

## **Providing Technical Assistance to the National Medicine and Food Board in Afghanistan to Implement Food Regulations**

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The Strengthening Pharmaceutical Systems (SPS) Program strives to build capacity within developing countries to effectively manage all aspects of pharmaceutical systems and services. SPS focuses on improving governance in the pharmaceutical sector, strengthening pharmaceutical management systems and financing mechanisms, containing antimicrobial resistance, and enhancing access to and appropriate use of medicines.

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## ABBREVIATIONS AND ACRONYMS

|       |   |
|-------|---|
| AFDA  | Afghanistan Food and Drug Regulatory Authority          |
| ANSA  | Afghanistan National Standards Authority                |
| CAC   | Codex Alimentarius Commission                           |
| FAO   | Food and Agriculture Organization of the United Nations |
| FC    | Food Committee  |
| GDPA  | General Directorate of Pharmacy, MOPH                   |
| HACCP | hazard analysis critical control point (regulations)    |
| MAIL  | Ministry of Agriculture, Irrigation, and Livestock      |
| MOPH  | Ministry of Public Health                               |
| MOU   | memorandum of understanding                             |
| MSH   | Management Sciences for Health                          |
| NMFB  | National Medicine and Food Board                        |
| SOP   | standard operating procedure                            |
| SOW   | scope of work   |
| TAFA  | Trade and Accession Facilitation for Afghanistan        |
| TOR   | term of reference                                       |
| USAID | United States Agency for International Development      |
| WHO   | World Health Organization                               |

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Luther Gwaza (SPS team member for this mission)

NMFB Food Committee members

## EXECUTIVE SUMMARY

The mission from March 23 to April 8, 2012, was undertaken to assist SPS Afghanistan in providing technical assistance to the National Medicine and Food Board (NMFB). In 2009, the Government of Afghanistan expressed the desire to establish an Afghanistan Food and Drug Administration (AFDA) that addresses both medicines and food safety control. In April 2010, SPS conducted an initial assessment at the country level to evaluate its regulatory structure and capacity. In September 2010, the assessment report was drafted and shared with the Afghanistan Ministry of Public Health (MOPH) on the key findings and three proposed options for a regulatory structure.

A consultancy was then conducted in March 2011 to assist MOPH in identifying a feasible and sustainable option. During the same consultancy, an action plan was drafted to determine the way forward in building a regulatory structure and strengthening the elements necessary for a functional regulatory system. The first step identified in the action plan was to strengthen the NMFB capacity by revising its terms of reference (TORs) and redefining NMFB's role to advise, supervise, and coordinate the regulatory activities performed by the various government departments. To date, the TORs of the NMFB have been developed and were approved by MOPH. In addition, the TORs for the Food Committee (FC) under NMFB have been developed. Currently, establishment of the Secretariat (recruitment of key staff, office space) to ensure smooth functioning of the NMFB is in progress. The recruitment of the food affairs technical advisor, in which the consultant participated, took place on March 28, 2012.

The scope of work (SOW) for the mission was to “participate in the recruitment process of the NMFB food affairs technical advisor, support and provide technical guidance in orientation of the NMFB Secretariat, conduct orientation/training of the members of the NMFB FC, identify various organizations within and outside Afghanistan and potential areas of cooperation with MOPH in the implementation plan for food regulation” (annex1 contains the full SOW).

The proposed implementation activities to develop the oversight role of NMFB cover all aspects of a national food control system—

- Food legislation
- Food control management
- Food inspection and official food control laboratories
- Food recall system and system for food safety communication

The implementation plan has direct linkage to the NMFB's SOW and the signed memorandum of understanding (MOU) between MOPH and the Ministry of Agriculture, Irrigation, and Livestock (MAIL). The coordinating activities of the relevant stakeholders for the food sector that will be implemented by the FC are an invaluable part of the whole implementation processes for the regulation and safety of food products. The plan includes lists of short-, medium-, and long-term activities.

With regard to the legislative framework, activities include—

- Coordinating all activities of the relevant stakeholders for the food sector
- Developing and reviewing all existing laws, bills, and regulations concerning food, beverages, ingredients, food technology, food processing, storage, distribution and consumption, and reference standards
- Reviewing all existing standards, protocols, and guidelines (production, transport, control)
- Adopting production standards for food storage, manufacturing, and handling

With regard to food control management, activities include—

- Developing a coordination structure for the food control system
- Developing protocols based on best practices for food
- Reviewing existing data collection mechanisms within and outside the food safety system (i.e., disease surveillance in general, food monitoring, customs, and inspectorate)
- Developing standard procedures for food safety-related data collection, incorporating all risk assessment requirements
- Identifying options for risk assessment

With regard to the inspection system and official food control laboratories, activities include—

- Developing a financing structure for activities of the food inspectorate and official food control laboratories
- Ensuring adequate capacity of the food inspectorate and official food control laboratories
- Reviewing available protocols and manuals (inspection, sampling, sample handling, rapid alert)
- Developing draft protocols for field-testing by selected units
- Finalizing and reviewing protocols
- Assessing training needs of staff for adequate introduction of protocols and manuals
- Introducing manuals and protocols to concerned parties (producers, transporters, importers, retailers, etc.)

With regard to the recall system and system for food safety communication, activities include—

- Reviewing and developing communication mechanisms within the current system
- Reviewing and developing emergency procedural manuals of all relevant authorities
- Developing communication mechanisms for the food safety system, for day-to-day communication as well as rapid alert messages
- Assessing training needs of food safety system to enable communication mechanisms to function optimally
- Developing a strategy for informing the public of general and specific food safety-related issues, within the greater context of public health or food safety-related issues

During this mission—

1. TORs for the NMFB FC were reviewed
2. Short-, medium-, and long-term objectives and indicators were developed in close cooperation with FC members
3. The various organizations' potential donors and cooperation areas with MOPH in the implementation plan for food were identified
4. Orientation training of the FC members was delivered, including introduction to the TORs, purpose of the FC, SOW, and administrative guidelines for the work (conflict of interest, confidentiality agreement, accountability and responsibility, notice of meetings, and voting at meetings)
5. Tools for the NMFB capacity building were developed, including standard operating procedures (SOPs) on received and sent document registration at the NMFB Secretariat; FC meeting agenda and meeting minutes layouts; rules and guidelines on conflict of interest and confidentiality; statement on conflict of interest; and confidentiality agreement
6. Reference documents were delivered to FC members to allow them to become familiar with them and be better prepared to formulate food regulations; these documents included Food and Agriculture Organization of the United Nations (FAO)/Codex Alimentarius guidelines, manuals, codes of practice, and standards

## BACKGROUND

Although Afghanistan has a food control system that consists of multiple agencies<sup>1</sup>, there is no food law (the draft law has been sent to the Ministry of Justice as part of the formal adoption process). There is no permanent structure that could, in its current state, effectively support all the required functions for food and medicines control.

There is a signed MOU between MOPH and MAIL that provides clarity on the responsibilities of each ministry involved in food control. Unprocessed and raw food is the responsibility of MAIL, whereas processed and retail food is the responsibility of MOPH. In addition, the MOU states that both ministries have a joint responsibility to develop a unified national food and health safety strategy for all stakeholders involved with domestic foods and exported and imported agricultural and animal products. Furthermore, this strategy will be the basis for legal procedures with respect to policy and will determine the powers of competent authorities, their respective departments, and their staff.

Transparent and effective communication among all key stakeholders appears to be lacking. There was no evidence of any integrated management approach between government departments or even within each government department (e.g., different units of MAIL).

MOPH does not have a current, strategic food safety document. The last draft policy document was produced about five years ago, but it was not promulgated. In addition, the national food control plan is not elaborated.

MAIL does have draft legislation, last updated in March 2012, but it is waiting to be formally enacted. This legislation specifically covers animal and veterinary public health issues, but does not currently encompass all the attributes of a food control system, particularly with regard to the use of preventative food-safety approaches.

The National Standard Law exempts food processing and meat processing establishments from regulatory oversight. The inspections are fragmented, with complex lines of authority. This is not conducive to smooth and efficient food inspections. Also, the chain of custody for food samples is too complex, and the integrity of the samples cannot be assured. In addition, there is no routine market surveillance of food products or neither food safety in general.

For food production, no quality assurance requirements, such as hazard analysis critical control points (HACCPs), have been reported. The requirements for the establishment of a food production facility are not much developed and lack specific requirements.

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<sup>1</sup> Dukes, G., L. Gwaza, D. Lee, M. Morris, S. Smulko, S. Wong. May 2011. *Strengthening Regulatory System and Structure for Medicines and Food Products in Afghanistan: The Way Forward*. Prepared in collaboration with SPS and Euro Health Group. Submitted to the US Agency for International Development by the Strengthening Pharmaceutical Systems (SPS) Program. Arlington, VA: Management Sciences for Health.

The standards consulted for food testing in the Food and Drug Quality Control Laboratory are those of the Codex Alimentarius, however, the equipment and the resources in the lab are not adequate for carrying out tests as described in the Codex.

Most of the testing currently ongoing in MAIL is microbiological and on products of animal origin, although staff is lacking for all the required testing. For fruits and vegetables, no testing for pesticide residues and heavy metals is performed and, in general, no monitoring is in place. Dried fruits and nuts are also not screened for mycotoxins or pesticide residues. MOPH does have a health management information system and a disease early warning system. Currently, the main emphasis of the ongoing food control activities seems to be on imported food items.

A strong medicines and food administration system is needed at the national level for NMFB to achieve its established organizational goals.

## **Food Legislation**

The development of relevant and enforceable food laws and regulations is one of the essential components of a modern food control system. To the extent possible, modern food laws not only contain necessary powers and prescriptions to ensure food safety, but also allow the competent authorities to build preventive approaches at all stages of the food chain.

Governments need to have updated Codex Alimentarius standards, guidelines, and recommendations, as well as food safety experiences of other countries. They should tailor the information, concepts, and requirements to the national context in order to develop a modern regulatory framework that will both satisfy national needs and meet international obligations and requirements of trading partners.

Effectiveness of official controls and management activities carried out by business operators to ensure food safety depends upon the applicability of food law.

## **Food Control Management**

Effective food control systems require coordination of policy and operations and specific task fulfillment at the national level. This process includes establishment of a coordination entity and creation or reorganization of existing control authorities with clearly defined accountability for such issues as—

- Developing and implementing an integrated national food control strategy
- Operating a national food control program
- Securing funds and allocating resources
- Setting standards and regulations
- Participating in international food-control-related activities
- Developing emergency response procedures
- Carrying out risk analysis

Core responsibilities of a coordination entity or single body include—

- Establishing regulatory measures
- Facilitating continuous improvement
- Providing overall policy guidance

## **Inspection and Official Food Control Laboratories**

Although the responsibility for providing consumers with safe food rests with all parties engaged in producing, processing, and trading at all stages of the food chain, official control services are responsible for enforcement of food safety law. Inspection of food, premises, and processes prevent the sale of hazardous food.

Rather than withdrawing unsafe food and punishing parties responsible when problems occur, the trend is to apply a preventive approach and have producers and traders develop management based on the principles of a HACCP system according to their potential, experiences, and resources. This forces food inspectors to facilitate introduction of HACCP systems and conduct risk-based audits.

In addition, it is essential that effective linkages between laboratories and other elements of the national food control system are established. In this way, information on foodborne diseases may be linked with food monitoring data, and lead to the development of appropriate risk-based food control strategy.

## **Recall System and System for Food Safety Communication**

Traceability is a risk-management tool that allows food business operators and authorities to withdraw or recall products that have been identified as unsafe. The Codex Procedural Manual defines traceability as “the ability to follow the movement of a food through specified stage(s) of production, processing, and distribution.”<sup>2</sup>

An increasingly important task for food control systems is the delivery of information and advice to stakeholders at all stages of the food chain, from farm to table. These activities include providing—

- Balanced factual information to consumers
- Information and education program to key officials and employees in the food industry
- Train the trainer programs
- Reference literature to extension workers

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<sup>2</sup> Codex Procedural Manual, p. 44; [ftp://ftp.fao.org/codex/Publications/ProcManuels/Manual\\_15e.pdf](ftp://ftp.fao.org/codex/Publications/ProcManuels/Manual_15e.pdf)

## INTRODUCTION

The Islamic Republic of Afghanistan has a total area of approximately 250,000 square miles (647,500 square kilometers) with a population (2008 est.) of 23,738,376. The national growth rate is 2.6 percent and the birth rate is 45.8/1000. The infant mortality rate is 154.6/1000 and life expectancy is 44.2 years. Afghanistan has an illiteracy rate of 28.1 percent (2000 est.).<sup>3</sup>

The gross domestic product/purchasing power parity (2007 est.) is \$35 billion and the per capita income is \$800. The real growth rate is 7.5 percent (2007 est.) with an inflation rate of 16.3 percent (2005 est.); unemployment is at 40 percent (2005 est.). Its major trading partners are Pakistan, India, the United States, and Germany (2006).<sup>3</sup>

The NMFB was established in 2009, as an advisory board to MOPH to advise, coordinate, supervise, and accelerate medicines and food-related activities . . . “to ensure the safety and quality of food products and prevent their unnecessary and unsafe manufacture, importation, distribution, sale, and use”.<sup>4</sup> The TORs of NMFB make room for establishment of an NMFB FC.

### TORs for NMFB FC

The purpose for establishing the FC is to—

- Carry out in-depth technical analysis of all food-related issues in terms of food safety at the national level
- Make specific recommendations to the NMFB, which shall take further action in accordance with current procedures

The primary responsibility of the FC is to develop and implement mechanisms for the food-related activities of the NMFB. Therefore, the SOW of the FC shall be directly linked to the SOW of the NMFB and the signed MOU between MOPH and MAIL. During this mission, the SOW was reviewed to include all aspects of the core components for the national food control system in accordance with the FAO/WHO classification.

Under the direction and guidance of the NMFB, the FC shall carry out the following technical activities—

- Develop and review laws, bills, and regulations related to food products, beverages, and ingredients, food technology, food processing, storage, distribution, and consumption and reference standards
- Embark on resource mobilization for regulatory activities for food

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<sup>3</sup> <http://www.infoplease.com/ipa/A0107264.html>

<sup>4</sup> TORs of National Medicines and Food Board, October 22, 2011 (annex 3).

- Develop and review policies, strategies, and management systems for the quality and safe control of—
  - Processed and conserved products of animal source that have been imported or domestically produced for export or local consumption
  - Processed and conserved products of plant source that have been imported or domestically produced for export or local consumption
  - Non-alcoholic beverages that have been imported or domestically produced for export or local consumption
  - Mineral water that has been imported or domestically produced for export or local consumption
  - Food supplements and additives that have been imported or domestically produced for export or local consumption
  - Health control and issuance of health certificates for manufacturing company staff, vendors, and companies dealing in the distribution of food products, in collaboration with the appropriate issuing authorities
  - Sampling and testing of food products from all sources, including beverages and mineral water, in collaboration with the appropriate authorities
- Strengthen the food inspection system and official food control laboratories for the quality and safety control of products mentioned in article 3.3. of the TORs found in annex 3
- Develop and review an effective recall system for food products and system for food safety and quality control communication
- Identify options and best legal solutions for safe and environmentally friendly disposal of food waste
- Monitor the production, distribution, conservation, and consumption of food products, beverages, and mineral water in accordance with established standards
- Perform any other duties as may be assigned by the NMFB or the Minister of Public Health for food safety<sup>5</sup> (annex 3).

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<sup>5</sup> TORs and administrative guidelines of the NMFB FC, April 2012 (annex 3)

## **Implementation Action Plan Activities for Operationalizing the Coordination and Supervision Role of NMFB**

The plan includes a step-by-step approach with a large number of actions listed below. Activities can be implemented over the short (three months to three years), medium (three to five years), and long (up to five years) terms (annex 13). Completion of each set of activities helps move forward the next set.

The implementation action plan activities for operationalizing the coordination and supervision role of NMFB include—

- Food legislative framework (develop and review laws, bills, and regulations)
  - Coordinate all activities of the relevant stakeholders for the food sector
  - Develop and review all existing laws, bills, and regulations concerning food, beverages, ingredients, food technology, food processing, storage, distribution and consumption, and reference standards
  - Review all existing standards, protocols, and guidelines (production, transport, control)
  - Adopt production standards for food storage, manufacturing, and handling
- Food control management
  - Develop coordination structure for food control system
  - Develop protocols as per best practices for food
  - Review existing data collection mechanisms within and outside food safety system (i.e., disease surveillance in general, food monitoring, customs, and inspectorate)
  - Develop standard procedures for food-safety-related data collection, incorporating all risk assessment requirements
  - Identify options for risk assessment
- Inspection system and official food control laboratories
  - Develop financing structure for activities of food inspectorate and official food control laboratories
  - Ensure the adequate capacity of the food inspectorate and official food control laboratories

- Review available protocols and manuals (inspection, sampling, sample handling, rapid alert)
- Develop draft protocols for field-testing by selected units
- Finalize and review protocols
- Assess training needs of staff for adequate introduction of protocols and manuals
- Introduce manuals and protocols to concerned parties (producers, transporters, importers, retailers, etc.)
- Recall system and system for food safety communication
  - Review and develop communication mechanisms within current system
  - Review and develop emergency procedural manuals of all relevant authorities
  - Develop communication mechanisms for food safety system for day-to-day communication and rapid alert messages
  - Assess training needs of food safety system to enable communication mechanisms to function optimally
  - Develop strategy for informing public of general and specific food-safety-related issues within the greater context of public health or food safety-related issues

### **Organizations and Potential Areas of Cooperation with NMFB**

For these activities to be realized, resources and donors are needed. Identified organizations and possible areas of cooperation include—

- USAID/Trade and Accession Facilitation for Afghanistan (TAFA) on food legislative framework (one to three years)
- FAO on food control management (three to five years)
- WB on inspection system and official food control laboratories (three to five years)
- FAO/USAID on recall system and system for food safety communication (up to five years)

## **Capacity Building of the NMFB Secretariat**

The following tools are needed to fully build NMFB's capacity to exercise its duties and responsibilities—

- SOP on received and sent document registration at the NMFB Secretariat
- FC meeting agenda and meeting minutes layouts
- Rules and guidelines on conflict of interest and confidentiality
- Statement on conflict of interest and confidentiality agreement

Because the overall responsibility of the food affairs technical advisor is ensuring that NMFB and other stakeholders are better coordinated, the advisor's first tasks should be—

- Developing a list of all departments, institutions, and stakeholders involved in food regulation
- Developing a filing and recording system
- In collaboration with the FC chairperson, organizing workshops and meetings to develop mechanisms for—
  - Coordination of regulatory activities
  - Reporting and sharing information on regulatory activities
  - Creating performance indicators for monitoring and evaluation of regulatory activities

These activities should be considered another capacity building tool in defining roles and responsibilities of the various stakeholders involved in regulatory functions.

## METHOD AND APPROACH

The findings in this report were collected from previous assessment reports and studies documents, as well as from the food affairs technical advisor recruitment exercise, TORs of the FC, and orientation and training exercises for the NMFB FC.

The SPS consultant worked in close cooperation with the representatives of MOPH, SPS staff, other governmental institutions (MAIL), and members of the NMFB's FC.

According to the FAO/WHO classification, the core components for the national food control system should cover five dimensions—

- Food control management
- Food legislation
- Food inspection
- Official food control laboratories
- Food safety and quality information, education, and communication

To accomplish this mission, the FC's TORs were reviewed. In addition, an implementation plan was developed on the basis of the TORs related to regulation of food products; as the plan was developed, the existing food regulation structure and previous reports and recommendations were also taken into account.

## RESULTS

During the mission the following results were achieved—

- Participation in the recruitment process of the NMFB food affairs technical advisor on the March 28, 2012
- Review and finalization of the TORs for the NMFB's FC at orientation training for the FC on April 4, 2012
- Orientation trainings on April 1 and 4, 2012, on the TORs, administrative guidelines, and identification of what needs to be done for the proposed main technical activities for the FC
- Action plan drafted and finalized
- Identification of organizations and potential areas of cooperation with NMFB
- Tools developed for the NMFB Secretariat
  - SOP on the document registration (annex 12)
  - Template for the meeting's agenda (annexes 7 and 8)
  - Template for the meeting's minutes (annexes 9 and 10)
- Rules and guidelines on conflict of interest and confidentiality of the NMFB, confidentiality agreement, and statement on conflict of interest developed
- Reference documents (FAO/Codex Alimentarius guidelines, manuals, codes of practice, and standards in pdf files) delivered

The TORs of NMFB's FC were reviewed, particularly the SOW and provisions on conflict of interest and the confidentiality agreement. During the orientation program, the FC members pointed out that they are obligated to provide reasonable explanations to the NMFB and the Minister of Public Health, but not to MOPH or member agencies and organizations, regarding targets not met and that this provision should be amended. As the committee work should be transparent and accountable to stakeholders in general the provision was left as it is. It is important that the committee members recognize that they are not just accountable to the Minister of Public Health, but to the government in general and other partners who are involved in the system.

A provision was added that the confidentiality agreement should also be signed by the food affairs technical advisor and the administrative officer of NMFB Secretariat (annex 6). The members have to sign a declaration of conflict of interest (annex 5) on an annual basis (or on a periodic, regular basis); in addition, at the start of each meeting, members must verbally declare

if there is an issue on the agenda in which they have an interest. To cover all these issues, rules and guidelines on conflict of interest and confidentiality of the NMFB were developed (annex 4).

The duties of the food affairs technical advisor and the FC are varied and include—

- Collecting and analyzing existing and drafted laws, bills, and regulations
- Formulating regulatory acts pertaining to food
- Establishing working groups
- Organizing local and international consultative workshops
- Conducting several consultancies
- Mobilizing resources for regulatory activities

Achieving the targeted goals of the FC will depend very much on the capacity, skills, knowledge, and personality of the food affairs technical advisor and the advisor's willingness to start work immediately in accordance with the developed plan. In addition, the NMFB Secretariat and FC members would benefit from the advisor regularly sharing and disseminating information and knowledge in short presentations based on the Codex Alimentarius. The advisor should start by introducing the FAO risk-based food inspection manual.

## CONCLUSIONS AND KEY ISSUES

FC has a good start and a strong foundation (supported by SPS) for building its functionality.

The next steps should include a portfolio of actions that will move toward the goals of technical coordination and advisory services in relation to food safety. Non-alcoholic beverages, mineral water, and food supplements and additives should also come under the FC's purview.

The FC's TORs provide a platform for moving forward to establish a capable food administration system at the national level.

To put in place the implementation plan, the cooperation and collaboration between the FC, the stakeholders, and the food affairs technical advisor is of the utmost importance.

A number of administrative measures need to be established by law and implemented steadily to ensure the acceptable effectiveness and efficiency of the national food control system. The FC's implementation activities plan is a roadmap for food safety in Afghanistan.

## RECOMMENDATIONS

### General Recommendations

- Additional orientation trainings on duties, roles, and responsibilities for different stakeholders in the FC are necessary within the first year of implementation of action plan activities
- Follow up of food affairs technical advisor's activities
- Follow the execution of the implementation plan, make amendments, if necessary

The following four sets of actions are proposed to address the problems of a food regulatory system and ensure the coordination and supervisory roles of the NMF—

- Draft and develop legislation
- Develop food control management
- Strengthen inspection system and official food control laboratories
- Develop recall system and system for food safety communication

To effectively implement the action plan, short-, medium-, and long-term objectives are defined with corresponding indicators for monitoring performance.

### Short-Term Objectives (Three Years)

#### *Legislation*

- Coordinate all activities of the relevant stakeholders by defining their roles and responsibilities
- Develop and review all existing laws, bills, regulations, and reference standards
- Review all existing standards, protocols, and guidelines for production, transport, control
- Adopt production standards for food storage, manufacturing, and handling

#### *Food Control Management*

- Develop coordination structure for food control system
- Develop protocols based on best practices for food

#### *Indicators for Short-Term Objectives*

- Mechanisms for coordination, reporting, and sharing information, including performance indicators for monitoring and evaluation of regulatory activities

- Comprehensive food legislative framework
- Priority list of reviewed or developed laws and regulations
- Working groups, based on priority list
- Communication channels to make information available to the public
- Food control system
- National food and health safety strategy
- Protocols based on best practices for food
- Structural and functional linkages and a system of accountability
- Evidence and traceability (percentages of meetings with minutes and laws reviewed and developed)

### **Medium-Term Objectives (from Three to Five Years)**

#### ***Food Control Management***

- Review existing data collection mechanisms within and outside food safety system
- Develop standard procedures for food-safety-related data collection, incorporating all risk assessment requirements
- Identify options for risk assessment

#### ***Inspection System and Official Food Control Laboratories***

- Develop financing structure for activities of food inspectorate and official food control laboratories
- Ensure adequate capacity of food inspectorate and official food control laboratories
- Review available protocols and manuals (inspection, sampling, sample handling, rapid alert)
- Develop draft protocols for field-testing by selected units
- Finalize and review protocols

- Assess training needs of staff for adequate introduction of protocols and manuals
- Introduce manuals and protocols to concerned parties (producers, transporters, importers, retailers, etc.)

### ***Indicators for Medium-Term Objectives***

- Improved capacity of food control authorities and the private sector to adequately address food safety through all food chains
- Standard procedures for food-safety-related data collection, incorporating all risk assessment requirements based on internationally recognized guidelines
- Quick reaction system (MOPH and MAIL)
- Submissions of contributions during budget development
- Improved food control capacity
- Reviewed food inspection system
- Drafts of inspection procedures and protocols
- Mapped food inspections that have been reviewed in detail with the FAO risk based inspection manual
- Adequately trained staff
- Increased awareness among all stakeholders

### **Long-Term Objectives (up to Five Years)**

***Recall system and system for food safety communication*** (functional regulatory systems in place appropriate to a phase of economic recovery)—

- Review and develop communication mechanisms within current system
- Review and develop emergency procedural manuals for all relevant authorities
- Develop communication mechanisms for food safety system for day-to-day communication and rapid alert messages
- Assess training needs of food safety system to enable communication mechanisms to function optimally

- Develop strategy for informing public of general and specific food-safety-related issues within greater context of public health or food safety related issues

### **Indicators for Long-Term Objectives**

- Compilation of all communication mechanisms within current system reviewed by FC
- Priority list on communication mechanisms
- Guidelines and procedures on formulation and delivery of messages on food-related risks
- Compilation of procedural manuals of all relevant authorities reviewed by FC
- Proposed emergency procedural manuals
- Assessment of training needs
- Strategy to inform public on food-safety-related issues

The specific recommendations to the NMFB food affairs technical advisor are to—

- Strengthen the capacity of the FC by providing regular knowledge sharing at FC meetings
- Immediately begin to coordinate activities with each department involved in regulatory functions
- Establish filing and recording systems

In addition, understanding of the lines of accountability and responsibility of FC, including conflict of interest and confidentiality, need to be improved.

The tools, organizations, and possible cooperation areas that would facilitate the activities in the implementation plan are as follows—

- Legislation framework (donor USAID)
  - Translation of important documents (e.g., FAO risk-based food inspection manual, FAO/WHO guide for application of risk analysis principles and procedures during food safety emergency, Codex guidelines on sampling)
  - Workshops on drafted Afghanistan Food Law and other drafted laws and regulations (TAFAs)
  - Consultancy on food legislative framework (year, year and an half after the beginning of implementation; TAFAs)

- Consultancy and consultative workshops to review standards, protocols, and guidelines relevant for Afghanistan (TAFa)
- Consultancy and consultative workshop on the adoption process for Codex Alimentarius (TAFa)
- Consultative workshops on HACCP for food products, specifications for food establishments, and training requirements and health certificates for food workers (TAFa)
- Food control management (donor FAO)
  - Consultancy and consultative workshops on food safety and strategic policy advice
  - Consultancy on production and handling of foods to conform with international guidelines and practices
  - Consultative workshops on quality assurance at the production level—
    - Processed and conserved products of animal source
    - Processed and conserved products of plant source
    - Non-alcoholic beverages
    - Mineral water
    - Food supplements and additives
  - Consultancy on data collection mechanisms pertaining to food safety in Afghanistan
  - Consultancies on data collection mechanisms for food surveillance system in Afghanistan and on food safety surveillance
  - Consultative workshop on food safety surveillance system?
  - Consultancy risk assessment
  - Consultative workshops on risk assessment
- Inspection system and official food control laboratories (donor WB):
  - Consultancy and workshops on quality assurance management system for inspection and food laboratories
  - Consultancy to review all current protocols and manuals (inspection, sampling, sample handling, rapid alert)
  - Consultative workshops on assessing current inspection procedures (after three to five years from the beginning of implementation)

- Consultancy on inspection procedures
- Consultative workshops on finalizing inspection protocols
- Consultancy on introducing inspection procedures per harmonized inspection protocols
- Consultancy on assessing laboratory capacity
- Consultative workshops on inspection procedures per harmonized protocols
- Recall system and system for food safety communication (donors FAO/USAID):
  - Consultancy to review communication mechanisms to identify the gaps and need for revisions and development of communication
  - Consultative workshops on communication within food safety system
  - Consultancy on emergency and rapid alert in food safety system in Afghanistan
  - Consultancy and consultative workshops on emergency response
  - Consultancy and consultative workshop on assessment of the food safety system communication components
  - Consultancy on public food safety
  - Consultative workshops on risk perception by the general public and professionals

## **ANNEX 1. SCOPE OF WORK FOR SANDRA SMULKO FOR THE FOOD-RELATED TECHNICAL SUPPORT FOR SPS AFGHANISTAN**

### 1. Overall objective

To assist SPS Afghanistan in providing technical assistance for operationalizing food regulation by the NMFB

### 2. Background

In October 2009, Government of Afghanistan requested SPS to provide technical assistance in the establishment of a structure that addresses both medicines and food safety control. In April 2010, SPS conducted an initial assessment at the country-level to evaluate its regulatory structure and capacity. In September 2010, the assessment report was drafted and shared with the Afghanistan Ministry of Public Health (MoPH) on the key findings and proposed three options for a regulatory structure.

A consultancy was then conducted in March 2011 to assist the MoPH to identify an option that is feasible and sustainable to the country context. During the same consultancy, an action plan was drafted to determine the way forward in building a regulatory structure and strengthening the elements necessary for a functional regulatory system.

The first step identified in the action plan is to strengthen the National Medicine and Food Board (NMFB) capacity by revising its Terms of Reference (ToRs) and redefining the NMFB's role as an oversight and advisory body to advise, oversee and coordinate the regulatory activities performed by the various government departments. To date, the ToRs of the NMFB have been developed and were approved by MoPH. In addition, the ToRs of the Medicines and Food Committee under NMFB have been developed to ensure that NMFB operates in the revised roles and responsibilities. Currently, establishment of the NMFB Secretariat (recruitment of key staff, office space) to ensure smooth functioning of the NMFB is in progress.

In addition, to strengthening the NMFB, part of the action plan included strengthening the existing structures that are involved in implementing regulatory activities for medicines. Establishment of functional medicines evaluations and registration system was identified as one of the priority areas in ensuring the control of medicines in Afghanistan with respect to safety, efficacy and quality based on internal norms and standards.

### 3. Objectives

- Review the TORs for the NMFB Food Committee
- Develop an implementation plan based on the TORs for the Food Committee in regulation of food products, taking into account the existing structures with respect to food regulation and previous reports and recommendations
- Assist the NMFB in identifying partners to support the implementation plan

- Assist in the development of tools (standard operating procedures, manuals, etc.) for the NMFB Secretariat and the NMFB Food Committee for activities related to food regulation
- Develop an induction/orientation program for the Food Affairs Technical Advisor and the NMFB Food Committee
- Conduct induction/orientation program for the Food Affairs Technical Advisor and for members of the Food Committee
- To assist SPS Afghanistan in the recruitment of the NMFB Food Affairs Technical Advisor

#### 4. Scope of work

- Conduct arrival and departure briefings with USAID as required
- Attend a Security Briefing with the Tech Serve Head of Security as soon as possible after arrival
- Participate in the recruitment process of the NMFB Food Affairs Technical Advisor
- Support and provide technical guidance in orientation of the NMFB Secretariat
- Conduct orientation/training of the members of the NMFB Food Committee
- Identify various organizations within and outside Afghanistan and potential areas of cooperation with MoPH in the implementation plan for food regulation
- Conduct pre- and post-assessment briefings with senior staff at MoPH/General Directorate of Pharmaceutical Affairs (GDPA)

#### 5. Number of days

- Remote support for interview and review TORs for Food Committee: 8 days
- In-country visit: 16 days (including travel)
- Report writing: 5 days

#### 6. Anticipated contacts

- USAID/Kabul
- MoPH
- SPS Afghanistan staff
- GDPA
- MAIL
- Technical Advisor for Food Affairs (TAFA)

#### 7. Deliverables

- Implementation plan for operationalizing the coordination and oversight role of NMFB with respect to the regulation of food products
- Report on capacity building of the NMFB Secretariat to fully execute duties and responsibilities (should be based from the recruitment exercise, the successful candidates, TORs of Food Committee, and from the orientation program, organizations, and potential areas of cooperation with NMFB)

## ANNEX 2. MISSION WORKING PROGRAM AND PEOPLE MET

All meetings occurred at the MSH office in Kabul unless otherwise noted.

| Date (2012) | Activities, organization, and contact  |
|-------------|--|
| March 23-24 | Travel to Kabul<br>MSH guest house   |
| March 25    | <ul style="list-style-type: none"> <li>• Security briefing with Baba Jan, Head of Security, Sher Afzal, Logistics Officer, and Steve Morgan, COMU Director</li> <li>• Discussion with Dr. Wahidullah Karwar, Supply Chain Systems Advisor; final review of interview questions and score sheet for the food affairs technical advisor and topics to be included in the orientation training for the FC</li> </ul>  |
| March 26    | <ul style="list-style-type: none"> <li>• Prepare implementation plan of FC TORs</li> <li>• Prepare SOPs for NMFB Secretariat</li> </ul>  |
| March 27    | <ul style="list-style-type: none"> <li>• Prepare training material on the food regulatory framework system, review the mission program</li> <li>• Meeting on orientation activities of the FC and to agree on dates and agenda; met with M. Z. Omari, SPS Country Project Leader, Dr. Karwar, and Luther Gwaza, SPS Consultant</li> <li>• MOPH, Environmental Health Directorate; meeting with Dr. Amanullah Hussaini, Chair of the FC to introduce proposed orientation training</li> </ul> |
| March 28    | Participate in the recruitment process and met with candidates for the NMFB food affairs technical advisor   |
| March 31    | <ul style="list-style-type: none"> <li>• Review of TORs for the NMFB FC</li> <li>• Prepare implementation plan for TORs</li> </ul>   |
| April 1     | Orientation workshop and capacity building with FC and Dr. Karwar to— <ul style="list-style-type: none"> <li>• Introduce TORs to FC</li> <li>• Develop implementation plan based on the TORs</li> <li>• Identify partners and potential areas of cooperation with MOPH to support the implementation plan</li> </ul>   |
| April 2     | <ul style="list-style-type: none"> <li>• Review of the TORs for FC based on practical work results</li> <li>• Prepare orientation program for food affairs technical advisor and FC</li> </ul>   |
| April 3     | <ul style="list-style-type: none"> <li>• Prepare tools for NMFB Secretariat</li> <li>• Prepare briefing note for the Deputy Minister of MOPH, Dr. Sarwar</li> </ul>  |
| April 4     | Orientation/training workshop for the members of FC, Dr. Karwar, and the food affairs technical advisor on the— <ul style="list-style-type: none"> <li>• Food regulatory framework principles and basics</li> <li>• Priorities of implementation plan activities</li> </ul> <p style="margin-left: 20px;">Debriefing at MOPH with Dr. Sarwar, M. Z. Omari, and L. Gwaza</p>  |
| April 5     | Debriefing at USAID office, Kabul with Susan Brock, M. Z. Omari, and L. Gwaza  |
| April 6     | Prepare meeting agenda layout for FC at the MSH guest house  |
| April 7     | Finalize implementation plan, reporting  |
| April 8-9   | Travel home  |

## ANNEX 3. REVIEWED TORS FOR NMFB FOOD COMMITTEE

Islamic Republic of Afghanistan

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**THE  
FOOD COMMITTEE  
OF THE  
NATIONAL MEDICINES AND FOOD BOARD**

Ministry of Public Health

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**Terms of Reference  
and  
Administrative Guidelines**

**January 2012**

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## **1. Acknowledgement**

The Ministry of Public Health (MoPH) appreciates the contribution of all stakeholders, especially the Ministry of Agriculture, Irrigation and Live Stocks (MAIL) who were involved in the development of this Terms of Reference (ToR) and Administrative Guidelines for the Food Committee of the National Medicines and Food Board (NMFB). The MoPH further expresses its gratitude to the Management Sciences for Health/Strengthening Pharmaceutical Systems (MSH/SPS) Program for the technical support, with the financial assistance of US Agency for International Development (USAID).

Our sincere appreciation for the following agencies and their staff for their active participation in the development and finalization of this ToR:

The direct technical input of the following consultants was invaluable:

- Inua Yusuf – MSH/SPS Quality Assurance Consultant
- David Lee – CPM/MSH Director for Technical Strategy and Quality
- Luther Gwaza – MSH/SPS Regulatory Consultant
- Mark Morris – MSH/SPS Country Program Manager
- Shiou-Chu Judy Wang – MSH/SPS Senior Program Associate
- Mohammad Zafar Omari – MSH/SPS Chief of Party
- Wahidullah Karwar – MSH/SPS Supply Chain Systems Advisor

## 2. Background

Agriculture is described as the “lifeblood of the Afghanistan economy”.<sup>6,7</sup> In Afghanistan, there are three different food streams: domestic food market, imported food, and exported food. Currently Afghanistan has a food control system that uses multiple agencies, principally Ministry of Agriculture, Irrigation and Livestock (MAIL), Ministry of Public Health (MoPH), Afghanistan National Standards Authority (ANSA), Ministry of Commerce and Industry, Ministry of Finance, Customs Department and University of Kabul.<sup>8</sup> Currently there are no standards in place for foods, its processing and storage of distribution.

According to Sandra Smulko (2011), there was a MoU negotiated amongst the Government agencies which gave clarity on the responsibilities of each department. Unprocessed and raw food is responsibility of the MAIL, whereas processed food and retail food at the retail level is the responsibility of MoPH. However, there now seems to be some confusion as to the clear delineation of the interdepartmental work boundaries.

Independently of the separation of operational responsibilities, MoU clearly states that the MAIL and MoPH have a joint responsibility to develop a unified national food and health safety strategy for all stakeholders whose obligations are safety and protection of domestic food products, including import and export of agriculture and animal products.<sup>9</sup> Furthermore, the MoU will form the standard for legal procedures and guidelines with respect to policy and determining the powers of these organs to their respective departments and their staff.

A strong medicines and food administration system is needed at the national level for the National Medicines Board (NMB) to achieve its established organizational goals. For the efficient exercise of its functions, the Terms of Reference (ToR) of the NMFB (October 22, 2011) makes room for the establishment of a Medicines Committee (MC) and a Food Committee (FC).

Strategies for improving the safety of food in Afghanistan should be based on: increased technical capacity to evaluate food products quality documentation; increased capacity to inspect establishments and food products; increased capacity to test food products; promote product problem reporting by vendors and consumers; and enforce standards through the joint efforts of all stakeholders.

## 3. Purpose of the Food Committee

The purpose for establishing the FC is to carry out in-depth technical analysis of all food-related issues in terms of food safety at the national level, and make specific recommendations to the NMFB, which shall take further action in accordance with laid down procedures. The FC is the technical wing of the NMFB for coordinating and accelerating food-related activities, and

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<sup>6</sup> Islamic Republic of Afghanistan central Statistics Organization. November 2009.

<sup>7</sup> E. R. Frampton. Review of the Plant Health Regulatory System Afghanistan. November 2010.

<sup>8</sup> Sandra Smulko. Afghanistan Strengthening Pharmaceutical Systems (SPS) program Mission Report. 12.03.2011. Prepared in collaboration with MSH/SPS and Euro Health Group.

<sup>9</sup> MoU between the MAIL and MoPH

implementing the affairs related to the regulation food products, to ensure that these are safe for consumption.

#### **4. Scope of Work of the Food Committee**

The primary responsibility of the FC is to develop and implement mechanisms for the food-related activities of the NMFB. Therefore, the SOW of the FC shall be directly linked to the SOW of the NMFB and the signed MoU between the MoPH and MAIL.

The FC shall provide technical coordination and advisory services in relation to the regulation and safety of food products. Through the NMFB and established procedures, the FC shall ensure that all food products, beverages and drinking water, meant for consumption in the country or export, are of good quality and safe. Under the direction and guidance of the NMFB, the FC shall carry out the following technical activities:

1. Develop/Review laws, bills and regulations related to food products, beverages and ingredients, food technology, food processing, storage, distribution and consumption, and reference standards;
2. Embark on resource mobilization for regulatory activities for food;
3. Develop/Review policies and strategies and management system for the quality and safety control:
  - a. Processed and conserved products of animal source, which have been imported or produced in the country for export or local consumption;
  - b. Processed and conserved products of plant source, which have been imported or produced in the country for export or local consumption;
  - c. Non-alcoholic beverages, which have been imported or produced in the country for export or local consumption;
  - d. Mineral water, which have been imported or produced in the country for export or local consumption;
  - e. Food supplements and additives, which have been imported or produced in the country for export or local consumption;
  - f. Health control and issuance of health certificates for manufacturing company staff, vendors and companies dealing in the distribution of food products, in collaboration with the appropriate issuing authorities;
  - g. Sampling testing of food products of all sources, beverages and mineral water, in collaboration with the appropriate authorities;

4. Strengthening the food inspection system and official food control laboratories for the quality and safety control of products mentioned in the article 3.3.of the ToR.
5. Develop/review effective recall system for food products and system for food safety and quality control communication;
6. Identify options and best legal solutions for safe and environmentally friendly disposal of food waste;
7. Monitoring the production, distribution, conservations and consumption of food products, beverages and mineral water in accordance with established standards;
8. Perform any other duties as may be assigned by the NMFB or the Minister of Public Health on food safety.

## **5. Composition of the Food Committee**

The chairperson of the FC, who is also a member, shall be the Director of Environmental Health Directorate of MoPH. The Technical Advisor for Food Affairs of the NMFB Secretariat, who is not a member nor has a vote, shall serve as the Secretary of the FC.

In accordance with the NMFB ToR, the FC shall consist of a minimum of five (5) and maximum of ten (10) members. The members shall be selected from major agencies, stakeholders and organizations of the food industry. Members appointed to the FC shall have the appropriate professional expertise, experience or familiarization with food-related laws and policies. There must be an official nomination/approval from their respective agencies and organizations. Members of the FC shall include both NMFB members and non-NMFB members.

The FC may co-opt any other person who can make significant technical contribution to the work of the FC, subject to the approval of the NMFB.

List of agencies and organizations from which FC members shall be selected:

1. Director of Environmental Health Directorate of MoPH as Chairperson;
2. One representative from food products importers as a member;
3. One representative (food expert)from MAIL as a member;
4. One representative from food export agency as a member;
5. One representative from Kabul Municipality as a member;
6. One representative of National Environmental Protection Agency (NEPA) as a member;
7. One representative from ANSA (food section) as a member;
8. One representative from the Faculty of Agriculture (Food Department), Kabul University as a member;
9. One representative from TAFA as a member;
10. One representative from MFQC Lab food section as a member; and/or
11. One representative from faculty of pharmacy, nutrition department as a member.

## **6. Tenure of Office**

A member of the FC shall hold office for such period as may be determined by the NMFB. A member may be eligible for re-appointment by the NMFB if his/her organization re-nominates him/her. A member may be expelled from the FC upon three consecutive absences from committee meetings without prior notification and non-compliance with accepted standards of the NMFB. A member of the FC who is convicted of any crime by a court of competent jurisdiction shall cease to be a member.

## **7. Operating Principles**

A member of the NMFB or FC shall consider the interest of the country above his/her personal activities. The FC shall be professional, transparent, impartial, independent and timely in its discussions and recommendations to the NMFB and the Hon Minister of Health as appropriate.

## **8. Conflict of Interest**

Before accepting any appointment to be a member of the FC, a member shall disclose any potential conflicts of interest. Potential or actual conflicts of interest by members of the FC and by the Technical Advisor for Food Affairs shall be identified and declared or disclosed to the NMFB or the FC as the case may be.

A member and the Technical Advisor for Food Affairs with conflict of interest or potential conflict of interest shall not take part in the consideration or discussion of or vote on any issue before the FC, for any issue in which he/she or spouse has substantial interest in the matter. If not declared, any other person who is aware of the issue shall inform the FC or the NMFB accordingly for action to be taken. If it is not clear whether or not a conflict of interest exists, the issues shall be brought before the NMFB which shall make a final decision.

An obvious conflict of interest may arise, if a member and the Technical Advisor for Food Affairs or his/her own family would benefit financially from his position of power. This may occur through the award of a contract to a company, agency or organization to which he/she belongs or is owned by a relative.

On the other hand, it would not be illegal to award a contract to the best qualified company, agency or organization even if that were indeed owned by a relative, but the member should not be part of that particular decision making process. Members must disclose areas of potential conflict of interest.

## **9. Confidentiality Agreement**

All FC members and the Technical Advisor for Food Affairs of the NMFB Secretariat shall sign a confidentiality agreement at the time of appointment. Decisions and recommendations of the FC shall remain confidential, and no member other than officially designated person(s) shall disclose to any other person the decisions and recommendations of the FC or NMFB on any issue undergoing discussions. Any FC member and the Technical Advisor for Food Affairs of the NMFB Secretariat who violates the rules and regulations of the NMFB shall be subject to penalty as may be determined by the NMFB or the Hon Minister of Public Health.

## **10. Withdrawal from the Food Committee**

Any FC member who is unable to attend a meeting shall notify the FC Chairperson or FC Secretary in advance. Any member who absents him/herself from meetings for three consecutive times without any tangible reason shall be deemed withdrawn from the FC. Absent is defined as not being physically present or not participating in a meeting by teleconference.

The FC Chairperson has the discretion to approve in advance an extended absence of any member. Other members shall be informed of such extension. An individual may resign as a member at any time upon written notification to the FC Chairperson, who shall inform the NMFB accordingly.

Any FC member who reveals confidential information or takes undue advantage of his/her membership, or misconducts him/herself at a meeting, may lose his/her membership as decided by the FC and approved by the NMFB.

In case a member of the FC forfeits his/her membership for any reason, the agency or organization concerned shall be duly notified and requested to nominate another representative for consideration by the NMFB.

## **11. Logistical Support for the Food Committee**

The NFMB and MoPH shall be responsible for providing the necessary human resource and logistical support to the FC office for its efficient function. The FC Secretary, with support from members, shall ensure that all assets, records, papers, books, documents and instruments provided by the NMFB for the functions of the FC are well kept and readily available at all times.

## **12. Accountability and Responsibility**

The FC shall be accountable and responsible to the NFMB. The activities of the FC shall be monitored and evaluated regularly and periodically by the NMFB, and progress reports shall be shared with all major stakeholders. The FC shall be obliged to provide reasonable explanations for targets not met, as may be requested by the Hon Minister of Public Health, NFMB, MoPH or member agencies and organizations. Such requests shall be made in writing to the FC through the NMFB, copied to the Office of the Hon Minister for Public Health.

The FC shall prepare and submit annual and periodic reports to the NMFB as may be required. The FC shall also prepare and submit any other report on any special issue referred to it by the Hon Minister for Public Health in writing. Such reports shall contain all the necessary details, leaving no room for ambiguity.

## **13. Meetings of the Food Committee**

The FC meetings shall be a formal platform for national and international issues related to food products and food safety. The frequency of FC meetings shall be on monthly basis. Extra-

ordinary FC meetings may be held at the request of the Hon Minister for Public Health, FC Chairperson or based on any emergency.

Topics on the agenda of the FC shall be directly linked to the SOW, assignments by the NMFB and the Hon Minister of Public Health. It is the responsibility of the NFMB and MoPH to ensure that the FC functions properly and fully.

The meeting modalities of the FC shall be agreed upon by all members. With the consent of the FC Chairperson, any FC member may participate in a meeting by means of teleconference or other communication equipment through which all persons participating in the meeting can hear each other well.

The FC members shall agree on a location for its regular meetings. However, meetings of the FC may be held at such locations and times as may be determined by the Hon Minister for Public Health or FC Chairperson, as the case may be. Such locations shall be communicated in good time to all members via their regular e-mail addresses and telephone numbers.

#### **14. Notice of Food Committee Meetings**

Notice of time, location and agenda for all FC meetings shall be served on FC members at least one week prior to the date of the scheduled meeting. In case of an extra-ordinary meeting, notice shall be served on FC members at least three days before the meeting date. All official notices shall be served by the e-mail addresses and/or telephone numbers provided by FC members. Other communication channels may be used as support or confirmation of notices of meetings as necessary. Photocopies of all necessary materials may be made available to members at all meetings.

In the event of cancellation of a scheduled meeting, the NMFB Secretariat shall ensure that all FC members are served notices of the cancellation, followed up with telephone calls.

#### **15. Quorum for Food Committee Meetings**

The quorum for FC meetings shall be two thirds (2/3) of its membership. All meetings must start on time, once the quorum requirements are met. If after one hour of the scheduled time for a meeting there is no quorum, the meeting shall be adjourned till further notice.

If later in the course of a meeting the number of FC members present falls below the quorum requirements, normal business shall continue until such time that a member raises an objection. Issues discussed in such instance shall be ratified at the next FC meeting.

In the absence of the FC Chairperson, a member shall be elected to chair the meeting. All decisions of the FC are deemed conclusive and binding, after ratification by the NFMB.

#### **16. Voting at Food Committee Meetings**

At all FC meetings, any motion may be decided upon by a simple majority of members present and voting or by consensus. Voting may be by a show of hands, unless circumstances require balloting. The identity of the voters may not be recorded. However, a member may require that

his/her opinion and vote be recorded in the minutes. At all FC meetings, each member present shall have one vote on an issue before the FC. In the event of a tie during voting, the Chairperson of the meeting at that time shall have a casting vote.

### **17. Minutes of Food Committee Meetings**

The NMFB Secretariat shall ensure that minutes of the FC meetings are served on all members, regardless of whether they were at the meeting or not. Names of the persons present shall be entered in the minutes. All minutes shall be read, corrected and approved at the subsequent FC meeting. Records of meetings shall be an accurate reflection of the actual motions, resolutions and results of deliberations and decisions of the FC. The final minutes shall be signed by the FC Chairperson, and filed accordingly. Feedback from the NMFB on the FC minutes shall be discussed and recorded accordingly.

### **18. Collaboration with Relevant Statutory Agencies**

For the optimal resource utilization and avoidance of duplication, the FC shall, through the NMFB mechanisms, establish and maintain close collaboration with all relevant statutory agencies in food safety affairs.

### **19. Remuneration of Food Committee Members**

The FC members, including co-opted members, who are public servants and non-employees of international donor partners, shall be paid such allowances/incentives as the Hon Minister of Public Health, in consultation with the NMFB may determine.

All other persons whose services are approved by the NMFB and utilized by the FC shall be remunerated accordingly, upon satisfactory completion of their assignments. The payment of allowances shall be subject to availability of funds for such purposes.

### **20. Indemnification of Food Committee Members**

The MoPH and NMFB indemnify all FC members against any claims, expenses or liabilities that may be incurred by any person by reason of being or having been a member. The indemnity applies only in the period during which the member was actually serving on the FC of the NMFB.

### **21. Effective Date of Enforcement**

The foregoing ToR and Administrative Guidelines of the FC of the NMFB shall come into effect from the date of approval by the Hon Minister for Public Health and NMFB Chairman, and shall remain effective for the entire life of the NMFB.

**Approved by:**

**HE Dr. Suraya Dalil**  
**Acting Minister of MoPH and NMFB Chairperson**

**ANNEX 4. RULES AND GUIDELINES ON CONFLICT OF INTEREST AND  
CONFIDENTIALITY**



**ISLAMIC REPUBLIC OF AFGHANISTAN**

**MINISTRY OF PUBLIC HEALTH**



**GENERAL DIRECTORATE OF PHARMACEUTICAL AFFAIRS**

**National Medicines and Food Board**

**RULES AND GUIDELINES ON CONFLICT OF INTEREST AND CONFIDENTIALITY**

## INTRODUCTION

This document presents policy on “conflict of interest” as it applies to members of the National Medicines and Food Board, its Committees, and Secretariat Staff; and any external persons “contracted” to provide services to the NMFB and its Committees who have access to confidential information and potential to influence NMFB’s decisions. All these groups of people are referred to as ‘member’ in the rest of this document.

Conflict of interest form (attached as Annex I) should be signed by members mentioned above.

## CONFLICT OF INTEREST

### *Definitions and Principles*

The common meaning of “conflict of interest” is a conflict between an individual's private or personal interest and his or her duty. However, it may also refer to a situation where an individual has several duties which conflict without involvement of any private or personal interests.

A conflicting private or personal interest may be financial or non-financial:

- a) When a decision-maker or member has a direct financial interest, however slight, in the matter to be decided, there is a conclusive presumption of bias and the decision-maker or member will thus be disqualified from acting.
- b) Where a decision-maker or member has a non-financial interest which gives rise to a reasonable presumption of bias, the decision-maker or member will be disqualified from acting. The test here is whether a reasonable observer would suspect that there is a possibility of bias, not whether that bias actually exists. A relevant non-financial interest may arise, for example, out of personal or family involvement between a decision-maker or member and a party whose interests are affected by the decision or recommendations. Such an interest may also arise where a decision-maker or member is seen to have prejudged the issues, either through preconceived opinions or prior involvement with the facts of a case on which he or she is required to make a decision on recommendations.

### *Conflict of interest in relation to members*

There are variety of situations in which members may find themselves in a situation of conflict of interest between their professional activities (e.g. preparation of objective and independent evaluations, membership of independent committees) and personal and private interest (e.g. private consultancies, grants to cover travel and accommodation at company-sponsored conferences, share holdings, research grants, honoraria). It is recognized that almost all members have some potential conflict of interest because of their present or past association with the pharmaceutical industry.

Some situations of conflict of interest are clear cut and some are more difficult to determine. If an individual is an employee of, or a retained member to, a pharmaceutical company, there is a

clear possibility of conflict of interest. If an individual is an employee of a government organization, does no work on behalf of pharmaceutical companies, and is not in receipt of gratuities or funding, there is minimal risk. Between these two situations is a spectrum of possibilities where the decision may be less obvious.

A *significant conflict of interest* is likely to be seen in any one of the following categories 1 to 6, and as such, members falling in such categories are unlikely to be appointed as members or external experts:

1. The member works in the pharmaceutical industry, including pharmaceutical member companies, either as an employee or as an owner or part-owner (e.g. owner of a consultancy or shareholder in the pharmaceutical company).
2. The member receives a retainer (fee) from one or more pharmaceutical companies whose products she or he has to assess or which the new product is likely to replace.
3. The member has a significant direct current relationship with one or more companies. This may take the form of (a) financial support for an on-going research project or projects (b), sponsorship of graduate or postgraduate students, or (c) company employees who are under the direct responsibility of the member.
4. He or she receives substantial financial assistance or expensive equipment to conduct research on behalf of the pharmaceutical company.
5. The member acts or has acted as a member for a pharmaceutical company on the product she or he has agreed to assess. Such a consultancy may include sponsorship as a speaker, or appointment as chairperson at professional meetings concerning the product, or attendance on behalf of the sponsoring company at national or international professional meetings concerning the product.
6. The member has had significant input to the planning or conduct of a clinical trial of the product, for example as a principal investigator, signatory to the study report, or author of any published or unpublished paper or other report of the study. Participation limited to the inclusion of patients in a large-scale multicentre study is not considered a significant conflict of interest.

A conflict of interest is less likely to be seen in situations 7 to 10:

7. The member has occasional contracts with one or more companies for particular projects, but does not have a significant relationship with any one company. She or he has not been directly involved with the product in question.
8. The member owns or works for a consultancy which does not provide advice to the pharmaceutical industry but may provide advice to other industries, such as the devices, food or paint industries.

9. The member occasionally provides advice to one or more companies on the design of clinical trials to be conducted prior to submission of an application for marketing authorization, but does not have a significant on-going relationship with any one company (e.g. points 1 to 6 above).
10. The member has been invited to attend and contribute to national or international meetings organized by professional or academic associations.

### ***The responsibility of members***

The NMFB cannot be aware of all of a member's involvements and their ramifications at appointment or when a request as an external expert is made. The onus is therefore on the member to declare in writing any potential conflict or what may be seen as a potential conflict to the NMFB. If there is any doubt, the potential conflict must be declared.

For external experts required to perform short term assignment or evaluations for the NMFB or requested to be member of NMFB or any of its Committees, the member may only proceed with the work or committee membership after any potential conflict has been discussed with the NMFB and found not to be significant.

For this reason, each appointment or contract requires the member to sign a statement to the effect that she or he has no current conflict of interest and that, if the risk of such a conflict arises during the course of membership or contract, the NMFB will be notified immediately in writing.

The member is expected to cease any work or review immediately she or he becomes aware of a conflict of interest. In cases where this involves review of documents, such documents should be returned promptly to the NMFB. In cases where this involves an issue on the agenda of the NMFB or any of its Committees, such member should immediately declare conflict of interest to the Chairperson of the meeting and excused from further deliberations on the issue or meeting.

### **CONFIDENTIALITY**

Any data concerning a company's product which are supplied by the NMFB to a member for review are strictly confidential. As stated in the terms of reference of the NMFB and its Committees or contract (for external experts), all materials included in NMFB meeting agendas and minutes or contract material (for external experts) must be accepted in strict confidence and held in safe and secure custody at all times. An application may be discussed only with NMFB members or Secretariat staff.

Members must be aware of and avoid the possibility of indirect breaches of confidence. There is clearly a potential, consciously or subconsciously, to misuse information gained from participation in NMFB's activities in other papers or scientific presentations. Such a case would also constitute a conflict of interest. The member must not use information gained in this way in future scientific papers or presentations without the agreement of the NMFB and / or company or individual who submitted the data.

## **IMPARTIALITY**

To protect impartiality, the company or individual's concerned will not be informed by the NMFB of the member's identity when applications, data or committee papers are forwarded to a member. For this reason, the member should have no direct communication with the company concerning the application or information submitted to the NMFB. The member may not disclose his or her role to the company, even after a decision on the application has been completed.

## **REFERENCES**

WHO Marketing Authorization of Pharmaceutical Products with Special Reference To Multisource (Generic) Products: A Manual for Drug Regulatory Authorities  
WHO/DMP/RGS/98.5, World Health Organization, Geneva, Switzerland 1999.

**ANNEX 5. STATEMENT ON CONFLICT OF INTEREST**



ISLAMIC REPUBLIC OF AFGHANISTAN  
MINISTRY OF PUBLIC HEALTH  
GENERAL DIRECTORATE OF PHARMACEUTICAL AFFAIRS  
NATIONAL MEDICINES AND FOOD BOARD

**STATEMENT ON CONFLICT OF INTEREST**

I, ..... (*name, surname*), have agreed to participate in meetings of the National Medicines and Food Board or its Committee.

For the purposes of my membership of this Board or committee, I declare as follows:

1. I have read and understood the NMFB Rules and Guidelines on Conflict of Interest,
2. I have read and understood the NMFB or its Committee's terms of reference with respect to requirements on conflict of interest
3. I do not hold any office, possess any financial or non-financial interest, or have any obligation whereby, directly or indirectly duties or interests are or might be created which would conflict with my duties and interests as a member of this committee.
4. If, while participating in committee activities, either during a meeting or when reading or preparing papers for the committee, a conflict or an immediate risk of a conflict arises, I will immediately notify the NMFB or Committee of that risk and will cease the activity.

Name & Surname  
(in CAPS): .....

Signature: .....

Date: .....

## ANNEX 6. CONFIDENTIALITY AGREEMENT



ISLAMIC REPUBLIC OF AFGHANISTAN  
MINISTRY OF PUBLIC HEALTH  
GENERAL DIRECTORATE OF PHARMACEUTICAL AFFAIRS  
NATIONAL MEDICINES AND FOOD BOARD

### CONFIDENTIALITY AGREEMENT

I, .....(*name, surname*) affirm that I have read and understood the National Medicines and Food Board (NMFB) or its Committee terms of reference with respect to confidentiality requirements and the NMFB Rules and Guidelines on Conflict of Interest and Confidentiality Requirements, and undertake to comply with at the time of my appointment to the Board or Committee.

I understood that decisions and resolutions of the Board or Committee shall remain confidential and no member other than officially designated person(s) shall disclose to any other person the decisions and recommendations of the Board or Committee.

I will not disclose or make public any material which becomes available to me as a result of my membership of this committee, either during my membership or after my membership has ceased, without prior approval in writing from the NMFB except for information that is demonstrably in the public domain.

I understood that if I violate the rules I shall be a subject to penalty as may be determined by the National Medicines and Food Board or the Hon Minister of Public Health.

Name & Surname  
(in CAPS): .....

Signature: .....

Date: .....

## ANNEX 7. MEETING AGENDA TEMPLATE GENERAL

### *MoPH Logo*

**Ministry of Public Health  
National Medicines and Food Board  
Medicines/Food Committee**

### MEETING AGENDA

Meeting Date: XXXX  
 Location: XXXX  
 Commencement Time: XXXX

The **1st** (FIRST) meeting of the **FOOD COMMITTEE** of the National Medicines and Food Board of the Ministry of Public Health, Afghanistan will be held in the **Boardroom** at **INSERT ADDRESS** on **INSERT DATE** at **INSERT TIME**

| Topics  | Responsible | Estimated Time |
|---|-------------|----------------|
| <b>1. Meeting Opening</b><br>2.1 Apologies<br>2.2 Declaration of Interests<br>2.3 Review Previous Meeting Minutes<br>2.3.1 Confirmation<br>2.3.2 Matters Arising/Action List  | Chairperson | 30 mins        |
| <b>2. Matters for Decision:</b><br>2.1 Major strategy decisions (always have board paper and recommendations)<br>2.2 Routine decisions including capital equipment approval and expenditure (discussed only if requested by a director)   |             |                |
| <b>3. Matters for Discussion</b><br>3.1 CEO's Report<br>3.1.1 Current Significant Issues<br>3.1.1.1. <i>Coordination of activities of relevant stakeholders:</i><br>- List of departments, institutions and stakeholders involve in food regulatory activities;<br>- Filing and record system of FC;<br>- Coordination mechanisms of FC<br>- Mechanisms for reporting and sharing information on regulatory activities;<br>- Performance indicators for monitoring and evaluation of regulatory activities.<br>3.1.1.2. <i>Food regulatory framework:</i><br>- Develop/Review of all existing laws, bills, and regulations; |             |                |

|   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>- Review of all existing standards, protocols and guidelines (production, transport, control);</li> <li>- Adoption production standards for food storage, manufacturing and handling.</li> <li>3.1.1.3. <i>Food control management:</i></li> <li>- Development of coordination structure for food control system;</li> <li>- Development of protocols as per best practices for food;</li> <li>- Review existing data collection mechanisms within and outside food safety system (i.e. Disease surveillance in general, food monitoring, customs and inspectorate);</li> <li>- Develop standard procedures for food safety related data collection, incorporating all risk assessment requirements;</li> <li>- Identify options for risk assessment;</li> <li>3.1.1.4. <i>Inspection system and official food control laboratories:</i></li> <li>- Financing structure for activities of food inspectorate and official food control laboratories;</li> <li>- Capacity of food inspectorate and official food control laboratories;</li> <li>- Review available protocols and manuals (inspection, sampling, sample handling, rapid alert);</li> <li>- Develop draft protocols for field-testing by selected units;</li> <li>- Finalize and review protocols;</li> <li>- Access training needs of staff for adequate introduction of protocols and manuals;</li> <li>- Introduce manuals and protocols to concerned parties (producers, transporters, importers, retailers, etc.).</li> <li>3.1.1.5. <i>Recall system and system for food safety communication:</i></li> <li>- Review/ develop communication mechanisms within current system;</li> <li>- Review/develop emergency procedural manuals of all relevant authorities;</li> <li>- Develop communication mechanisms for food safety system, for day to day communication as well as rapid alert messages;</li> <li>- Assess training needs of food safety system to enable communication mechanisms to function optimally</li> <li>- Strategy for informing public of general and specific food safety related issues, within greater, within greater context of public health or food safety related issues</li> <li>3.1.2 Matters for Approval</li> <li>3.1.3 Update on Strategic Plan Implementation</li> </ul> |  |  |
|---|--|--|

|  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>3.1.4 Major Key Performance Indicators</li> <li>3.1.5 Risk and Compliance Update</li> <li>3.1.6 Matters for Noting</li> <li>3.2 CFO's Report</li> <li>3.3 Discussions concerning forthcoming strategic decisions</li> <li>3.4 Committee Minutes                             <ul style="list-style-type: none"> <li>4.4.1 Audit</li> <li>4.4.2 Other</li> </ul> </li> <li>3.5 Other matters for discussion</li> <li>3.6 Chairman's Update</li> <li>3.7 Presentation by management (if required)</li> </ul> |  |  |
| <p><b>4. Matters for Noting [discussed only on exception basis]</b></p> <ul style="list-style-type: none"> <li>4.1 Major Correspondence</li> <li>4.2 Company Seal</li> <li>4.3 Updated board calendar</li> <li>4.4 Other matters for noting</li> </ul>   |  |  |
| <p><b>5. Meeting Finalization</b></p> <ul style="list-style-type: none"> <li>5.1 Review actions to be taken</li> <li>5.2 Meeting evaluation</li> <li>5.3 Next meeting</li> <li>5.4 Meeting close</li> </ul>  |  |  |

**Compiled by:**

**Name of FC TA or person compiling agenda**

**FC TECHNICAL ADVISOR**

**For: HE MINISTER OF PUBLIC HEALTH / CHAIRPERSON OF NMFB**

**Reviewed by:**

**Name of FC Secretary or person reviewing agenda**

**FC SECRETARY**

**For: HE MINISTER OF PUBLIC HEALTH / CHAIRPERSON OF NMFB**

## ANNEX 8. MEETING AGENDA TEMPLATE CURRENTLY APPLICABLE

### CONFIDENTIAL

**NATIONAL MEDICINES AND FOOD BOARD** **FOOD COMMITTEE MEETING AGENDA**  
(not for publication) (1<sup>st</sup> meeting 2012)

The **1st** (FIRST) meeting of the **FOOD COMMITTEE** of the National Medicines and Food Board of the Ministry of Public Health, Afghanistan will be held in the Boardroom at INSERT ADDRESS on **INSERT DATE** at **INSERT TIME**

### AGENDA

**F/01/2012** **NOTICE OF THE MEETING AND CONFIRMATION OF THE MINUTES OF THE INSERT NUMBER OF PREVIOUS MEETING MEETING HELD ON INSERT DATE OF MEETING**

**F/02/2012** **DECLARATION OF INTERESTS**

02.1 Insert the subtitle  
Brief description of the issue  
(Indicate if any attachments are included include the location (page number))

**F/03/2012** **MATTERS ARISING**

03.1 INSERT THE HEADING OR TITLE  
03.1.1 Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

**M/04/2012** **MATTERS ARISING FROM PREVIOUS MINUTES**

04.1 INSERT THE HEADING OR TITLE  
04.1.1 Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

04.2 INSERT THE HEADING OR TITLE  
04.2.1 Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

**REPEAT AS APPROPRIATE**

**F/XX/2012 FOOD LEGISLATIVE FRAMEWORK**

**XX.1 REVIEW OF LAWS, BILLS AND REGULATIONS CONCERNING FOOD, BEVERAGES AND INGREDIENTS, FOOD TECHNOLOGY, PROCESSING, STORAGE, DISTRIBUTION AND CONSUMPTION, AND REFERENCE STANDARDS**

**XX.1.1 INSERT THE HEADING OR TITLE**

XX.1.1.1 Insert the subtitle

Brief description of the issues

(Indicate if any attachments are included include the location (page number))

**XX.1.2 INSERT THE HEADING OR TITLE**

XX.1.2.1 Insert the subtitle

Brief description of the issues

(Indicate if any attachments are included include the location (page number))

**XX.1.3 INSERT THE HEADING OR TITLE**

XX.1.3.1 Insert the subtitle

Brief description of the issues

(Indicate if any attachments are included include the location (page number))

**REPEAT AS APPROPRIATE**

**XX.2 REVIEW OF STANDARDS, PROTOCOLS AND GUIDELINES (PRODUCTION, TRANSPORT, CONTROL)**

**XX.2.1 INSERT THE HEADING OR TITLE**

XX.2.1.1 Insert the subtitle

Brief description of the issues

(Indicate if any attachments are included include the location (page number))

**XX.2.2. INSERT THE HEADING OR TITLE**

XX.2.2.1 Insert the subtitle

Brief description of the issues

(Indicate if any attachments are included include the location (page number))

**XX.2.3. INSERT THE HEADING OR TITLE**

XX.2.3.1 Insert the subtitle

Brief description of the issues

(Indicate if any attachments are included include the location (page number))

**XX.3 ADOPTION PRODUCTION STANDARDS FOR  
FOOD STORAGE, MANUFACTURING AND HANDLING**

XX.3.1 INSERT THE HEADING OR TITLE  
XX.3.1.1 Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

XX.3.2. INSERT THE HEADING OR TITLE  
XX.3.2.1 Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

XX.3.3. INSERT THE HEADING OR TITLE  
XX.3.3.1 Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

**F/XX/2012 CORRESPONDENCE**

XX.1 INSERT THE HEADING OR TITLE  
XX.1.1 Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

**REPEAT AS APPROPRIATE**

**F/ XX /2012 REFERRED ISSUES**

XX.1 INSERT THE HEADING OR TITLE  
XX.1.1 Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

XX.2 INSERT THE HEADING OR TITLE  
XX.2.1 Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

**REPEAT AS APPROPRIATE**

**F/XX /2012 ANY OTHER BUSINESS**

XX.1            INSERT THE HEADING OR TITLE  
XX.1.1            Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

XX.2            INSERT THE HEADING OR TITLE  
XX.2.1            Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

**REPEAT AS APPROPRIATE**

**F/XX/2012 DATE OF NEXT MEETING**

The next meeting will be held on **DATE**

Compiled by:  
**Name of FC TA or person compiling agenda**  
FC TECHNICAL ADVISOR  
For: HE MINISTER OF PUBLIC HEALTH /  
CHAIRPERSON OF NMFB

Reviewed by:  
**Name of FC Secretary or person reviewing agenda**  
FC SECRETARY  
For: HE MINISTER OF PUBLIC HEALTH /  
CHAIRPERSON OF NMFB

## ANNEX 9. MEETING MINUTES TEMPLATE GENERAL

*MoPH Logo*  
**Ministry of Public Health**  
**National Medicines and Food Board**  
**Food Committee**

### Minutes of Meeting

Number of meeting:

Location:

Date of meeting:

Time of meeting:

### Minutes of Meeting

|    |   | To be<br>actioned<br>by | Completion<br>Date |
|----|---|-------------------------|--------------------|
| 1. | <b>Present</b> (members of FC)<br><put details in here>   |                         |                    |
| 2. | <b>Apologies:</b><br><put details in here>  |                         |                    |
| 3. | <b>Attendance</b> (not members of FC):<br><put in here details of attendees>  |                         |                    |
| 4. | <b>Declaration of interests</b><br><put details in here>  |                         |                    |
| 5. | <b>Matters arising</b><br><put details in here>   |                         |                    |
| 6. | <b>Confirmation of minutes from previous meeting:</b><br><put details in here>  |                         |                    |
| 7. | <b>Matters arising from minutes:</b><br><put details in here>   |                         |                    |
| 8. | <b>Coordination activities of relevant stakeholders</b> <ul style="list-style-type: none"> <li>• List of departments, institutions and stakeholders<br/>&lt;put details in here&gt;</li> <li>• Filing and record system of FC<br/>&lt;put details in here&gt;</li> <li>• Coordination mechanisms of FC<br/>&lt;put details in here&gt;</li> </ul> |                         |                    |

|            |  |  |  |
|------------|--|--|--|
|            | <ul style="list-style-type: none"> <li>• Mechanisms for reporting and sharing information on regulatory activities<br/>&lt;put details in here&gt;</li> <li>• Performance indicators for monitoring and evaluation of regulatory activities<br/>&lt;put details in here&gt;</li> </ul>   |  |  |
| <b>9.</b>  | <p><b>Food legislative framework</b></p> <ul style="list-style-type: none"> <li>• Review of all existing laws, bills, and regulations concerning food, beverages and ingredients, food technology, food processing, storage, distribution and consumption, and reference standards<br/>&lt;put details in here&gt;</li> <li>• Review of all existing standards, protocols and guidelines (production, transport, control)<br/>&lt;put details in here&gt;</li> <li>• Adoption production standards for food storage, manufacturing and handling<br/>&lt;put details in here&gt;</li> </ul>   |  |  |
| <b>10.</b> | <p><b>Food control management:</b></p> <ul style="list-style-type: none"> <li>• Development of coordination structure for food control system<br/>&lt;put details in here&gt;</li> <li>• Development of protocols per best practices for food<br/>&lt;put details in here&gt;</li> <li>• Review existing data collection mechanisms within and outside food safety system (i.e. Disease surveillance in general, food monitoring, customs and inspectorate<br/>&lt;put details in here&gt;</li> <li>• Develop standard procedures for food safety related data collection, incorporating all risk assessment requirements<br/>&lt;put details in here&gt;</li> </ul> |  |  |

|     |   |  |  |
|-----|---|--|--|
|     | <ul style="list-style-type: none"> <li>Identify options for risk assessment<br/>&lt;put details in here&gt;</li> </ul>  |  |  |
| 11. | <p><b>Inspection system and official food control laboratories:</b></p> <ul style="list-style-type: none"> <li>Development of financing structure for activities of food inspectorate and official food control laboratories<br/>&lt;put details in here&gt;</li> <li>Capacity of food inspectorate and official food control laboratories<br/>&lt;put details in here&gt;</li> <li>Review available protocols and manuals (inspection, sampling, sample handling, rapid alert)<br/>&lt;put details in here&gt;</li> <li>Develop draft protocols for field-testing by selected units<br/>&lt;put details in here&gt;</li> <li>Finalize and review protocols<br/>&lt;put details in here&gt;</li> <li>Access training needs of staff for adequate introduction of protocols and manuals<br/>&lt;put details in here&gt;</li> <li>Introduce manuals &amp; protocols to concerned parties (producers, transporters, importers, retailers, etc.)<br/>&lt;put details in here&gt;</li> </ul> |  |  |
| 12. | <p><b>Recall system and system for food safety communication:</b></p> <ul style="list-style-type: none"> <li>Review/ develop communication mechanisms within current system<br/>&lt;put details in here&gt;</li> <li>Review/develop emergency procedural manuals of all relevant authorities<br/>&lt;put details in here&gt;</li> <li>Develop communication mechanisms for food safety</li> </ul>   |  |  |

|     |  |  |  |
|-----|--|--|--|
|     | <p>system, for day to day communication as well as rapid alert messages</p> <p>&lt;put details in here&gt;</p> <ul style="list-style-type: none"> <li>Assess training needs of food safety system to enable communication mechanisms to function optimally</li> </ul> <p>&lt;put details in here&gt;</p> |  |  |
| 13. | <p><b>Correspondence:</b></p> <p>&lt;put details in here&gt;</p>   |  |  |
| 14. | <p><b>Referred issues:</b></p> <p>&lt;put details in here&gt;</p>  |  |  |
| 15. | <p><b>Other business</b></p> <p>&lt;put details in here&gt;</p>  |  |  |
| 16. | <p><b>Next meeting</b> &lt;put in here details of next meeting&gt;</p>   |  |  |

**Chairperson Signature:**

.....

**Date:**

.....

**Recorded by:**

**Reviewed by:**

**Name of MC TA or person recording the minutes**

**Name of MC Secretary or person reviewing the minutes**

**MC TECHNICAL ADVISOR**

**MC SECRETARY**

**For: HE MINISTER OF PUBLIC HEALTH / CHAIRPERSON OF NMFB**

**For: HE MINISTER OF PUBLIC HEALTH / CHAIRPERSON OF NMFB**

## ANNEX 10. MEETING MINUTES TEMPLATE CURRENTLY APPLICABLE

### CONFIDENTIAL

**NATIONAL MEDICINES AND FOOD BOARD** **FOOD COMMITTEE MEETING MINUTES**  
(not for publication) (1<sup>st</sup> meeting 2012)

The **1<sup>st</sup>** (FIRST) meeting of the **FOOD COMMITTEE** of the National Medicines and Food Board of the Ministry of Public Health, Afghanistan held in the Boardroom at **INSERT ADDRESS** on **INSERT DATE** at **INSERT TIME**

#### **PRESENT**

*INSERT NAMES OF MEMBERS WHO ARE PRESENT AND INDICATE THE PERSONA CHAIRING THE MEETING*

#### **APOLOGIES**

Insert names of members who gave apologies

#### **IN ATTENDANCE**

Insert names of those attending but not members of the MC e.g. Technical Advisor,

#### **ANNOUNCEMENTS**

Insert text if any

**F/01/2012** **NOTICE OF THE MEETING AND CONFIRMATION OF THE MINUTES OF THE INSERT NUMBER OF PREVIOUS MEETING MEETING HELD ON INSERT DATE OF MEETING**

Insert text

**F/02/2012** **DECLARATION OF INTERESTS**

02.1 Insert the subtitle

Summary of the issues discussed and conclusions

**F/03/2012** **MATTERS ARISING**

03.1 INSERT THE HEADING OR TITLE

03.1.1 Insert the subtitle

Summary of the issues discussed and conclusions

**F/04/2012 MATTERS ARISING FROM PREVIOUS MINUTES**

04.1 INSERT THE HEADING OR TITLE  
04.1.1 Insert the subtitle  
Summary of the issues discussed and conclusions

04.2 INSERT THE HEADING OR TITLE  
04.2.1 Insert the subtitle  
Summary of the issues discussed and conclusions

**REPEAT AS APPROPRIATE**

**F/ XX /2012 FOOD LEGISLATIVE FRAMEWORK**

**XX.1 REVIEW OF LAWS, BILLS AND REGULATIONS CONCERNING FOOD, BEVERAGES AND INGREDIENTS, FOOD TECHNOLOGY, PROCESSING, STORAGE , DISTRIBUTION AND CONSUMPTION, AND REFERENCE STANDARDS**

XX.1.1 INSERT THE HEADING OR TITLE  
XX.1.1.1 Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

XX.1.2 INSERT THE HEADING OR TITLE  
XX.1.2.1 Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

XX.1.3 INSERT THE HEADING OR TITLE  
XX.1.3.1 Insert the subtitle  
Brief description of the issues  
(Indicate if any attachments are included include the location (page number))

**REPEAT AS APPROPRIATE**

**XX.2 REVIEW OF STANDARDS, PROTOCOLS AND GUIDELINES (PRODUCTION, TRANSPORT, CONTROL)**

XX.2.1 INSERT THE HEADING OR TITLE  
XX.2.1.1 Insert the subtitle  
Brief description of the issues

(Indicate if any attachments are included include the location (page number))

**XX.2.2. INSERT THE HEADING OR TITLE**

XX.2.2.1 Insert the subtitle

Brief description of the issues

(Indicate if any attachments are included include the location (page number))

**XX.2.3. INSERT THE HEADING OR TITLE**

XX.2.3.1 Insert the subtitle

Brief description of the issues

(Indicate if any attachments are included include the location (page number))

**XX.3 ADOPTION PRODUCTION STANDARDS FOR FOOD STORAGE, MANUFACTURING AND HANDLING**

**XX.3.1 INSERT THE HEADING OR TITLE**

XX.3.1.1 Insert the subtitle

Brief description of the issues

(Indicate if any attachments are included include the location (page number))

**XX.3.2. INSERT THE HEADING OR TITLE**

XX.3.2.1 Insert the subtitle

Brief description of the issues

(Indicate if any attachments are included include the location (page number))

**XX.3.3. INSERT THE HEADING OR TITLE**

XX.3.3.1 Insert the subtitle

Brief description of the issues

(Indicate if any attachments are included include the location (page number))

**F/XX/2012 CORRESPONDENCE**

**XX.1 INSERT THE HEADING OR TITLE**

XX.1.1 Insert the subtitle

Summary of the issues discussed and conclusions

**REPEAT AS APPROPRIATE**

**F/ XX /2012 REFERRED ISSUES**

XX.1 INSERT THE HEADING OR TITLE  
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Summary of the issues discussed and conclusions

XX.2 INSERT THE HEADING OR TITLE  
XX.2.1 Insert the subtitle  
Summary of the issues discussed and conclusions

**REPEAT AS APPROPRIATE**

**F/ XX /2012 ANY OTHER BUSINESS**

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Summary of the issues discussed and conclusions  
XX.2 INSERT THE HEADING OR TITLE  
XX.2.1 Insert the subtitle  
Summary of the issues discussed and conclusions

**REPEAT AS APPROPRIATE**

**F/XX/2012 DATE OF NEXT MEETING**

The next meeting will be held on **DATE**

There being no further businesses to discuss the meeting ended at insert the time.

**Chairperson Signature:** .....

**Date:** .....

Recorded by:  
**Name of MC TA or person recording the minutes**

Reviewed by:  
**Name of MC Secretary or person reviewing the minutes**

MC TECHNICAL ADVISOR  
For: HE MINISTER OF PUBLIC HEALTH /  
CHAIRPERSON OF NMFB

MC SECRETARY  
For: HE MINISTER OF PUBLIC HEALTH /  
CHAIRPERSON OF NMFB

# ANNEX 11. TRAINING MATERIALS FOR FC ORIENTATION WORKSHOPS



Training of the National Medicines Food Board Food Committee

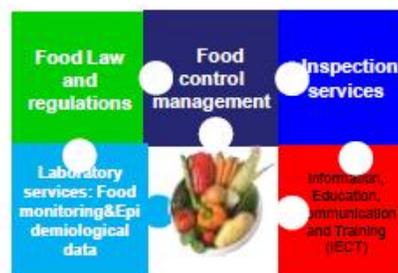
Orientation Workshop for the NMFB Food Committee

II part  
1st April 2012

Dr. Sandra Smulko  
Adviser on Food Regulation and Control, EURO HEALTH GROUP



## Elements of food safety system



2

## Food safety issues



3

## II. What needs to be done



4

### At the end of this discussion....

- You should:
  - Be able to *list* the various roles of FC in food safety area
  - Be able to *describe* the role of the FC in food safety area based on ToR for the FC and existing system in Afghanistan
  - Be able to *write down* the priority activities for operationalizing the coordination and oversight role of NMFB with respect to the regulation of food products

5

### 1. Developing/Review Food legislative framework (1)

"Develop/Review laws, bills and regulations related to food products, beverages and ingredients, food technology, food processing, storage, distribution and consumption, and reference standards" ToR

1. Review of all existing laws, including draft Food Law and legislation related documents concerning food control and reference standards

#### Method of work:

- **Working groups** on food legislation formulation (Composition of WG, responsibilities, collection of existing documents, establishing a library for Codex Alimentarius/FAO guidelines, manuals etc.)
- **consultancy** on "Food safety legal framework"

6

### 1. Developing/Review Food legislative framework (2)

2. Review of all existing standards, protocols and guidelines (production, transport, control)

**Method of work:**

- Workshops and Working group on "Review of standards, protocols and guidelines relevant for Afghanistan"



(Composition of WG, responsibilities, collection of existing documents, establishing a library )

- Working groups on adoption process for Codex Alimentarius

7

### 1. Developing/Review Food legislative framework(3)

3. Adoption production standards for food storage, manufacturing and handling in Afghanistan

**Method of work:**

- Working groups on:
  - introduction to HACCP for food production,
  - specifications for food establishments,
  - training requirements and health certificates for food workers

(Composition of WG, responsibilities)

8

### 2. Development of mechanisms (1)

1. Standard List of Food Ingredients in accordance to Codex Alimentarius

**Method of work:**

- Read the Codex Standard 1-1985



2. Embarking on resource mobilization for regulatory activities for food

**Method of work:**

- Working group ` capacity building of regulatory activities`

9

### 2. Development of mechanisms (2)

3. Efficient coordination of all activities of stakeholders/authorities in the food industry

**Method of work:**

- Review coordination mechanisms. (meetings, workshops, consultations, follow-up)

4. Ensuring the necessary capacity for the processing and distribution of safe food in the country ( see slides No. 13.-17.)

10

### 2. Development of mechanisms (3)

5. Safe and environmentally friendly disposal of food waste

**Method of work:**

- Check does legislative requirements exist on food waste disposal in collaboration with the environmental governmental body
- If no, initiate the legislative requirements to be established
- what else??? **(group activity)?**

11

### 2. Development of mechanisms (3)

5. Promote food safety-related scientific research

Output- risk based decisions

- what else **(group activity)?**

**Method of work:**

12

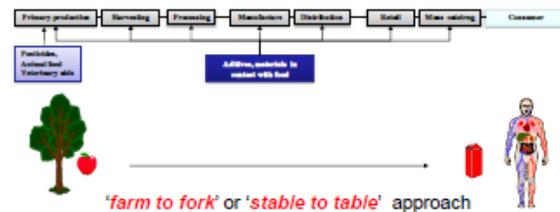
#### 4. Strengthening food inspection system and official food control laboratories (1)

Develop/Review policies and strategies for the quality and safety control of products imported or produced in the country for export or local consumption: ( see slide 11 from the Part I):

- a. Processed and conserved products of animal source;
- b. Processed and conserved products of plant source;
- c. Non-alcoholic beverages;
- d. Mineral water;
- e. Food supplements and additives.

13

#### The Food chain



14

#### 4. Strengthening food inspection system and official food control laboratories (2)

- Output: food inspection be mapped entirely and reviewed in detail with the FAO risk - based inspection manual
1. Read the FAO risk - based inspection manual
  2. Development of financing structure for activities of food inspectorate and official food control laboratories
- Method of work:
- Working group ` developing financing structure `
3. Ensuring the adequate capacity of food inspectorate and official food control laboratories
- Method of work:
- Working group ` quality assurance management system for inspection and food laboratories

15

#### 4. Strengthening food inspection system and official food control laboratories (3)

4. Review available protocols and manuals (inspection, sampling, sample handling, rapid alert)
- Method of work:
- Consultancy `inspection procedures`
  - Workshops `on assessing current inspection procedures`
5. Develop draft protocols for field-testing by selected units
- Method of work:
- Consultancy `inspection procedures`
6. Finalise protocols in technical review committee
- Method of work:
- Workshops `finalising inspection protocols`

16

#### 4. Strengthening food inspection system and official food control laboratories (4)

7. Access training needs of staff for adequate introduction of protocols and manuals
- Method of work:
- Consultancy `introducing inspection procedures per harmonised inspection protocols`
  - Consultancy `assessing laboratory capacity`
8. Introduce manuals and protocols to concerned parties (producers, transporters, importers, retailers, etc.)
- Method of work:
- Workshops ` inspection procedure per harmonised protocols

17

#### 5. Improvement of food control management (output 1. - functional food control system) (1)

5. Develop standard mechanisms for: ( see slide Nr. 12 from the I part)
  - a. Health control and issuance of health certificates for manufacturing company staff, vendors and companies dealing in the distribution of food products, in collaboration with the appropriate issuing authorities; (system, enforcement, sanctions)
  - b. Sampling and testing of food products of all sources, beverages and mineral water, in collaboration with the appropriate authorities (National Sampling monitoring plan, guidelines.)
  - c. Monitoring the production, distribution, conservations and consumption of food products, beverages and mineral water in accordance with established standards; (Official control)
  - d. Effective recall system for food products; (Procedures in place, Manual ).

18

### 5. Improvement of food control management (output 1. - functional food control system) (2)

1. Identification of all food safety 'components'  
**Method of work:**
  - **Workshop:** identifying food safety 'components'
2. Finalisation of a food safety country profile for Afghanistan  
**Method of work:**
  - **Working groups** ' finalisation of a food safety country profile for Afghanistan  
 (Composition of WG, responsibilities)
3. Development of coordination structure for food control system  
**Method of work:**
  - **Consultancies**- 'food safety policy and strategic advice'
  - **Workshops** ' food control system management'

19

### 5. Improvement of food control management (output 1. - functional food control system) (3)

4. Assessment of dietary habits to identify commonly used food  
**Method of work:**
  - **Consultancy** 'on dietary habits and consumption patterns in Afghanistan
  - **Workshops** on 'identification on dietary habits and consumption patterns and food habits with particular impact on food safety in Afghanistan'
5. Development of protocols as per best practices for food  
**Method of work:**
  - **Consultancies** on ' production and handling of food s conform with international guidelines and practices'
  - **Workshops** ' on quality assurance at production level'

20

### 5. Improvement of food control management (output 2. – science based risk assessment) (4)

1. Review existing data collection mechanisms within and outside food safety system (i.e. Disease surveillance in general, food monitoring, customs and inspectorate)  
**Method of work:**
  - **Consultancies** 'on data collection mechanisms pertaining to food safety in Afghanistan'
2. Develop standard procedures for food safety related data collection, incorporating all risk assessment requirements  
**Method of work:**
  - **Working group** ' tools and methods to better recognize safety threat by installing advanced observation systems in the harbor (MoPH and MALI)'
  - **Consultancies** 'on data collection mechanisms for food surveillance system in Afghanistan and 'on food safety surveillance'
  - **Workshops** 'on food safety surveillance system'

21

### 5. Improvement of food control management (output 2. – science based risk assessment) (5)

3. Identify options for risk assessment  
**Method of work:**
  - **Working group:** 'to develop a quick reaction system' (MoPH and MALI)
  - **Consultancy** ' risk assessment'
  - **Workshops** ' risk assessment'

22

### 6. Improved food safety and quality control communication (1)

- 5.d effective recall system for food products ToR  
 Output-
- development of guidelines and procedures on the formulation and delivery of messages on food related risks (rather than hazards to the general public as well within the food control system.
  - Development of protocols by the relevant authorities in order to be prepared in case of emergencies, including international. Furthermore, developing capacity to effectively assess risk emergencies.

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### 6. Improved food safety and quality control communication (2)

1. Review past and ongoing food safety and other food related public messages  
**Method of work:**
  - **Consultancies** 'public messages on food safety issues
2. Review communication mechanisms within current system  
**Method of work:**
  - **Workshop** 'communication within food safety system'
3. Review emergency procedural manuals of all relevant authorities  
**Method of work:**
  - **Consultancy** 'emergency and rapid alert in food safety system in Afghanistan'

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**6. Improved food safety and quality control communication (3)**

4. Develop communication mechanisms for food safety system, for day to day communication as well as rapid alert messages

**Method of work:**

- Consultancy 'emergency response'
- Workshops 'emergency response of the food safety system in Afghanistan'

5. Assess training needs of food safety system to enable communication mechanisms to function optimally

**Method of work:**

- Consultancy 'assessment of food safety system communication components'

25

**6. Improved food safety and quality control communication (4)**

6. Develop strategy for informing public of general and specific food safety related issues, within greater context of public health or food safety related issues

**Method of work:**

- Consultancy 'public food safety'
- Workshops 'risk perception by general public and professionals'



List of identified activities to be done (group activity)

27

Priority setting and timelines (group activity)

28

IV To identify of partners within and outside Afghanistan and potential areas of cooperation with MoPH (group activity)

29

**V. Tools development for the NMFB Secretariat**

Develop a Standard operational procedures ( SOP's, manuals)

To assist the NMFB in SOP's an manual development, the following procedures will be provided:

1. Structure of procedures and drawing up procedures;
2. Procedure for registration of received and sent documents at the NMFB Secretariat
3. Procedure on meeting agenda preparation
4. Procedure on the meeting minutes layout

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Training of the National Medicines Food Board Food Committee

Orientation Workshop for the NMFB Food Committee

1st April 2012

Dr. Sandra Smulko  
Adviser on Food Regulation and Control, EURO HEALTH GROUP



2

**Introduction**

- Self Introductions: Facilitator and Participants
- Objectives of the workshop
- Outline or program for the day
- Get down to business

**Self Introductions: Who is Who ?**



3

**Why are we here?**

- I. To be introduced with the proposed ToR and administrative guidelines of the Food Committee
- II. To identify what needs to be done by the FC based on scope of work of the FC for food-related activities of the NMFB
- III. To develop implementation plan for the coordination and oversight role of NMFB with respect to the regulation of food products
- IV. To identify of partners within and outside Afghanistan and potential areas of cooperation with MoPH
- V. Tools development for the Secretariat

4

**How are we going to achieve the goals of the workshop?**



**Listening**



**Read**

**Actively participate**



**Discuss and write a plan on way forward for the FC to discharge its responsibilities**

**I. ToR and administrative guidelines of the FC (1)**

1. Background
2. Purpose of the Food Committee
3. Scope of Work
4. Composition Tenure of Office
5. Operating Principles
6. Conflict of Interest
7. Confidentiality Agreement
8. Withdrawal
9. Logistical Support
10. Accountability and Responsibility
11. Meetings

5

## I. ToR and administrative guidelines of the FC (2)

13. Notice of Meetings
14. Quorum for Meetings
15. Voting at Meetings
16. Minutes of Meetings
17. Collaboration with Relevant Statutory Agencies
18. Remuneration of Members
19. Indemnification of Members
20. Effective Date of Enforcement

7

### 1. Background

- Agencies involved in food control – MAIL, MoPH, ANSA, MoCI, MoF, Customs Department, University of Kabul.
- Memorandum of Understanding (MoU) between MAIL and MoPH
  - Unprocessed and raw food is responsibility of the MAIL
  - processed food and retail food is responsibility of the MoPH.
- MAIL and MoPH have a joint responsibility to develop a unified national food and health safety strategy.
- the MoU will form the standard for legal procedures and guidelines with respect to policy and determining the powers.
- Terms of Reference (ToR) of the NMFB (October 22, 2011) established a Food Committee.

8

### 2. Purpose of the Food Committee

- To carry out in-depth technical analysis in terms of food safety.
- To make specific recommendations to the NMFB, which shall take further action.

### 3. Scope of Work

- develop and implement mechanisms for the food-related activities of the NMFB.
- provide technical coordination and advisory services in relation to the regulation and safety of food products (fresh and processed).

9

### • Technical activities to carry out:

1. Develop/review laws, bills and regulations related to food products, beverages and ingredients, food technology, food processing, storage, distribution and consumption, and reference standards (Food legislative framework).
2. Develop mechanisms for:
  - a) Standard List of Food Ingredients in accordance with Codex Alimentarius;
  - b) Embarking on resource mobilization for regulatory activities for food;
  - c) Efficient coordination of all activities of stakeholders/authorities in the food industry;
  - d) Ensuring the necessary capacity for the processing and distribution of safe food in the country;
  - e) Safe and environmentally friendly disposal of food waste.

10

3. Promote food safety-related scientific research.

4. Develop/Review policies and strategies for the quality and safety control of products imported or produced in the country for export or local consumption:

- a) Processed and conserved products of animal source;
- b) Processed and conserved products of plant source;
- c) Non-alcoholic beverages;
- d) Mineral water;
- e) Food supplements and additives

11

### 5. Develop standard mechanisms for:

- a. Health control and issuance of health certificates for manufacturing company staff, vendors and companies dealing in the distribution of food products, in collaboration with the appropriate issuing authorities; (system, enforcement, sanctions)
- b. Sampling and testing of food products of all sources, beverages and mineral water, in collaboration with the appropriate authorities (National Sampling monitoring plan, guidelines)
- c. Monitoring the production, distribution, conservations and consumption of food products, beverages and mineral water in accordance with established standards; (Official control)
- d. Effective recall system for food products; (Procedures in place, Manual)
6. Perform any other duties as may be assigned by the NMFB or the Minister of Public Health on food safety

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#### 4. Composition

- The Chairperson of the FC - Director of Environmental Health Directorate of MoPH (a member of FC).
- Technical Advisor for Food Affairs of the NMFB secretariat not a member nor has a vote serve as the Secretary of the FC.
- FC shall consist of a *minimum of five (5)* and maximum of ten (10) members from major agencies, stakeholders and organizations of the food industry with the appropriate professional expertise, experience or familiarization with food-related laws and policies.
- The FC may co-opt any other person who can make significant technical contribution.

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#### 7. Conflict of Interest

- Potential or actual conflicts of interest by members of the FC shall be identified and declared or disclosed to the NMFB or the FC as the case may be.
- A member with conflict of interest or potential conflict of interest shall not take part in the consideration or discussion of or vote on any issue before the FC.

#### 8. Confidentiality Agreement

- All FC members shall sign a confidentiality agreement .
- Any FC member who violates the rules and regulations of the NMFB shall be subject to penalty.

15

#### 10. Logistical Support

##### The NFMB and MoPH

- responsible for providing the necessary human resource and logistical support to the FC office.

##### The FC Secretary

- responsible that all assets, records, papers, books, documents and instruments are well kept and readily available at all times.

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#### 5. Tenure of Office

- A member of the FC shall hold office for such period as may be determined by the NMFB.
- A member may be expelled from the FC upon three consecutive absences from committee meetings without prior notification and non-compliance with accepted standards of the NMFB.

#### 6. Operating Principles

- The FC shall be professional, transparent, impartial, independent and timely in its discussions and recommendations to the NMFB and the Hon Minister of Health as appropriate.
- A member of the NMFB or FC shall consider the interest of the country above his/her personal activities.

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#### 9. Withdrawal

- Any FC member who is unable to attend a meeting shall notify the FC Chairperson or FC Secretary in advance.
- Any member who absents him/herself from meetings for three consecutive times without any tangible reason shall be deemed withdrawn from the FC.
- Absent is defined as not being physically present or not participating in a meeting by teleconference.
- The FC Chairperson has the discretion to approve in advance an extended absence of any member. Other members shall be informed of such extension.
- Any FC member who reveals confidential information or takes undue advantage of his/her membership, or misconducts him/herself at a meeting, may lose his/her membership.

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#### 11. Accountability and Responsibility

- FC shall be accountable and responsible to the NFMB.
- NFMB monitor and evaluate regularly the FC performance by progress reports.
- Progress reports shall be shared with all major stakeholders.
- The FC shall be obliged to provide reasonable explanations for targets not met as may be requested by the Hon Minister of Public Health, NMFB, MoPH or member agencies and organizations.
- Such requests shall be made in writing to the FC through the NMFB, copied to the Office of the Hon Minister for Public Health.
- FC shall prepare and submit annual and periodic reports, and any other report on special issue to the NMFB.

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### **12. Meetings**

- FC meetings shall be on monthly basis as a formal platform for national and international issues related to food products and food safety.
- Topics on the agenda of the FC shall be directly linked to the SOW, assignments by the NMFB and the Hon Minister of Public Health.
- Location and time of the meeting shall be communicated in good time to all members via their e-mail addresses and telephone numbers.

### **13. Notice of Meetings**

at least one week prior to the date of the scheduled meeting.

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### **14. Quorum for Meetings**

- shall be two thirds (2/3) of its membership.
- If after one hour of the scheduled time for a meeting there is no quorum, the meeting shall be adjourned till further notice.
- In the absence of the FC Chairperson, a member shall be elected to chair the meeting. All decisions of the FC are deemed conclusive and binding, after ratification by the NFMB.

### **15. Voting at Meetings**

- by a simple majority of members present and voting or by consensus.
- The identity of the voters may not be recorded, however, a member may require that his/her opinion and vote be recorded.
- In the event of a tie during voting, the Chairperson of the meeting at that time shall have a casting vote.

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### **16. Minutes of meetings**

- The NMFB Secretariat shall ensure that minutes of the FC meetings are served on all members, regardless of whether they were at the meeting or not.
- All minutes shall be read, corrected and approved at the subsequent FC meeting.
- The final minutes shall be signed by the FC Chairperson, and filed accordingly.
- Feedback from the NMFB shall be discussed and recorded accordingly.

### **17. Collaboration with Relevant Statutory Agencies**

The FC shall, through the NMFB mechanisms, establish and maintain close collaboration with all relevant statutory agencies in food safety affairs.

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### **18. Remuneration of Members**

- shall be paid such allowances/incentives as the Hon Minister of Public Health, in consultation with the NMFB may determine.
- All other persons whose services are approved by the NMFB shall be subject to availability of funds for such purposes.

### **19. Indemnification of Members**

The MoPH and NMFB indemnify all FC members against any claims, expenses or liabilities that may be incurred by any person by reason of being or having been a member

### **20. Effective Date of Enforcement**

shall come into effect from the date of approval by the Hon Minister for Public Health and NMFB Chairman, and shall remain effective for the entire life of the NMFB.

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## Training of the National Medicines Food Board Food Committee

Introduction to legislative framework principles of food hygiene and food safety, animal health  
4th April 2012

Dr. Sandra Smulko  
Adviser on Food Regulation and Control, EURO HEALTH GROUP



## Introduction to legislative framework principles of food hygiene and food safety, animal health

The scope of the training will cover:

1. Introduction to the Basic terms and definitions in food safety area (CODEX, FAO), building blocks of Food Safety System
2. EU legislative framework of food hygiene and food safety, animal health
3. EU Food Law:
  - Risk analysis
  - Traceability
  - Rapid Alert System

2

### 1. Food safety system

Building blocks of food safety system:

1. Food Law and regulations,
2. Food control management,
3. Inspection services,
4. Laboratory services: Food monitoring and Epidemiological data,
5. Information, Education, Communication and Training (IECI).

3

### 'Certification'

- is the procedure by which official certification bodies and officially recognized bodies provide written or equivalent assurance that foods or food control systems conform to requirements.
- Certification of food may be, as appropriate, based on a range of inspection activities which may include continuous on-line inspection, auditing of quality assurance systems, and examination of finished products
- definitions and terms are drawn from CODEX and FAO (*The Food and Agriculture Organization of the United Nations*)

4

### 'Competent authority'

- means the central executive authority or its structural division which is responsible, according to the law, for organisation and carrying out of official control measures concerning all food, feed, and animals, or their certain parts

5

### 'Coordination'

- means any measures aimed at ensuring the planning and effecting by the competent authorities of harmonised and consistent official control in order to promote the common goal of successful and effective implementation of the national long-term control plan and food law

6

### **'Contaminant'**

- means any substance not intentionally added to food, which is present in such food as a result of the production (including operations carried out in crop husbandry, animal husbandry and veterinary medicine), manufacture, preparation, treatment, packing, packaging, transport or holding of such food or as a result of environmental contamination, but does not include insect fragments, rodent hairs or other extraneous matter;

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### **'Food'**

- means any substance, whether processed, semi-processed or raw, which is intended for human consumption, and includes drink, chewing gum and any substance which has been used in the production, manufacture, preparation or treatment of food, but does not include cosmetics or tobacco or substances used only as drugs

8



### **'Food law'**

- means the complex of laws and regulations governing the food market in general (except for economic issues) and, first of all, food safety and consumer information; food law covers all stages of production, processing and distribution of food, and also of feed produced for food-producing animals

10

### **'Food control system'**

- the official institutional set up, at national and sub national level, responsible for ensuring the quality and safety of the food supply, including the relevant food legislation and regulation, food inspection, food analysis, food import and export inspection and certification and food control management

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### **Food control management (1)**

- Effective food control systems require policy and operational coordination at the national level. While the detail of such functions will be determined by the national legislation, they would include the establishment of a leadership function and administrative structures with clearly defined accountability for issues such as:
  - the development and implementation of an integrated national food control strategy,
  - operation of a national food control programme,

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**Food control management (2)**

- securing funds and allocating resources,
  - setting standards and regulations,
  - participation in international food control related activities,
  - developing emergency response procedures,
  - carrying out risk analysis; etc.
- Core responsibilities include the establishment of regulatory measures, monitoring system performance, facilitating continuous improvement, and providing overall policy guidance.

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**'Food safety'**

- refers to all those **hazards**, whether chronic or acute, that may make food injurious to the health of the consumer. Types of hazards :
  - **biological hazards** - infectious bacteria, toxin-producing organisms, moulds, parasites, viruses, prions;
  - **chemical hazards** - naturally occurring toxins, food additives, pesticide residues, veterinary drug residues, environmental contaminants, chemical contaminants from packaging, allergens;
  - **physical hazards** - metal, machine filings, glass, jewellery, stones, bone chips

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**Extract from the draft of Afghanistan Food Law**

- **food safety** means the assurance that food will not cause harm to the consumer when it is prepared or eaten according to its intended use

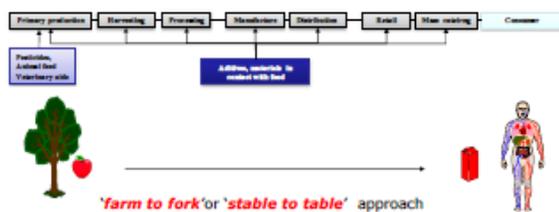


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**'Food quality'**

- refers to all the **other attributes** that influence a product's value to the consumer.
- This includes -
  - **negative attributes** such as spoilage, contamination with filth, discolouration, off-odours and
  - **positive attributes** such as the origin, colour, flavour, texture and processing method of the food

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**The Food chain**

17

**'Food production chain'**

- means **all stages** of production from primary production of food to food **handling** and food **sale**

18

### 'Good hygienic practices'

- are all practices regarding the conditions and measures necessary to ensure the safety and suitability of food at all stages of the food chain

19

### 'Quality and safety management system'

- is an integrated system of procedures and operations to assure both safety and quality of products in food industry

20

### 'HACCP system'

- is a system that identifies, evaluates and controls hazards that are significant for food safety, described in the Annex to the Codex General Principles of Food Hygiene

21

### 'Inspection'

- is the examination of food or systems for control of food, raw materials, processing and distribution, including in-process and finished product testing, in order to verify that they conform to requirements



### 'Traceability/product tracing'

- the ability to follow the movement of a food through specified stage(s) of production, processing and distribution.  
Traceability is a risk-management tool which allows food business operators or authorities to withdraw or recall products which have been identified as unsafe.

From the draft of Afghanistan Food Law

traceability means the ability to discern and identify, through all stages of production, manufacture and distribution, the origin and the final destination of a food-producing animal, food or substance intended to be or expected to be incorporated into a food;

23

### 'Official control'

- means any form of control (including supervision) implemented by the Competent Authorities of the country and/or official control authorities in order to verify the compliance with the food law, as well as animal health law

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## 2. EU legislative framework of food hygiene and food safety, animal health

EU Legislation – The European Union

- 27 Independent Member States
- One Community
- One Economic Policy
- One Food Safety Policy
- Common Legislations



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### EU Legislation - Legal Instruments

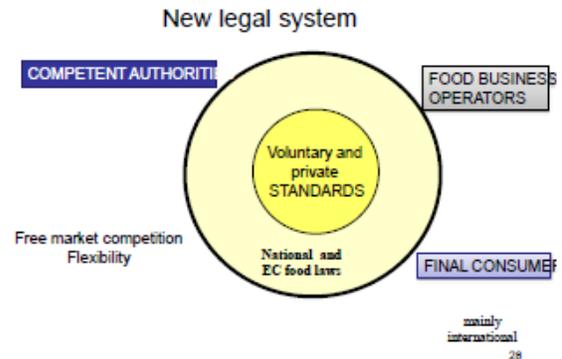
- **Regulations** are general and mandatory acts in all their elements. They are addressed to all. Not like Directives which are addressed to Member States or Decisions which have specific recipients. They directly apply in all Member States exactly as national legislation, as such and with no intervention of national authorities.
- **Directives** give rules and objectives that EU Member States have to include in their national legislation (Transposed into national law).

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### EU Legislation – Legal Instruments

- **Decisions** are acts of law fully binding on those to whom they are addressed. Through a decision a Member State or a person/enterprise in a Member State may be requested to act; a decision can give rights or impose obligations.
- **Other acts:** recommendation, advice, action, legislative proposals.

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- The EU **integrated approach** to food safety aims to assure a high level of
  - food safety,
  - animal health,
  - animal welfare
 within the European Union through coherent **farm-to-table** measures and adequate monitoring, while ensuring the effective functioning of the internal market.

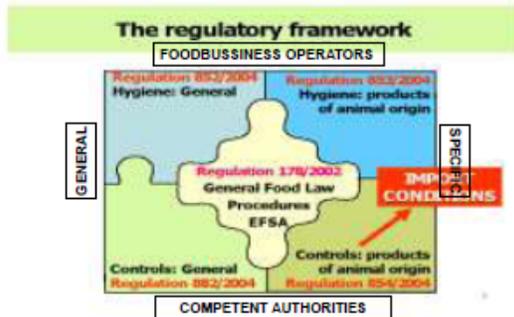
*Farm-to-table includes all steps in the production, storage, handling, distribution and preparation of food product.*

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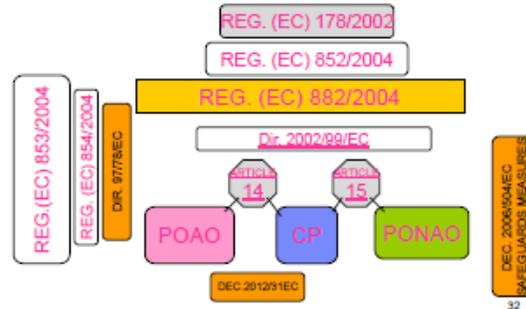
- The general principles are laid down in the so called **general food law**, i.e. Regulation (EC) No 178/2002.
- Hygiene and official control rules are then set in the following regulations:
  - Regulation (EC) No 852/2004 - Hygiene of foodstuffs,
  - Regulation (EC) No 853/2004 - Specific hygiene rules for food of animal origin,
  - Regulation (EC) No 882/2004 - Official Feed & Food Controls,
  - Regulation (EC) No 854/2004 - Official controls on products of animal origin intended for human consumption
- Implementing rules and guidance documents have been adopted to complement these regulations. This is summarized in the next slide

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EU Legislation  
Overview of the Legislation (public health)



EU Legislation – Overview (+ animal health)



Horizontal EU food legislation

- Food labelling – Directive 2000/13
- GMO regulations – Regulation 1829/2003 and 1830/2003
- Packaging and food contact materials – Regulation 1935/2004
- Food additives, colours and sweeteners – Directives 89/107, 94/35, 94/36 EEC and 95/2/EEC
- Maximum levels for certain contaminants in foodstuffs - Regulation 1881/2006/EC
- Foodstuffs intended for particular nutritional uses Directive 89/398/EEC and Foods for special medical purposes Directive 1999/21/EEC

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EU Legislation  
3. EU FOOD LAW

Regulation (EC) No 178/2002

of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety (Official Journal L 31 of 1.2.2002, p.1)

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**Reg.178/2002 – General principles**

- Risk Analysis (reference to point 1., 3., 5.d of the ToR)
  - Risk assessment, Risk Management, Risk communication
- Precautionary principle
  - In specific circumstances where, following an assessment of available information, the possibility of harmful effects on health is identified but scientific uncertainty persists, provisional risk management measures necessary to ensure the high level of health protection chosen in the Community may be adopted, pending further scientific information for a more comprehensive risk assessment".
- Protection of consumers' interests
  - Food law shall aim at the protection of the interests of consumers and shall provide a basis for consumers to make informed choices in relation to the foods they consume.

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**Reg.178/2002 – General principles**

(reference to points 1.-3. of ToR)

- Food safety requirements– Food shall be deemed to be unsafe if considered injurious to health or unfit for Human consumption
- Presentation
  - ... shall not mislead the consumer
- Responsibilities
  - Food and feed business operators at all stage of production, processing and distribution within the business under their control shall ensure that foods and feeds satisfy the requirements of food law which are relevant to their activities and shall verify that such requirements are met.
  - Member states shall enforce and monitor and verify that requirements are fulfilled... maintain a system of official control

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Reg.178/2002 – General principles

- **Traceability** (reference to point 5.c of ToR)
- ... shall be established at all stages of production, processing and distribution
- Operators shall be able to identify any person from whom they have been supplied... have in place systems and procedures
- Operators shall have in place systems and procedures to identify the other businesses to which their products have been supplied.
- **Responsibilities (food business operators)** (reference to point 5.d of ToR)
- ... procedures to withdraw and inform the competent authority and collaborate

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Reg.178/2002 – Other sections

- **Article 11 - Food and Feed imported into the community**
- ... shall comply with the relevant requirements of food law or conditions recognised by the Community to be at least equivalent (reference to point 4. of ToR)
- **Article 12 – Food and Feed exported**
- or re-exported... shall comply with the relevant requirements of food law unless otherwise requested by the authority of the importing country (reference to point 4 of. ToR)
- **Chapter III : European Food Safety Authority [European Food Safety Authority \(EFSA\)](http://www.efsa.europa.eu/en/aboutefsa.htm) provides independent scientific advice and clear communication on existing and emerging risks.** (reference to point 3. of ToR)
- **Chapter IV: Rapid Alert System, crisis management and emergencies** (reference to point 5.d of ToR)

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4. Risk Analysis (reference to point 5.d and 2.c of ToR)



Risk analysis



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**Risk assessment**

Regulation 178/2002/EC

- Risk assessment means a scientifically based process consisting of four steps:
- hazard identification,
  - hazard characterization,
  - exposure assessment and
  - risk characterization

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**Risk management**

Regulation 178/2002/EC

- 'risk management' means the process, distinct from risk assessment, of weighing policy alternatives in consultation with interested parties, considering risk assessment and other legitimate factors, and, if need be, selecting appropriate prevention and control options

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**Risk communication**

Regulation 178/2002/EC

'risk communication' means the interactive exchange of information and opinions throughout the risk analysis process as regards hazards and risks, risk-related factors and risk perceptions, among risk assessors, risk managers, consumers, feed and food businesses, the academic community and other interested parties, including the explanation of risk assessment findings and the basis of risk management decisions

**Traceability**

- Tracing food through the production and distribution chain to identify and address the risks and protect public health.
- It is a corner stone of the EU food safety policy.

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|                        | Overall responsibilities   | Actions taken when a risk is identified   |
|------------------------|--|---|
| Food and feed business | • Identify and document information on products "one step forward and one step back" in the food chain   | • Immediately withdraw the affected products, and if necessary recall them from consumers<br>• Destroy any batch, lot or consignment that does not satisfy food safety requirements<br>• Inform the CA and of the actions taken |
| Competent Authority    | • Monitor production, processing and distribution of food and feed products to ensure that operators have a traceability systems in place<br>• Fix and enforce appropriate penalties for operators that do not meet requirements on traceability | • Ensure that operators are meeting their obligations<br>• Take appropriate measures to secure food safety<br>• Trace the risk backwards and forwards along the food chain<br>• Notify the Rapid Alert System                   |

**This Man Delivers...**



**35 Products**

**60 Countries**

**5 Continents**

**...in 1 Box**

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**In Just One Pizza!**

**Dough**  
 France  
 UK  
 Poland  
 USA  
**Yeast**  
 UK  
**Tomato paste**  
 Italy  
 Greece  
 France  
 Netherlands  
 France  
 China

**Sugar**  
 Brazil  
 Indonesia  
 Jamaica

**Herbs**  
 Greece, Ital  
 Spain, Kenya, U  
 Tanzania, Mor

**And Then the Toppings...**  
**Cheese** from Switzerland, Ireland, France, Italy, UK, Netherlands  
**Chilli Peppers** from Africa, Asia, South America;  
**Anchovies** from Peru, Argentina, Italy, Falkland Islands; Spain; Iceland  
**Pepperoni** from Poland, Italy Ireland, UK  
**Denmark, USA; Vegetables** such as garlic, mushrooms, sweet pepper, onions, olives, from a host of Mediterranean countries; **Olive oil** from Italy, Greece, Spain,

**Country of Origin: Afghanistan**

**Regulation 178/2002/EC**

**Article 50** "A rapid alert system for the notification of direct or indirect risk to health deriving from food or feed is hereby established as a network..."

- Members of the RASFF :
  - EU Member States + EEA countries
  - European Commission
  - European Food Safety Authority



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## Members of the RASFF



| Contact point in each Member Country |             |                |               |
|--------------------------------------|-------------|----------------|---------------|
| Austria                              | Greece      | Portugal       | Ireland       |
| Belgium                              | Hungary     | Romania        | Norway        |
| Bulgaria                             | Ireland     | Slovakia       | Liechtenstein |
| Cyprus                               | Italy       | Slovenia       |               |
| Czech Republic                       | Latvia      | Spain          |               |
| Denmark                              | Lithuania   | Sweden         |               |
| Estonia                              | Luxembourg  | United Kingdom |               |
| Finland                              | Malta       |                |               |
| France                               | Netherlands |                |               |
| Germany                              | Poland      |                |               |

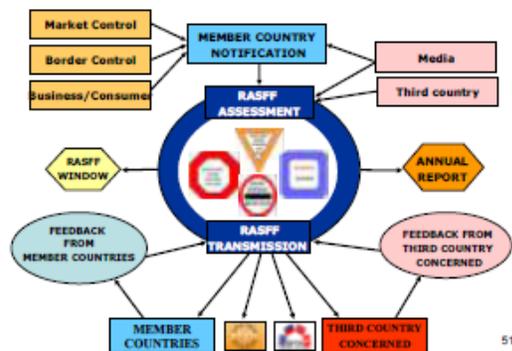
 European Food Safety Authority  
 European Commission  
 EFTA Surveillance Authority  
 Switzerland – partial participation

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## Criteria for Notification

- Where a member of the network has any information relating to the existence of a **serious direct or indirect risk to human health** deriving from food or feed, this information shall be immediately notified to the Commission under the rapid alert system.
- The Commission shall transmit this information immediately to the members of the network.
- Reference to points 2.c and 5.b,c,d of the ToR

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## Alert Notifications

- Food or feed for which a serious risk has been identified
- Product is on the market
- Immediate action is required by members of the network



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## Information Notifications

- Food or feed for which a serious risk has been identified but no rapid action required on the product
- Or
- Not a serious risk but useful for food/feed control in other member countries



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## Border Rejection Notifications

- Any rejection, related to a direct or indirect risk, of a batch, container or cargo of food or feed at a border post



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### News Notifications

- Information related to the safety of food/feed
- Not communicated as an 'alert', 'information' or 'border rejection'
- But judged as interesting for the control authorities



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Thank you for your attention



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## **ANNEX 12. PROCEDURE FOR REGISTRATION OF RECEIVED AND SENT DOCUMENTS AT THE NMFB SECRETARIAT**

### **Procedure for registration of received and sent documents at the NMFB Secretariat**

*\* - latest version*

#### **I. General**

1. The procedure for registration of received and sent documents at the NMFB Secretariat (hereinafter referred to as “Procedure”) defines the procedure, according to which received and sent documents are registered and members of NMFB familiarise themselves with the documents.

2. The Procedure shall be binding for all NMFB personnel/members.

3. In compliance to the present Procedure all the received and sent documents shall be registered at the NMFB Secretariat irrespective of the type of their receipt or sending:

- 3.1. fax
- 3.2. e-mail
- 3.3. letter

#### **II. Registration of received documents**

4. All the received documents at NMFB Secretariat shall be stored in the folder “Received documents”\* (except the cases referred to in Paragraphs 8.2 and 9).

5. The documents shall be registered in the “Register of received documents” (Appendix 1).

6. The following information shall be entered in the corresponding boxes of the Register of received documents:

- 6.1. No. – index number of the registration entry;
- 6.2. time of the receipt of the document – the date and time of the receipt of the document;
- 6.3. manner of the receipt of the document – the manner how the document was received (see Paragraph 4);
- 6.4. document – the title of the document, the date of issue and number of the document;

- 6.5. receiver of the document – the name and surname of the official, who has received the document;
  - 6.6. signature – the entry shall be signed by the official, who has received the document;
  - 6.7. document compilation – the title of the document compilation where the document is placed (if the document has been received by e-mail\* – see Paragraph 8.2.);
7. If the received document has been sent by e-mail:
    - 7.1. it shall be printed out prior to its registration **or**
    - 7.2. it shall be saved in the computer under the folder “Received documents”, and the relevant entry shall be made in the Register of received documents and the location of the document in the computer shall be specified.\*
  8. A document shall be registered by the NMFB Secretariat, who has received the document, by filling in boxes 1 to 6 of the Register of received documents; this person shall also establish the content and addressee of the received document:
    - 8.1. if the document\* refers to any particular person, the document shall be transferred to the addressee;
    - 8.2. if the document refers to all the NMFB members or Medical Committee/Food Committee members, it shall be placed in the folder “Received documents”\*.
  9. The NMFB Secretariat shall check if all the received documents are registered and placed in the relevant folder on regular basis.\*

### **III. Registration of sent documents**

10. The sent documents shall be registered by NMFB Secretariat in the Register of sent documents (Appendix 2).
11. The following information shall be entered in the corresponding boxes of the Register of sent documents:
  - 11.1. No. – index number of the registration entry;
  - 11.2. date, time – the date and time of sending the document;
  - 11.3. document – the title of the document, the date of issue and number of the document;

- 11.4. manner of sending the document – the manner how the document was sent (see Paragraph 4);
- 11.5. addressee of the document – it shall be specified, to whom the relevant document was sent;
- 11.6. the sender's name and surname – the name and surname of the person, who has sent the document, shall be specified;
- 11.7. the sender's signature – it shall be signed by the official, who has sent the document.

12. Documents shall be stored in a separate *folder „Sent documents”*\* (a sent e-mail shall be saved in the computer under the *folder “Sent documents”*\*).

#### **IV. Familiarisation with received documents**

13. All the members of NMFB shall familiarise themselves with documents sent to them as soon as practically possible.

14. A member of NMFB shall confirm that he/ she has familiarised himself/herself with the particular document by filling in boxes 8 – 10 of the Register of received documents.

15. The NMFB Secretariat shall check if members of NMFB have familiarised themselves with the received documents on a regular basis (e.g. weekly).\*

16. The scheme [flow-chart] of registration of documents received at NMFB Secretariat is described in Appendix 3 to the Procedure.\*

**Appendix 1**

Procedure for registration of received and sent documents  
at the NMFB Secretariat

*Register of received documents*

| No. | Time of the receipt of the document | Manner of the receipt of the document | Document | Receiver of the document | Signature | Document compilation | Familiarisation |               |           |
|-----|-------------------------------------|---------------------------------------|----------|--------------------------|-----------|----------------------|-----------------|---------------|-----------|
|     |                                     |                                       |          |                          |           |                      | Date            | Name, surname | Signature |
| 1   | 2                                   | 3                                     | 4        | 5                        | 6         | 7                    | 8               | 9             | 10        |
|     |                                     |                                       |          |                          |           |                      |                 |               |           |
|     |                                     |                                       |          |                          |           |                      |                 |               |           |

**Appendix 2**

Procedure for registration of received and sent documents  
at the NMFB Secretariat

*Register of sent documents*

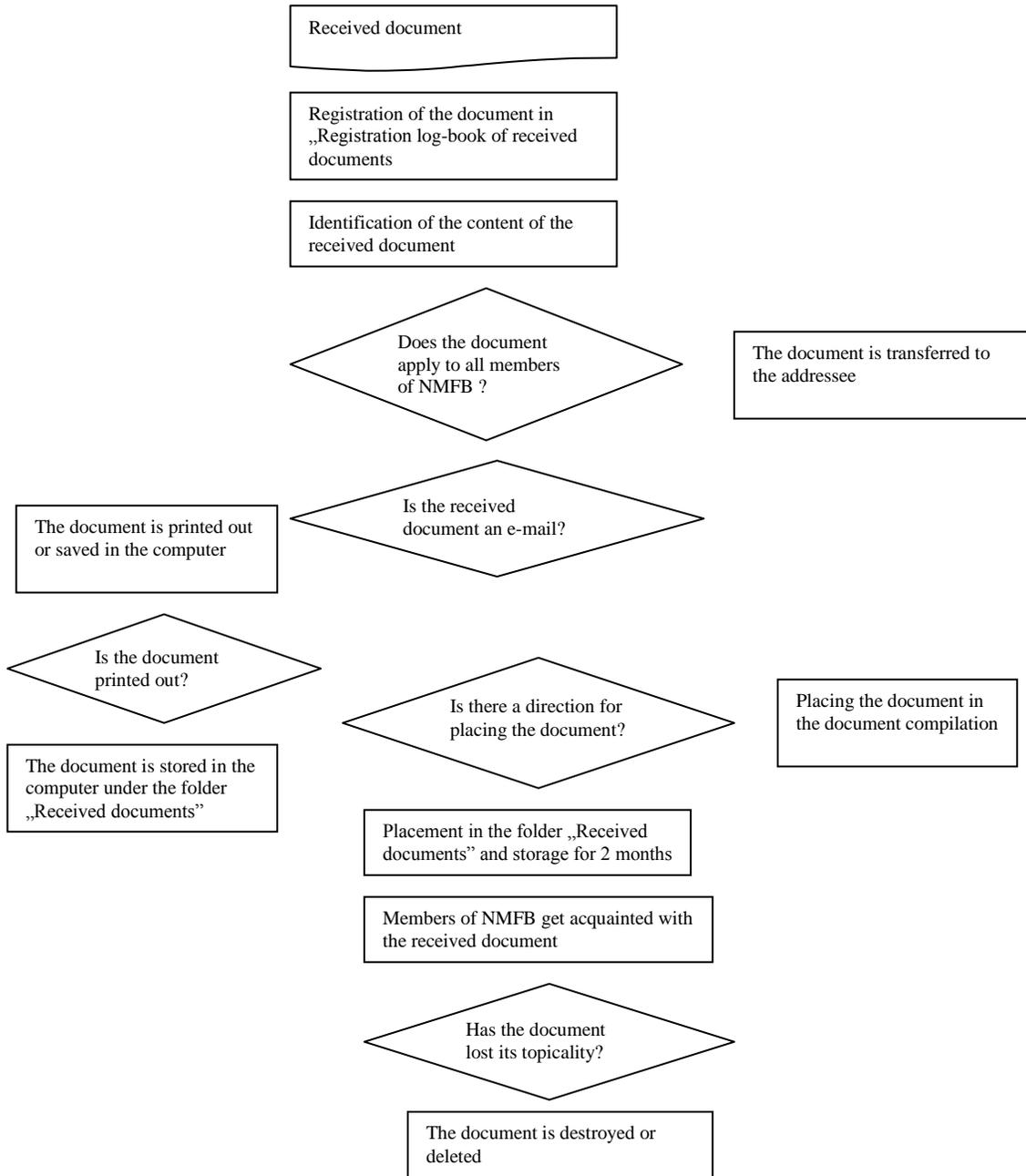
| No. | Date, time | Document | Addressee of the document | Manner of sending of the document | The sender's name and surname | The sender's signature |
|-----|------------|----------|---------------------------|-----------------------------------|-------------------------------|------------------------|
| 1   | 2          | 3        | 4                         | 5                                 | 6                             | 7                      |
|     |            |          |                           |                                   |                               |                        |
|     |            |          |                           |                                   |                               |                        |

### Appendix 3

The scheme of registration of documents received at the NMFB Secretariat

Abbreviations:

NMFB Sec – NMFB Secretariat





## ANNEX 13. IMPLEMENTATION ACTION PLAN

The table below lists short-, medium-, and long-term implementation plan activities for operationalizing the coordination and supervision role of the NMFB.

| Short term implementation plan activities of the Food Committee in terms of food safety   | 2012 |   |   |   | 2013 |   |   |   | 2014 |   |   |   | 2015 |   |   |   | Output/Deliverable/ Measurable outcome | Achievement as of |   |   |   |   |   |  |   |
|---|------|---|---|---|------|---|---|---|------|---|---|---|------|---|---|---|--|-------------------|---|---|---|---|---|--|---|
|   | J    | A | S | O | N    | D | J | F | M    | A | M | J | J    | A | S | O |  |                   | N | D | J | F | M | A  | M |
| <b>1. Food legislative framework: Develop/Review Laws, bills, regulations</b>   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Food legislative framework in place</b>                               |   |
| <b>1.1 Coordinate all activities of the relevant stakeholders for the food sector</b>   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>List of departments, institutions developed</b>                       |   |
| 1.1.1 List of all departments, institutions and stakeholders involved in food regulatory activities   | X    |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Filing and recording system developed</b>                             |   |
| 1.1.2 Develop a filing and recording system   | X    | X |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Coordination mechanism developed</b>                                  |   |
| 1.1.3 Workshop/ meeting to develop mechanisms for coordination of regulatory activities   |      |   |   |   | X    |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Mechanism for reporting and sharing information developed</b>         |   |
| 1.1.4 Workshop / meeting to develop mechanisms for reporting and sharing information on regulatory activities   |      |   |   |   | X    |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Performance indicators developed</b>                                  |   |
| 1.1.5 Workshop / meeting to develop performance indicators for monitoring and evaluation of regulatory activities   |      |   |   |   | X    |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   |  |   |
| <b>1.2 Develop/Review of all existing laws, bills, and regulations and reference standards</b>  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Compilation of all currently drafted laws, regulations and bills</b>  |   |
| 1.2.1 Collect and establish overall list of all existing/ drafted Laws, bills, regulations  |      |   |   |   | X    |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Information sources of international documents available</b>          |   |
| 1.2.2 Collect and make available for FC international documents related to food, and keep them up-to-date by the means of:<br>a) electronic sources (CD Rom) library for Codex Alimentarius/FAO guidelines, manuals<br>b) text books on food processing, nutrition            |      |   |   |   | X    |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Information sources of international documents available</b>          |   |
| 1.2.3 Translate few of important documents (e.g. FAO risk –based food inspection manual)  |      |   |   |   | X    |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Familiarization with international guidelines</b>                     |   |
| 1.2.4 Workshops on drafted Afghanistan Food Law and other drafted Laws, regulations   |      |   |   |   |      | X | X |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Consultative workshops/meetings held</b>                              |   |
| 1.2.5 Consultancy on food legislative framework   |      |   |   |   |      |   |   | X |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Comprehensive food legislative framework</b>                          |   |
| 1.2.6 Prioritize review or development of laws and regulations based on proposed food legislative framework   |      |   |   |   |      |   |   |   | X    |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Priority list on reviewed/developed laws available</b>                |   |
| 1.2.7 Working group on food regulation formulation for each law that require review or development  |      |   |   |   |      |   |   |   |      | X |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Working group established based on priority list</b>                  |   |
| 1.2.8 Resource mobilization for regulatory activities:<br>a) provide input on MoPH budget on food regulatory component<br>b) list of partners with areas of potential cooperation<br>c) prepare proposals for submission to partners for support on identified gaps and needs |      |   |   |   |      |   |   |   |      |   | X |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Submission of contributions during budget development</b>             |   |
| 1.2.9 Competent Authorities post on their Web-sites all laws, regulations in force pertaining to food law   |      |   |   |   |      |   |   |   |      |   | X |   |      |   |   |   |  |                   |   |   |   |   |   | <b>List of cooperation partners for regulatory activities available</b>  |   |
| 1.2.10 Public awareness campaign regarding new food law and budget request to the MoPH  |      |   |   |   |      |   |   |   |      |   | X | X |      |   |   |   |  |                   |   |   |   |   |   | <b>Proposals prepared and submitted to partners</b>                      |   |
| 1.2.11 Prepare and submit annual Report to NMFB   |      |   |   |   |      |   | X | X |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Improved communication channels to make info public</b>               |   |
| 1.3. Review of all existing standards, protocols and guidelines (production, transport, control)  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Improved communication channels to make info public</b>               |   |
| 1.3.1 Collect and establish overall list of all existing/ drafted current standards, protocols and guidelines   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Annual report submitted to the NMFB</b>                               |   |
| 1.3.2 Review of existing standards, protocols and guidelines  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Compilation of existing/ drafted standards, protocols, guidelines</b> |   |
| 1.3.3 Consultancy on "Review of standards, protocols and guidelines relevant for Afghanistan"   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Compilation of standards reviewed</b>                                 |   |
| 1.3.4 Consultative Workshop on "Review of standards, protocols and guidelines relevant for Afghanistan"   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Consultancy Report on standards, protocols and guidelines</b>         |   |
| 1.3.5 Working group on "Review of standards, protocols and guidelines relevant for Afghanistan"   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Consultative meeting held</b>   |   |
| 1.3.6 Consultancy on "Adoption process for Codex Alimentarius"  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Working group established</b>   |   |
| 1.3.7 Consultative Workshop on "Adoption process for Codex Alimentarius"  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Consultancy Report on Adoption process for Codex Alimentarius</b>     |   |
| 1.3.8 Working group on adoption process for Codex Alimentarius  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Consultative meeting held</b>   |   |
| <b>1.4. Adoption production standards for food storage, manufacturing and handling</b>  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Working group established</b>   |   |
| 1.4.1 Working groups on:<br>a) introduction to HACCP for food production<br>b) specifications for food establishments<br>c) training requirements and health certificates for food workers  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Working groups established</b>  |   |
| 1.4.2 Consultative workshops on:<br>a) introduction to HACCP for food production<br>b) specifications for food establishments;<br>c) training requirements and health certificates for food workers   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Working groups established</b>  |   |
| <b>2. Food control management</b>   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Food control management start steps</b>                               |   |
| 2.1. Development of coordination structure for food control system  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Food control management start steps</b>                               |   |
| 2.1.1 Working group on development of coordination structure  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Working group on coordination structure developed</b>                 |   |
| 2.1.2 Consultancy "food safety and policy strategic advice"   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Report on proposed food safety and policy strategy</b>                |   |
| 2.1.3 Consultative workshops food safety and policy strategic advice  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Consultancy meeting held</b>  |   |
| 2.2. Development of protocols as per best practices for food  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Consultancy meeting held</b>  |   |
| 2.2.1 Working group on quality assurance at production level  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Working group developed, control system capacity improved</b>         |   |
| 2.2.2 Consultancy "production and handling of foods conform with international guidelines and practices"  |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Report on development of protocols</b>                                |   |
| 2.2.3 Workshops on quality assurance at production level:<br>a) processed and conserved products of animal source<br>b) processed and conserved products of plant source;<br>c) non- alcoholic beverages<br>d) mineral water;<br>e) food supplements and additives            |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Improved capacity of private sector through all food chain</b>        |   |
|   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Improved capacity of private sector through all food chain</b>        |   |
|   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Improved capacity of private sector through all food chain</b>        |   |
|   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Improved capacity of private sector through all food chain</b>        |   |
|   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Improved capacity of private sector through all food chain</b>        |   |
|   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   | <b>Improved capacity of private sector through all food chain</b>        |   |
| TA Food Affairs Technical Advisor   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   |  |   |
| CP Chair Person of the Food Committee   |      |   |   |   |      |   |   |   |      |   |   |   |      |   |   |   |  |                   |   |   |   |   |   |  |   |

**Table 13.1. Short-Term Implementation Plan Activities of the FC for Food Safety in Afghanistan**

| FSC  | Activities  | Methods of work   | Responsibility | Resources required                               | Outputs  | Priority   | Donors                |           |
|--|---|---|----------------|--|--|--|-----------------------|-----------|
| Food legislative framework (develop/review laws, bills, and regulations) | Coordinate all activities of the relevant stakeholders for the food sector  | List of all departments, institutions and stakeholders involved in food regulatory activities   | TA             |  | List of all departments institutions and stakeholders involved in food regulation developed  | 3 months   |                       |           |
|  |   | Develop a filing and recording system   | TA             |  | Filing and recording system developed  | 4 months   |                       |           |
|  |   | Workshop/meeting to develop mechanisms for coordination of regulatory activities  | CP/TA          | Workshop/meeting for MC costs                    | Mechanism for coordination of regulatory activities developed  | 6 months   |                       |           |
|  |   | Workshop/meeting to develop mechanisms for reporting and sharing information on regulatory activities   | CP/TA          | Workshop/meeting for MC costs                    | Mechanisms for reporting and sharing of information developed  | 6 months   |                       |           |
|  |   | Workshop/meeting to develop performance indicators for monitoring and evaluation of regulatory activities   | CP/TA          | Workshop/meeting for MC costs                    | Performance indicators developed   | 6 months   |                       |           |
|  | Develop/review all existing laws, bills, and regulations concerning food, beverages, ingredients, food technology, food processing, storage, distribution, consumption, and reference standards | Collect and establish overall list of all existing/drafted laws, bills, regulations related to food products, beverages, and ingredients  | TA             | -  |  | Compilation of all currently drafted laws, regulations and bills related to food products, beverages and ingredients   | 3 months              |           |
|  |   | For FC, collect and make available international documents related to food; keep them up-to-date by   | TA             | Codex Alimentarius/FAO guidelines, manuals costs |  | Compilation of information sources of international documents  | 6 months              |           |
|  |   | <ul style="list-style-type: none"> <li>Electronic sources (CD rom) - library for Codex Alimentarius/FAO guidelines, manuals, codes of practice on food related matters</li> <li>Educational textbooks on food processing, nutrition, etc.</li> </ul>                                      |                |  |  |  |                       |           |
|  |   | Translate a few important documents (e.g., FAO risk-based food inspection manual, FAO/WHO guide for application of risk analysis principles and procedures during food safety emergency, Codex guidelines on sampling) to allow the FC make a better decisions on legislation formulation |                |  | Translation costs  | <ul style="list-style-type: none"> <li>Familiarization with international guidelines</li> <li>FC make better decisions on legislation formulation</li> </ul> | 6 months<br>1-2 years | USAID     |
|  |   | Workshops on drafted Afghanistan Food Law and other drafted laws, regulations   | CP             | Workshops costs                                  | <ul style="list-style-type: none"> <li>Consultative workshops/meetings held</li> <li>Familiarization with the Food Law and mandate of the competent authorities</li> </ul> | 9-12 months  | TAF/USAID             |           |
|  |   | Consultancy on food legislative framework   | CP             | Consultancy costs                                |  | Comprehensive food legislative framework   | 1-1.5 years           | TAF/USAID |
|  |   | Prioritize review or development of laws and regulations based on proposed food legislative framework   | CP             | FC meetings costs                                |  | Priority list on reviewed or developed laws and regulations developed  | 1.5 -2 years          |           |
|  |   | Working group on food regulation formulation for each law or regulation that require review or development  | CP             | -  |  | Working groups established based on priority list  | 1.5-2 years           |           |

| FSC | Activities  | Methods of work  | Responsibility | Resources required              | Outputs   | Priority    | Donors      |
|-----|---|--|----------------|---------------------------------|---|-------------|-------------|
|     |   | Resource mobilization for regulatory activities: <ul style="list-style-type: none"> <li>• Provide input on MOPH budget on food regulatory component</li> <li>• List of current and potential partners with areas of potential cooperation on regulatory activities</li> <li>• Prepare proposals for submission to partners for support on identified gaps and needs for regulatory activities</li> </ul> | CP             | FC meetings costs               | <ul style="list-style-type: none"> <li>• Submission of contributions during budget development</li> <li>• List of current and potential partners with areas of potential cooperation on regulatory activities developed</li> <li>• Proposals prepared and submitted to partners to support regulatory activities</li> </ul> | 1.5-2 years |             |
|     |   | Competent authorities post on their websites all laws and regulations of Afghanistan in force pertaining to food law   | TA/CP          | -                               | Improved communication channels to make information available for public  | 1.5 years   |             |
|     |   | Public awareness campaign regarding new food law and budget request to the MOPH for public awareness campaign  | CP             | Public awareness campaign costs | Improved communication channels to make information available for public  | 1.5-2 years |             |
|     |   | Prepare annual report to NMFB  | CP             | -                               | Annual report submitted to the NMFB for approval.   | 1 year      |             |
|     |   | Collect and establish overall list of all existing/drafted current standards, protocols and guidelines (production, transport, control)  | TA             | -                               | Compilation of all current existing/ drafted standards, protocols and guidelines (production, transport, control)   | 2-2.5 years |             |
|     |   | Review of existing standards, protocols and guidelines   | CP             | FC meetings costs               | Compilation of current existing/drafted standards, protocols and guidelines (production, transport, control) reviewed by FC   | 2-2.5 years |             |
|     | Review of all existing standards, protocols and guidelines (production, transport, control) | Consultancy on review of standards, protocols, and guidelines relevant for Afghanistan   | CP             | Consultancy costs               | Consultancy report on standards, protocols and guidelines (production, transport, control)  | 2-2.5 years | TAFA/ USAID |
|     |   | Consultative workshop on review of standards, protocols, and guidelines relevant for Afghanistan   | CP             | Workshop costs                  | Consultative meeting held   | 2-2.5 years | TAFA/ USAID |
|     |   | Working group on review of standards, protocols, and guidelines relevant for Afghanistan   | CP             | -                               | Working group on review of standards, protocols, and guidelines relevant for Afghanistan established  | 2-2.5 years |             |
|     |   | Consultancy on adoption process for Codex Alimentarius   | CP             | Consultancy costs               | Consultancy report on adoption process for Codex Alimentarius   | 2-2.5 years | TAFA/ USAID |
|     |   | Consultative workshop on adoption process for Codex Alimentarius   | CP             | Workshop costs                  | Consultative meeting held   | 2-2.5 years | TAFA/ USAID |
|     |   | Working group on adoption process for Codex Alimentarius   | CP             | -                               | Working group on adoption process for Codex Alimentarius established  | 2-2.5 years |             |
|     |   |  |                |                                 |   |             |             |

*Providing Technical Assistance to the NMFB in Afghanistan to Implement Food Regulations*

| FSC  | Activities   | Methods of work   | Responsibility  | Resources required       | Outputs  | Priority    | Donors    |
|--|--|---|---|--------------------------|--|-------------|-----------|
|  | Adoption production standards for food storage, manufacturing and handling | Working groups on: <ul style="list-style-type: none"> <li>• Introduction to HACCP for food production</li> <li>• Specifications for food establishments</li> <li>• Training requirements and health certificates for food workers</li> </ul>        | CP  | -                        | Working groups established   | 2.5-3 years |           |
|  |  | Consultative workshops: <ul style="list-style-type: none"> <li>• introduction to HACCP for food production;</li> <li>• specifications for food establishments;</li> <li>• training requirements and health certificates for food workers</li> </ul> | CP  | Workshops costs          | Next steps to move forward in formulation of other related regulations forming food legislative framework  | 2.5-3 years | TAF/USAID |
| Food control management  | Development of coordination structure for food control system              | Working group on development of coordination structure  | CP  | -                        | Working group on development of coordination structure established   | 2 years     |           |
|  |  | Consultancy on food safety and policy strategic advice  | CP  | Consultancy costs        | Report on proposed food safety and policy strategy   | 2.5 years   | FAO       |
|  | Consultative workshops food safety and policy strategic advice             | CP  | Workshops costs   | Consultancy meeting held | 3 years  | FAO         |           |
|  | Development of protocols as per best practices for food                    | Working group on quality assurance at production level  | CP  | -                        | <ul style="list-style-type: none"> <li>• Working group established</li> <li>• Food control system developed</li> <li>• Improved capacity at the level of the food control authorities</li> </ul> | 2-3 years   |           |
|  |  | Consultancy on production and handling of foods conform with international guidelines and practices   | CP  | Consultancy costs        | Report on development of protocols as per best practices for food  | 3 years     | FAO       |
| Workshops on quality assurance at production level: <ul style="list-style-type: none"> <li>• Processed and conserved products of animal source</li> <li>• Processed and conserved products of plant source</li> <li>• Non- alcoholic beverages</li> <li>• Mineral water</li> <li>• Food supplements and additives</li> </ul> | CP   | Workshops costs   | Improved capacity of private sector to adequately address food safety through all food chains | 3 years                  | FAO  |             |           |

FSC, food safety component; TA, food affairs technical advisor; CP, chairperson of the FC

Table 13.2. Medium-Term Implementation Plan Activities of the FC for Food Safety in Afghanistan

| FSC                     | Activities   | Methods of work  | Responsibility | Resources required | Outputs  | Priority (years) | Donors |
|-------------------------|--|--|----------------|--------------------|--|------------------|--------|
| Food control management | Review existing data collection mechanisms within and outside food safety system (i.e. Disease surveillance in general, food monitoring, customs and inspectorate) | Collect and establish overall list of existing data collection mechanisms within and outside food safety system  | TA             |                    | Compilation of all existing data collection mechanisms within and outside food safety system   | 3-4              |        |
|                         |  | Review the list of data collection mechanisms within and outside food safety system  | CP             | FC meetings cost   | Compilation of current data collection mechanisms revived by FC  | 3-4              |        |
|                         |  | Consultancy on data collection mechanisms pertaining to food safety in Afghanistan`  | CP             | Consultancy costs  | Improved capacity at the level of the food control authorities and the private sector to adequately address food safety through all food chain   | 3-4              | FAO    |
|                         | Develop standard procedures for food safety related data collection, incorporating all risk assessment requirement   | Collect and establish overall list of existing standard procedures for food-safety-related data collection   | TA             |                    | Compilation of all standard procedures for food-safety-related data collection   | 3-4              |        |
|                         |  | Review the list of standard procedures for food safety related data collection   | CP             | FC meetings costs  | Compilation of all standard procedures for food safety related data collection reviewed by FC  | 3-4              |        |
|                         |  | Consultancies on data collection mechanisms for food surveillance system in Afghanistan and food safety surveillance   | CP             | Consultancy costs  | Improved capacity at the level of the food control authorities and as well as that of private sector to adequately address food safety trough all food chain   | 3-4              | FAO    |
|                         |  | Consultative workshop on food safety surveillance system   | CP             | Workshop costs     | Consultative meeting held  | 3-4              | FAO    |
|                         |  | Working group on tools and methods to better recognize safety threat by installing advanced observation systems in the harbor (reference to the MOU between MOPH and MAIL) | CP             | -                  | Working group established  | 3-4              |        |
|                         |  | Working group to develop a quick reaction system (MOPH and MAIL)   | CP             | -                  | <ul style="list-style-type: none"> <li>Working group established</li> <li>Food control system developed</li> <li>Improved capacity at the level of the food control authorities and as well as that of private sector to adequately address food safety trough all food chain</li> </ul> | 2-3              |        |
|                         | Identify options for risk assessment   | Consultancy on risk assessment   | CP             | Consultancy costs  | Report on risk assessment  | 4                | FAO    |
|                         |  | Consultative Workshops on `risk assessment`  | CP             | Workshops costs    | Improved capacity of private sector to adequately address food safety trough all food chain  | 4                | FAO    |

*Providing Technical Assistance to the NMFB in Afghanistan to Implement Food Regulations*

| FSC  | Activities  | Methods of work  | Responsibility | Resources required | Outputs  | Priority (years) | Donors |
|--|---|--|----------------|--------------------|--|------------------|--------|
|  |   | Development and review of procedures for data collection   | CP             | FC meetings costs  | Established procedures for data collection in order to be able undertake science based risk assessments, based on internationally recognized guidelines  | 4                |        |
| Inspection system and official food control laboratories | Development of financing structure for activities of food inspectorate and official food control laboratories | Provide input on GDPA, MOPH budget on activities for food inspectorate and official food control laboratories  | CP             | FC meetings costs  | Submissions of contributions during budget development   | 3-4              |        |
|  |   | Collect and review reports on financing structure plans for activities of food inspectorate and official food control laboratories within all involved authorities | TA             | FC meetings costs  | List and copies of all relevant financing structure plans for inspection and laboratories capacity strengthening   | 3-4              |        |
|  |   | Working group on developing financing structure  | CP             | FC meetings costs  | Improved food control capacity   | 3-4              |        |
|  | Ensuring the adequate capacity of food inspectorate and official food control laboratories                    | Working group on quality assurance management system for inspection and food laboratories  | CP             | FC meetings costs  | Reviewed food inspection system  | 3-5              |        |
|  |   | Consultancy on quality assurance management system for inspection and food laboratories  | CP             | Consultancy costs  | Reviewed food inspection system  | 4                | WB     |
|  |   | Consultative workshops on quality assurance management system for inspection and food labs   | CP             | Workshops costs    | Reviewed food inspection system  | 4                | WB     |
|  | Review available protocols and manuals (inspection, sampling, sample handling, rapid alert)                   | Collect and establish list of all current protocols and manuals (inspection, sampling, sample handling, rapid alert)   | TA             |                    | Compilation of current protocols and manuals (inspection, sampling, sample handling, rapid alert)  | 3-5              |        |
|  |   | Review the list of all current protocols and manuals (inspection, sampling, sample handling, rapid alert)  | CP             | FC meetings costs  | Compilation of current protocols and manuals (inspection, sampling, sample handling, rapid alert) reviewed by FC   | 3-5              |        |
|  |   | Consultancy to review all current protocols and manuals (inspection, sampling, sample handling, rapid alert)   | CP             | Consultancy costs  | Report on protocols & manuals (inspection, sampling, sample handling, rapid alert)   | 3-5              | WB     |
|  |   | Consultative workshops on assessing current inspection procedures  | CP             | Workshops costs    | Consultative meeting held  | 3-5              | WB     |
|  |   | Consultancy on inspection procedures   | CP             | Consultancy costs  | <ul style="list-style-type: none"> <li>• Report on inspection procedures</li> <li>• Drafted inspection procedures and protocols</li> <li>• Food inspection mapped entirely and reviewed in detail with the FAO risk-based inspection manual</li> </ul> | 3-5              | WB     |
|  |   | Develop draft protocols for field-testing by selected units  | CP             | Consultancy costs  | <ul style="list-style-type: none"> <li>• Drafted protocols tested by selected field units</li> <li>• Food inspection be mapped entirely and reviewed in detail with the FAO risk based inspection manual</li> </ul>                                    | 3-5              | WB     |

| <b>FSC</b> | <b>Activities</b>  | <b>Methods of work</b>   | <b>Responsibility</b> | <b>Resources required</b> | <b>Outputs</b>  | <b>Priority (years)</b> | <b>Donors</b> |
|------------|--|--|-----------------------|---------------------------|---|-------------------------|---------------|
|            | Finalize and review protocols  | Consultative workshops on finalizing inspection protocols                            | CP                    | Workshops costs           | Food inspection be mapped entirely and reviewed in detail with the FAO risk-based inspection manual | 3-5                     | WB            |
|            | Access training needs of staff for adequate introduction of protocols and manuals                          | Consultancy on introducing inspection procedures per harmonized inspection protocols | CP                    | Consultancy costs         | Staff adequately trained  | 4-5                     | WB            |
|            |  | Consultancy on assessing laboratory capacity   | CP                    | Consultancy costs         | Staff adequately trained  | 4-5                     | WB            |
|            | Introduce manuals and protocols to concerned parties (producers, transporters, importers, retailers, etc.) | Workshops on inspection procedure per harmonized protocols                           | CP                    | Workshops costs           | Awareness raising among all stakeholders  | 4-5                     | WB            |

**Table 13.3. Long Term-Implementation Plan Activities of the Food Committee for Food Safety in Afghanistan**

| FSC   | Activities  | Methods of work  | Responsibility    | Resources required  | Outputs   | Priority (years) | Donors     |
|---|---|--|-------------------|---|---|------------------|------------|
| Recall system and system for food safety communication  | Review/ develop communication mechanisms within current system          | Collect and establish overall list of communication mechanisms within current system   | TA                |   | Compilation of all communication mechanisms within current system   | 5-6              |            |
|   |   | Review the list of communication mechanisms within current system  | CA                | FC meetings costs   | Compilation of all communication mechanisms within current system reviewed by FC  | 5-6              |            |
|   |   | Consultancy to review communication mechanisms to identify the gaps and need for revisions and development of communication mechanisms | CP                | Consultancy costs   | <ul style="list-style-type: none"> <li>Report on communication within food safety system</li> <li>Proposed communication system and procedures on formulation and delivery of messages on food related risks</li> </ul> | 6                | FAO/ USAID |
|   |   | Consultative workshops on communication within food safety system  | CP                | Workshop costs  | Consultative meeting held   | 6                | FAO/ USAID |
|   |   | Prioritize review or development of communication mechanisms based on proposed communication system                                    | CP                | FC meeting costs  | Priority list on communication mechanisms developed   | 6,5 -7           |            |
|   |   | Working groups on communication mechanisms development within food safety system   | CP                | -   | <ul style="list-style-type: none"> <li>Working groups established based on priority list</li> <li>Developed guidelines, procedures on formulation and delivery of messages on food related risks</li> </ul>             | 6,5-7            |            |
|   | Review/develop emergency procedural manuals of all relevant authorities | Collect and establish overall list of emergency procedural manuals of all relevant authorities   | TA                |   | Compilation of procedural manuals of all relevant authorities   | 6,5-7            |            |
|   |   | Review list of emergency procedural manuals of all relevant authorities  | CP                | FC meetings costs   | Compilation of procedural manuals of all relevant authorities reviewed by FC  | 6,5-7            |            |
|   |   | Consultancy on emergency and rapid alert in food safety system in Afghanistan  | CP                | Consultancy costs   | <ul style="list-style-type: none"> <li>Report on emergency and rapid alert in food safety system in Afghanistan</li> <li>Proposed emergency procedural manuals</li> </ul>   | 7 -8             | FAO/ USAID |
|   |   | Working group on emergency procedural manuals  | CP                | FC meetings costs   | Prepared in case of emergencies, including international  | 7 -8             |            |
| Develop communication mechanisms for food safety system, day-to-day communication, and rapid alert messages | Consultancy on emergency response                                       | CP   | Consultancy costs | Report on food emergency response, on day-to-day communication, and rapid alert messages                                | 7 -8  | FAO/ USAID       |            |
|   | Consultative Workshops 'emergency response'                             | CP   | Workshops costs   | <ul style="list-style-type: none"> <li>Consultative meeting held</li> <li>Communicative mechanisms developed</li> </ul> | 7-8   | FAO/ USAID       |            |

| <b>FSC</b> | <b>Activities</b>   | <b>Methods of work</b>  | <b>Responsibility</b> | <b>Resources required</b> | <b>Outputs</b>   | <b>Priority (years)</b> | <b>Donors</b> |
|------------|---|---|-----------------------|---------------------------|--|-------------------------|---------------|
|            | Assess training needs of food safety system to enable communication mechanisms to function optimally  | Consultancy on assessment of food safety system communication components`     | CP                    | Consultancy costs         | <ul style="list-style-type: none"> <li>• Report on food safety system communication components</li> <li>• Training needs assessed</li> </ul>   | 8                       | FAO/ USAID    |
|            |   | Consultative workshop on food safety system communication components          | CP                    | Workshop costs            | Report on proposed food safety and policy strategy   | 8                       | FAO/ USAID    |
|            | Develop strategy for informing public of general and specific food-safety-related issues, within greater context of public health or food safety related issues | Consultancy on public food safety   | CP                    | Consultancy costs         | Report on strategy for informing public on food safety related issues  | 8-9                     | FAO/ USAID    |
|            |   | Consultative workshops on risk perception by general public and professionals | CP                    | Workshops costs           | <ul style="list-style-type: none"> <li>• Strategy informing public on food safety related issues developed</li> <li>• Developed capacity to effectively access risk emergencies</li> </ul> | 8-9                     | FAO/ USAID    |

## **ANNEX 14. DEBRIEFING NOTES FOR THE MOPH**

### **Notes for the debriefing meeting with the MOPH HE Deputy Minister, Dr. Sarwar, on April 4, 2012, at 10:00 a.m. at MOPH, Kabul**

#### **Objective**

The purpose of consultant Sandra Smulko's visit from March 23 to April 8, 2012, was to provide technical assistance in reviewing the TORs for the NMFB FC, develop an action plan and tools for the regulation of food affairs, and assist in recruiting the food affairs technical advisor for the NMFB Secretariat. Sandra Smulko was recruited by SPS through the Euro Health Group.

#### **Scope of Work**

- Participate in the recruitment process of the NMFB food affairs technical advisor
- Support and provide technical guidance in orientation of the NMFB secretariat
- Conduct orientation and training of the members of the NMFB FC
- Identify various organizations within and outside Afghanistan and potential areas of cooperation with MOPH in the implementation plan for food regulation
- Conduct assessment briefings

#### **Summary of Mission Activities**

- Participated in the recruitment process of the NMFB food affairs technical advisor on March 28, 2012
- Reviewed TORs for the NMFB FC, which will be finalized at FC orientation training after this meeting
- Provided orientation training on April 1, 2012, on the TORs and administrative guidelines; identifying what needs to be done; and the proposed main technical activities for the FC

*Note:* The five participants included Chairperson Dr. Hussaini; however, because of administrative reasons, the selected food affairs technical advisor did not participate

- Drafted action plan, which will be finalized with the FC after this meeting
- Developed tools for the NMFB Secretariat: SOP on document registration, a process on how to set up the quality procedure (for the further needs of the quality manual), a template for the meetings' agenda, and instruction on writing meeting minutes

## Highlights on the Proposed Action Plan

### ***Short-Term Activities (from One to Three Years)***

- Food legislative framework
  - Development and review of all existing laws, bills, and regulations concerning food, beverages, ingredients, food technology, food processing, storage, distribution, consumption, and reference standards
  - Review of all existing standards, protocols, and guidelines (production, transport, control)
  - Adoption of production standards for food storage, manufacturing, and handling
- Food control management
  - Development of coordination structure for food control system (includes strategy and policy)
  - Development of protocols per best practices for food

### ***Medium-Term Activities (from Three to Five Years)***

- Food control management
  - Review existing data collection mechanisms within and outside food safety system (i.e., disease surveillance in general, food monitoring, customs, and inspectorate)
  - Develop standard procedures for food safety related data collection, incorporating all risk assessment requirements
  - Identify options for risk assessment
- Inspection system and official food control laboratories
  - Development of financing structure for activities of the food inspectorate and official food control laboratories
  - Ensuring the adequate capacity of food inspectorate and official food control laboratories
  - Review available protocols and manuals (inspection, sampling, sample handling, rapid alert)
  - Develop draft protocols for field-testing by selected units
  - Finalize protocols in technical review committee

- Assess training needs of staff for adequate introduction of protocols and manuals
- Introduce manuals and protocols to concerned parties (producers, transporters, importers, retailers, etc.)

### **Long-Term Activities (from Five Years)**

Recall system and system for food safety and quality communication

- Review communication mechanisms within current system
- Review emergency procedural manuals of all relevant authorities
- Develop communication mechanisms for food safety system, for day-to-day communication as well as rapid alert messages
- Assess training needs of food safety system to enable communication mechanisms to function optimally
- Develop strategy for informing public of general and specific food-safety-related issues, within greater context of public health and food safety

### **Recommended Starting Point Activities**

- Collect and establish overall list of all existing and drafted laws, bills, and regulations related to food products, beverages, and ingredients
- Collect and make available international documents as regards food, and keep them up-to-date by the means of
  - Electronic sources (CD rom): library for Codex Alimentarius/FAO guidelines, manuals, and codes of practice on food-related matters; share with all members
  - Educational text books on food processing, nutrition, etc.
- Translate a few important documents (e.g., FAO risk-based food inspection manual, FAO/WHO guide for application of risk analysis principles and procedures during food safety emergency, Codex guidelines on sampling) to allow the FC to make better decisions on legislation formulation
- Establish working group (task force) on food regulation formulation
- Organize workshops on drafted Afghanistan Food Law and other drafted laws and regulations
- Recruit consultancy on food safety legal framework

- Embark on resource mobilization for regulatory activities
- Have competent authorities post on their websites lists of all laws and regulations in Afghanistan in force pertaining to food law
- Request a budget for public awareness campaign for new food safety law;
- Conduct a public awareness campaign regarding new food law
- Prepare annual report to NMFB

The reference documents Codex Alimentarius, FAO manuals, guidelines, codes of practices, and standards, were already delivered in April 3, 2012, so the FC could study them.

## **ANNEX 15. DEBRIEFING NOTES FOR USAID**

### **Notes for the debriefing meeting with the MOPH Health Officer, USAID Susan Brock on the April 5, 2012, at 2:30 p.m., Kabul**

#### **Objective**

The purpose of consultant Sandra Smulko's visit from March 23 to April 8, 2012, was to provide technical assistance in reviewing the TORs for the NMFB FC, develop an action plan and tools for the regulation of food affairs, and assist in recruiting the food affairs technical advisor for the NMFB Secretariat. Sandra Smulko was recruited by SPS through the Euro Health Group.

#### **Scope of Work**

- Participate in the recruitment process of the NMFB food affairs technical advisor
- Support and provide technical guidance in orientation of the NMFB secretariat
- Conduct orientation and training of the members of the NMFB FC
- Identify various organizations within and outside Afghanistan and potential areas of cooperation with MOPH in the implementation plan for food regulation
- Conduct assessment briefings

#### **Summary of Mission Activities**

- Participated in the recruitment process of the NMFB food affairs technical advisor on March 28, 2012
- Reviewed TORs for the NMFB FC, which were finalized at orientation training for the FC on April 4, 2012
- Provided orientation training on April 1 and 4, 2012, on the TORs and administrative guidelines; identifying what needs to be done; and the proposed main technical activities for the FC

*Note:* The five participants included Chairperson Dr. Hussaini; however, because of administrative reasons, the selected food affairs technical advisor did not participate on the first day of training day; the 10 participants, including the technical advisor, attended the second day's training

- Drafted action plan and finalized it

- Developed tools for the NMFB Secretariat: SOP on document registration, process on how to set up the quality procedure (for the further needs of quality manual), a template for the meetings' agenda, and instructions on writing meeting minutes

### **Identified Organizations and Possible Areas of Cooperation with MOPH in the Implementation Plan for Food Regulation**

- USAID/TAFA on food legislative framework (from one to three years)
- FAO on food control management (from three to five years)
- WB on inspection system and official food control laboratories (from three to five years)
- FAO on recall system and system for food safety communication (up to five years)

### **Highlights on the Proposed Action Plan**

#### ***Short-Term Activities (from One to Three Years)***

- Food legislative framework
  - Development and review of all existing laws, bills, and regulations concerning food, beverages, ingredients, food technology, food processing, storage, distribution, consumption, and reference standards
  - Review of all existing standards, protocols, and guidelines (production, transport, control)
  - Adoption of production standards for food storage, manufacturing, and handling
- Food control management
  - Development of coordination structure for food control system (includes strategy and policy)
  - Development of protocols per best practices for food

#### ***Medium-Term Activities (from Three to Five Years)***

- Food control management
  - Review existing data collection mechanisms within and outside food safety system (i.e., disease surveillance in general, food monitoring, customs, and inspectorate)

- Develop standard procedures for food safety related data collection, incorporating all risk assessment requirements
- Identify options for risk assessment
- Inspection system and official food control laboratories
  - Development of financing structure for activities of the food inspectorate and official food control laboratories
  - Ensuring the adequate capacity of food inspectorate and official food control laboratories
  - Review available protocols and manuals (inspection, sampling, sample handling, rapid alert)
  - Develop draft protocols for field-testing by selected units
  - Finalize protocols in technical review committee
  - Assess training needs of staff for adequate introduction of protocols and manuals
  - Introduce manuals and protocols to concerned parties (producers, transporters, importers, retailers, etc.)

### ***Long-Term Activities (from Five Years)***

Recall system and system for food safety and quality communication

- Review communication mechanisms within current system
- Review emergency procedural manuals of all relevant authorities
- Develop communication mechanisms for food safety system, for day-to-day communication as well as rapid alert messages
- Assess training needs of food safety system to enable communication mechanisms to function optimally
- Develop strategy for informing public of general and specific food-safety-related issues, within greater context of public health and food safety

### **Recommended Starting Point Activities**

- Collect and establish overall list of all existing and drafted laws, bills, and regulations related to food products, beverages, and ingredients

- Collect and make available international documents as regards food, and keep them up-to-date by the means of
  - Electronic sources (CD rom): library for Codex Alimentarius/FAO guidelines, manuals, and codes of practice on food-related matters; share with all members
  - Educational text books on food processing, nutrition, etc.
- Translate a few important documents (e.g., FAO risk-based food inspection manual, FAO/WHO guide for application of risk analysis principles and procedures during food safety emergency, Codex guidelines on sampling) to allow the FC to make better decisions on legislation formulation
- Establish working group (task force) on food regulation formulation
- Organize workshops on drafted Afghanistan Food Law and other drafted laws and regulations
- Recruit consultancy on food safety legal framework
- Embark on resource mobilization for regulatory activities
- Have competent authorities post on their websites lists of all laws and regulations in Afghanistan in force pertaining to food law
- Request a budget for public awareness campaign for new food safety law;
- Conduct a public awareness campaign regarding new food law
- Prepare annual report to NMFB

The reference documents Codex Alimentarius, FAO manuals, guidelines, codes of practices, and standards, were already delivered on April 3, 2012, so the FC could study them.

### **Recommendations**

- Additional orientation trainings on duties, roles, and responsibilities for different stakeholders in the FC are necessary in the first year
- Follow up on the activities of the technical advisor for food affairs
- Follow up on execution of the implementation plan and make amendments, if necessarily

***Short-Term Objectives (One to Three Years)***

- Define roles and responsibilities of the various stakeholders involved in regulatory functions
- Establish effective internal communication and coordination channels
- Begin record keeping and documentation (e.g., meeting minutes, review reports, drafted food laws, forms)
- Review all existing standards, protocols, and guidelines
- Conduct workshops on the Food Law for different stakeholders

***Indicators for Short-Term Objectives***

- Formalized roles and responsibilities
- Structural and functional linkages and a system of accountability
- Evidence and traceability: percentages of meetings with minutes and laws and bills reviewed
- Food Law in place

## **ANNEX 16. LIST OF REFERENCE DOCUMENTS: FAO/CODEX ALIMENTARIUS GUIDELINES, MANUALS, CODES OF PRACTICE, AND STANDARDS**

1. FAO: Risk-Based Food Inspection Manual, FAO Food and Nutrition Paper 89, Rome, 2008.
2. FAO/WHO: Assuring Food Safety and Quality, Guidelines for Strengthening National Food Control Systems, FAO Food and Nutrition Paper 86, Rome, 2003
3. Codex Alimentarius: Guidelines for Food Import Control Systems CAC/GL 47-2003
4. Codex Alimentarius: Guidelines for the Design, Operation, Assessment, and Accreditation of Food Import and Export Inspection and Certification Systems CAC/GL 26-1997
5. Codex Alimentarius: Guidelines for Design, Production, Issuance, and Use of Generic Official Certificates CAC/GL 38-2001
6. Codex Alimentarius: Principles for Food Import and Export Certification and Inspection CAC/GL 20-1995
7. Codex Alimentarius: Guidelines for the Exchange of Information between Countries on Rejections of Imported Foods CAC/GL 25-1997
8. Codex Alimentarius: Guidelines for the Development of Equivalence Agreements Regarding Food Imports and Export Inspection and Certification Systems CAC/GL 34 – 1999
9. Codex Alimentarius: General Principles of Food Hygiene CAC/RCP 1-1969
10. Codex Alimentarius: Code of Hygienic Practice for Eggs and Egg Products CAC/RCP 15 - 1976
11. Codex Alimentarius: Code of Hygienic Practice for Collecting, Processing and Marketing of Natural Mineral Waters CAC/RCP 33 – 1985
12. Codex Alimentarius: Standard for Named Vegetable Oils CODEX STAN 210-1999
13. Codex Alimentarius: Code of Hygienic Practice for Bottled/Packaged Drinking Waters (Other than Natural Mineral Waters) CAC/RCP 48-2001
14. Codex Alimentarius: General Standard for Fruit Juices and Nectars CODEX STAN 247 - 2005
15. Codex Alimentarius: General Standard for the Labelling of Prepackaged Foods CODEX STAN 1-1985

16. Codex Alimentarius: Guidelines on Nutrition Labelling CAC/GL 2-1985
17. Codex Alimentarius: General Guidelines on Claims CAC/GL 1-1979
18. Codex Alimentarius: Guidelines for the Use of Flavourings CAC/GL 66- 2008
19. Codex Alimentarius: Guidelines for Vitamin and Mineral Food Supplements CAC/GL 55-2005
20. Codex Alimentarius: List of Codex Specifications for Food Additives CAC/MISC 6
21. Codex Alimentarius: Information on the Use of Food Additives in Food CAC/MISC 1-1989
22. FAO/WHO: Framework for Developing National Food Safety Emergency Response Plans, Rome, 2010
23. FAO/WHO: Guide for Application of Risk Analysis Principles and Procedures During Food Safety Emergencies, Rome, 2011
24. Codex Alimentarius: Working Principles for Risk Analysis for Food Safety for Application by Governments CAC/GL 62-2007
25. Codex Alimentarius: Principles for Traceability / Product Tracing as a Tool Within a Food Inspection and Certification System CAC/GL 60-2006
26. Codex Alimentarius: Principles and Guidelines for the Exchange of Information in Food Safety Emergency Situations CAC/GL 19 – 1995
27. Codex Alimentarius: General Guidelines on Sampling CAC/GL 50-2004
28. Codex Alimentarius: Classification of Foods and Animal Feeds CAC/MISC 4
29. Food Safety and Standards Authority of India (Ministry of Health and Family Welfare). 2010. Training Manual for Food Safety Regulators.