

Scientific Panel on Biological Hazards

Minutes of the 6th meeting of the Working Group on second scientific opinion on hazard analysis approaches for certain small retail establishments and food donations

**Held on 7/8 June 2018, Parma
(Agreed on 18 June 2018)**

Participants

- **Working Group Members:**

Ana Allende

Declan Bolton

Liesbeth Jacxsens

Kostas Koutsoumanis

Panagiotis Skandamis

Theo Varzakas

Annette Petersen

- **EFSA:**

BIOCONTAM Unit: Katleen Baert, Michaela Hempen, Yves Van der Stede

1. Welcome and apologies for absence

The Chair welcomed the participants. No apologies were received.

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of Interest of Working Groups members

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes¹ and the Decision of the Executive Director on Declarations of Interest², EFSA screened the Annual Declarations of Interest and the Specific Declarations of Interest (SDoI) filled in by the working group members invited for the present meeting.

For further details on the outcome of the screening of the ADoI or the SDoI, please refer to the Annex. Oral Declaration of Interest was asked at the beginning of the meeting and no additional interest was declared.

4. Scientific topic(s) for discussion

4.1. Scientific opinion on hazards analysis approaches for certain small retail establishments in view of the application of their food safety management³

The WG discussed the contributions provided by the WG experts. In particular, the unified table for the simplified food safety management system (FSMS) was discussed in great detail. The unified table combines the FSMS of the retail establishments discussed in the draft opinion. Individual FSMS tables for the small food retail establishments (distribution centre, supermarket, restaurant, pub, catering) will be developed and attached in the appendix to the draft opinion. Tasks were distributed to be completed before the next meeting.

The WG chair presented the progress to the BIOHAZ panel at the meeting on 6/7 June 2018.

5. Next meeting

At the moment, no further meeting is planned.

¹ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

² <http://www.efsa.europa.eu/en/keydocs/docs/independencerules2014.pdf>

³ <http://registerofquestions.efsa.europa.eu/roqFrontend/questionLoader?question=EFSA-Q-2017-00565>

Annex I: Interests and actions resulting from the screening of Annual Declarations of Interest (ADoI) or Specific Declarations of Interest (SDoI)

CONFLICT OF INTEREST WITH WAIVERS: in the ADoI or in the SDoI filled for the present meeting Prof. Liesbeth Jacxsens declared the following interest: "From March 2016 on 50% in position at UGent Department of Food Safety and Food Quality under same activities as before (20% professor and 30% post doc) research in quality assurance and risk analysis (see above) 50% in position of PRIMORIS holding - Zwijnaarde Ghent, Belgium". In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes⁴ and the Decision of the Executive Director on Declarations of Interest⁵, and taking into account the specific matters discussed at the meeting in question, a waiver was granted. Therefore the concerned expert shall be allowed to take part in the discussions and in the drafting phase of the second scientific opinion on hazards analysis approaches for certain small retail establishments and food donations.

⁴ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

⁵ <http://www.efsa.europa.eu/en/keydocs/docs/independencerules2014>

Scientific Panel on Biological Hazards

Minutes of the 5th meeting of the Working Group on second scientific opinion on hazard analysis approaches for certain small retail establishments and food donations

**By web-conference, 23 April 2018
(Agreed on 7 May 2018)**

Participants

- **Working Group Members:**

Ana Allende

Declan Bolton

Liesbeth Jacxsens

Kostas Koutsoumanis

Panagiotis Skandamis

Theo Varzakas

Annette Petersen

- **EFSA:**

BIOCONTAM Unit: Michaela Hempen, Yves Van der Stede

1. Welcome and apologies for absence

The Chair welcomed the participants. Apologies were received from Annette Petersen.

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of Interest of Working Groups members

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes¹ and the Decision of the Executive Director on Declarations of Interest², EFSA screened the Annual Declarations of Interest and the Specific Declarations of Interest (SDoI) filled in by the working group members invited for the present meeting.

For further details on the outcome of the screening of the ADoI or the SDoI, please refer to the Annex. Oral Declaration of Interest was asked at the beginning of the meeting and no additional interest was declared.

4. Scientific topic(s) for discussion

4.1. Scientific opinion on hazards analysis approaches for certain small retail establishments in view of the application of their food safety management³

The WG discussed the contributions provided by the WG experts. In particular, the flow diagrams and tables describing the small food retailer food safety management system for each of the small food retail establishments (distribution centre, supermarket, restaurant, pub, catering) were discussed. The tables need to be checked for consistency. Task were distributed to be completed before the next meeting.

5. Next meeting

The next meeting is planned for 7/8 June 2018.

The next meeting will be held on 23th April 2018.

¹ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

² <http://www.efsa.europa.eu/en/keydocs/docs/independencerules2014.pdf>

³ <http://registerofquestions.efsa.europa.eu/roqFrontend/questionLoader?question=EFSA-Q-2017-00565>

Annex I: Interests and actions resulting from the screening of Annual Declarations of Interest (ADoI) or Specific Declarations of Interest (SDoI)

CONFLICT OF INTEREST WITH WAIVERS: in the ADoI or in the SDoI filled for the present meeting Prof. Liesbeth Jacxsens declared the following interest: "From March 2016 on 50% in position at UGent Department of Food Safety and Food Quality under same activities as before (20% professor and 30% post doc) research in quality assurance and risk analysis (see above) 50% in position of PRIMORIS holding - Zwijnaarde Ghent, Belgium". In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes⁴ and the Decision of the Executive Director on Declarations of Interest⁵, and taking into account the specific matters discussed at the meeting in question, a waiver was granted. Therefore the concerned expert shall be allowed to take part in the discussions and in the drafting phase of the second scientific opinion on hazards analysis approaches for certain small retail establishments and food donations.

⁴ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

⁵ <http://www.efsa.europa.eu/en/keydocs/docs/independencerules2014>

Scientific Panel on Biological Hazards

Minutes of the 4th meeting of the Working Group on second scientific opinion on hazard analysis approaches for certain small retail establishments and food donations

**Held on 13 March 2018, Parma
(Agreed on 23 March 2018)**

Participants

- **Working Group Members:**

Ana Allende

Declan Bolton

Liesbeth Jacxsens

Kostas Koutsoumanis

Panagiotis Skandamis

Theo Varzakas

Annette Petersen

- **EFSA:**

BIOCONTAM Unit: Michaela Hempen, Yves Van der Stede

1. Welcome and apologies for absence

The Chair welcomed the participants. No apologies were received.

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of Interest of Working Groups members

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes¹ and the Decision of the Executive Director on Declarations of Interest², EFSA screened the Annual Declarations of Interest and the Specific Declarations of Interest (SDoI) filled in by the working group members invited for the present meeting.

For further details on the outcome of the screening of the ADoI or the SDoI, please refer to the Annex. Oral Declaration of Interest was asked at the beginning of the meeting and no additional interest was declared.

4. Scientific topic(s) for discussion

4.1. Scientific opinion on hazards analysis approaches for certain small retail establishments in view of the application of their food safety management³

The WG discussed the contributions provided by the WG experts. In particular, the flow diagrams and tables describing the small food retailer food safety management system for each of the small food retail establishments (distribution centre, supermarket, restaurant, pub, catering) were discussed. Task were distributed to be completed before the next meeting.

The WG chair presents the progress to the BIOHAZ panel at the meeting on 14/15 March 2018.

5. Next meeting

The next meeting will be held on 23th April 2018.

¹ <http://www.efsa.europa.eu/en/keydocs/docs/independencypolicy.pdf>

² <http://www.efsa.europa.eu/en/keydocs/docs/independencerules2014.pdf>

³ <http://registerofquestions.efsa.europa.eu/roqFrontend/questionLoader?question=EFSA-Q-2017-00565>

Annex I: Interests and actions resulting from the screening of Annual Declarations of Interest (ADoI) or Specific Declarations of Interest (SDoI)

CONFLICT OF INTEREST WITH WAIVERS: in the ADoI or in the SDoI filled for the present meeting Prof. Liesbeth Jacxsens declared the following interest: "From March 2016 on 50% in position at UGent Department of Food Safety and Food Quality under same activities as before (20% professor and 30% post doc) research in quality assurance and risk analysis (see above) 50% in position of PRIMORIS holding - Zwijnaarde Ghent, Belgium". In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes⁴ and the Decision of the Executive Director on Declarations of Interest⁵, and taking into account the specific matters discussed at the meeting in question, a waiver was granted. Therefore the concerned expert shall be allowed to take part in the discussions and in the drafting phase of the second scientific opinion on hazards analysis approaches for certain small retail establishments and food donations.

⁴ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

⁵ <http://www.efsa.europa.eu/en/keydocs/docs/independencerules2014>

Scientific Panel on Biological Hazards

Minutes of the 3rd meeting of the Working Group on second scientific opinion on hazard analysis approaches for certain small retail establishments and food donations

**by WEB-conference, 16 January 2018
(Agreed on 22 January 2018)**

Participants

- **Working Group Members:**

Ana Allende

Declan Bolton

Liesbeth Jacxsens

Kostas Koutsoumanis

Panagiotis Skandamis

Theo Varzakas

Annette Petersen

- **EFSA:**

BIOCONTAM Unit: Katleen Baert, Michaela Hempen, Yves Van der Stede

1. Welcome and apologies for absence

The Chair welcomed the participants. No apologies were received.

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of Interest of Working Groups members

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes¹ and the Decision of the Executive Director on Declarations of Interest², EFSA screened the Annual Declarations of Interest and the Specific Declarations of Interest (SDoI) filled in by the working group members invited for the present meeting.

For further details on the outcome of the screening of the ADoI or the SDoI, please refer to the Annex. Oral Declaration of Interest was asked at the beginning of the meeting and no additional interest was declared.

4. Scientific topic(s) for discussion

4.1. Scientific opinion on hazards analysis approaches for certain small retail establishments in view of the application of their food safety management³

The WG discussed the contributions provided by the WG experts. In particular, the flow diagrams for the retail establishments were discussed and minor revisions suggested. A description on the size and type of the retail establishments considered will be added as well as a description of the newly suggested pre-requisite programmes. Tasks were distributed for the next WG meeting.

The WG chair will present the progress to the BIOHAZ panel at the meeting on 14/15 March 2018.

5. Next meeting

The next meeting will be held on 13th March 2018.

¹ <http://www.efsa.europa.eu/en/keydocs/docs/independencypolicy.pdf>

² <http://www.efsa.europa.eu/en/keydocs/docs/independencerules2014.pdf>

³ <http://registerofquestions.efsa.europa.eu/roqFrontend/questionLoader?question=EFSA-Q-2017-00565>

Annex I: Interests and actions resulting from the screening of Annual Declarations of Interest (ADoI) or Specific Declarations of Interest (SDoI)

CONFLICT OF INTEREST WITH WAIVERS: in the ADoI or in the SDoI filled for the present meeting Prof. Liesbeth Jacxsens declared the following interest: "From March 2016 on 50% in position at UGent Department of Food Safety and Food Quality under same activities as before (20% professor and 30% post doc) research in quality assurance and risk analysis (see above) 50% in position of PRIMORIS holding - Zwijnaarde Ghent, Belgium". In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes⁴ and the Decision of the Executive Director on Declarations of Interest⁵, and taking into account the specific matters discussed at the meeting in question, a waiver was granted. Therefore the concerned expert shall be allowed to take part in the discussions and in the drafting phase of the second scientific opinion on hazards analysis approaches for certain small retail establishments and food donations.

⁴ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

⁵ <http://www.efsa.europa.eu/en/keydocs/docs/independencerules2014>

Scientific Panel on Biological Hazards

Minutes of the 2nd meeting of the Working Group on second scientific opinion on hazard analysis approaches for certain small retail establishments and food donations

**by WEB-conference, 04 December 2017
(Agreed on 11 December 2017)**

Participants

- **Working Group Members:**

Ana Allende

Declan Bolton

Liesbeth Jacxsens

Kostas Koutsoumanis

Panagiotis Skandamis

Theo Varzakas

Annette Petersen

- **EFSA:**

BIOCONTAM Unit: Michaela Hempen

1. Welcome and apologies for absence

The Chair welcomed the participants. No apologies were received.

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of Interest of Working Groups members

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes¹ and the Decision of the Executive Director on Declarations of Interest², EFSA screened the Annual Declarations of Interest and the Specific Declarations of Interest (SDoI) filled in by the working group members invited for the present meeting.

For further details on the outcome of the screening of the ADoI or the SDoI, please refer to the Annex. Oral Declaration of Interest was asked at the beginning of the meeting and no additional interest was declared.

4. Scientific topic(s) for discussion

4.1. Scientific opinion on hazards analysis approaches for certain small retail establishments in view of the application of their food safety management³

The WG discussed the contributions provided by the WG experts. In particular, the flow diagrams for the retail establishments were discussed and minor revisions suggested. A description on the size and type of establishments considered will be added as well as a description of prerequisite programmes. Tasks were distributed for the next WG meeting.

The WG chair will present the progress to the BIOHAZ panel at the meeting on 6/7 December 2017.

5. Next meeting

The next meeting will be held on 16th January 2018.

¹ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

² <http://www.efsa.europa.eu/en/keydocs/docs/independencerules2014.pdf>

³ <http://registerofquestions.efsa.europa.eu/roqFrontend/questionLoader?question=EFSA-Q-2017-00565>

Annex I: Interests and actions resulting from the screening of Annual Declarations of Interest (ADoI) or Specific Declarations of Interest (SDoI)

CONFLICT OF INTEREST WITH WAIVERS: in the ADoI or in the SDoI filled for the present meeting Prof. Liesbeth Jacxsens declared the following interest: "From March 2016 on 50% in position at UGent Department of Food Safety and Food Quality under same activities as before (20% professor and 30% post doc) research in quality assurance and risk analysis (see above) 50% in position of PRIMORIS holding - Zwijnaarde Ghent, Belgium". In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes⁴ and the Decision of the Executive Director on Declarations of Interest⁵, and taking into account the specific matters discussed at the meeting in question, a waiver was granted. Therefore the concerned expert shall be allowed to take part in the discussions and in the drafting phase of the second scientific opinion on hazards analysis approaches for certain small retail establishments and food donations.

⁴ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

⁵ <http://www.efsa.europa.eu/en/keydocs/docs/independencerules2014>

Scientific Panel on Biological Hazards

Minutes of the 1st meeting of the Working Group on second scientific opinion on hazard analysis approaches for certain small retail establishments and food donations

**Held on 17 October 2017, Parma
(Agreed on 30 October 2017)**

Participants

- **Working Group Members:**

Ana Allende

Declan Bolton

Liesbeth Jacxsens

Kostas Koutsoumanis

Panagiotis Skandamis

Theo Varzakas

Annette Petersen has participated via teleconference

- **Hearing Experts¹:**

Not Applicable

- **European Commission and/or Member States representatives:**

Anne-Laure Gassin (DG SANTE)

- **EFSA:**

BIOCONTAM Unit: Katleen Baert, Michaela Hempen

¹ As defined in Article 17 of the Decision of the Executive Director on the selection of external experts:
<http://www.efsa.europa.eu/en/keydocs/docs/expertselection.pdf>.

1. Welcome and apologies for absence

The Chair welcomed the participants. No apologies were received.

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of Interest of Working Groups members

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes² and the Decision of the Executive Director on Declarations of Interest³, EFSA screened the Annual Declarations of Interest and the Specific Declarations of Interest (SDoI) filled in by the working group members invited for the present meeting.

For further details on the outcome of the screening of the ADoI or the SDoI, please refer to the Annex. Oral Declaration of Interest was asked at the beginning of the meeting and no additional interest was declared.

4. Scientific topic(s) for discussion

4.1. Scientific opinion on hazards analysis approaches for certain small retail establishments in view of the application of their food safety management⁴

The EC representative provided background information of activities on the reduction of food waste and food donations.

The WG discussed and agreed on the approach to addressing the terms of reference. The outline of flow diagrams for the five small retail establishments (restaurant, caterer, pub, supermarket and distribution centre) were discussed and tasks were distributed.

The WG chair will present the approach to the BIOHAZ panel at the meeting on 18/19 October 2017.

5. Next meeting

The next meeting will be held on 4th December 2017.

² <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

³ <http://www.efsa.europa.eu/en/keydocs/docs/independencerules2014.pdf>

⁴ <http://registerofquestions.efsa.europa.eu/roqFrontend/questionLoader?question=EFSA-Q-2017-00565>

Annex I: Interests and actions resulting from the screening of Annual Declarations of Interest (ADoI) or Specific Declarations of Interest (SDoI)

CONFLICT OF INTEREST WITH WAIVERS: in the ADoI or in the SDoI filled for the present meeting Prof. Liesbeth Jacxsens declared the following interest: "From March 2016 on 50% in position at UGent Department of Food Safety and Food Quality under same activities as before (20% professor and 30% post doc) research in quality assurance and risk analysis (see above) 50% in position of PRIMORIS holding - Zwijnaarde Ghent, Belgium". In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes⁵ and the Decision of the Executive Director on Declarations of Interest⁶, and taking into account the specific matters discussed at the meeting in question, a waiver was granted. Therefore the concerned expert shall be allowed to take part in the discussions and in the drafting phase of the second scientific opinion on hazards analysis approaches for certain small retail establishments and food donations.

⁵ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

⁶ <http://www.efsa.europa.eu/en/keydocs/docs/independencerules2014>