



*Transition Facility 2005 Slovenia–Denmark
SI05-IB-AG-01
„Strengthening food safety in primary production”*

March 1st 2007

Minutes from Steering Committee Meeting , February 13th 2007

The meeting was held at the Ministry of Agriculture, Forestry and Food, and started at 10:00. Participants were Mr. Ivan Lukežič (MAFF), Mr. Tomislav Bošnjak (MAFF), Ms. Barbara Rogel (MAFF), Mr. Marko Verbič (MAFF), Ms. Barbara Grčar (CFCU) Mr. Gunnar Sigurdsson (RTA), Ms Pernille Tiedemann (DPD), Mr. Preben Veilstrup Andersen (DPD), Mr. Klaus Bergulf (DAAS) and Mr. Jannik Elmegaard (DPD) (reporter).

The agenda for the meeting was as follows:

1. Danish delegation and all Slovene counterparts
 - Brief presentation of the DPD, DAAS as well as the Slovene beneficiary institutions
 - Presentation of results from kick-off meeting and results from the assessment:
 - Component “Primary Production”
 - Component “Feed Additives”
 - Presentation of revised working plan, timetable and budget consequences follow by discussion.
2. Agreement on changes in the project and further actions needed to have the work plan approved by the CFCU/PAO. Is an addendum needed?

13.00 Lunch
3. Danish project leaders and Slovene project leaders
 - Follow up meeting from Steering Committee

The Project Leader Mr. Veilstrup Andersen welcomed all participants and asked for a short presentation of the participants. After the presentation Mr. Veilstrup Andersen stressed that the assessment on both component A and component B made changes in the work plans necessary.

Mr. Veilstrup Andersen furthermore informed the participants that the MS project management had had a meeting with Mr. Peter Skofič at CFCU in order to clarify whether an addendum is necessary at this stage. The conclusion is that intra component budget changes does not count as a change that justifies an addendum, while total inter component budget changes further than 10 % makes an addendum necessary. At Side letter 1 approximately 5 % was moved from component B to component A, meaning that only 5 % further can be moved between components at following side letters. It was proposed that

further 4-5 % of the budget is moved by the next side letter, while further changes will be done by an addendum at a later stage.

Mr. Verbič asked when the first interim quarterly report would be finished, as the MAFF may need the report for a monitoring mission in late March. Ms. Tiedemann clarified that the first quarter of the project is counted until the 16 February. The deadline for the first quarterly report is therefore the 16 March.

Mr. Veilstrup Andersen made it clear that it is essential that an RTA assistant is employed as soon as possible. Mr. Bošnjak explained the process of employment.

Mr. Verbič informed that Ministry of Finance is to prepare the contract. Mr. Verbič considered it appropriate if the project management contacted the Ministry of Finance and clarified the needs of the project. (*Mr. Veilstrup Andersen has afterwards contacted the Ministry of Finance*).

The process for the side letter to come was discussed. Mr. Verbič informed that the side letter, which the project management has agreed on, is send for him electronically and afterwards in 6 signed versions.

Mr. Sigurdsson handed round copies of the revised work plan and the following budget. Ms. Tiedemann went through the revised work plan, and enlightened the changes agreed by the project management after the assessments. The conclusions of the assessments are in general that it is appropriate to put more effort in the training facilities.

The SCM agreed on the changes in the work plan, and also on a budget that follows the work plan.

Ms. Tiedemann hereafter stated that the project management will work on with side letter no. 2, and also on specifying the sub-activities.

The side letter will also propose new experts for the project. Mr. Bošnjak mentioned, that there may be need for an expert on labeling in Component B.

Mr. Verbič suggested that the addendum is discussed on the next SCM, preferably in late May.

Both sides thanked for a smooth process on the project till now.

Mr. Sigurdsson informed the meeting that on the 14 February 2007 the Chamber of Agriculture had invited representatives of the Slovene farmers for an information meeting on the work on the national guideline for agriculture. The RTA Mr. Sigurdsson and Mr. Bergulf and Mr. Henning Foged from DAAS will participate in the meeting along with Slovenian experts.