slovak team to prepare and develop the General methodical procedure of risk assessment in the field of chemical and microbiological contaminants, to be presented on the seminar

➤ **Languages**

The working language is English.

**4. LOCATION AND DURATION**

➤ **Starting date**

The project shall start on 1 October 2004

➤ **Finishing date of the assignment**

Expected finishing date is 6 months after the signature of the contract, due to unexpected obstacles possible to prolong to eight months.

➤ **Schedule and number of days for the assignment per expert**

<b>Experts</b>	<b>Minimum Class of expert</b>	<b>Trainings, seminar, meetings (w/d)</b>	<b>Reporting (w/d)</b>	<b>Total (w/d)</b>
Team leader	Class 2	21	2	23
Short-term expert No.2	Class 1	21	-	21
Short-term expert No.3	Class 1	21	-	21
Short-term expert No.4	Class 1	16	-	16
Short-term expert No.5	Class 1	16	-	16
<b>Total</b>		95	2	97

Time implementation chart:

	<b>2004</b>			<b>2005</b>		
	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>
<b>Twinning light</b>	x	x	x	x	x	x
<b>Set of 3-days trainings</b>	x	x	x	x		
<b>Final seminar</b>						x

<b>Developing methodical of risk assessment</b>	<b>General procedure</b>		x	x			
<b>Reporting (interim, final)</b>		x					x

Advanced trainings on RASFF and risk assessment issue will be realized in October, November, December 2004 and January 2005. Within three weeks after signature of the contract, will be created a work plan as part of the inception report with detailed scheduling concerning both the work and allocation of inputs.

High professional seminar will take place in March 2005 and 2 meetings of experts focused on preparation of proposal of General methodical procedure of risk assessment will be realized in the period of November – December 2004.

The final proposal of General methodical procedure of risk assessment will be presented on the final seminar at March 2005.

Interim and final report will be created by MS project leader (approved by project leader from Slovakia and the representative of MoH) in October 2004 and March 2005 and sent to relevant persons according to this ToR.

**The total budget for this contract amounts to €140 000.**

The budget contains also the miscellaneous line which will cover translation of relevant materials into Slovak or English, printing of all relevant materials (e.g. study materials for seminars, materials for final seminar, interim and final report, case studies, proposal on risk assessment procedure etc...), distribution of materials, interpreting English-Slovak and Slovak-English and other costs related to the project after approval of the project leader from Slovakia and the representative of MoH .

➤ **Location of assignment**

Working days will be performed in Bratislava, Banská Bystrica, Žilina, Košice. Exceptions may be authorized, provided relevant justification and written ex ante approval of both the beneficiary and contractor in Bratislava.

**5. REPORTING**

➤ **Content, language, format and number of reports, date of submission**

The following reports will also be presented:

- **Interim Report (IR)** within three weeks after the start of the assignment, incl. detailed work plan and time schedule.
- **Final Report (FR)** (project completion report) complying with these Terms of Reference and the General Conditions provisions governing this contract including recommendation for continuation in evaluation activities. The Final Report will be presented within 30 days after the completion of the project.

**The reports have to be submitted to:**

- one hard copy and a version in electronic format (in English and Slovak) of **IR** and **FR** to:  
*Ministry of Health SR*

*Ms. Zuzana Škublová, Sector Aid Coordinator  
Limbova 2  
837 52 Bratislava, Slovak Republic*

*- one hard copy in English and Slovak of **IR** and **FR** to:  
The Office of the Government  
Mr. Ivan Fecenko, Director  
Department of Foreign Assistance  
Štefánikova 2  
810 00 Bratislava, Slovak Republic*

*- one hard copy in English and Slovak of **IR** and **FR** to:  
Delegation of the EC in the SR  
Mr. Dieter Thiel, Head of Phare/ISPA Section  
Panská 3  
811 01 Bratislava, Slovak Republic*

*- one hard copy in English and Slovak of **IR** and **FR** to:  
Ministry of Finance of SR  
Ms. Silvia Czuczorová, Director  
Central Finance and Contracting Unit  
Štefanovičova 5  
817 82 Bratislava, Slovak Republic*

*- one hard copy in English and Slovak of **IR** and **FR** to:  
National Public Health Institute of Slovak Republic  
Mr. Ivan Rovný, Chief of the Hygiene of SR  
Trnavská 52  
826 45 Bratislava, Slovak Republic*

## Special requirements

### Equipment

All experts will come and start all project activities fully informed and prepared for trainings, seminar and expert meetings. To achieve this, Slovak beneficiary will submit all relevant documents to Twinning light team before start of activities.

#### Detailed cost allocation

	<b>Budget (EUR)</b>
<b>Team leader Class 2</b>	<b>31 325,-</b>
<b>Short-term expert No.2 Class 1</b>	<b>24 005,-</b>
<b>Short-term expert No.3 Class 1</b>	<b>24 005,-</b>
<b>Short-term expert No.4 Class 1</b>	<b>16 160,-</b>
<b>Short-term expert No.5 Class 1</b>	<b>16 160,-</b>
<b>Other costs (miscellaneous)</b>	<b>28 345,-</b>
<b>Total budget</b>	<b>140 000,-</b>