



Best-ReMaP

Healthy Food for a Healthy Future

D7.2 Knowledge transfer training(s)

Grant Agreement Number 951202

**Mojca Gabrijelčič Blenkuš, Lea Raztresen,
Petra Ožbolt, Neža Fras and Petra Kravos**
National Institute of Public Health, Slovenia

Barbara Lončarek and Jana Ramuš
Chamber of Commerce and Industry of Slovenia
and WP7 partners

22 / July / 2022



This document was funded by the European Union's Health Programme (2014-2020)

Contents

1	List of Abbreviations	3
2	Introduction to the Best-ReMaP WP7 activities	4
3	Scope of the Knowledge transfer training(s) workshops (WS), (Task 7.2.2).....	6
4	Summary of the Knowledge transfer training(s) workshops (WS), (Task 7.2.2).....	7
5	Day 1, Knowledge transfer training(s) workshops (WS)	8
5.1	Programme.....	8
5.1.1	Presentations of “Dober tek, Slovenija” and of the School food law in Slovenia, presentation of Best-ReMaP JA in the EU context and presentation of the aims and goals of WP7. Situation analyses and needs assessment in the specified national /regional public institutions (Mojca Gabrijelčič, NIJZ)	9
5.1.2	Presentation of the EU and national food procurements legislation, steps to shape the procurement documents (Jana Ramuš, CCIS).....	9
5.1.3	Tour de table (3 PPT slides on specifics in national legislation, green procurement regulation, excluded sets if relevant, other national issues...)	9
5.1.3.1	Finland.....	9
5.1.3.2	Poland	9
5.1.3.3	Austria	9
5.1.3.4	Denmark.....	10
5.1.3.5	Hungary.....	10
5.1.3.6	Greece.....	10
5.1.3.7	Bosnia and Herzegovina, Republik of Srpska	10
6	Day 2, Knowledge transfer training(s) workshops (WS)	11
6.1	Programme.....	11
6.2	App Catalogue of Foods presentation (Barbara Lončarek, CCIS)	12
6.3	Slido challenge at the end of day 2	13
7	Day 3, Knowledge transfer training(s) workshops (WS)	14
7.1	Programme.....	14
7.2	Presentation of the public procurement with the help of Catalogue app (Luka Potočnik, Kranjski vrtci - Kindergardens in community of Kranj).....	15
7.3	Slido challenge at the end of Day 3	16
8	Evaluation of the workshop.....	17
9	Wrap up – conclusions.....	18
10	Attachments.....	20
10.1	Evaluation of the workshop.....	20
10.2	List of attendees	28
10.2.1	Day 1	28
10.2.2	Day 2.....	29
10.2.3	Day 3.....	30



10.3 Pictures of various moments throughout workshop31

The content of this report represents the views of the author only and is his/her sole responsibility; it cannot be considered to reflect the views of the European Commission and/or the European Health and Digital Executive Agency (HaDEA) or any other body of the European Union. The European Commission and the Agency do not accept any responsibility for use that may be made of the information it contains.

1 List of Abbreviations

CCIS - Chamber of Commerce and Industry of Slovenia

CAFE - Chamber of Agriculture and Food Enterprises

EU - European Union

MSs – Member States

NIJZ – National Institut of public health Slovenia

PFP - Public food procurement

WP7 - Work Package 7

2 Introduction to the Best-ReMaP WP7 activities

The school setting is one of the most important supportive environments for healthy nutrition for children and adolescent. Therefore, early childhood obesity prevention should be a public health priority. Measures to prevent childhood obesity, which affect society, politics and the environment, have the greatest potential to produce the desired effect. Policy interventions can address economic, social and communication factors and can be targeted at the level of society (state law, industry-level improvements, social marketing), populations (regional rules) or the local community and families in the community approach.

Member States have within the Task 7.1.3 and M7.2 organised the inter-sectoral working group meetings in various ways, with some initially holding one-on-one meetings with individual stakeholders, others holding two larger meetings, and some partners holding only one meeting. The vast majority of meetings were hybrid or online. In order to facilitate the partners in solving the problems of organisation, National institute of public health Slovenia (NIJZ), Work Package 7 (WP7) leader, and Chamber of Commerce and Industry of Slovenia (CCIS) organised bilateral meetings with each of the Member States (MSs). In these meetings, WP7 leader provided systematic guidance to the partners on how to organise the meetings in the most efficient way. The partners considered the bilateral meetings as very useful and crucial for the successful implementation of the inter-sectoral meetings.

Throughout the meetings and the presentation of the Slovenian good practice, the Catalogue of Foods, key sectors and stakeholders per each Member State have become increasingly aware of the benefits and possibilities of integrating the Catalogue of Foods into their food procurement processes. By involving the different responsible authorities in the process, each stakeholder can provide a unique insight into the potential of legislative solutions and enhance existing capacities to improve the food procurement process. MSs also realised that inclusion of state level institutions in charge for public food procurement (PFP) and other interested parties / stakeholders in discussions with entity intersectoral groups is needed.

The MSs have assessed the implementation of the national meetings as very good, as in this way they have established even better connections with their partners. By organising inter-sectoral meetings, MSs have succeeded in raising awareness of the importance of providing healthy food in public settings and in strengthening the competences of a wide range of stakeholders, including representatives of various ministries (e.g. Ministry of Health, Ministry of Development and Investments, Ministry of Education and Culture, Ministry of Agriculture, Forestry and Water Management), procurement officers, directors of educational institutions, Public Health Institutes, etc. Public institutions were also selected in all MSs. In most cases, the selected institutions for the implementation were kindergartens and primary schools.

In order to further familiarise MSs and gain advanced knowledge on the PFP process and the Catalogue of Foods, WP7 has organised knowledge transfer training in Slovenia (under Task 7.2.2). **Knowledge transfer training(s) workshops (WS)** consisted of the following topics:

- legislative context,
- situation analyses and needs assessment in the specified national / regional public institutions;
- Catalogue of foods and its use in public procurements,
- Composition of the food public template procurement tender.

D7.2 Knowledge transfer training(s)

During three-day sessions WP7 leader and CCIS presented the Food Catalogue and the food procurement process developed as part of the Slovenian Dober tek, Slovenija! public health and nutrition programme. At the workshop, participants learned in detail about the elements of the catalogue and the practical functioning of the public procurement process. During 3 days of intensive training, we also equipped public health professionals, PFP officers and other professionals working with procurements from 8 MSs, with the technical knowledge needed to use the Food Catalogue effectively in upcoming tasks. In coming months a test version of the Food Catalogue, adapted to national needs, will be launched in several MSs as part of the Best-ReMaP JA project.

3 Scope of the Knowledge transfer training(s) workshops (WS), (Task 7.2.2)

The main scope of the 3-day Knowledge transfer training(s) workshops (WS) in Ljubljana was to detail present to Best-Remap WP7 project partners the English version of Catalogue of public procurement for food, to provide the knowledge building, knowledge sharing and knowledge transfer with regard to the Catalogue to the participating EU MSs and to provide the implementation details in the Task 2.2.

In addition, WP7 partners were finally able to meet in person which has provided another positive impulse to the overall activities of WP7. In Tasks 7.2. and 7.3. because of the Covid-19 situation, all previous meetings were on-line, which made it difficult to present and understand logic behind the Catalogue.

On in-live meeting that was held in CCIS public procurement procedure and legislation regarding food was presented. Project partners were also given access to Catalogue application and went through different accesses to Catalogue of food (administrator, public procurement, food provider) together.

4 Summary of the Knowledge transfer training(s) workshops (WS), (Task 7.2.2)

Knowledge transfer training(s) workshops (WS) in Ljubljana regarding presentation of pilot English version of Catalogue for public procurement of food for Best-Remap, WP7 partners were organized from 24th to 26th May.

On the first day, participants met in person for the first time since the project began and introduced to each other. After that, Mojca Gabrijelcic from National Institute of Public Health presented “Dober tek, Slovenija” and of the School food law in Slovenia, Best-ReMaP JA in the EU context and the aims and goals of WP7. Jana Ramuš from Chamber of Commerce and Industry of Slovenia - Chamber of Agriculture and Food Enterprises (CCIS-CAFE) prepared presentation of EU and national food procurements legislation and steps to shape the procurement documents. In the second part of the first day, each project partner shortly presented specifics regarding legislation of public procurement of food and procedures in their country. At the end, discussion with questions followed.

The second day was dedicated to Catalogue of public procurement for food. Barbara Lončarek from CCIS-CAFE firstly presented the application and its functions. After lunch brake, accesses were given to our application to each project partner country and present them 3 different accesse to our application-administrator, public instituion and food provider. Project partners were then able to get to know the Catalogue of food by themselves and prepare public tender document. They also had the oppurtunity to ask all open questions, they wanted to know about Catalogue for public procurement of food.

On the third day participants visited kindergarten of City of Kranj, that is one of the best kindergardens, regarding public procurement of food in Slovenia. They prepared a tour of the kitchen and showed raw materials reception from one food provider. After that participants went to Brdo Congress Centre, where representative from kindergarten Kranj, Luka Potocnik preseneted their organization and expierience with Catalogue for public procurement of food. At the end, there was a discussion and evaluation of the workshop.

The EU legislative on public food procurement is the same in all Member States, but state of play in implementation solutions varies considerably among them, they have different starting points and by sharing examples and good practices, these differences can be gradually harmonised over time.

5 Day 1, Knowledge transfer training(s) workshops (WS)

5.1 Programme

Joint Action Best-ReMaP

[Knowledge transfer training(s)]

Organizer: JA Best-ReMaP WP7 and Chamber of Commerce Slovenia

Date: May 24th until 26th 2022

Meeting location: GZS, Dimičeva 13, 1000 Ljubljana, Slovenia

Day 1 – May 24th 2022

Time	Topic of discussion
8:30	Gathering + Coffee
9:00	Introductory remarks: - by the organiser (Tatjana Zagorc, CCIS) - by the lead partner of Best-ReMaP (<i>Mojca Gabrijelčič, NIJZ</i>)
9:10	Short presentations of: - “Dober tek, Slovenija” and of the School food law in Slovenia, - presentation of Best-ReMaP JA in the EU context and - presentation of the aims and goals of WP7 - Situation analyses and needs assessment in the specified national /regional public institutions (<i>Mojca Gabrijelčič, NIJZ</i>)
10:00	Short presentation of the EU and national food procurements legislation, steps to shape the procurement documents (<i>Jana Ramuš, CCIS</i>)
11:50	10-minute break
12:00	Discussion (all participants)
12:30	Working lunch
13:30	Tour de table (3 PPT slides on specifics in national legislation, green procurement regulation, excluded sets if relevant, other national issues...) (<i>Presentation by all participating project partner, moderated by Mojca Gabrijelčič, NIJZ, and Jana Ramuš, CCIS</i>)
15:30	Coffee break
15:45	Discussion on the topics of Day 1 (<i>All participants, moderated by Jana Ramuš, CCIS and Mojca Gabrijelčič, NIJZ</i>)
16:30	Wrap up of the first day (<i>Jana Ramuš, CCIS</i>)
19:00	Dinner (optional, upon decision, self-payment)

All PPT presentations are available [here](#).

5.1.1 Presentations of “Dober tek, Slovenija” and of the School food law in Slovenia, presentation of Best-ReMaP JA in the EU context and presentation of the aims and goals of WP7. Situation analyses and needs assessment in the specified national /regional public institutions (Mojca Gabrijelčič, NIJZ)

Mojca Gabrijelčič addressed the topic of nutrition in accordance with guidelines and recommendations and presented specific objectives of WP 7. Further on M. Gabrijelčič presented key steps and challenges, tasks and responsibilities, intersectoral policies engaged in public food procurements in Slovenia. M. Gabrijelčič went over deliverables and milestones. Last but not least public procurements and stakeholders views at the EU level was presented.

5.1.2 Presentation of the EU and national food procurements legislation, steps to shape the procurement documents (Jana Ramuš, CCIS)

Jana Ramuš started with public procurement legislation in Slovenia and continued in detail with three conditions that need to be met before creating public procurement document. Presentation was followed with Catalogue of foods (Katalog živil) – from food categories, subcategories to map of suppliers. At the end J. Ramuš explained the benefits for public institutions Catalogue of foods would have and four main information needed.

5.1.3 Tour de table (3 PPT slides on specifics in national legislation, green procurement regulation, excluded sets if relevant, other national issues...)

5.1.3.1 Finland

Tiina Sirkjärvi, Milja Virtanen and Ilja Saralahti introduced facts about Finland and their public food procurement which provides cost-free school meals and also went through strategy, recommendations and national legislation. They also highlighted that many parts of the Finnish PFP are overlapping with the Slovenian practice and that they are investigating with open mind for new advantages.

5.1.3.2 Poland

Katarzyna Brukało and Monika Kubisz presented the main features of food procurement in Poland, namely a centralised PFP system, legal framework for awarding entities and which factors PFP officers take into account. They would like to gain more knowledge on improving food quality standards and are inspired by the Slovenian experience.

5.1.3.3 Austria

Gabriele Antony explained food procurement regulations in Austria, how PFP is managed on different governmental levels and statistics on the different providers of kindergarten lunches in Austria, with most meals provided by catering services and kitchens in other public institutions. She also pointed out that one of the most important strengths of the Slovenian

practice is transparency, and the opportunity to get all information about the food stuffs, which public institutions get with using the Catalogue of Foods.

5.1.3.4 Denmark

Betina Bergmann Madsen, Dennis Lars Olof Steffensen and Mette Svendgaard Høgholm presented the circle of PFP process in Denmark with further emphasizes on excluded sets and importance of having dialogue with the market prior to writing a tender. In Denmark, they have problems with the time-consuming collection of data on food products included in public tenders, so the information collected in the Food Catalogue is a real asset.

5.1.3.5 Hungary

Zsuzsa Sepler, Leonóra Zámbo and Varga Anita started with tools that are included in public food procurement in Hungary and then shared how they held meetings with experts on different fields before inter-sectoral working group meeting. Finally, they highlighted the main challenges and difficulties encountered in organising the inter-sectoral meeting, as well as the organisations and sectors that participated in the meeting.

5.1.3.6 Greece

Venetia Vraila from the Institute for Child Health presented the two main pillars that together form the PFP in Greece. Regarding the Green Public Procurement Regulation, V. Vraila stressed that organic food is not prioritised due to budget constraints. She further presented the nutritional guidelines and food safety legislation that are taken into account in the PFP. Useful tools for PFP were also presented.

5.1.3.7 Bosnia and Herzegovina, Republik of Srpska

Sanela Tukulija, Dragan Karlović and Vesna Pažin introduced how public food procurement is in Federation of Bosnia and Herzegovina, they pointed out useful tools to use for conducting PFP. They concluded their presentation by highlighting the main challenges in public procurement: high food prices, poor food supply, tenders without open lots and difficulties in delivery, lack of resources, staff and knowledge of public procurement procedures.

6 Day 2, Knowledge transfer training(s) workshops (WS)

6.1 Programme

Joint Action Best-ReMaP

[Knowledge transfer training(s)]

Organizer: JA Best-ReMaP WP7 and Chamber of Commerce Slovenia

Date: May 24th until 26th 2022

Meeting location: GZS, Dimičeva 13, 1000 Ljubljana, Slovenia

Transfer to Ljubljana center, at app. 16:40.

Capacity building and networking dinner location: Ljubljana center, Vodnikov trg 2, Ljubljana

Day 2 – May 25th 2022

Time	Topic of discussion
8:30	Gathering + Coffee
9:00	Welcome to Day 2 (<i>Jana Ramuš, CCIS</i>)
9:05	App Catalogue of Foods presentation (<i>Barbara Lončarek, CCIS</i>)
11:00	10-minute break
11:10	Login into App Catalogue of Foods presentation (<i>all participants and Barbara Lončarek, CCIS</i>)
12:00	Discussion (<i>all participants</i>)
12:30	Working lunch
13:30	Shaping public procurement document using English pilot of the app (<i>all participants, CISS, NIJZ</i>)
15:30	Coffee break
15:45	Discussion on the topics of Day 2 (<i>All participants, moderated by Jana Ramuš, CCIS and Barbara Lončarek, CCIS</i>)
16:30	Wrap up of the second day (<i>Jana Ramuš, CCIS</i>)
17:00	Capacity building networking event for WP7 Best-Remap project partners, participatory trust building activities, city tour
19:00	Networking dinner for WP 7 Best-Remap project partners

All PPT presentations are available [here](#).

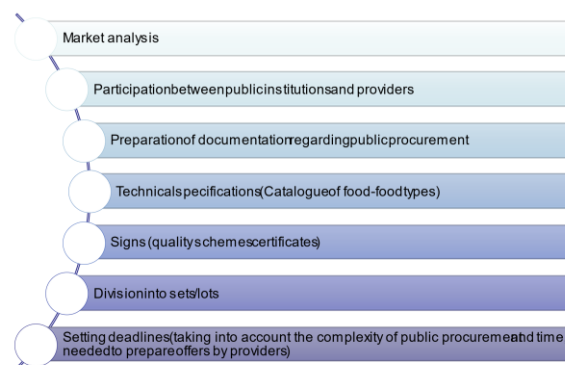
6.2 App Catalogue of Foods presentation (Barbara Lončarek, CCIS)

Barbara Lončarek presented [instructions for using Catalogue for public procurement of food](#).

B. Lončarek from CCIS presented the Catalogue of Foods and following steps in the public procurement process: market analysis, participation between public institutions and providers, preparation of documentation regarding public procurement, technical specifications, signs (quality scheme certificates), division into sets/lots and setting deadlines. The tender award criteria for procurement of food gives preference to products that are covered by quality schemes, e.g. for seasonal organic products, food produced in conformity with national food quality regulations, and foodstuffs that are sustainably produced and processed and are of high quality in terms of freshness or where their transport causes less environmental impact.

B. Lončarek also presented the legislation and main terminology regarding public procurement of food in Slovenia, followed by a thorough presentation of the use of Catalogue of Foods, including preparation of pro-forma invoice, toolbar with important terms, different accesses and possibilities to edit the Catalogue (Catalogue administrator access, provider access and emphasize on public institution access), filters and other useful functions of the Catalogue app. The Food Catalogue provides detailed product information for buyers and even shows the location of producers in a map view, making it even easier to select products from regional short supply chains. The food procurement process is in the process of step-by-step digitalisation, and all functions from product selection, ordering to order tracking are available on the platform, making the work of procurement officers much easier and also preventing potential events of fraud. Furthermore, the fact that all this is done through a digital platform provides many opportunities to produce comprehensive statistics and reports on the current state of food procurement, which also contributes to the enhancement of food safety.

Steps in public procurement process



6.3 Slido challenge at the end of day 2

That partners could anonymously express their opinion and impressions about the workshops, an online voting via Slido was performed. The first questionnaire took place at the end of the second day. Partners were voting about main learnings and recommendations from day 1 workshop. 17 answers were given to the first question. Main two learnings that partners were highlighted were:

- that percentage of organic food in participating countries differs
- that practices of public food procurement around Europe also really differs

Several partners agreed that they had obtained sufficient information regarding excluded sets. Most partners agreed, that the Catalogue gives a lot of opportunity, that they will benefit and saved a lot of time with the use of it. Partners also emphasized, that collaboration and teamwork is very important and that with joint efforts the difference can be made.

In the second question, the partners suggested main recommendations. 10 answers were given. Key improvements suggested by partners were close collaboration and continuously exchanging experiences – that gives them opportunity to learn from each other.

7 Day 3, Knowledge transfer training(s) workshops (WS)

7.1 Programme

Joint Action Best-ReMaP

[Knowledge transfer training(s)]

Organizer: JA Best-ReMaP WP7 and Chamber of Commerce Slovenia

Date: May 24th until 26th 2022

Departure location in the morning: Parking Tivoli, Celovška street 3, Ljubljana

Meeting location 1: Kindergarten Kranj, Ulica Nikole Tesle, 2, Kranj (from 9:00 to 11:00)

Meeting location 2: Elegans Hotel Brdo, Predoslje 39, Kranj

Day 3 – May 26th 2022

Time	Topic of discussion
8:00	Gathering and bus trip to Kranj (45 minutes), visit of implemented Slovene Best-ReMaP good practice on site
9:00	Welcome of the representative of City of Kranj (<i>TBC, TBD</i>)
9:15	Short presentation of Kranj kindergartens: -viewing raw materials reception, -tour of the kitchen, -food serving
11:00	Coffee break, driving to Brdo Congress Centre
11:30	Working lunch
12:30	Presentation of the public procurement with the help of Catalogue app (<i>Marjeta Podpečan, Kranjski vrtci - Kindergartens in community of Kranj</i>)
13:30	Discussion (<i>all participants</i>)
13:30-13:45	Wrap up of the last day, conclusion of the WP7 Best-ReMaP Workshop (<i>Mojca Gabrijelčič, NIJZ, and Jana Ramuš, CCIS</i>)
13:45 – 14:00	Evaluation of the workshop
14:00	End of the fourth day/workshop
14:00	Traveling back to airport Ljubljana or Ljubljana city centre

All PPT presentations are available [here](#).

7.2 Presentation of the public procurement with the help of Catalogue app (Luka Potočnik, Kranjski vrtci - Kindergartens in community of Kranj)

Luka Potočnik, who is in charge of organizing kindergarten meals in Kranjski vrtci (kindergartens in community of Kranj, Slovenia) presented the process of public procurement of food, using the Food Catalogue, on the example of the mentioned kindergartens.

Approximately 1700 children attend the Kindergartens in Kranj, divided in 15 units on different locations in the city of Kranj. Each unit consists of 50 - 320 children. The food preparation is mostly done in two central kitchens (units Janina and Najdihojca, third central kitchen is still at the moment under construction), where the preparation of breakfasts lunches and snacks takes place. Central kitchens prepare approximately 900 – 1000 portions of each meal, which are then transported to different locations/units. In addition, two units (Mojca and Živ Žav) have their own preparatory kitchens where they prepare breakfasts and snacks (approx. 300 portions each). Food expenses of Kranj kindergartens amount to approx. 670.000 € per year (example year 2022). 80 % of the costs is being spent through public procurement and 20 % through local suppliers. Requirements for procured food are 12 % of organic food and 20 % of food from Slovenian quality schemes.

Before using Catalogue of foods, Kranj Kindergartens did their own market research, which took a lot of time, there were problems with forming appropriate food groups and the data was not up to date, which resulted in possible repetition of procurement, loss of time and loss of financial resources. The market search was followed by forming groups of foods, creating preliminary invoices for food providers, publication of inquiry on public procurement portal, acceptance of offers, evaluation of offers, final decision and signing of contracts as the last step. With the implementation of Catalogue of foods, the inquiry divided into 12 categories composed of optional food groups, the market research is done through the Food Catalogue, which also contains the whole offer of Slovenian market in one place. L. Potočnik listed the following advantages of using the Food Catalogue: pre-prepared food categories, faster composing of food groups, easier search of desired products, discovering new and unknown products, faster composing of preliminary invoice, easier search of local suppliers (divided by regions), automatic recalculation of organic products and Slovenian quality scheme products, local providers included in public procurement process. The end result of Kranj Kindergartens using the Catalogue of foods in 2021 was 20 % of foods from local food supplies, 15,2 % of organic food and 23,8 % of food from Slovenian quality schemes. The remaining 41 % was of conventional food.

7.3 Slido challenge at the end of Day 3

On the last day of the workshops partners answered on the four questions. Voting on the first question about getting enough information on the use of Catalogue showed, that in the majority (95 %) partners still have some open questions, and only 5 % were those, who received enough information. A total of 20 answers were submitted.

Voting on the second question „How would you rate the usefulness of the Catalogue of Foods app for your needs in public food procurement, pointed out, that for the 40 % of partners it is very useful, for 30 % slightly useful, for 20 % moderately useful, and 10 % were those who think that the app will be extremely useful. Answers were given by 20 participants.

On the question, if they can elaborate on their rating of the usefulness, partners gave different answers. For the most of them it is time saving. Other answers were also transparency, upgrade for community, more quality food, system integration to other systems and that the Catalogue collects many useful informations related to public food procurement. 17 answers were given.

Final question encouraged partners to write down comments or suggestions for further improvement of the Catalogue. 14 answers were given to the last question. The answers are shown below in order of frequency (from the most given to the least given):

- to adapt tool for different stage for each country
- more practice on Catalogue app and more examples of implementation in real life
- to involve more countries/other sectors
- to include feedback from users in the field
- to focus on how to have the perspectives on both centralized and decentralized procurement
- integration and study group
- integration with GS1

- First question (20 answers)

Did you get enough information on the use of Catalogue of Foods on yesterday's training?

Yes, I got all the information I need

5%

I still have some open questions

95%

No, the use of the Catalogue of Foods is not clear to me

0%

- Second question – 20 answers

How would you rate the usefulness of the Catalogue of Foods app for your needs in public food procurement?

Extremely useful

10%

Very useful

40%

Moderately useful

20%

Slightly useful

30%

Not useful at all

0%

8 Evaluation of the workshop

The workshop was very informative for the Member States, a follow-up workshop that would focus even more on the use of the Catalogue of Foods itself is needed, and clearer next steps instructions. Participants found the Catalogue of Foods very useful and could imagine using this tool in their context. Biggest advantages in optimising the amount of work, decreased time spent on the reviewing of the existing products on the market, and achieving greater transparency and greater quality of procured food.

Some adjustments were suggested: adapting the Food Catalogue to the state of play of each Member State, automatic updating of the database (integration with the GS1 system and inputs by FPI).

The key messages from the evaluation questionnaire were that experiences were useful for participants. They know where to find more information if they will need them. They will be able to transfer the acquired knowledge to selected public institutions for further WP7 tasks. As for the workshop itself, they were satisfied with the atmosphere, felt included within the training and discussion, uncertainties were clarified and that questions were taken seriously and were answered.

For the full evaluation report, see below under attachments.

9 Wrap up – conclusions

The Knowledge Transfer Workshop on Public Catering and Food Procurement provided an excellent opportunity for participants from 8 MSs to share different experiences and national characteristics of PFP process. Participants had the opportunity to learn in detail about the Slovenian legislation on PFP, to test the functionality of the Food Catalogue in a guided session and to visit a public institution, Kranj Kindergartens, which uses the Food Catalogue for public procurement.

The workshop revealed that the Slovenian good practice, Catalogue of Foods, could be a good starting point for many countries to re-build public food procurement processes on quality and transparency basis from the ground up, depending on the development of the MSs in that area. Partners from different MSs underlined that ensuring transparency of the procured products, saving time in tender preparation and involving smaller local food suppliers are the biggest advantages of using the Food Catalogue. The usefulness of the Food Catalogue was also confirmed by a visit to kindergartens in Kranj. A representative of this public institution presented a comparison of the food procurement process before and after the application of the Food Catalogue. The use of this tool has simplified, accelerated and automated the procurement process.

In addition to the presentation of the Slovenian good practice, participating MSs were also given the opportunity to show how food procurement and public catering is currently organised in their countries. The presentations revealed many interesting facts and provided an opportunity to exchange experiences and knowledge. Some countries already have a highly sophisticated public catering system, which further encourages other MSs to follow these examples and enhance their own processes. For example, in the public institutions in Finland free meals are provided to all children and young adults between 6 and 19 years of age, while in Denmark, in the province of Copenhagen, 95% of the raw materials sourced are of organic origin.

At the end of the workshops partners agreed on future plans to adapt and use the Catalogue of Foods:

- To invite and incorporate national food producers and suppliers to sign in the demo version of the Catalogue, for the selected food group of food products (milk and milk products) and to explore further options for sustainable participation of the suppliers and pr
- To encourage the collaborating suppliers to regularly update their offer in the testing period, and to explore further sustainable updating of their offer in the tool,
- To establish automatic evaluation of offers in Food Catalogue application based on set criteria, as a further step developmental action
- To attract public institutions to participate in dynamic purchasing system using the Food Catalogue, by providing the information on the Best-ReMaP project and by engaging in the further development of the PFP sustainable and healthy processes, together with DG Sante;
- To explore the possibilities of harmonisation of expiration of contracts with food suppliers, in the future steps
- To participate in the conceptualisation, testing and evaluation of a united preliminary invoice for the participating public institutions;

- To share their lessons learnt in case studies and in framework for action with recommendations for further development of the PFP in MSs.

As the continuous improvement of PFP tools and processes is crucial for the health of European nations, the experts of the Best-ReMaP JA WP7 are now dedicating their time and expertise to the further development of the implementation testing steps of the Catalogue of foods to specific national needs. While doing that, they will provide the insides in the usefulness of the catalogue and they will report on the national tools they use in PFP processes. All the outcomes will ensure the development of the EU tool, based in the Slovene good practice, which will ensure that the food of current and future generations is transparently sourced, fresh, sustainable and healthy, and in line with the principles of a balanced diet.

10 Attachments

10.1 Evaluation of the workshop

Total number of respondents: 24

1. Please, rate the degree of your satisfaction for the training in general

Number of respondents: 24



D7.2 Knowledge transfer training(s)

	1 Totally disagree	2	3	4	5 Totally agree	Average	Median
The training was well-organized	0.0%	0.0%	4.2%	41.7%	54.1%	4.5	5.0
I got enough information before the training	0.0%	8.3%	20.9%	20.8%	50.0%	4.1	4.5
The training topics were relevant for me	0.0%	4.2%	16.7%	45.8%	33.3%	4.1	4.0
The agenda was interesting and useful for me	0.0%	0.0%	4.2%	37.5%	58.3%	4.5	5.0
The content of presentations included new information for me	0.0%	0.0%	0.0%	37.5%	62.5%	4.6	5.0
The training materials were clear and well-prepared	0.0%	4.2%	20.8%	41.7%	33.3%	4.0	4.0
The Catalogue of Foods is user-friendly	0.0%	0.0%	41.7%	45.8%	12.5%	3.7	4.0
Opportunities to participate and contribute to the training were good	0.0%	0.0%	4.2%	41.7%	54.1%	4.5	5.0
Opportunities for learning and exchange of experiences were useful for me	0.0%	0.0%	0.0%	20.8%	79.2%	4.8	5.0
Enough time was allocated for discussion	0.0%	0.0%	20.8%	20.8%	58.4%	4.4	5.0
The technical management (computers, audio, workshop room) of the meeting worked well	0.0%	4.2%	8.3%	33.3%	54.2%	4.4	5.0
Attending the training was good use of my time	0.0%	0.0%	8.3%	33.3%	58.4%	4.5	5.0
I got all the information I need to proceed	0.0%	8.3%	20.8%	54.2%	16.7%	3.8	4.0

D7.2 Knowledge transfer training(s)

Next steps were agreed	0.0%	4.2%	12.5%	54.1%	29.2%	4.1	4.0
Timetable of actions is clear	0.0%	8.3%	12.5%	50.0%	29.2%	4.0	4.0
I know where to get more information if needed	0.0%	0.0%	4.2%	25.0%	70.8%	4.7	5.0
I will implement the newly acquired skills into my work	4.2%	0.0%	16.7%	45.8%	33.3%	4.0	4.0

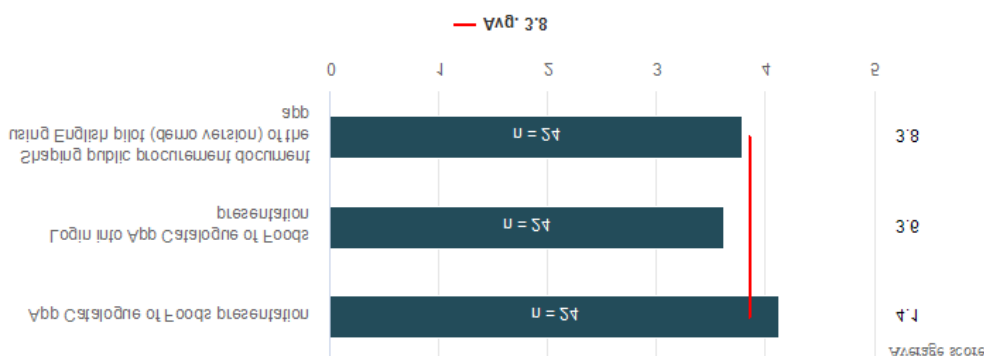
2. Comments on question 1 (on the training materials, Catalogue of Foods, how to proceed, timetable etc.)

Number of respondents: 10

Responses
You are perfect!
Well organised and to the point
-
Very organized and clear, such a huge amount of information in short time but stayed clear all time.
Add wholesaler to providers
Great tool, looking forward to having it in our country
When can we start testing the catalogue? When will you lock the sensitive data in the catalogue (e.g. ordering)? What do you recommend? Is it better if we translate it (the exported excel) to our language and send it to suppliers and public institutions to fill it, or we ask them to register the website and fill it in English, if they can. Will you send us any other related documents these days? And will we get every training presentation next week via email?
I think the prioritized informal conversation worked well
I am very eager to start
Next tasks were not clarified enough

3. How would you rate the quality of the given content? (Day 2)

Number of respondents: 24



D7.2 Knowledge transfer training(s)

	1 Poor	2	3	4	5 Excellent	Average	Median
App Catalogue of Foods presentation	0.0%	8.4%	8.3%	45.8%	37.5%	4.1	4.0
Login into App Catalogue of Foods presentation	0.0%	12.5%	29.2%	41.7%	16.6%	3.6	4.0
Shaping public procurement document using English pilot (demo version) of the app	0.0%	0.0%	29.2%	62.5%	8.3%	3.8	4.0

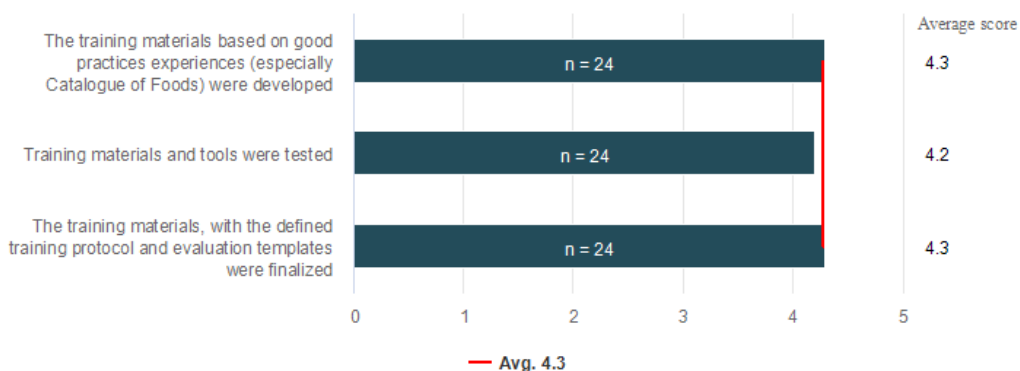
4. Comments on question 2

Number of respondents: 7

Responses
Training was overwhelming. All the information was presented but more time is needed to "digest" everything.
Through use gets exercise
-
Lots of manual work needed, integrations to be considered
We need to practice a lot
In the training session on day 2 I would have appreciated an approach where we were given a little (max 15 min) of information about the Catalogue and following worked with the system. The another 15 min of information together with more hands-on training with the catalogue.
I hope it will work

5. Please, rate the degree of success in achieving the training objectives (Day 2 and 3)

Number of respondents: 24



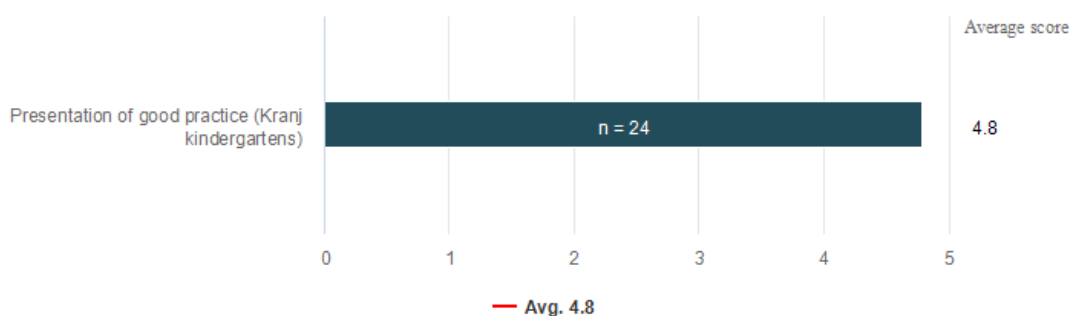
	1 Totally disagree	2	3	4	5 Totally degree	Average	Median
The training materials based on good practices experiences (especially	0.0%	0.0%	12.5%	45.8%	41.7%	4.3	4.0

D7.2 Knowledge transfer training(s)

Catalogue of Foods) were developed							
Training materials and tools were tested	0.0%	4.1%	12.5%	41.7%	41.7%	4.2	4.0
The training materials, with the defined training protocol and evaluation templates were finalized	0.0%	0.0%	20.8%	29.2%	50.0%	4.3	4.5

6. How would you rate the quality of the given content? (Day 3)

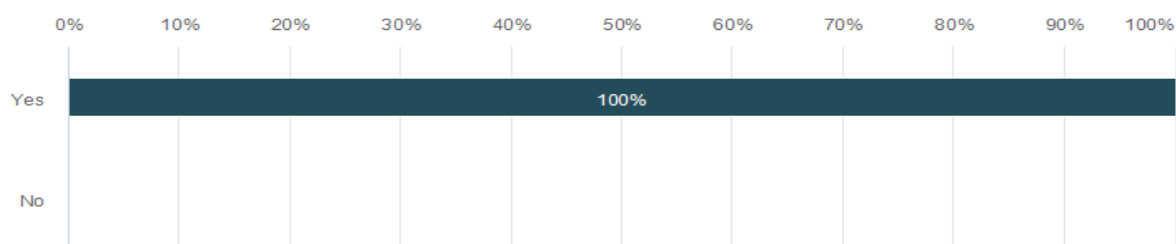
Number of respondents: 24



	1 Poor	2	3	4	5 Excellent	Average	Median
Presentation of good practice (Kranj kindergartens)	0.0%	0.0%	0.0%	20.8%	79.2%	4.8	5.0

7. Will you be able to transfer the acquired knowledge to selected public institutions for further WP7 tasks?

Number of respondents: 24



	n	Percent
Yes	24	100.0%
No	0	0.0%

8. Please comment why you are / why you are not able to transfer the knowledge for further tasks

Number of respondents: 12

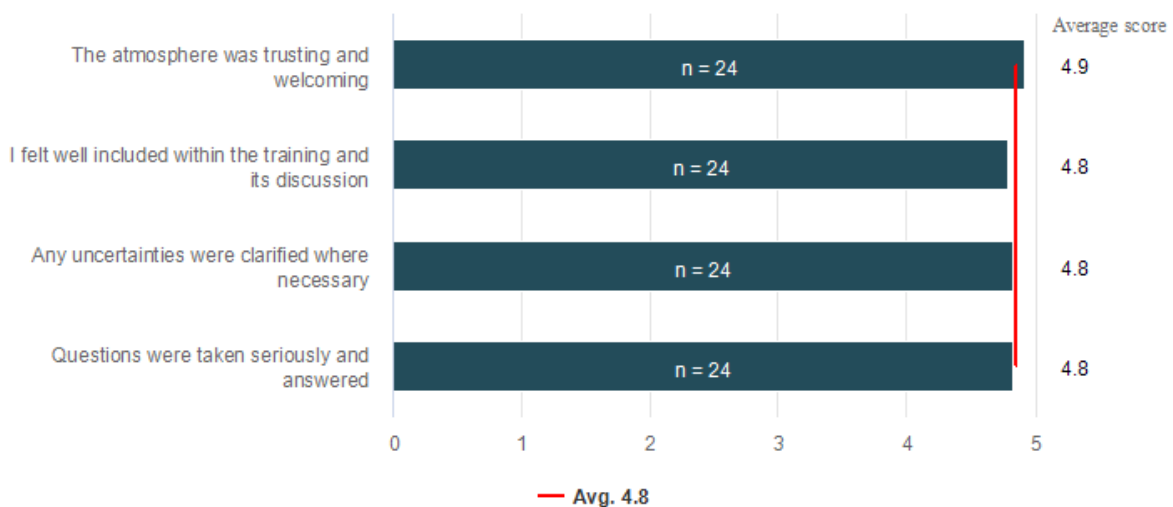
Responses
I would present them Your tool, but also, to discuss with them possobility of adapt it

D7.2 Knowledge transfer training(s)

I believe I will get all the support I need for the transfer
I feel confident that I will have the wp leaders group support
Everything was clear, we get all answers and help that we needed, and opportunity to talk and get more instructions in demo version.
Maybe not all of them, but I got some starting point which may help me through the time of work and exploring be able to transfer the knowledge.
Integration issue not clear
SUM Will make the pilot and the municipality has the space for piloting
Because it was acquired ;-P
Because the most information was useful and understandable
We will do it through our network
We will reduce our work
The catalogue of food is clear, good materials were given to take home. But as our own legal background is different from Slovenia, it would be nice to get some help/recommendation/materials to be given to reach and convince other stakeholders like agriculture ministry etc. Or good practice from Slovenia printed/electronic form that could be used to convince Agricult.Ministry or other political forces.

9. How would you rate the atmosphere in the workshop group?

Number of respondents: 24



	1 Totally disagree	2	3	4	5 Totally agree	Average	Median
The atmosphere was trusting and welcoming	0.0%	0.0%	0.0%	8.3%	91.7%	4.9	5.0
I felt well included within the training and its discussion	0.0%	0.0%	0.0%	20.8%	79.2%	4.8	5.0
Any uncertainties were clarified where necessary	0.0%	0.0%	0.0%	16.7%	83.3%	4.8	5.0

D7.2 Knowledge transfer training(s)

Questions were taken seriously and answered	0.0%	0.0%	0.0%	16.7%	83.3%	4.8	5.0
---	------	------	------	-------	-------	-----	-----

10. Comments on the atmosphere in the workshop group

Number of respondents: 14

Responses
I love that group!
Great team work
Magnificent, friendly, pro
Workshop went great , a lot of different people and experinces.
Friendly
Very comfortable atmosphere with people who share similar interests and people who are open minded.
Enough time to connect
Great people over all of europe
Great group, excellent moderatorka, wonderful athmosphere
Friendly
It was great
Nice atmosphere 🍷
Very good and heart warming
Super nice :)

11. What were the main benefits for your team from this training? (e.g. guidelines, examples from other countries, information)

Number of respondents: 17

Responses
Deeper understanding of backgrounds
Definitely other countries practice, which I will use for benchmarking process
Examples from other country's
Examples from Slovenija
Examples from other countries
Opinions exchange, collaboration, new knowledge
New knowledge, new ideas and a lot of work to do in the future.
Information
Examples from other countries.
Hear other countries

D7.2 Knowledge transfer training(s)

Reaalisesti how different ways we are doing
Info and examples from other countries
Everything
To hear others experiences and to see you
Working together and great internal discussions
For me it was meeting Luca the procurement officer from Kranj
Examples from other countries, information of the catalogue

12. I would like to get more information about

Number of respondents: 8

Responses
PFP in health policy
The back end of the app
Catalogue of food and how it works in real life. Kindergarden Kranj was awesome example.
There is always space to get more infos.
National option for shape in cataloque
Next steps
Backend to be able to find out what are the opportunities to integrate with gs1
Other procurement officers using the electronic tool

13. Suggestions for organisers for future meetings, material development etc.

Number of respondents: 10

Responses
No important where, meet as soon as possible ;)
10 👍
You know the way to make it succeed
Meetings in live and practice together is more inspiring and useful for all of us.
A little bit more of practical work.
Teams meatings between group meatings
Maybe say: today TaKe that with you because there is no time to change clothes, TaKe water with you, ext. Day 2 over 12 hours out of hotel with bag and sama clothes.
A Little bit more bottels od water
Getting the procurement officer network working
Brief material of the Food Catalogue and good experiences for convincing Agricultural Ministry or Commerce of Chamber or other relevant stakeholders

10.2 List of attendees

10.2.1 Day 1

Meeting name: Knowledge Transfer Training

Organizer: CCIS

Date and time: 24th May 2022

Meeting location: on-site (hall A, first floor), CCIS

	NAME	SURNAME	INSTITUTION	COUNTRY
1.	Gabriele	Antony	Austrian National Public Health Institute	Austria
2.	Vesna	Pažin	Dječji vrtić Čapljina	Bosnia and Herzegovina
3.	Dragan	Karlović	Dječji vrtić Mostar	Bosnia and Herzegovina
4.	Sanela	Tukulija	Institute of Public Health of Federation of Bosnia and Herzegovina	Bosnia and Herzegovina
5.	Dennis	Steffensen	Copenhagen Municipality	Denmark
6.	Betina B.	Madsen	Copenhagen Municipality	Denmark
7.	Mette S.	Høgholm	Copenhagen Municipality	Denmark
8.	Ilia	Saralahti	Municipality of Muurame	Finland
9.	Milja	Virtanen	Hansel LTD (Joint agreement unit)	Finland
10.	Tiina	Sirkjärvi	Finnish Institute for Health and Welfare	Finland
11.	Eleftheria	Papachristou	Institute of child health	Greece
12.	Venetia	Vraila	Institute of child health	Greece
13.	Eva	Csecsodi	Semmelweis University	Hungary
14.	Zsuzsa	Sepler	National Institute of Pharmacy and Nutrition	Hungary
15.	Anita	Varga	National Institute of Pharmacy and Nutrition	Hungary
16.	Leonóra	Zámbó	National Institute of Pharmacy and Nutrition	Hungary
17.	Monika	Kubisz	City of Rybnik	Poland
18.	Katarzyna	Brukał	Medical University of Silesia	Poland
19.	Maja	Suvajac	PHI-RS	Serbia
20	Kristina	Sukur	Institute of Public Health of Serbia	Serbia
21.	Svetlana	Janković	Institute of Public Health of Serbia	Serbia
22.	Lea	Raztresen	NIJZ	Slovenia
23.	Petra	Ožbolt	NIJZ	Slovenia
24.	Neža	Fras	NIJZ	Slovenia

D7.2 Knowledge transfer training(s)

25.	Bojan	Jevševar	Inšpektorat RS za kmetijstvo	Slovenia
26	Bogdan	Prah	Inšpektorat RS za kmetijstvo	Slovenia
27.	Jana	Ramuš	CCIS	Slovenia
28.	Barbara	Lončarek	CCIS	Slovenia

10.2.2 Day 2

Meeting name: Knowledge Transfer Training

Organizer: CCIS

Date and time: 25th May 2022

Meeting location: on-site, CCIS

	NAME	SURNAME	INSTITUTION	COUNTRY
1.	Gabriele	Antony	Austrian National Public Health Institute	Austria
2.	Vesna	Pažin	Dječji vrtić Čapljina	Bosnia and Herzegovina
3.	Dragan	Karlović	Dječji vrtić Mostar	Bosnia and Herzegovina
4.	Sanela	Tukulija	Institute of Public Health of Federation of Bosnia and Herzegovina	Bosnia and Herzegovina
5.	Dennis	Steffensen	Copenhagen Municipality	Denmark
6.	Betina B.	Madsen	Copenhagen Municipality	Denmark
7.	Mette S.	Høgholm	Copenhagen Municipality	Denmark
8.	Ilia	Saralahti	Municipality of Muurame	Finland
9.	Milja	Virtanen	Hansel LTD (Joint agreement unit)	Finland
10.	Tiina	Sirkjärvi	Finnish Institute for Health and Welfare	Finland
11.	Eleftheria	Papachristou	Institute of child health	Greece
12.	Venetia	Vraila	Institute of child health	Greece
13.	Orestis	Varkarolis	Institute of child health	Greece
14.	Zsuzsa	Sepler	National Institute of Pharmacy and Nutrition	Hungary
15.	Anita	Varga	National Institute of Pharmacy and Nutrition	Hungary
16.	Leonóra	Zámbó	National Institute of Pharmacy and Nutrition	Hungary
17.	Monika	Kubisz	City of Rybnik	Poland
18.	Katarzyna	Brukało	Medical University of Silesia	Poland
19.	Maja	Suvajac	PHI-RS	Serbia
20.	Kristina	Sukur	Institute of Public Health of Serbia	Serbia

D7.2 Knowledge transfer training(s)

21.	Svetlana	Janković	Institute of Public Health of Serbia	Serbia
22.	Lea	Raztresen	NIJZ	Slovenia
23.	Petra	Ožbolt	NIJZ	Slovenia
24.	Neža	Fras	NIJZ	Slovenia
25.	Bojan	Jevševar	Inšpektorat RS za kmetijstvo	Slovenia
26.	Bogdan	Prah	Inšpektorat RS za kmetijstvo	Slovenia
27.	Jana	Ramuš	CCIS	Slovenia
28.	Barbara	Lončarek	CCIS	Slovenia

10.2.3 Day 3

Meeting name: Knowledge Transfer Training

Organizer: CCIS

Date and time: 26th May 2022

Meeting location: on-site, CCIS

	NAME	SURNAME	INSTITUTION	COUNTRY
1.	Gabriele	Antony	Austrian National Public Health Institute	Austria
2.	Vesna	Pažin	Dječji vrtić Čapljina	Bosnia and Herzegovina
3.	Dragan	Karlović	Dječji vrtić Mostar	Bosnia and Herzegovina
4.	Sanela	Tukulija	Institute of Public Health of Federation of Bosnia and Herzegovina	Bosnia and Herzegovina
5.	Dennis	Steffensen	Copenhagen Municipality	Denmark
6.	Betina B.	Madsen	Copenhagen Municipality	Denmark
7.	Mette S.	Høgholm	Copenhagen Municipality	Denmark
8.	Ilia	Saralahti	Municipality of Muurame	Finland
9.	Milja	Virtanen	Hansel LTD (Joint agreement unit)	Finland
10.	Tiina	Sirkjärvi	Finnish Institute for Health and Welfare	Finland
11.	Eleftheria	Papachristou	Institute of child health	Greece
12.	Venetia	Vraila	Institute of child health	Greece
13.	Orestis	Varkarolis	Institute of child health	Greece
14.	Eva	Csecsodi	Semmelweis University	Hungary
15.	Zsuzsa	Sepler	National Institute of Pharmacy and Nutrition	Hungary
16.	Anita	Varga	National Institute of Pharmacy and Nutrition	Hungary
17.	Leonóra	Zámbó	National Institute of Pharmacy and Nutrition	Hungary

D7.2 Knowledge transfer training(s)

18.	Monika	Kubisz	City of Rybnik	Poland
19.	Katarzyna	Brukało	Medical University of Silesia	Poland
20.	Maja	Suvajac	PHI-RS	Serbia
21.	Kristina	Sukur	Institute of Public Health of Serbia	Serbia
22.	Svetlana	Janković	Institute of Public Health of Serbia	Serbia
23.	Lea	Raztresen	NIJZ	Slovenia
24.	Petra	Ožbolt	NIJZ	Slovenia
25.	Neža	Fras	NIJZ	Slovenia
26.	Bogdan	Prah	Inšpektorat RS za kmetijstvo	Slovenia
27.	Jana	Ramuš	CCIS	Slovenia
28.	Barbara	Lončarek	CCIS	Slovenia
29.	Mojca	Gabrijelčič	NIJZ	Slovenia

10.3 Pictures of various moments throughout workshop



D7.2 Knowledge transfer training(s)



D7.2 Knowledge transfer training(s)



