



The project is funded by the European Union

Central Asia Invest Programme

Project Update

April-June 2015

Development of the Fruit and Vegetable Processing Sectors in Kyrgyzstan and Tajikistan (DFVP)

The project is implemented by British Expertise (UK)

in partnership with

Association of Food Industry Enterprises (Kyrgyzstan)

and

National Association of Small and Medium Businesses (Tajikistan)

July 2015

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1. Introduction

The project **“Development of the Fruit and Vegetable Processing Sectors in Kyrgyzstan and Tajikistan (DFVP)”** is being implemented in the framework of Central Asia Invest Programme III funded by the European Union.

There are three implementing partners of the project: British Expertise (BE), UK (non-profit organisation, the Applicant), The Association of Food Industry Enterprises (the former title as presented in the Full Application Form was “Association of Fruit and Vegetable Enterprises” (AFVE), the Association changed its name in early 2014 to better reflect new membership), Kyrgyzstan (non-profit organisation, Partner) and the National Association of Small and Medium Businesses of Tajikistan, (non-profit organisation, Partner).

The contract for the project was signed on 1 January 2014 which is considered as the start of the Inception Phase.

The project is a follow-up on the previous project implemented in the framework of Central Asia Invest II by British Expertise in partnership with BIG (NGO “Business Intellect Group”, Kyrgyzstan) in Kyrgyzstan in 2011-2012. The approach to build on results achieved in Kyrgyzstan and to transfer the experience from Kyrgyzstan to Tajikistan and in particular, southern Tajikistan remains valid and will be reported during the course of the project implementation.

Important features of the approach developed at the stage of project design are “good coordination among all project partners involved”, “logical sequence of the activities” and “careful reviewing of the activities and flexible adjustments answering the most outstanding needs of the beneficiaries” remain valid and are being applied.

This Project Update, as well as the previous one, is written on a quarterly basis and covers months 16-18 of project implementation (April-June 2015) plus 1-3 July 2015 (to cover experts’ missions to Kyrgyzstan, the completion day of the final capacity building session in Kyrgyzstan and the third project Steering Committee meeting, which took place on 2 July 2015 in Bishkek. As the final capacity building session in Tajikistan took place in early July 2015 (month 19 of the project implementation), it will be reflected in the next project update to ensure consistency with the declared internal reporting schedule (this mainly concerns activity groups 4-6). This is not seen as any delay as the mission started from Kyrgyzstan in the project’s reporting period covered by the present Project Update and continued in Tajikistan.

In line with the flexibility approach, the present internal Project Update Report describes activities carried out during this reporting period (months 16-18) plus three days of month 19), major challenges occurred during the reporting period, deviations from the planned schedule (if any) and planning for the next reporting period (months 19-21). Six annexes to the report present major information and details of the work undertaken during the reporting period.

During this reporting period, the major focus of the project has been on completion of capacity building in food safety and marketing, continuation of the work with pilot SMEs, preparations to the advanced training programme for selected trainees aimed at getting international certificates as “trainer in ISO 22 000” and for the study tour to Poland (planned for September 2015).

The Project considers the Work Plan finalized during the Inception Phase and slightly adjusted at the stage of the project Interim Report (December 2014), as the basis for project implementation and the present report reflects project progress in line with this adjusted Work Plan.

2. Activities carried out during the reporting period

The following activities have been implemented or are on-going during the reporting period:

Activity group 1: project launch, team mobilisation and work plan finalization

All activities planned for this activity group have been completed.

Activity group 2: Target group selection and needs assessment

All activities planned for this activity group have been completed.

Activity group 3: Analysis of internal and regional/international market opportunities in the SME F&V processing sector

An analysis of internal and external markets (activity 3.2) has been completed in Kyrgyzstan.

Activity 3.1 ("Carrying out analysis of internal market in F&V sector of Tajikistan"): the first stage of the market research in Tajikistan (database on F&V processing SMEs of Hatlon region) has been completed. The second stage has been actively underway in Tajikistan during the reporting period (specific TOR have been developed for this task). Based on a detailed study of marketing initiative group's needs undertaken during the previous reporting period in consultation with the Project Partner, the second stage of market research is being focused on the established marketing group established with the project support in Hatlon region. The research has been 95% completed by the end of the reporting period and will be finalized in month 19. Its final results will be presented to all project trainees, discussed and placed on the NASMB website as the results of the research are fully applicable for other relevant SMEs from the South of Tajikistan.

Activity group 4: Capacity building for BIOs in management, business and other client-oriented tools and techniques (ToT)

Activity 4.1 ("Detailed studying of BIOs needs (including study tour to Poland)" is actively underway: all needs assessments, visa arrangements, logistics and programme development for the forthcoming study tour to Poland (to be held in month 20) have been actively underway during the reporting period. Selected delegates were issued with letters of invitation from Polish side (Zhuravskiy Department of Scientific and Technical Society of Engineers and Agricultural Technologists, Poland), British Expertise, and support letters from the EU Delegation in Bishkek were provided to the delegates from both Kyrgyzstan and Tajikistan. The programme of the study tour to Poland has been agreed with the Polish partners and was finalized in month 18 (ahead of schedule). It is presented in annex 6 to this report.

Capacity building in management, business client-oriented tools and techniques was completed during the reporting period (activity 4.2) in Kyrgyzstan (and already fully prepared to for Tajikistan, to take place at the beginning of the next reporting period in the framework of one combined expert mission to Kyrgyzstan and Tajikistan). This formed an integral part of the fourth/final capacity building sessions in marketing implemented during the reporting period (see annex 5 – Marketing expert's report for details).

Activity group 5: Capacity building in food safety

Activities 5.1 – 5.3 (5.1 – "Detailed planning of the module-based training/capacity building programme for Kyrgyzstan and Tajikistan"; 5.2 – "Development of modules for each aspect on food safety, based on needs assessment"; 5.3 – "Delivery of advanced capacity building in food safety in Kyrgyzstan as a follow up from the previous CAI project") were completed during the reporting period and activity 5.5 ("Feedback analysis of participants") completed in Kyrgyzstan). The focus of these project activities was on preparation, organisation and delivery of the fifth (final) capacity building session in HACCP in both participating countries. Annex 4 presents the detailed report of the project Food Safety

Expert on the fifth capacity building session in Kyrgyzstan. Participant feedback analysis is incorporated in the report. As indicated in the feedback from training participants from the previous training session, the final training session in food safety included video materials/case studies, as well as practical exercises on internal audits based on visited SME "Ecoproduct Asia" (see below for more details).

The fifth/final capacity building session in Tajikistan (activity 5.4) will take place at the beginning of the next reporting period (see section 1 of this report for more details regarding the reason).

The Training Manual on Food Safety Management System (FSMS) was 90% completed during the reporting period (see section 3 for details of modification of activity 5.6).

Active preparation and planning of activity 5.7 (International certification of trainers in food safety/HACCP (ToT)) have been carried out: as a result of internal exam organized at the end of the food safety capacity building session, potential candidates for the advanced ToT programme aimed at gaining international certificates of trainers in ISO 22 000 were identified in Kyrgyzstan.

Activity group 6: Capacity building in marketing

Activities 6.1 – 6.4 and 6.6 have been completed. The focus of these project activities has been on preparation and organisation of the fourth/final capacity building session in marketing in both countries and delivery of the final session in Kyrgyzstan. Activity 6.5 (final training session in Tajikistan) will take place at the beginning of the next reporting period (see section 1 of this report for more details).

Annex 5 presents the report of the project marketing expert on the fourth capacity building session and other marketing activities undertaken within the reporting period in Kyrgyzstan. Participant feedback analysis is incorporated in the report.

The fourth (final) marketing training session held in Kyrgyzstan during the reporting period included a significant number of practical exercises, product cost calculations and labelling development in line with the requirements of the Customs Union and new local legislation. As in the previous training session, examples from participating SMEs were used to maximise the evidence of typical mistakes (activity 6.2 - "Studying of successful marketing strategies of participating target groups and using them for capacity building as best practices"). During the training session, participating SMEs provided examples of other various elements of their marketing activities, new labels, price calculation examples etc. contributing to the learning process.

All preparations for the final marketing training session in Tajikistan have been carried out.

Activity group 7: Advisory services to F&V processing SMEs

Work was continued with two pilot SMEs in Kyrgyzstan on HACCP (activity 7.5) during the reporting period in close cooperation with the project Food Safety expert (more details are presented in the Food Safety Expert report, annex 4 to this report).

In Tajikistan, one of the project trainees (consultant from "Chashma" NGO) has started to provide advisory services in the food safety field to the new SMEs in Hatlon region producing mineral water.

In the marketing field, advisory services have continued to be active during the reporting period: detailed recommendations have been provided in labelling to participating SMEs in line with the new requirements of the local market and the Customs Union (see annex 5 for more details).

During this reporting period, active advisory work continued with SMEs in Tajikistan in marketing field with "Aqua Juice" pilot SME. Renovation of processing workshop was ongoing at "Kurgan-Tubinskiy food factory" in line with HACCP requirements and preparation of HACCP documentation has started.

A field visit to the pilot SME "Dessert" (activity 7.4) was carried out by the project team in month 18: the development of HACCP documentation is nearly completed but this enterprise has recently started to face difficulties with its owners so further practical implementation of HACCP might become questionable although this issue lies beyond the project's control and influence (see section 4 for more details below).

A field visit to pilot SME "Aqua Juice" in Tajikistan was carried out by the Project Director, Nigel Peters, with a view to discussing future plans on the introduction of HACCP, reconstruction of an enterprise and to obtain feedback on the joint work with the project.

Activity group 8: Exchange of best practices and experiences

An exchange visit to Kyrgyzstan for the Director of pilot SME "Aqua Juice", Tajikistan, was organized during the reporting period (activity 8.1). It was aimed at visiting the Training Centre for advanced qualification of the Technical University of Kyrgyzstan, with modern food laboratories and mini-production lines equipped in full accordance with HACCP principles and an exchange of experiences with relevant SMEs in Kyrgyzstan which are in the process of HACCP introduction. A special individual programme with field visits has been developed by the project for this purpose.

A field visit to the SME "Ecoproduct Asia", which produces apple juice, was organized for all participating SMEs in Kyrgyzstan (activity 8.3). This visit was used for training purposes (for internal/academic audit on food safety).

The seminar, aimed at the exchange of practical experiences in HACCP introduction among relevant SMEs supported by other donor-funded projects (activity 8.3), took place in Kyrgyzstan on 1 July 2015. Representatives of IFC, Helvetas, GIZ, as well as consultants, supported SMEs in introducing HACCP (cake-producing enterprise "Kulikovskiy Tort" in particular) attended the meeting and active exchange of opinions and experiences was carried out.

Preparations for the study tour to Poland have been almost completed during the reporting period, ahead of schedule (activity 8.5): all participants identified during the previous reporting period have been issued with all required support for getting visas. The study tour programme was developed (see annex 6) in close cooperation with the study tour delegates and their professional wishes were taken into account for field visits in Poland.

Activity group 9: Support to relevant legislation/regulations development in Kyrgyzstan and Tajikistan

Activity 9.2 ("Consultations with relevant stakeholders on needs and practical expert support from the project") has been completed in both countries.

Activity 9.3 ("Development of methodological recommendations on introducing HACCP system at enterprises of food industry of Kyrgyzstan") has almost been completed, since the main draft of methodological recommendations on introducing the HACCP system at food industry enterprises in Kyrgyzstan has been developed and submitted to the governmental agencies and other relevant stakeholders for circulation and comments in month 18.

However, as stated in the previous Project Update, this task is taking more time than estimated because of long process of its formulation and uniqueness of the document developed and slight modifications to the final draft of the document developed are still ongoing. Once the comments from the relevant agencies are received, further contribution from the project will be required.

In Tajikistan, activity 9.4 ("Analysis of correspondence of the key legal acts of Tajikistan to the technical regulation of the Customs Union "On food safety") has been completed. The document "Development of the draft technical and economic justification of reforming the system of food safety" has been developed and submitted to the Ministry of Economy. A few comments have been already received and feedback from the project has been provided. This document has been shared with the newly-started EU-funded project ETCAP which has, among other tasks, a legal component aimed at support to strengthening the business

environment in Tajikistan, particularly in the food sector. It is expected that follow-up on the document developed by DFVP project will have a sustainable continuation (see some more details in annex 4).

A seminar on legal advice support, aimed at protecting national producers, took place in Bishkek on 30 June 2015 (activity 9.5 "Seminar on presentation of legal advice support provided aimed at protecting national producers") with detailed explanations on methodological recommendations on introducing HACCP system in food industry enterprises in Kyrgyzstan were provided to all participating target groups by the project experts (international and national Food Safety experts) involved in implementation of this task.

Activity group 10: Promotion, dissemination and visibility actions

These activities are on-going, with regular information-sharing with all relevant stakeholders (activity 10.2). It is being regularly updated on the websites of both project partners thus creating a web platform of real value for information sharing. All training materials, project and experts' reports, press releases, photos etc. are regularly updated.

Visibility items produced earlier continue to be disseminated to the relevant stakeholders. The Marketing Manual publication (100 copies) has been added to the items during the reporting period and was disseminated to all relevant stakeholders in addition to all participants of the project's capacity building programme in Kyrgyzstan.

100 memory sticks with EU CAI Programme logo were distributed to all relevant stakeholders with all project information, training materials, presentations and market research and manuals.

Project information is regularly reflected in the bi-monthly Information Bulletins being issued by the Project Partner in Kyrgyzstan.

Press-releases have been produced covering project events in both participating countries in line with EU requirements (in Russian and in English for Kyrgyzstan and in Russian, English and Tajik for Tajikistan).

On 10 June 2015, a meeting was held in Bishkek between GIZ and AFVE, the Project Partner. Discussions on future plans in the food safety field included detailed information on the work done by DFVP project.

Activity group 12: Project management

All activities of this activity group are on-going.

The project database has been completed in both countries (activity 12.3) and was included in the memory sticks with all project information to allow all participating stakeholders accessing contact information on all relevant stakeholders, including not only the project target groups but relevant governmental and private sector agencies, academic institutions and international donor-funded projects.

Regular contacts and Skype conferences are being maintained among all project partners and experts involved. Feedback from all participating stakeholders is being collected and analysed.

The reporting mechanism is well established. The quarterly project's updates are being regularly produced in addition to the reporting envisaged by the EU requirements.

The Third DFVP project Steering Committee (SC) meeting took place on 2 July 2015 with the participation of the Project Director from British Expertise, project partners from Kyrgyzstan and Tajikistan and the project experts (activity 12.4). Both partners confirmed a good approach and good progress made by the DFVP project (see the detailed Minutes of the SC meeting in annex 3 to this report).

Internal reporting and internal monitoring are on-going (activity 12.6).

3. Deviations from the planning schedule

No major deviations occurred during the reporting period. One activity described below has been slightly re-scheduled in order to make it fully consistent with the priorities of the Government of Tajikistan. All other activities not mentioned in this section of the report are being implemented as planned.

Activity group 3: Analysis of internal and regional/international market opportunities in the SME F&V processing sector

As stated in section 2 above, activity 3.2 (“Carrying out analysis of internal, regional and international/export markets for F&V processing sector of Kyrgyzstan (presentation of market research results incorporating the participants’ feedback”) has been 95% completed during the reporting period as planned. However, in order to give some more time for discussion of final practical recommendations of the research to its beneficiaries (marketing group members and other relevant SMEs) with the project target groups, a few weeks were given to the local consultant in charge to formulate them based on discussion and to discuss with the project marketing expert. This is in line with the project flexibility approach which is aimed at maximising benefits of the work undertaken.

Activity group 4: Capacity building for BIOs in management, business and other client-oriented tools and techniques (ToT)

Activity 4.1 (“Detailed studying of BIOs needs (including study tour to Poland”) has been completed ahead of schedule in month 18 (instead of month 20).

Activity 4.2 (“Development and delivery of training packages in management and business tools and techniques”) will be completed at the beginning of the next reporting period in Tajikistan. As stated in sections 1 and 2 above – this is not a delay but just a continuation of the mission started in Kyrgyzstan during this reporting period (week 1-2 of month 19).

Activity groups 5: Capacity building in food safety

Activities 5.4 and 5.5 (5.4 – “Delivery of training/capacity building in food safety aspects to Tajik target groups (BIOs and SMEs)”; 5.5 – “Feedback analysis of participants”) will be completed in Tajikistan at the beginning of the next reporting period (month 19), for the same reason as presented for activity group 4.

Activity 5.6 “Development of a course in Food Safety Management System (FSMS) for BIOs/academic institutions” has been modified and re-scheduled in the following way: after seeing the feedback of all trainees during one year of capacity building programme implementation, it has been decided in consultation with the project Food safety Expert that it is worth splitting a course on FSMS in two parts (to develop a Training Manual for BIOs and SMEs and a special FSMS training course for academic institutions). In fact this was originally planned but then modified into one course in the end of Inception phase, which was duly reflected in the project Inception Report.

As a result, although it was planned for months 19-22, the development of the Training Manual of FSMS has been 95% completed in month 18, ahead of schedule and will be finalized and printed in months 19-20 (also ahead of schedule).

The training course on FSMS for academic institutions enriched by videos, divided by lectures and practical case studies will be finalized by month 23. It will be an additional “product” of the project which has resulted from needs assessment and active involvement of universities in the project’s capacity building programme in both countries.

Activity groups 6: Capacity building in marketing

Activities 6.5 and 6.7 will be completed in Tajikistan at the beginning of the next reporting period (month 19), for the same reason as presented for activity group 4.

Activity group 8: Exchange of best practices and experiences

Activity 8.4 "Support to participation in F&V processing-related exhibitions by target group representatives" will be combined with activity 8.5 "Study tour to Poland for selected SMEs and BIOs" in due course, to use the opportunity to attend very relevant exhibition "PolAgra 2015" in Poznan, Poland, by the most relevant participants selected by the project (month 21). Preparations for this study tour have started ahead of schedule, in month 17 (planned to start from month 20).

Activity group 9: Support to relevant legislation/regulation development in Kyrgyzstan and Tajikistan

Activity 9.3: as stated in section 2 of this report, work will be continued in the next reporting period on a request basis. The document is unique for Kyrgyzstan and the role of the project is seen to make it as useful and helpful for SMEs for HACCP system development and implementation.

The legal input for Tajikistan (activity 9.4) has been drafted as planned but the feedback from the relevant agencies involved is still pending so the final version of the document produced may take additional time.

Activity group 10: Promotion, dissemination and visibility actions

Marketing Manuals have been produced and memory sticks with all project information, presentations and other materials will be distributed in Tajikistan at the very beginning of month 19 (because of final capacity building session scheduled at the beginning of month 19 following the mission to Kyrgyzstan, see explanations above).

Activity group 11 – Finalization phase

The activities of this group have started ahead of schedule with production and dissemination of marketing Manuals and memory sticks with all project information and training materials in order to facilitate their use by BIOs and SMEs participating in the project, as well as by other relevant stakeholders.

All the above slight deviations are in line with the project flexibility approach and other activities are not affected by them.

4. Challenges experienced during the reporting period

No major challenges were experienced during the reporting period. A few minor ones are worth mentioning, namely:

- The pending feedback from the relevant ministries in Tajikistan on a formulated project legal input (see sections 2 and 3 for more details) might put at risk the work done by the project, although this input was agreed with the Ministry of Economic development in the previous reporting period. NASMB is making efforts to facilitate the feedback process.
- The project pilot SME "Dessert" in Kyrgyzstan is currently facing challenges with their owners approach to the future of this enterprise. Thus, during this reporting period, "Dessert" was rented out to another vegetable-processing company. All key staff have been made redundant. This pilot SME was the closest among all participating SME to start introducing HACCP into practice. The development of almost all HACCP documentation has been done with the project support and some HACCP elements have been introduced. However, this sharp change in the approach to further development of "Dessert" creates uncertainties as for the commitment of the management/owners to introduce HACCP in practice. Although one indicator aimed at introducing HACCP at least at one SME has been added to the project logical framework at the stage of Interim report (in the end of year 1 of the project implementation) as "Dessert" was ready to start this process at that time, the circumstance described above lie beyond project control and therefore this indicator will be deleted from the project logframe at the stage of Final report. This is in line with the project's flexibility approach and does not affect original indicators developed for the project.

5. Planning for the next reporting period

The major focus of activity during the next reporting period (months 19-21, July-September 2015) will be on:

- ⇒ **Activity group 3:** Analysis of internal and regional/international market opportunities in the SME F&V processing sector: the focus will be on finalizing the second stage of market research on Tajikistan (research of the local market), its presentation to all trainees with particular emphasis on practical recommendations to the marketing group members, as well as other participating SMEs. Regular updating of the database developed for F&V processing SMEs in the framework of the first stage of market research in Tajikistan in the South of Tajikistan will be continued.
- ⇒ **Activity group 4:** Capacity building for BIOs in management, business and other client-oriented tools and techniques (ToT): this activity will be finalized in Tajikistan at the start of month 19.
- ⇒ **Activity group 5:** Capacity building in food safety will be completed in Tajikistan in month 19 (the fifth (final) capacity building session). Development of the Training Manual in FSMS for BIOs/SMEs will be completed in months 19-20, printed out and distributed among all project trainees and other relevant stakeholders. Active work on development of the Training course on FSMS will be launched (see section 3 for details). Activity 5.7 (International certification of trainers in food safety/HACCP (ToT)) will be carried out in month 19 as planned.
- ⇒ **Activity group 6:** Capacity building in marketing will be completed in Tajikistan in month 19 (the fourth (final) capacity building session).
- ⇒ **Activity group 7:** Advisory services to F&V processing SMEs: this activity will be continued through permanent work with pilot SMEs in Kyrgyzstan and will be ongoing in Tajikistan with two selected pilot SMEs and marketing initiative group established with the project support in the South of Tajikistan (Khatlon region). Field visits to SME Kurgan-Tubinskiy food factory, as well as to other relevant SMEs in Hatlon region, are planned for tan.
- ⇒ **Activity group 8:** Exchange of best practices and experiences: Active preparations and planning of the study tour to Poland will be carried out (activity 8.4).
- ⇒ **Activity group 9:** Support to relevant legislation/regulations development in Kyrgyzstan and Tajikistan: activity 9.3 will be continued in Kyrgyzstan on a request basis although the major input from the project has been done. Activity 9.4 (aimed at legal input for Tajikistan) will be finalized once/if the comments from relevant governmental agencies will be received.
- ⇒ **Activity group 10:** Promotion, dissemination and visibility actions: this activity is on-going and will be continued (activities 10.1-10.3).
- ⇒ **Activity group 11 – Finalization phase:** the activities will be continued (ahead of schedule) with distribution of Food Safety Manuals and memory sticks with all project info.
- ⇒ **Activity group 12:** Project management: this activity will be continued on a permanent basis.

Annex 1: Agenda of the 5th capacity building session (Kyrgyzstan)

Central Asia Invest Programme III

Development of the Fruit and Vegetable Processing Sectors in Kyrgyzstan and Tajikistan (DFVP) project

29 June - 1 July 2015

5th capacity building session

**Conference room of Training and Practical center of food and food processing
"Technologist" under the Kyrgyz State Technological University named after I.
Razzakov**

Mira ave. 66, Bishkek, Kyrgyzstan

Time	Topic	Speaker/Trainer
29 June 2015, Monday		
9:15 - 14:30	Field trip to SME "Ecoproduct Asia" for trainees	Meeting place: Manasa ave. 101/1 9:15
30 June 2015, Tuesday		
9:00 - 10:45	<u>HACCP/food safety training:</u> Practical exercises	Gennadii Kuznetsov/ Food Safety/HACCP expert, British Expertise
10:45 - 11:00	Coffee break	
11:00 - 13:00	Discussion of the key statements of methodological recommendations on basic food safety programmes developed in the framework of the project	Gennadii Kuznetsov/ Food Safety/HACCP expert, British Expertise; Emil Yusupov/Food Safety Expert, Association of Fruit and Vegetable Enterprises (AFVE) of Kyrgyzstan
13:00 - 14:00	Lunch	
14:00 - 16:00	<u>HACCP/food safety training:</u> Theoretical training	Gennadii Kuznetsov/ Food Safety/HACCP expert, British Expertise
16:00 - 16:15	Coffee break	
16:15 - 18:00	Exam on FSMS (Food Safety Management System)	Gennadii Kuznetsov/ Food Safety/HACCP expert, British Expertise
18:00 - 18:15	Filling in feedback questionnaires by participants (food safety/HACCP)	
1 July 2015, Wednesday		
9:00 - 10:45	<u>Training in marketing:</u> Practical questions of labels' development for juices and juice-based drinks	Natalya Kozak/Marketing Expert, British Expertise
10:45 - 11:00	Coffee break	
11:00 - 13:00	<u>Training in marketing:</u> Practical questions of labels' development	Natalya Kozak/Marketing Expert, British Expertise

	for vegetable products	
13:00 – 14:00	Lunch	
14:00 – 16:00	Training in marketing: Calculation of net cost of final product	Natalya Kozak/Marketing Expert, British Expertise
16:00 – 16:15	Coffee break	
16:15 – 17:30	Meeting with experts and SMEs' representatives involved in HACCP introduction	All participants, international donor-funded projects
17:30 – 17:45	Filling in feedback questionnaires by participants (marketing and management seminars)	
17:45 – Providing certificates on participation in the project's capacity building programme and manuals		

Annex 2: Agenda of the Third Steering Committee meeting (Kyrgyzstan)

Agenda

of The Third Project Steering Committee meeting 2 July 2015

Educational and practical center of the Food Processing Industry "Technologist"
at Kyrgyz State Technical University of Razzakov
Bishkek city, prospect Mira 66
Kyrgyzstan

9:00 – 9:15	Greeting word from the project	Nigel Peters, Project Director British Expertise
9:15 – 9:30	Greetings from EU Delegation in Kyrgyzstan	Islan Osmonaliev, Project Manager, EU Delegation to the Kyrgyz Republic (to be confirmed)
9:30 - 9:45	Brief overview of the work undertaken by the project (2014 and half of 2015)	Inna Bayda, Project Coordinator British Expertise
9:45 – 10:15	Presentation on the project work undertaken in food safety/HACCP and planning for the remainder of the project	Gennadii Kuznietsov, Food Safety expert, British Expertise
10:15 – 10:45	Presentation on the project work undertaken in marketing	Natalya Kozak, Marketing expert, British Expertise
10:45 – 11:00	Feedback on the project work from the Project Partner, Kyrgyzstan	Diliara Alimzhanova, Association of Food/F&V Enterprises of Kyrgyzstan, the Partner
11:00 – 11:15	Feedback on the project work from the Project Partner, Tajikistan	Matluba Uljabaeva, National Association of Small and Medium Businesses of Tajikistan (NASMB), the Partner
11:15 – 11:30	Brief overview of the project planning for the remaining period of 2015	Inna Bayda, Project Coordinator British Expertise
11:30 – 11:45	Questions and answers	Steering Committee members
11:45 - Lunch		

Annex 3: Minutes of the Third Steering Committee meeting

EU Central Asia Invest Programme III Development of the Fruit and Vegetable Processing Sectors in Kyrgyzstan and Tajikistan (DFVP) project

Minutes of the Third Steering Committee meeting

Educational and practical center of the Food Processing Industry "Technologist"
at Kyrgyz State Technical University named after Razzakov
Bishkek, (Mira ave. 66)

Kyrgyzstan

2 July 2015

Participants:

The project Steering Committee (SC) members:

- 1) Nigel Peters, Project Director, British Expertise**
- 2) Inna Bayda, Project Coordinator, British Expertise**
- 3) Gennadii Kuznetsov, Food Safety expert, British Expertise**
- 4) Natalya Kozak, Marketing expert, British Expertise**
- 5) Diliara Alimzhanova, Partner, Head of Association of Food Industry Enterprises of Kyrgyzstan**
- 6) Matluba Uljabaeva, Partner, Chairman of the Board of National Association of Small and Medium Business of Tajikistan (NASMB)**
- 7) Davlatali Boyakov, Director of pilot SME "Aqua Juice", Tajikistan**

An introduction was made by **Inna Bayda** describing the major focus of the meeting. As opposed to the previous SC meeting held at the end of the first year of project operations (December 2014) which involved a broad range of relevant stakeholders from the Government, international donor-funded projects and active project target groups, the third SC meeting was mainly dedicated to the completion of the project's capacity building programme in both countries involved and analysis of participant feedback, as well as future plans. Detailed presentations of the work undertaken in two main project areas (food safety/HACCP and marketing) were delivered by two key project experts (Food Safety and Marketing, accordingly). The planning for the remaining project life was discussed by task.

Nigel Peters opened the meeting with greetings and acknowledged the progress made by the project to date. Prior to the SC meeting, Mr. Peters visited Dushanbe with a view to meeting relevant international donors and EU projects, discussing future opportunities, including investments of DFID, EBRD in small and medium enterprises (SME) sector in general and agri-business in particular. It was stressed that the EBRD office is announcing large Auchan (French supermarket) investment and also one by Coca Cola (both supported by EBRD, the first Auchan supermarket chains are planned to be opened in Tajikistan by the end of 2015 and the company is keen to look at local supply chain opportunities for the food and drinks sector.

This is very important in a view of the project work with F&V processing SMEs in Hatlon region (South of Tajikistan): a number of meeting and degustation panels has been held with Auchan representatives aimed at clarifying the requirements of Auchan to suppliers of products and improvements to be made by participating SMEs (quality, labels, product presentation, assortment, quantities, schedules of supply etc.).

Matluba Uljabaeva emphasized that these meetings were held in Hatlon region as well where Auchan representatives had an opportunity to meet broader range of F&V producers and processors as a part of preparation process to launching Auchan where around 20% of product niche is planned to be allocated to local producers.

Gennady Kuznetsov presented the summary of work undertaken by the project to date in food safety field, namely: capacity building programme in ISO 22 000/HACCP, practical work with pilot SMEs and legal advice contribution in both countries.

Mr. Kuznetsov first stressed that the key value of this project lies in the creative combination of theoretical training sessions with practical work mainly realized through field visits to selected fruit and vegetable (F&V) processing SMEs followed by detailed analysis of these SMEs in the classroom with all trainees, reflecting on pluses and minuses of visited SMEs from the HACCP system point of view, hygiene and sanitary requirements etc. Regular internal training audits undertaken by participants at these SMEs have helped a lot and have improved understanding and knowledge level of participating Business Intermediate Organizations (BIOs) and SMEs aimed at facilitating introducing HACCP system by F&V processing enterprises (particularly relevant to Kyrgyzstan at the current stage).

Overall, **Mr. Kuznetsov** concluded that, based on experience in Kyrgyzstan in the framework of the previous CAI project implemented by British Expertise in 2011-mid 2012, the level of knowledge of HACCP/ISO 22000 has been increased in Kyrgyzstan. Now the project participants are working well, and pilot SMEs will be able to prepare more than 70% of HACCP documents.

Briefly, the following observations on food safety component of the project work were made:

Capacity building programme:

- Five training sessions in total have been held (quarterly, since June 2014 with additional information provision to all trainees in between, questions/answers on-line and explanations on request basis);
- All training and information material materials on food safety have been accumulated in electronic format, saved on memory sticks and distributed to all project trainees;
- After each training session the feedback of trainees was analysed and suggestions were considered in further sessions (the emphasis was gradually changed to more practical exercises, video materials, field visits etc.).

Work with pilot SMEs:

- Development of all documentation required for introduction of Food Safety Management System (FSMS) at SME level;
- Development of action plan aimed at hygiene improvements ("Kaindi-Kant" sugar plant and "Dessert" SME, Kyrgyzstan) is currently under implementation.

Legal work:

- Development of "Methodological recommendations to SMEs aimed at effective introduction and effective functioning of Food Safety Management System at SME level" (Kyrgyzstan). This is currently circulating among relevant agencies and ministries for comments;
- Development of "Recommendations/suggestions on reforming the system of state control of food products" (Tajikistan). This is currently under consideration of the relevant ministries of Tajikistan.

Mr. Kuznetsov underlined the key points of the plans for the remaining project period, namely:

- Finalizing training Manual on ISO 22 000/FSMS (end of July 2015) and distributing it to all relevant stakeholders in paper and e-format;
- Training course on FSMS for relevant high academic institutions (Technological Universities in Kyrgyzstan and Tajikistan), an additional "product" of the project, by December 2015;
- Continued support to pilot SMEs in developing HACCP documentation and introduction of selected measures in accordance with plans developed;

- Finalizing legal work on two documents developed (for Kyrgyzstan and Tajikistan) in cooperation with both Project Partners and relevant governmental agencies.

Mr. Kuznetsov also mentioned that it takes around three years in average for a committed SME to develop and implement HACCP. Therefore, for future projects, the importance of being able to extend the project duration to three years is critical.

Natalia Kozak presented the summary of work undertaken by the project to date in the marketing and business management field. It was stressed that the capacity building programme in marketing started slightly later compared to food safety, since it was originally designed to make this programme completely needs-based. Therefore, thorough analysis of needs in marketing was undertaken at the beginning of the project using detailed questionnaires and direct interviews with selected project target groups (BIOs and SMEs). As a result the topics of all training sessions in marketing have been fully based on participants' needs.

Briefly, the following observations on marketing/business management component of the project work have been made:

Capacity building programme:

- Four training sessions in marketing and business management (all topics of training sessions fully based on participants' feedback).

Key topics included: development of marketing strategies and plans; marketing instruments; methods of product promotion, SWOT and TOWS¹ analysis in marketing, requirements for labels, raw materials, final product in line with the rules and regulations of the Eurasian Union (Customs Union between Russian, Belarus, Kazakhstan and Armenia), packing, product's price calculation, logistics in marketing etc. Management-related topics included business ethics, business planning, SWOT and TOWS analysis as management and marketing tools etc.

Outcomes of the project's capacity building programme for participating SMEs have been analysed based on participants' feedback and positive intermediate results have been observed (a few examples are presented below):

Kyrgyzstan:

- ⇒ Development of new types of F&V processed products, new marketing strategy (SME "Raduga");
- ⇒ Increase in customers due to the project's degustation panel, new contacts, established contacts with "Narodniy" supermarkets' chain, improved labels and packing, new international contacts (with Korean investor) (SME "Agroelita");
- ⇒ Improved label, 6 new contracts signed, new products developed (SME "Ailana");
- ⇒ The work on strategic marketing planning has started, they have become acquainted with the requirements of the Customs Union, sales increase by 20% (SME "Tursunbaev");

Tajikistan:

- ⇒ Have realized the importance of marketing, advertisement, market analysis, have started development of HACCP documentation (Kurgan-Tubinskiy pischekombinat);
- ⇒ All training materials are actively used for trainings and consultations for small entrepreneurs (NGO "Chashma");
- ⇒ New labels' design, 23 new contracts signed (SME "Aqua Juice");
- ⇒ Marketing initiative group under the leadership of Hatlon Consulting Council is organized, marketing strategy is being developed (of Hatlon Consulting Council);
- ⇒ Knowledge on labels, marketing and business planning is widely used for Master projects (Technological University of Tajikistan).

Practical training, exhibitions and degustation panels:

¹ TOWS and SWOT are acronyms for different arrangements of the words Strengths, Weaknesses, Opportunities and Threats.

- Exhibition of participants' F&V processed products in both countries with "self-assessment" of quality, taste, design, labels etc,
- Degustation panels with representatives of trade chains ("Narodniy" in Bishkek) and potential supermarket chain "Auchan" (Dushanbe and Hatlon region).

Practical work with SMEs:

- Label development and improvement: juices, cucumbers, tomato paste (6 SMEs in Kyrgyzstan and 35 labels for "Aqua Juice" SME, Tajikistan);
- Support to establishing informal marketing group in Hatlon region, Tajikistan (determination of key problems and tasks, development of a common brand, slogan (work is on-going).

Development of Marketing Manual for SMEs and BIOs;

Preparations for the study tour to Poland for selected SMEs and BIOs (on-going).

Ms. Kozak underlined the key points of the plans for the remaining project period, namely:

- Study tour to Poland (September 2015);
- Continuation of active work with marketing initiative group (Tajikistan);
- Marketing support to SMEs in Kyrgyzstan on request basis.

Alimzhanova Diliara said that it is important for the remaining period of the project to work with the Trade House "Vkus Solnza" (The Taste of Sun") which has recently re-started its operations after a few years of not functioning in (1) comments on labels, (2) comments on contracts of SMEs with supermarkets in terms of the most effective marketing options and (3) contribution of marketing strategy of the Trade House.

Mr. Boyakov stressed that due to the project he has fully realized the critical importance of introducing HACCP at his enterprise (although it took quite a time for him to do so) and he has now actively started to work on this system together with the project. He also mentioned the importance of establishing a training center specialized in food safety in Tajikistan.

Matluba Uljabaeva added that active coordination work is on-going with all relevant donors and the new EU project ETCAP in order to consolidate the efforts in marketing and food safety for the food industry and ensure synergies where possible. A coordination meeting is planned for Hatlon region in the near future.

Ms. Uljabaeva also stressed that the current requirements of the Government of Tajikistan envisages translation of all legal documents in Tajik languages. This includes legal input from DFVP project. Consideration will be given to the translation of legal recommendations developed by the project.

Ms. Alimzhanova concluded that the project is well underway and its intervention is very timely and is focused on the most critical issues for Kyrgyzstan.

Ms. Bayda summarized all tasks of the project till the end of December 2015 and all participants agreed.

All participants discussed planning and schedule of the last project SC meeting (currently planned for the end of November 2015) to be combined with the final conference with involvement of broad range of relevant stakeholders.

Annex 4: Food Safety Expert's report on the 4th capacity building session with participant feedback analysis

REPORT ON MISSION No 5

from 29.06.2015 to 03.07.2015

KYRGYZSTAN

**Gennadiy Kuznetsov
Project Food Safety Expert**

I. KEY RESULTS AND CONCLUSIONS

Workshops on HACCP held in Bishkek, was successfully carried out. Positive replies of all participants confirm this statement.

On the basis of five trainings the following conclusions have been made:

- The combination of practical and theoretical components with an emphasis on practical training is the most effective way to ensure a good level of knowledge for training participants that will allow them to develop, implement and use the HACCP system or the Food Safety Management System (FSMS) in accordance with ISO 22000 and ISO 22002-1 standards;
- The most effective method of practical training is to visit food processing enterprises followed by detailed discussions of both the positive and negative aspects of FSMS elements available on these enterprises in the classroom.

2. Summary of the HACCP training (Bishkek, 29-30 June, 2015)

The training sessions were attended by representatives from:

- F&V processing small and medium enterprises (SMEs);
- Business Intermediate Organizations (BIOs) providing consultancy services to these SMEs;
- international technical assistance projects;
- government regulatory bodies;
- high academic institutions.

The training took place in a unique venue for Central Asia - Training and Practical Centre of the food processing industry "Technologist" at KSTU, Bishkek city. The participants visited sections of the Centre, which has models of main production processes used in the food industry.

The two-day training consisted of six parts:

- Visit to juice producing enterprise "Ecoproduct Asia";
- Discussion of this visit in the classroom;
- An examination. The main purpose of this exam was the selection of trainees for an additional week of training, which will be held in late July 2015 and as the result of which successful participants will receive TÜV Rheinland certificates of "ISO 22000 trainers". Appendix 1 shows the top 10 results of the examination papers of trainees in Bishkek;
- Discussion of ISO 22000 standard certain provisions implementation, in particular the main differences and similarities of three programs of food hazards control in the standard: Pre-requisite Programs, Operational Pre-requisite Programs and HACCP plan;
- Meeting between trainees and international technical assistance projects which provide advisory services for the development and implementation of FSMS based on HACCP principles, in order to share both positive and negative experiences regarding development and implementation of these systems at the SMEs in Kyrgyzstan.

- Discussion of the draft proposal "Methodological Recommendations "Fundamentals of prerequisites programs necessary for effective functioning of food safety management system based on HACCP principles" prepared by the project (see. Section 5 of this report).

Training videos were used in accordance with request of the participants made during the previous trainings. These videos showed positive examples of food hygiene requirements for implementation as well as some negative ones. These negative examples were the subject of detailed discussion during the training sessions.

3. Generalization of participants' replies on questioner regarding workshop

Appendix 2 shows a summary of the participants' responses to the questionnaire which was filled in after the workshop. The questionnaire contained a request to answer on the following questions using a five-point scale:

- whether the workshop was useful;
- content of the workshop;
- atmosphere of the workshop; style of workshop conducting;
- handouts;
- to comment on these issues;

and also to propose what they would like to hear/discuss during next training.

All participants positively commented on the usefulness of the workshop, the style of its conduction, the atmosphere and handout quality.

4. Participation in the project Steering Committee meeting (Bishkek, 2 June 2015)

The project Food Safety Expert took part in the project Steering Committee meeting. He made a presentation, which consisted of the following parts:

- five sessions of training combining theory and practice;
- information support to trainees including periods between training sessions;
- preparation of training materials;
- assistance to the pilot SMEs;
- development of legislative proposals.

5. Work undertaken between the 4th and 5th missions

In order to implement the provisions of Articles 20 and 21 of the Law of the Kyrgyz Republic, «Technical Regulation On Food Hygiene», to increase competitiveness of export-oriented products and provide methodological assistance to the food industry, as well as in accordance with Article 1 of the Law of the Kyrgyz «On basics of technical regulation in the Kyrgyz Republic» proposals for the Methodological Recommendations "Fundamentals of the prerequisites programs necessary for the effective functioning of Food Safety Management System of based on HACCP principles" were developed.

Work also continued with the aim to assist the juice-producing company "Ecoproduct Asia, Ltd", which joined the project in March 2015. Recommendations were made to improve the FSMS documentation of this SME.

The project continued to provide advice to the pilot SMEs "Dessert" and "Kaindy-Kant" for the development of the documentation envisaged by the standards ISO 22002-1 and ISO 22000. In particular, development of procedures of non-conforming product control, monitoring procedures in CCP, traceability and FSMS documentation systematization.

6. Plans for the next stage

- Completion of the training course on FSMS based on HACCP principles; this course is intended for high academic institutions;
- assistance to pilot SMEs – provision of advice on preparation and implementation of prerequisite programmes in accordance with ISO 22002-1 standard, as well as documents envisaged by ISO 22000 standard;
- continuation of legislative work in the food safety field.

**RESULTS OF THE EXAMINATION PAPERS
30.06.2015 (Bishkek)
(Maximum Possible Total Points – 30)**

No	Name and Family Name	Institution/country	S1 (*) points	S2(*) points	S3(*) points	Total points	Remarks
1.	Marina DUBOVIKOVA	«Rost FM», Kyrgyz Republic	10	10	10	30	(**)
2.	Aizhan DZHAKSHULYKOVA	Department of Consumer Protection, Bishkek Mayor's Office, Kyrgyz Republic	10	10	7	27	Participant of the next training
3.	Elena KOMISSAROVA	Branch of "Analytic Group "ChampagneVinCo mbinat,JSC Kyrgyz Republic	9	8	10	27	Participant of the next training
4.	Chinara DIKANBAEVA	Centre for Standardization and Metrology, Kyrgyz Republic	9	9	9	27	Participant of the next training
5.	Ainura DJUMANALIYEVA	"Promtest, Ltd", Kyrgyz Republic	9	9	9	27	Participant of the next training
6.	Dinara AITMURSAEVA	Centre for Standardization and Metrology, Kyrgyz Republic	9	9	8	26	Participant of the next training
7.	Irina TSOI	PE "Raduga", Kyrgyz Republic	9	8	9	26	Participant of the next training
8.	Rahat ABDYLDAEVA	"Ecoproduct Asia, Ltd", Kyrgyz Republic	9	8	9	26	(**)
9.	Ainakan SADYROVA	Training and Practical Centre of the food processing industry "Technologist", The Kyrgyz Republic	8	8	8	24 (***)	Participant of the next training
10.	Sajida URAZBEKOVA	Centre for Standardization and Metrology, Kyrgyz Republic	9	7	8	24 (***)	Candidate to participate in the next training

(*) Abbreviation S1, S2 and S3 means, respectively, Sections 1, 2 and 3 of the exam paper.

(**) Two trainees who have successfully passed the internal preliminary exam were not included in next training participants list because they already have international certificates and participated in internal exam for "self-assessment"

(***) The selection of the participants' who scored an equal number of points (24), was carried out with priority for the persons providing consulting services and/or involved in the educational process regarding FSMS.

**Generalization of 28 replies of HACCP workshop participants,
Bishkek, 30 June, 2015**

1. The training was:

Very useful:	21 persons
Rather useful:	7 persons
Interesting, but not useful:	0
Useless:	0

Comments (participants' style and punctuation are retained):

"A lot of useful information", "The training was useful. The trip to the enterprise (as an example) the auditing and report filling, as a practical activity, gives positive results in the implementation of HACCP at own enterprise. Getting practical skills theoretical knowledge and their application"; "I believe that today's training was "rather useful" for me, because of discrepancies at OOO (Ltd). Ecoproduct Asia enterprise mostly were discussed, we learned many new things. Why not "very useful", mostly through my fault – had to go out during the lessons", "the trip to the enterprise with the compilation of the audit report - it is enough ,very useful. It is desirable, the continuation (getting) of in-depth knowledge of the sc. cert. (scheme certificates) FSSC, BRS, and others.", " training trips to enterprises give a lot of new things", "very useful and practical information with the examples", "received sufficient amount of information", " The seminar is useful for producers. In my case, since I have been involved from the 4th session, many things were not clear".

2. Please estimate the following on 5 points scale:

A) Content of the workshop:

«5» - 23 persons
 «4» - 5 persons
 «3» - 0.
 «2» - 0.

Comments (participants style and punctuation are preserved):

"It is very instructive training. All in accessible form", "Helpful comments from the training instructor during the analysis of the auditor's report. A large number of information from the instructor, as a practice, with experience!", "Only positive result, gained knowledge is very important for me", "Instructive".

B) Atmosphere of the workshop:

«5» - 27 persons
 «4» - 1 person
 «3» - 0.
 «4» - 0.

Comments (participants style and punctuation are preserved):

"Communication with manufacturers, consultants, teachers have a positive effect", "The atmosphere is generally friendly and good", "Friendly, welcoming", "Easy, friendly".

C) Style of conducting:

«5» - 25 persons
«4» - 3 persons
«3» - 0.
«2» - 0.

Comments (participants style and punctuation are preserved):

"Competent and interesting style. There is a public interest", "A lot of examples from practice, life", "Very informative style of behavior, accessible and understandable. Special thanks to Gennadiy Kuznetsov for training», «tactfully, considerate", "All in an accessible form. Many interesting examples".

D) Workshop materials:

«5» - 23 persons
«4» - 5 persons
«3» - 0
«2» - 0

Comments (participants style and punctuation are preserved):

"Wish all the information on all the sessions was sent or given not only to those participants who have passed the exams", "There is a need in larger amount of practice materials" "Accessible, the subject of the project is topical, provides only a positive effect", "The materials are very informative and detailed ", " Not enough pictures".

3. Please estimate the training topics on 5 points scale:

Theoretical training:

«5» - 24 persons
«4» - 2 persons
«3» - 1
«2» - 0

Practical training:

«5» - 22 persons
«4» - 3 persons
«3» - 1 person
«2» - 0

Comments (participants style and punctuation are preserved):

"I wish you good luck and success in your work!", "Difficult to estimate because of the fact that didn't participate in all the sessions. I would like to participate in other programs and projects. Good luck!!! Thank you!!!", "Very informative course. Thank you for given opportunity to improve my knowledge", " The trip to the enterprise was very helpful", " Thank you, lessons were conducted very well, all the topics are interesting", " Practice is the best school of management", "Wish to have more practical lessons", "Thank you for the information. Visit us again! Good luck! And prosperity", "Lecturer explains the subject distinctly, clearly and comprehensively", "Thank you for the materials and the excellent organization of the seminar!", "Excellent environment, informative and interesting", " Wishes - to hold the examinations or tests after each section", "Practical lessons consolidate the theory classes. Thanks!!!"

Annex 5: Marketing expert’s report on the 4th marketing capacity building session with participants’ feedback analysis (Kyrgyzstan)

REPORT ON MISSION No 4

**29 June - 2 July, 2015
Kyrgyzstan**

**Natalya Kozak
Project Marketing Expert**

The training was attended by the representatives of the fruit and vegetable (F&V) processing enterprises, companies/business intermediate organizations (BIOs) providing consulting services to medium and small-sized enterprises (SME), representatives of other organizations, including Training and Practical Centre of food and processing industry at Kyrgyzstan Technical University named after Razumkov, Centre of Standardization and Metrology (Kyrgyzstandard), the department on consumers rights protection at Bishkek Mayor’s Office.

The training participants have been introduced into two presentations: “One more time about canned food labelling” and “Calculation of cost of finished products”.

The first presentation was dedicated to the issue of labelling of canned food products, including juice and other types of F&V cans in compliance with the requirements of the Customs Union technical regulations. This topic was already presented at one of the previous trainings but based on the feedback received from participants during questioning; this topic was requested to be studied in more detail. Special interest from SMEs to this topic was explained by the fact that all companies producing food processed products and selling them at the market of countries-members of the Customs Union (including canned F&V products) were obliged to label their products in compliance with the requirements of relevant technical regulations as of February 15th 2015. Due to the start of the processing season for F&V, the companies had to design and manufacture labels in compliance with new requirements.

During the practical part of the training, the participants analysed their mistakes, i.e. the participants were asked to analyse practical samples and comment on real labels during design and manufacturing of which mistakes were made. In addition, the representatives of some companies presented their own labels and other training participants could comment on them; as a result of this exercise some changes were made in labels’ design.

The second presentation contained information on how to develop cost calculation of finished products. The topic has been also chosen for the training in accordance with the wishes of the training participants, as many companies were not engage in the calculations of planned and actual costs of the finished products, resulting in loss-making production.

After completion of the training session, the participants filled in questionnaires and evaluated information on marketing received during the training course.

Questionnaires’ results have been processed and analysed. The table below presents a brief analysis of the training presentations on marketing by the training participants and by training topic:

Topic	Number of training participants who have evaluated the topic as an interesting one	%of total number of training participants who have filled in the questionnaire
Topic: “One more time about canned food labelling”		
Work on mistakes	17	85,0
Labelling of fruit and vegetable juice products	15	75,0

Labelling of canned food products	11	55,0
Topic: "Calculation of cost of finished products"		
Information was useful	18	90,0
Information was interesting	11	55,0
Information was not useful	-	-

Thus it is possible to conclude that all topics were interesting and useful for the training participants, which is proved by the questioning results. This is explained by the fact that topics have been selected on the basis of feedback received from the participants after the previous training.

In addition, during the training session a study tour to the company "Ecoproduct Asia" was organized; the company produces F&V juices by direct extraction. This company has developed labelling of its products in accordance with the requirements of the relevant technical regulations of the Customs Union, and with consideration of recommendations and revisions regarding the draft label which was presented by the company after the fourth training session.

In compliance with the project planning, 100 copies of "Manual on Marketing and Business Management" were printed for the final training session and disseminated among all training participants.

In accordance with the project work plan, preparatory work on the organization of a study tour to Poland has been carried out, i.e., study tour participants were selected; the study tour program was developed together with the Polish colleagues (Zhuravskiy Department of Scientific and Technical Society of Engineers and Agricultural Technologists); hotels were booked and a transport company was selected to provide services within Poland; invitations needed to get Schengen visas were prepared and sent by the above Polish colleagues to the study tour participants.

In addition, during this session, the Third project Steering Committee was held. A presentation on the work on marketing and management for the years 2014-mid 2015 was delivered and plans in the marketing field were discussed.

It was agreed to contribute to the activities of the newly re-opened Trade House which forms an integrated part of AFVE, the Project Partner and continue providing advice to all participating SMEs on request basis.

Particular emphasis will be made on work with informal marketing initiative groups in Tajikistan with further support to them in their efforts to joint marketing, improved quality and presentation of their products aimed at enlarged market opportunities.

The following materials were used in the process of the presentation development:

- TP TC 021/2011 – Technical regulations of the Customs Union "On food products safety".
- TP TC 005/2011 - Technical regulations of the Customs Union "On packaging safety".
- TP TC 023/2011 - "Technical regulations on juice products made of fruit and vegetables".
- Methods of production cost calculation
- <http://www.cfin.ru/management/finance/cost/production>
- The Russian Union of Juice Producers "Labelling of juice products made of fruit and (or) vegetables for consumer".

Annex 6: Programme of the Study tour to Poland

**Programme Study Tour to Poland
for the EU CAI DFVP project delegates from Kyrgyzstan and Tajikistan
prepared with the support of the Zhuravskiy Department of Scientific and Technical Society of
Engineers and Agricultural Technologists (Poland)
20-26 September 2015**

Time	Activity
Sunday 20 September 2015	
2215	Arrive Poznan
2215–2300	Check-in at hotel
2330	Dinner
Monday 21 September 2015	
0700	Breakfast, departure from hotel
0800–0900	Transfer to POLAGRA FOOD 2015 (international exhibition)
0900–1600	Visit to POLAGRA FOOD 2015 (www.polagra-food.pl/ru/)
1600–1700	Lunch
1700–2130	Transfer to Chazhikovi (Pomoskiy region)
2130	Dinner
2200	Check-in at hotel "Na Skarpie", Chazhikovi, Bitovska str. (http://www.hotelnaskarpie.pl/)
Tuesday 22 September 2015	
0730–0830	Breakfast
0830–0900	Transfer to Hoynize
0900–1030	Visit to cooperative milk factory SPOMLEK, subsidiary in Hoynize (http://www.spomlek.pl/index_ru.php), Itelska str., 9
1030–1130	Transfer to fish-breeding SME in Zapozhe-Milof (http://www.pstrag-mylof.pl/)
1130–1300	Visit to fish-breeding SME
1300–1400	Lunch in Milof
1400–1500	Visit to fish-processing activities in Milof

1500–1530	Transfer to Lihnovi village
1530–1700	Visit to group of fruit and vegetable producers TRUS-MAL in Lihnovi
1700–1800	Return to Chizhikovi
1900	Dinner
2000	Overnight stay in „Na Skarpie” hotel in Chizhikovi
Wednesday 23 September 2015	
0730–0830	Breakfast, departure from hotel
0830–0900	Transfer to Hoynize
0900–1030	Visit to meat-processing factory SKIBA (http://www.zmskiba.pl/?pid=home&language=ru) in Hoynize (Derdovskega str.23)
1030–1100	Transfer to Zhabno
1100–1230	Visit to fruit-processing plant BRUSPOL (http://www.bruspol.pl/), Zhabno 39, 89-632 Brusi
1230–1330	Lunch
1330–1500	Visit to food-processing plant FUNGOPOL (http://www.fungopol.pl/) Brusi (fruit and mushrooms)
1500–1800	Transfer to Elblong
1900	Dinner
2000	Overnight stay in "Arbiter" hotel (http://www.arbiterhotel.pl/elblag/ru/), Elblong, Slavianskaya sq., 2
Thursday 24 September 2015	
0730–0830	Breakfast
0830–0900	Transfer to Vikrovo
0900–1030	Visit to group of vegetable producers GREENGROW (http://www.greengrow.pl/ru.php), Vikrovo, Gronove Emblonske
1030–1100	Transfer to Malbork
1100–1300	Visit to sugar plant in Malbork (http://www.polski-cukier.pl/)
1300–1400	Lunch
1400–1730	Visit to cultural venues in Malbork
1730–1830	Transfer to Elblonk
1900	Dinner
2000	Overnight stay in "Arbiter" hotel, Elblonk, Slaviankaya sq., 2

Friday 25 September 2015	
0730–0830	Breakfast
0830–0930	Transfer to Gdansk
0930–1100	Visit to Pomorskiy Centre of Agriculture Consulting
1100–1300	Cultural visit to Sopot
1300–1330	Transfer to Gdansk
1330–1430	Dinner
1430–1700	Cultural visit to Gdansk
1700–1830	Return to Elblong
1900	Dinner
2000	Overnight stay in "Arbiter" hotel, Elblong , Slavianskaya sq., 2
Saturday 26 September 2015	
0730–0830	Breakfast
0830–0930	Transfer to Gdansk airport
1215	Departure from Gdansk