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Group of States

FINAL REPORT

Training of fishery products inspectors - Sierra Leone

Ref: CA014SLE

December 2009



Strengthening Fishery Products Health Conditions in ACP/OCT Countries



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Training of fishery products inspectors - Sierra Leone
28th October - 18th November 2009

December 2009

Richard Chivers

**Cardno Agrisystems in association with
Megapesca Ltd and MacAlister Elliott & Partners**

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taken to reflect the views of the European Commission**

The picture on the cover shows members of the Competent Authority training in a factory in Freetown

Module I
Strengthening National Health Control Capacity for Fishery Products
Email: contact@sfpmodule1.be

Strengthening Fishery Products Health Conditions in ACP/OCT Countries 8ACPTPS137



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ABBREVIATIONS

ACP-OCT	African, Caribbean and Pacific States Overseas Territories and Countries
ACP-SFP	African, Caribbean and Pacific States Strengthening Fishery Products
CA	Competent Authority
EC	European Commission
EHO	Environmental Health Officer
EU	European Union
FI	Fishery Inspector
FP	Fisheries Products
FVO	Food and Veterinary Office
GHP	Good Hygiene Practice
GMP	Good Manufacturing Practice
HACCP	Hazard Analysis and Critical Control Points
SANCO	DG Health and Consumer Protection
SFP	Strengthening Fishery Products
ToR	Terms of Reference
VP	Vice President
WARFP	West Africa Regional Fisheries Programme

LAYMAN'S SUMMARY

The purpose of the mission was to provide training to the Competent Authority (CA) in the official control skills of Sierra Leone as an exporting nation, in the areas of auditing, sampling and monitoring, fish freshness and spoilage, risk analysis, HACCP, and European Union (EU) food and feed legislation.

The consultant carried out continued training as an extension of basic training in seafood quality, hazard analysis critical control points (HACCP), risk analysis, evaluation of sanitary conditions provided in the previous mission (CA001SLE June 2009) and introduced sampling and monitoring.

Terms of Reference (ToR) were developed for future operational and training requirements.

EXECUTIVE SUMMARY

The main aim of the mission was to deliver training and this was achieved within the constraints that the environment and other impediments allowed.

The trainees enjoyed the training and requested more as exemplified by the evaluation results.

Problems were encountered in that the trainer was called away on a number of occasions for meetings with the Vice President (VP) and Fisheries Minister to provide solutions to issues of a practical nature such as the provision of adequate facilities. This in turn led to questions being posed regarding the interest shown by the Ministry of Health in the whole process of becoming an effective Competent Authority (CA) and for further demands from the Ministry of Fisheries and Marine Resources that they take over the operation of official controls.

Further issues that changed the direction the course took were the lack of facilities provided and lack of progress within the CA towards achieving authorisation from the Food and Veterinary Office (FVO). There was no electricity available to the room used (this was brought in after the first day) and the projector, which had been requested, could not be made available all of the time due to its being used by another department. The consultant felt that these shortcomings were indicative of the low priority apparently afforded this activity by the Ministry of Health.

The consultant gave a presentation that mapped out a route forward for the Government but at time of writing no response had been received.

The FVO inspection was due to have reported within two days of the end of the mission and would have been analysed with the Competent Authority. Unfortunately the report was not received before the end of the mission and indeed not by the time of completion of the report 10 days later. The results, as could best be judged from the reportage of those present at the FVO interviews, were discussed with the CA and other interested parties, e.g. the private sector and the EC Delegation.

A country profile was prepared for the SFP website.

RÉSUMÉ POUR UN NON SPECIALISTE

L'objectif de la mission était d'assurer une formation à l'autorité compétente (AC) en matière de compétences de contrôle officiel de l'audit, d'échantillonnage et de surveillance, de fraîcheur et de détérioration du poisson, d'analyse du risque, d'HACCP et concernant la sécurité alimentaire, de législation alimentaire de l'Union Européenne (UE) en Sierra Leone comme nation exportatrice.

Le consultant a assuré en permanence une formation portant sur une formation de base à la qualité des produits de la mer, l'analyse des risques et la maîtrise des points critiques (HACCP), l'analyse du risque, l'évaluation des conditions sanitaires réalisée au cours de la mission précédente (CA001SLE - juin 2009) après l'introduction de l'échantillonnage et de la surveillance.

Des termes de référence (ToR) ont été développés en vue des exigences opérationnelles et des exigences de formation à l'avenir.

RÉSUMÉ OPÉRATIONNEL

Le but principal de la mission, qui consistait à fournir une formation, a été assumé dans la mesure où les contraintes de l'environnement et les autres obstacles le permettaient.

Les stagiaires ont apprécié la formation, exigeant plus que ce que les résultats de l'évaluation avaient illustré.

Les problèmes rencontrés étaient dus au devoir de présence du formateur à un certain nombre de réunions avec le Vice-président et le Ministère de la pêche pour qu'ils fournissent des solutions aux problèmes de nature pratique tels que la fourniture d'installations adéquates. Alternativement, des questions ont dû être posées concernant l'intérêt montré par le Ministère de la santé au cours de tout le processus en vue de devenir une autorité compétente efficace et les autres demandes du Ministère de la pêche et des ressources marines reprises par l'opération des contrôles officiels.

Les autres problèmes, qui ont changé la direction de voie, étaient le manque d'équipements fournis et de progrès au sein de l'AC à l'égard de l'obtention de l'autorisation de l'Office alimentaire et vétérinaire (OAV). L'électricité n'était pas disponible dans la pièce utilisée (elle a été amenée un jour plus tard) et le projecteur demandé n'a pas pu être mis à disposition tout le temps, étant donné qu'il était utilisé par un autre ministère. Le consultant a senti que ces carences indiquaient la faible priorité apparemment accordée à cette activité par le Ministère de la santé.

Le consultant a fait une présentation devant élaborer la route à suivre au Gouvernement, mais au moment de la rédaction, aucune réponse n'avait été reçue.

À la fin de la mission, l'inspection du FVO a dû rédiger un compte-rendu en l'espace de deux jours qui a dû être analysé avec l'autorité compétente. Malheureusement, le compte-rendu n'a pas été reçu avant la fin de la mission et effectivement, pas avant l'achèvement du rapport dix jours plus tard. Les résultats, pouvant être jugés au mieux à partir du reportage de ceux qui étaient présents aux interviews du FVO, ont été discutés avec l'AC et les autres parties intéressées, par exemple, le secteur privé et la délégation de la CE.

Le profil du pays a été préparé pour le site internet du programme SFP.

1 INTRODUCTION

The mission of June-July 2008 (CA001SLE) identified several areas where training of inspection staff in the CA was deemed essential for Sierra Leone's progress towards accreditation as an authorised exporter to the EU.

The Terms of Reference (ToR) for the training element of the mission required the following issues to be addressed:

- a) Organise and run a 2-week training programme for a group of ten senior inspectors from the Sierra Leone CA, covering the following topics:
 - finfish freshness and spoilage;
 - basic training in the legislation that affects exporters to the EU, in particular the CAs of exporting nations;
 - advanced training in HACCP methods related to establishments, with emphasis on the risks associated with the production of ready-to-eat foods;
 - risk analysis, such that the trainees are able to assess risk in production facilities and to determine the level and frequency of monitoring needed in establishments, landing sites and the environment;
 - evaluation of sanitary conditions against a background of hazard and risk analysis;
 - auditing practice;
 - familiarisation with sampling regimes and equipment;
 - practical experience of each of the above theoretical training elements on-site in factories, at landing sites and on board fishing vessels.
- b) Review and analyse the findings of the October 2009 FVO inspection mission to Sierra Leone, and assist the CA in determining appropriate responses, including a work plan for their implementation.

A consultant working for McAlister Elliott and Partners was mobilised to carry out training in both the theory and practice of the EU's official inspection requirements. The training took place over a period of 10 days in November 2009 Freetown in accordance with the ToR.

The consultant was also required to prepare a Country Profile on Sierra Leone along the lines of the Strengthening Fisheries Products Health Conditions (SFP) format.

2 CONTEXT OF THE ASSIGNMENT

2.1 Work environment

The training was carried out with a group of 10 senior Environmental Health Officers (EHOs) who were to become the lead fish inspectors for the (CA). The CA was part of the Food Unit of the Environmental Health Department, a section of the Ministry of Health.

The training took place at the Food Unit's offices in Clinetown, in the eastern district of Freetown.

The 10 EHOs were supplemented by two Fishery Inspectors (FI) who were included in order to retain continuity of understanding between the two ministries. This was of particular importance as the FIs would work alongside the CA using their specialist knowledge of the industry to help and guide the CA in the early years of their work in the fishing industry, which was otherwise unfamiliar in many respects.

Another aspect of the FI's involvement was that the Ministry of Fisheries and Marine Resources was very keen to take over the role of CA in the Fisheries Sector and having two of their number

involved in the training would greatly assist, if the Government decided that this was the route it wished to take.

Assisting to build an effective CA is a direct activity of the SFP programme. This particular intervention and one more mission were planned to assist the CA before the programme ended in October 2010. After that time it was hoped that the training would be picked up by the World Bank's West Africa Regional Fisheries Programme (WARFP) to take the CA through to full compliance.

2.2 In relation to other TA and development initiatives

As mentioned above the World Bank has a project that is due to start in 2010, part of which would include assistance to the CA.

The two projects have maintained an understanding of one another's objectives and progress, through developing relationships and regular communications between the two teams.

3 METHODOLOGY

The training was undertaken in a room provided by the CA where the workshops were held four days per week. Once per week a visit was made to a factory and landing site for practical experience of the theory that was being delivered. The factory was highly relevant to the CA as it will be the only one likely to pass inspection at a high enough standard to be an exporter to the EU; the premises were at Sierra Fishing Company in Kissy Dockyard on the eastern side of Freetown.

3.1 Workshop

The training at the CA offices was undertaken in workshop format, including lectures, role play (auditing), quiz and discussion groups.

3.2 Practical Experience – auditing, fish quality assessment, evaluation of sanitary conditions

At the factory the EHOs were trained in auditing real documentation, fish quality assessment, evaluation of sanitary conditions and application of other theoretical issues such as how and when to take fish temperatures and what could be inferred from their findings.

In a further session the trainees began their experience of judging cooked fish quality.

4 PERFORMANCE IN RELATION TO TERMS OF REFERENCE

4.1 General response to Terms of Reference

The objective of the mission was to provide training that would take the CA nearer to becoming an effective authority. In order to achieve this, the consultant provided practical training on certain aspects e.g. auditing, evaluation of fish quality and sanitary conditions and theoretical training on those areas where equipment was limited, for example sampling techniques and legislation.

All the training requirements of the ToR were accomplished, although the time taken extended into the third week of the mission owing to time lost in the previous two weeks (see below).

The consultant found that time was in any event too constrained for the number of subjects that needed to be covered and would have found it more beneficial for the trainees, had the syllabus been reduced. Not all of the intended site visits (vessels and landing sites) could be carried through due to the same time constraints and vessels not being available at the time of the inspection (the vessels that had been booked to unload on the morning of the inspection arrived the previous day owing to good catches and were unloaded and gone before the arrival of the trainees).

The aim to review the findings from the FVO report unfortunately could not transpire in full, as the report was not delivered within the time frame allowed by FVO's own reporting structure (in fact it

had still not been delivered two weeks after the deadline). Instead the time was used for further training to recompense for the time lost in meetings (see below).

The Country Profile was completed as required.

Problems were encountered that impacted on the effectiveness of the training. They were twofold. First, the facilities that were made available for the training were neither ready for the consultant nor were they adequate. The room that was provided did not have electricity, it was rather noisy due to its proximity to the trading area below and outside of the CA compound and the projector that had been requested was not fully available until the second week.

The other issue that led to time constraints in the training programme was that the Vice President (VP), along with the Fisheries Minister requested a meeting with the consultant. The first meeting was to discuss the consultant's difficulties and for him to present a way forward, this meeting reduced the training time in the morning then again in the afternoon when the consultant had to leave early to prepare the presentation for the next day. This was followed by two aborted meetings due to urgent matters at Government level that took the time of both the VP and the Fisheries Minister. When the meeting with the VP finally did take place, the Minister for Fisheries was already out of the country at a conference. In total two and a half training days were lost from the initial 10 days.

It was significant throughout the two missions that the consultant had undertaken in Sierra Leone (the first in June-July of the same year – CA001SLE refers) that the Ministry of Health had shown no interest in the activities of the CA. Even six months after the initial mission and two weeks after the FVO visit, the Ministry had made no provision for funding the department in a manner that would allow it to grow in competence. The following are some examples of areas where funding was inadequate:

1. The department owned a vehicle but it had broken down and its repair was not being funded. This raised the question of the value of providing further vehicles (SFP has promised four) unless budgetary assurance was provided that the money was available to fuel and maintain them;
2. The section owned no thermometers – absolute essentials for any health inspection;
3. There was no internet connection from which the CA could gather information and legislation updates. Note: a doctor's office within the building did have full internet access but the CA was not included;
4. There was an inadequate electricity supply to the new building provided by other donors. The lack of electricity would make retention of frozen fish samples by the CA (necessary for chain of custody) almost impossible;
5. Almost all pen drives were contaminated with viruses, which the consultant witnessed to be capable of infecting even a fully protected computer;
6. Special requests had to be made if paper or toner was needed.

4.2 Training requirement

Training was carried out in all the aspects required by the ToR. Copies of all the training materials are incorporated in Annex 3

4.3 Analysis of the FVO mission report

Unfortunately the report has not been delivered at the time of writing and certainly not during the mission. Its detail therefore could not be analysed or verified. One day was spent with various parties (CA, private sector, EC Delegation) discussing the known results of the mission, which were in practice, very much what may have been expected, that the CA had undertaken very few official controls and was under-equipped in both capital equipment and laboratory services (sampling had

been carried out once using the laboratory services from Ghana but some of these had been referenced to the wrong EU regulation).

The time that became free owing to the absence of the report was used for further training.

4.4 Country profile

The country profile was completed and may be found in Annex 7.

4.5 Additional tasks not covered in the Terms of Reference

The CA was provided with both hard and electronic copies of all the consolidated legislation that affected official controls.

The CA were asked to prepare job descriptions as none existed. The management took this responsibility but as none were presented by the end of the mission the consultant prepared and left a template for them.

The meeting with the VP resulted in the preparation of a 'Way Forward' PowerPoint presentation. It is to be found in Annex 8.

The meeting with the VP also produced a request that the consultant prepare a road map for future CA activities. On further examination with the members of the meeting it was agreed that a matrix for activities be produced. This was done and forms part of Annex 9.

The consultant undertook some foundation food hygiene knowledge evaluation with the CA. Most of the results were good, but there was still an underlying lack of knowledge that was a concern. EHOs should be two stages beyond foundation level and should have food safety knowledge equivalent to the UK's Level 4 (Advanced Level). Food safety training would be a valuable addition to later training provided by another donor.

5 DISCUSSION

5.1 Relevance and delivery of the training

The training covered subjects that were relevant to the CA's needs in their functions in official controls. The trainees accepted the training well and the training evaluation produced good responses, although several requested more time to cover the number of topics.

Delivering the training was difficult, given the broken time frame and it was felt that the members of staff felt this also, as certain elements of the training had to be delivered more rapidly or in lecture form, when delegate participation had been expected, making it more difficult for the delegates to understand and absorb the information.

Some subjects received more coverage than others; auditing, which was considered to be a vital element of the CA's activities was an example where a lot of time was spent on an area of study.

5.2 Sustainability of the training

The consultant harboured doubts about the sustainability of the training carried out unless support is provided over a period of years from central government funds. It was felt that the Government needed to make a definite commitment to invest in the future of its CA in order to reap benefits in fishery product exports.

5.3 Problems encountered

Problems in running the training did emerge and reflected perhaps a mis-evaluation that was placed on the importance and value of the training provided.

6 CONCLUSIONS AND RECOMMENDATIONS

6.1 Training

The training was satisfactory but needed to be re-addressed at the time owing to the disturbance to the schedule. As a result the training focussed on delivering an understanding of the targets to be achieved over a period of months ('This is where you need to be'), rather than specific training in each of the subjects.

As a result of this and the matrix drawn up for the VP the consultant proposed that he would seek agreement from the EU to provide ongoing distance training on a monthly basis over a period of approximately six months, followed by a short visit in mid-2010 to evaluate progress.

It is a recommendation that a distance learning package be offered to the CA with the aim of reinforcing awareness among the staff of the CA's responsibilities and developing a sound knowledge of food safety systems.

The learning would require a commitment from the staff in the form of a signed agreement. In principle the course would cover the following topics: EU legislation, risk and hazard analysis, auditing, official controls, sampling and monitoring. The trainees (10) would be divided into groups of 2-3 to assist study but would need to provide individual feedback. Questions would be set for each of the topics and for each of the groups. The department would be expected to allow the trainees a day per month to answer the questions set and they would be expected to send in their responses within three weeks. There would be sanctions for no or poor quality responses.

The consultant would fulfil his part of the contract by evaluating email replies and adjusting where necessary. He would be required to do so within the month that the questions were set and also to set fresh questions at the beginning of each month.

It is estimated that the consultant would require 20 hours per month (2½ days) to present and evaluate responses from 10 trainees.

6.2 FVO Report

Unfortunately discussions on the FVO report were insubstantive owing to the report not having been delivered in time.

It is recommended that time be taken in the proposed ToR to review and advise on the findings once these are published.

7 ANNEXES

Annex 1: Terms of Reference for this mission

Annex 2: People met

Annex 3: Training materials used

Annex 4: Information about training activities

Annex 5: Evaluation of training activities

Annex 6: Proposed terms of reference for future missions

Annex 7: Country Profile

Annex 8: PowerPoint presentation given to the Vice President and Minister of Fisheries

Annex 9: Matrix for short term CA training activities

ANNEXES

ANNEX 1: TERMS OF REFERENCE

	SFP ACP/OCT Programme 8ACPTPS137	
Assignment name and number	CA014SLE: Training of fishery inspectors in Sierra Leone	
Coordinator	Garry Preston, Coordinator, Module 1	
Technical Supervisor	Oscar do Porto – Expert on sanitary conditions of Fishery products – SFP	
Background to assignment	<p>Sierra Leone is not currently authorised to export fishery products to the European Union. The SFP has been helping the country achieve harmonisation with EU sanitary regulations and requirements for importing fish and fishery products, firstly through the SFP Anglophone West Africa (AWA) regional project, which ended in 2007, and more recently through missions carried out by SFP Module 1 (CA001SLE and CA041SLE [Training Event], both carried out in June – July 2009) Module 2 (LTI001SLE, May 2009) and Module 4 (ART001SLE, September 2009). Further technical assistance and capacity building is still needed at all levels if Sierra Leone is to attain the required level of guarantees needed for exporters of fish and fishery products to access the European market. As a result, additional interventions are currently under way or planned by Module 2 (LTI016SLE) and Module 3 (IND007SLE).</p> <p>The Competent Authority in Sierra Leone is the Food Unit of the Environmental Health Department within the Ministry of Health and Sanitation. SFP Module 1 mission CA001SLE began the process of upgrading the CA’s official control activities through recommending legislative changes, preparing procedures for control activities and carrying out training in inspection. The mission also identified areas for future interventions, including a strong need for training of inspectors in a range of areas. These include Hazard Analysis Critical Control Point (HACCP) procedures, risk analysis, auditing, sanitary evaluation, fish spoilage and aseptic sampling techniques.</p> <p>An inspection visit by the EC Food and Veterinary Office (FVO) is taking place in mid-October, immediately before the present mission. The visit is not expected to result in Sierra Leone becoming authorised to export fishery products to the EU, but it will provide guidance to the CA in regard to the major areas of weakness that need to be addressed. Analysis of the FVO inspection mission’s findings will help guide any future interventions proposed by Module 1.</p>	
Issues to be addressed	<p>The general objective of the present mission is to continue the process of CA institutional strengthening and capacity-building commenced under mission CA001SLE, through delivery of technical training to CA inspectors. A group of ten senior inspectors have been identified who will participate in the approximately 2-week training programme, which will cover the following areas:</p> <p style="margin-left: 40px;">a) Introduction to the EU’s legal framework on food and feed</p>	

	<p>b) Risk analysis</p> <p>c) Evaluation of sanitary conditions at landing facilities, in factories and on board fishing vessels</p> <p>d) HACCP, familiarisation and auditing</p> <p>e) Auditing of food premises</p> <p>f) Finfish recognition and spoilage</p> <p>g) Aseptic sampling techniques</p> <p>The mission will also analyse the findings of the October 2006 FVO inspection visit in order to support the Sierra Leone CA in responding to any deficiencies identified, and to determine what, if any, further interventions by SFP Module 1 would be appropriate.</p>
<p>Activities of the Consultant</p>	<p>In partnership with the technicians of the CA and other relevant stakeholders, the consultant will undertake the following tasks:</p> <p>a) Organise and run a 2-week training programme for a group of ten senior inspectors from the Sierra Leone CA, which covers the following topics:</p> <ul style="list-style-type: none"> • finfish freshness and spoilage; • basic training in the legislation that affects exporters to the EU, in particular the CAs of exporting nations; • advanced training on HACCP related to establishments with accent to the risks associated to the production of ready-to-eat foods; • risk analysis, such that the trainees are able to assess risk in production facilities and to determine the level and frequency of monitoring needed in establishments, landing sites and the environment; • evaluation of sanitary conditions against a background of hazard and risk analysis; • auditing practice; • familiarisation with sampling regimes and equipment • practical experience of each of the theoretical training elements above on site in factories, at landing sites and on fishing vessels. <p>b) Review and analyse the findings of the October 2009 FVO inspection mission to Sierra Leone, and assist the CA to determine appropriate responses, including a work plan for their implementation.</p> <p>The expert should draft Terms of Reference (ToR) for any complementary actions recommended by the SFP.</p> <p>The expert will also prepare a country profile for Sierra Leone, following the standard template already developed by SFP Module 1. This will ultimately be posted on the SFP website.</p>
<p>Expected outputs</p>	<p>The main outputs expected from the present mission are:</p> <ul style="list-style-type: none"> • Training materials produced and relevant, appropriate theoretical and practical training provided to CA staff; • Analysis of the findings of the FVO inspection mission, and the

	<p>formulation (in partnership with CA staff) of an appropriate responses together with a plan of action for their implementation;</p> <ul style="list-style-type: none"> • draft Terms of Reference (TOR) for any follow-up activities recommended for the SFP; • Sierra Leone country profile, prepared according to the standard template already developed. <p>The expert is required to produce a report detailing his activities, the results of any training delivered, issues that need to be addressed, and recommendations for any follow-up actions needed by the Sierra Leone Government or the SFP.</p> <p>For any training delivered during the mission, the expert's report must contain:</p> <ul style="list-style-type: none"> • a detailed record of all participants in the training, including full name, gender, occupation or position, and contact details; • a summary of the participants' evaluation of the training delivered (standardised evaluation forms will be provided); • a copy of all training materials used by the expert during the mission. <p>All training records, evaluations and materials, as well as any draft TOR for proposed SFP interventions, should be included in the report as annexes.</p> <p>The report is to be produced using MS Word for word processing, as well as other MS Office software where necessary. The report must be made available in hard copy and electronic form, both in Word/ MS Office as appropriate, and in pdf format, with all elements combined in a single file.</p> <p>More information on the report format is contained in the next section.</p>
Report format	<p>The Consultant will be provided with a standard document template in MSWord which must be used as the basis for the mission report. The report will be prepared <u>in English</u>, according to the following structure:</p> <ul style="list-style-type: none"> - Title pages in model format as per other Programme Reports - Table of contents, to three levels, formal format - List of annexes - Tables of tables, figures and pictures all formal format - Abbreviations and acronyms - A 'Layman's Summary' of 4-5 lines, as per EC visibility requirements - Executive Summary (maximum 2 pages), <u>in English and French</u> - Introduction - Main body of report divided into different sections as appropriate, normally Context, Methodology, Performance in relation to TOR, and Discussion (up to 20 pages) - Conclusions and recommendations (each recommendation must be preceded by a conclusion, that refers to a discussion in the main body of the report) - Annex 1 Terms of reference - Annex 2 Schedule and people met (with contacts)

	<ul style="list-style-type: none"> - Any other annex(es) as appropriate Format as per PMU indications.																													
Report to be reviewed by	Carlos Palin, Programme Manager																													
Duration/indicative schedule of work activities	The following schedule of inputs is indicative only, and subject to amendment by the consultant in response to operational considerations <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Activity</th> <th style="text-align: center;">Working days</th> </tr> </thead> <tbody> <tr> <td>Preparation of training materials at home base</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Travel to Sierra Leone</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Briefing of Authorities & EC Delegation in Sierra Leone</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Workshop organisation and lesson planning</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Inspector training programme</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Review FVO findings with CA and stakeholders</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Preparation of recommendations, action plan and follow-up ToR</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Preparation of Sierra Leone country profile</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Debriefing of Authorities & Delegation in Sierra Leone</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Travel to Europe</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Debriefing of PMU in Brussels</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Report preparation</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">26</td> </tr> </tbody> </table> Total working days will equal 26 calendar days.		Activity	Working days	Preparation of training materials at home base	2	Travel to Sierra Leone	1	Briefing of Authorities & EC Delegation in Sierra Leone	1	Workshop organisation and lesson planning	1	Inspector training programme	10	Review FVO findings with CA and stakeholders	2	Preparation of recommendations, action plan and follow-up ToR	2	Preparation of Sierra Leone country profile	2	Debriefing of Authorities & Delegation in Sierra Leone	1	Travel to Europe	1	Debriefing of PMU in Brussels	1	Report preparation	2	Total	26
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Experience and qualification	Expert of category II (at least 10 years of experience) Qualifications and skills: <ul style="list-style-type: none"> - A University degree in veterinary, food technology or related sciences - Knowledge of English is essential. - The applicant must be of EU or ACP member states nationality. General professional experience: <ul style="list-style-type: none"> - Comprehensive knowledge of EU regulations relevant to control of fish and fishery products sanitary status. - Demonstrated long-term background in fish and fish products 																													

	<p>surveillance</p> <p>Specific professional experience:</p> <ul style="list-style-type: none"> - Long term background in the application of EU legislation and procedures for inspection and certification in third countries; the drafting of manuals of procedures for the inspection and certification, and the design and setting up of self-control systems, based on HACCP methodology, by the food industry as well as their audit by official inspection bodies.
Locations and travel	<p>Based in Wellington, Somerset, United Kingdom:</p> <ul style="list-style-type: none"> - 1 journey Wellington, UK – Freetown, Sierra Leone; - 1 journey Wellington, UK – Brussels, Belgium; - up to 21 nights' per diem in Sierra Leone; - up to 1 night's per diem in Brussels.

ANNEX 2: PROGRAMME AND PEOPLE MET

Record your daily schedule of meetings, training and other activities in the table below, along with information on people met or who you worked with. Please provide as much detail as possible on contact information for people met during the mission, especially e-mail addresses and telephone numbers. Specify whether telephone numbers are mobile phone, office or private. Information from this section will be added to the Module 1 contacts database and may be needed by Module 1 staff for follow-up actions after the mission.

Date	Location	Name and Title	Contact details & remarks
29/10/09	Freetown	Meeting Mr. G Bundu Head of Food Unit	076 243920
30/10/09	Freetown	Meeting Mr. G Bundu Head of Food Unit	
31/10/09	Freetown	Preparation of training materials	
1/11/09	Freetown	Preparation of training materials	
3/11/09	Freetown	Meeting Vice President, Mr. Samuel Sam Sumara Afsuta Kabba, Minister for Fisheries	
2-6/11/09	Freetown	Training at CA HQ – EHOs:	
		Josephine Sama	-
		Manso S Kargbo	076 780376
		Simon F Dumbuya	076 538247
		Sheku Daboh	077 66 7292
		Martha Mani	076 786562 martha-mani@gmail.com
		Sahr E Abu	076 272727
		David Charles	076 771788
		Abass Koroma	076 636071
		Mustapha Sesay	078 686 361
		Hotanga Robbie (Deputy Director Fisheries)	076 617 042 hotangaa@yahoo.com
		Sheku Sei (Senior Fisheries Inspector)	076 795912
		Famakoni Martin	030 422 6214 famakoni@yahoo.com
		John Tommy	076 612 176
		Thomas Amara (Head of Env Health)	076 681 957
		Gibrilla T Bundu	As above
		Alve M Kamara	077 539223

Date	Location	Name and Title	Contact details & remarks
9-13/11/09	Freetown	Training as above	
Freetown	Freetown	Delegates as above	
Freetown	Freetown	Meeting Mr. Matthias Reusing head of World Development Africa EC Delegation	
Freetown	Freetown	Meeting Vice President, Mr. Samuel Sam Sumara Herbert M'cleod Strategy and Policy Unit Office of the President hpmcleod@gmail.com	
16/11/09	Freetown	Meeting Mr. Matthias Reusing head of World Development - Africa EC Delegation	
		Mr. Ritchie Jones EC Delegation	
17/11/09	Freetown	Training as above	

ANNEX 3: TRAINING MATERIALS USED

Available on CD

ANNEX 4: INFORMATION ABOUT TRAINING ACTIVITIES

This information is required for each mission in which training took place, so that it can be included in the Module's quarterly report, in line with project reporting requirements.

a) Title of training course or subject of training	Introduction to CA official controls
b) Location (City, town, etc)	Freetown, Sierra Leone
c) Dates (start and finish)	2-6 th November and 9-13 th Nov 2009
d) No of days of training delivered (e.g. a 5-day course in which training occupied half of each day would be 2.5 days)	9 days (Friday Prayers takes Friday afternoon)
e) Total number of participants	14
f) Total number of participant-days (normally = d*e, unless there was partial attendance by some participants)	131
g) Total number of women participants	2
h) Total number of women participant-days (normally = g*e, unless there was partial attendance by some participants)	18

ANNEX 5: EVALUATION OF TRAINING ACTIVITIES
Strengthening Fishery Products Health Conditions in ACP States/ OCTs
Module 1 - Strengthening National Health Control Capacity
Training Event - Evaluation Feedback Form

Page 1

This form should be filled in by participants in each SFP training activity, and returned to the course coordinator.

Please give your honest opinions. We will use the feedback tactfully and constructively to help improve the course for future participants

Course details (to be filled in by the trainer prior to distribution)

Course title/ Subject	Introduction to the Competent Authority's official controls
Date	17/11/2009
Trainer	Richard Chivers
Location	CA Offices Clinetown

Participants comments

What were your objectives for attending the course? Learn all subjects offered

Were your objectives met? Yes All No

If No, please state why not. _____

Were there any subjects which you considered unnecessary? Yes No None

If YES, which? _____

Were there other subjects you would have liked to see included? Yes No

If YES, which? _____

Factory design; microbiology of fish spoilage; 7 'No's'

Were there subjects you would have liked to spend more time on? Yes 2 No 4

If YES, which? Auditing; risk analysis; advanced HACCP (4); fish spoilage; fish processing;

What did you enjoy most about the course? Practicals (3); HACCP; everything (3); methods and patience of trainer; sampling methodology

What was the least enjoyable aspect? None (7); auditing the blast freezer!; That the student was only there as an observer

How could the course and teaching be improved? External training; more practical training (4); more PowerPoint; more training;

Would you recommend the course to others? Yes (9)

Manager (9)

Whose decision was it that you attend this course?

Please answer the questions on page 2

Strengthening Fishery Products Health Conditions in ACP States/ OCTs

Module 1 - Strengthening National Health Control Capacity

Training Event - Evaluation Feedback Form

Page 2

Course Objectives (to be filled in by the trainer prior to distribution)

How well were the objectives met?	Very well	Mostly	Partly	Only a bit	Not at all	N/a
1 Finfish freshness and spoilage	8		1			
2 Basic training in EU food legislation	1	6	1			
3 Advanced HACCP training	7	2				
4 Risk analysis	5	3	1			
5 Introduction to auditing practice	7	2				
6 Sampling regimes and equipment	5	3	1			

Additional comments on course objectives

How would you rate the trainer/ presenter in terms of the following criteria?

	Excellent	Good	Average	Poor	Very poor	N/a
Overall knowledge of subject	8	4				
Ability to explain individual topics	4	5				
Material presented at an appropriate pace	4	4	1			
Help in resolving problems	2	6	1			
Attitude and effectiveness	7	4				
Encouragement and motivation	5	3	1			
Flexibility and approachability	5	3	1			
Instructor's interaction with you	5	3	1			

Additional comments on trainer(s)/ presenter(s)

	Trainer's focus and willingness to help; trainer very practical and humorous
--	--

How would you rate the following aspects of the course organisation?

	Excellent	Good	Average	Poor	Very poor	N/a
Course joining instructions/ preparation	2	6		1		
Training room	4	3	1			
Accommodation			6			2

Meals	2	5			2
Refreshments	2	5			2
Toilet facilities		6	2	1	
Other (specify)		1			1

Additional comments on organisation

	No electricity or water in the building; training to be extended to fishing vessel observers; trainer was called away to meetings
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Overall assessment	Excellent	Good	Average	Poor	Very poor	N/a
Overall quality of course content	7	2				
Overall quality of instructor's teaching	6	3				
Course objectives defined and achieved	5	4				
Course organisation and structure	3	6				
Integration of theory and practice	5	3				
Course materials and resources	3	6				

Any other comments that you would like to make

Course was tailored to CA needs; trainer to return; more of the same
--

ANNEX 6: PROPOSED TERMS OF REFERENCE FOR FUTURE MISSIONS

TERMS OF REFERENCE

	SFP ACP/OCT Programme 8ACPTPS137	
Assignment name and number	CAXXSLE: Training of fishery inspectors in Sierra Leone	
Coordinator	Garry Preston, Coordinator, Module 1	
Technical Supervisor	Oscar do Porto – Expert on sanitary conditions of Fishery products – SFP	
Background to assignment	<p>The Sierra Leonean Competent Authority (CA) was the beneficiary of two training missions during 2009 from which a further ToR suggested training abroad for five members of staff, who were to experience factories and markets in countries that were either European or were authorised to export to Europe.</p> <p>During October 2009 Sierra Leone received an unfavourable review of its operation of official controls by the Food and Veterinary Office (FVO) inspectorate. However, it should be noted that the FVO inspection took place very early in the CA's development and as such the critique should not be considered a failure, rather that time was not allowed for the CA to prepare for the mission.</p> <p>It is desirable that the interventions provided so far by the Strengthening Fishery Products (SFP project) are not lost and that the CA be assisted through to full compliance with European Union (EU) regulations, in order that the country may benefit from a new export market.</p> <p>In order for the CA to become more proficient it is proposed that the existing next ToR be postponed in favour of a distance learning programme controlled from the EU. This would take the form of learning packages being sent to the CA for dissemination through four groups of senior inspectors, two or three inspectors per group. The training would provide ongoing support during the time that the consultant was not able to be present in-country.</p> <p>A proposed matrix of study has already been produced.</p> <p>The course would be finalised after six months by an evaluation mission.</p>	
Issues to be addressed	<p>The general objective of the present mission is to continue the process of CA institutional strengthening and capacity-building commenced under mission CA001SLE and followed up in CA014SLE through delivery of technical training to CA inspectors by means of a one day per month input of distance training.</p> <p>A group of ten senior inspectors has already undergone more advanced training and it is intended that these be the target for further interventions.</p> <p>The proposed programme of study will encompass these issues:</p> <ol style="list-style-type: none"> a) Practical application of the EU's legal framework on food and feed in respect of official controls b) Practice of risk analysis. Practical preparation of HACCP and auditing the same c) Use of checklists in the evaluation of sanitary conditions at landing 	

	<p>facilities, in factories and on board fishing vessels</p> <p>d) Sampling and drawing up of a national monitoring programme</p> <p>e) Internal auditing and some auditing of food premises</p> <p>The mission will also analyse the findings of the October 2006 FVO inspection visit in order to support the Sierra Leone CA in responding to any deficiencies identified, and to determine which, if any, further interventions by SFP Module 1 would be appropriate.</p>
Activities of the Consultant	<p>In partnership with the technicians of the CA and other relevant stakeholders, the consultant will undertake the following tasks:</p> <p>a) Prepare training material suitable for sending by email to the CA, covering the following subjects:</p> <ul style="list-style-type: none"> • How official controls may be practised in Sierra Leone to correspond with those of the EU; • Preparation of risk analyses and HACCP; • How to undertake sampling and develop a national monitoring scheme; • Internal auditing practice and where possible auditing food premises; <p>b) Review and analyse the findings of the October 2009 FVO inspection mission to Sierra Leone, and assist the CA in determining appropriate responses.</p> <p>The expert should draft Terms of Reference (ToR) for any complementary actions recommended by the SFP programme.</p>
Expected outputs	<p>The main outputs expected from the present mission are:</p> <ul style="list-style-type: none"> • Training materials produced with a timetable for starting each module; • Evaluation of the returns from the CA; • Analysis of the findings of the FVO inspection mission, and the formulation (in partnership with CA staff) of an appropriate responses; • Drafting of Terms of Reference (ToR) for any follow-up activities recommended for the SFP programme; • On-site visit to evaluate progress on the ground in Sierra Leone after a period of six months. <p>The expert is required to produce a report detailing his activities, the results of any training delivered, issues that need to be addressed, and recommendations for any follow-up actions requested by the Sierra Leone Government or other donors.</p> <p>For any training delivered during the mission, the expert's report must contain:</p> <ul style="list-style-type: none"> • a detailed record of all participants in the training, including full name, gender, occupation or position, and contact details; • a summary of the participants' evaluation of the training delivered (standardised evaluation forms will be provided); • a copy of all training materials used by the expert during the mission.

	<p>All training records, evaluations and materials, as well as any draft ToR for proposed SFP interventions, should be included in the report as annexes.</p> <p>The report is to be produced using MS Word for word processing, as well as other MS Office software where necessary. The report must be made available in hard copy and electronic form, both in Word/ MS Office as appropriate, and in pdf format, with all elements combined in a single file.</p> <p>More information on the report format is contained in the next section.</p>												
Report format	<p>The Consultant will be provided with a standard document template in MSWord which must be used as the basis for the mission report. The report will be prepared <u>in English</u>, according to the following structure:</p> <ul style="list-style-type: none"> - Title pages in model format as per other Programme Reports - Table of contents, to three levels, formal format - List of annexes - Tables of tables, figures and pictures all formal format - Abbreviations and acronyms - A ‘Layman’s Summary’ of 4-5 lines, as per EC visibility requirements - Executive Summary (maximum 2 pages), <u>in English and French</u> - Introduction - Main body of report divided into different sections as appropriate, normally Context, Methodology, Performance in relation to ToR, and Discussion (up to 20 pages) - Conclusions and recommendations (each recommendation must be preceded by a conclusion, that refers to a discussion in the main body of the report) - Annex 1 Terms of Reference - Annex 2 Schedule and people met (with contacts) - Any other annex(es) as appropriate <p>Format as per PMU indications.</p>												
Report to be reviewed by	Carlos Palin, Programme Manager												
Duration/ indicative schedule of work activities	<p>The following schedule of inputs is indicative only, and subject to amendment by the consultant in response to operational considerations:</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Working days</th> </tr> </thead> <tbody> <tr> <td>Preparation of training materials at home base</td> <td>4</td> </tr> <tr> <td>Evaluation of responses and FVO findings from EU base (2.5 days/month for 6 months)</td> <td>15</td> </tr> <tr> <td>Travel to Sierra Leone</td> <td>1</td> </tr> <tr> <td>Briefing and debriefing stakeholders and delegation</td> <td>2</td> </tr> <tr> <td>Evaluation of progress and FVO findings with CA and stakeholders</td> <td>12</td> </tr> </tbody> </table>	Activity	Working days	Preparation of training materials at home base	4	Evaluation of responses and FVO findings from EU base (2.5 days/month for 6 months)	15	Travel to Sierra Leone	1	Briefing and debriefing stakeholders and delegation	2	Evaluation of progress and FVO findings with CA and stakeholders	12
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Travel to Europe	1								
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Report preparation	2								
Total	36								
	Total working days will equal 36 calendar days.								
Start date	December 2009 (estimated)								
Completion dates for reports	<table border="1"> <tr> <td>Draft report to PMU</td> <td>10 working days after return to home base</td> </tr> <tr> <td>PMU comments</td> <td>Within 2 weeks of reception</td> </tr> <tr> <td>Final report</td> <td>10 working days after reception of PMU comments (including comments of authorities if appropriate)</td> </tr> </table>	Draft report to PMU	10 working days after return to home base	PMU comments	Within 2 weeks of reception	Final report	10 working days after reception of PMU comments (including comments of authorities if appropriate)		
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Experience and qualification	<p>Expert of category II (at least 10 years of experience)</p> <p>Qualifications and skills:</p> <ul style="list-style-type: none"> - A University degree in veterinary, food technology or related sciences - Knowledge of English is essential. - The applicant must be of EU or ACP member state nationality. <p>General professional experience:</p> <ul style="list-style-type: none"> - Comprehensive knowledge of EU regulations relevant to the control of fish and fishery product sanitary status - Demonstrated long-term background in fish and fish product surveillance <p>Specific professional experience:</p> <ul style="list-style-type: none"> - Long-term background in the application of EU legislation and procedures for inspection and certification in third countries; the drafting of manuals of procedures for the inspection and certification, and the design and setting up of self-control systems, based on HACCP methodology, by the food industry as well as their audit by official inspection bodies. 								
Locations and travel	<p>Based in Wellington, Somerset, United Kingdom:</p> <ul style="list-style-type: none"> - 1 journey Wellington, UK – Freetown, Sierra Leone; - 1 journey Wellington, UK – Brussels, Belgium; - up to 14 nights' per diem in Sierra Leone; - up to 1 night's per diem in Brussels. 								

ANNEX 7: COUNTRY PROFILE

THE REPUBLIC OF SIERRA LEONE



Source of the Map: SFP website¹

Sierra Leone General Information

Area:	72,326 km ²
Water Area:	155,700 km ²
Shelf Area:	30,000 km ²
Length of Coastline:	560 km
Population (2006):	5.74 million
GDP current (2006):	US\$ 1.45 billion
Agricultural GDP (2006):	37.8 %
Fisheries GDP (2006):	9.4 %

¹ [http://www.sfp-acp.eu/EN/Pays/Africa/Sierra Leone/01-General.htm](http://www.sfp-acp.eu/EN/Pays/Africa/Sierra%20Leone/01-General.htm)

Source: Fishery Country Profile FAO 2008

ftp://ftp.fao.org/FI/DOCUMENT/fcp/en/FI_CP_SL.pdf

The World Bank gave the GDP as 1.7 b US\$ in 2007 (http://devdata.worldbank.org/AAG/sle_aag.pdf) and Google Public Data (referenced to World Bank) gave it as 1.95b US\$ in 2008 (http://www.google.com/publicdata?ds=wb-wdi&met=ny_gdp_mktp_cd&idim=country:SLE&q=sierra+leone+gdp)

Sierra Leone is the 180th country out of 182 in the United Nations Human Development Index. Life expectancy at birth is 47 years, literacy in over 15 year olds is 38% and GDP 175 per capita US\$. (http://hdrstats.undp.org/en/countries/country_fact_sheets/cty_fs_SLE.html)

1. STATUS OF EU APPROVAL

1.1 List Status

Sierra Leone is not approved and listed for export of any kind² of fishery products to EU by Commission Decision 766/2006/EC as amended by Commission Decision 156/2008/EC.

Sierra Leone is also not included in the transitional agreements for certain countries to export certain products to specific EU member states as defined in Regulation (EC) 2076/2005 (as amended 21/02/09) until 31/12 2009.

1.2 List of approved establishments

Not applicable, see above. One factory, Sierra Fishing Company was in the process of building a very large and well designed factory, due for completion in the first quarter of 2010.

1.3 Number and types of establishments approved for export to EU

Not applicable, see above

1.4 Latest FVO Mission

There was an FVO mission to Sierra Leone between 19/10/09 – 23/10/09 the results of which were not available at the time of writing but from reports from persons present at the time it was clear that the country could not be authorised to export to the EU. Reports are published on http://ec.europa.eu/food/fvo/ir_search_en.cfm

1.5 Conclusion of latest FVO Mission

Not applicable, see above

1.6 Competent Authority Action Plan

Not applicable, see above

1.7 Special import conditions:

Not applicable. No fishery products can be imported from Sierra Leone to EU (see point 1.1)

1.8 Rapid Alerts and Notifications to fishery products from Sierra Leone

Not applicable, see above

² Fishery Products by definition in Regulation (EC) 853/2004 Annex I point 3 is: All seawater *or freshwater animals (except for live bivalve molluscs, live echinoderms, live tunicates and live marine gastropods and all mammals, reptiles and frogs)* whether wild or farmed and including all edible forms, parts and products of such animals

2. STATUS ON PREVIOUS INTERVENTION FROM THE SFP PROGRAM TO SIERRA LEONE

2.1 Project No. 20/06/04/AWA

Subject: General support to the Competent Authorities, test laboratories, industry and artisanal fishery. (Global Project Gambia, Ghana, Liberia, Sierra Leone)

Execution: 01/2005-04/2007

Executed by: Lamans, Mr Roland Vanthuyne (Project Leader), Mr Georges Dupret (Deputy Project Leader) and Mrs Roberta Aiello and Mrs Yolaine Bevens (Junior Experts)

Summary of activities and output (Report TP o46, June 2007): The project included coordinated and parallel activities in Gambia, Ghana, Sierra Leone and Sierra Leone.

Main Activities with Sierra Leone (mainly pages 102-109 and 236-278 in the report)

Assistance to draft Fishery Products Regulation and Aquaculture Products Regulation for amendment of the Fisheries Decree 1994, including specifically requirements to post harvest handling.

Assistance to identify and establish a Competent Authority in the light of new requirements and assistance to develop proposal to organization.

Training of new staff from the new formed Competent Authority in inspection, HACCP and issuing of Health Certificates for export to EU.

The CA inspectors and Quality managers were trained on Product quality and safety assurance, fish technology, inspection practices and a train the trainer course was elaborated for the small scale, retail and artisanal sector.

During the mission, all establishments (factories) and facilities were audited by the team in collaboration with the existing authorities and checked on compliance. New ground-plans were drafted by the TL and amendments suggested for every factory.

Hands-on training was organized for inspectors and quality managers on fishing vessel, landing-site and establishment compliance.

Conducting of Environmental Impact Study and compiling of an environmental monitoring plan. 20 landing sites were recommended for sampling and testing for parameters, depending on the evaluation of the pollution risk.

Training of new staff from the new formed Competent Authority and processing establishments' quality managers in legal requirements, Inspection procedures, product quality (hygiene), product safety (HACCP), fish processing technologies, training methods, freshness determination.

Training of staff from Competent Authorities and food business operators on requirements to vessels and landing sites.

Direct assistance to processing establishments in upgrading of hygiene conditions in compliance with EU requirements.

Conduction of hands on training of inspectors in inspection and evaluation of establishments for compliance with EU requirements and possible listing for export to EU requirements.

2.2 Project No. CA001SLE June 2009

Harmonisation of Legislation and procedures related to the Inspection and Certification of Fishery Products for Export – Sierra Leone 4th June - 12th July 2009

Executed by: MEP (Cardno Consortium) Cardno Agrisystems in association with Megapesca Ltd and MacAlister Elliott & Partners, Mr. Richard Chivers.

Summary of activities and output (Report, June 2009):

- recommendations for updating and improving the legal framework for approval of fish processing establishments and fishing vessels,
- basic training of staff in inspection procedures, evaluation of sanitary conditions, HACCP, risk analysis, fish quality, safety and spoilage;
- recommendations on additional changes needed or processes to be followed to promote transparency and preclude corruption;
- an organisational framework developed for the Competent Authority;
- documented methodology and a manual of procedures produced for the inspection, certification and approval of products, premises and vessels.

2.3 Project No. CA014SLE – November 2009

Training of fishery products inspectors - Sierra Leone

Executed by: MEP (Cardno Consortium) Cardno Agrisystems in association with Megapesca Ltd and MacAlister Elliott & Partners, Mr. Richard Chivers.

Summary of activities and output (Report, November 2009):

- a) Organise and run a 2-week training programme for a group of ten senior inspectors from the Sierra Leone CA, which covers the following topics:
 - finfish freshness and spoilage;
 - basic training in the legislation that affects exporters to the EU, in particular the CAs of exporting nations;
 - advanced training on HACCP related to establishments with accent to the risks associated to the production of ready-to-eat foods;
 - risk analysis, such that the trainees are able to assess risk in production facilities and to determine the level and frequency of monitoring needed in establishments, landing sites and the environment;
 - evaluation of sanitary conditions against a background of hazard and risk analysis;
 - auditing practice;
 - familiarisation with sampling regimes and equipment
 - practical experience of each of the theoretical training elements above on site in factories, at landing sites and on fishing vessels.
- b) Review and analyse the findings of the October 2009 FVO inspection mission to Sierra Leone, and assist the CA to determine appropriate responses, including a work plan for their implementation.

3. FISHERY SECTOR PROFILE

3.1 Marine Fisheries

With an Atlantic coastline of about 560 km and a continental shelf averaging 30,000 km in width, the Sierra Leonean fishing grounds cover 186 322.2 km² within the EEZ.

Reports received but unpublished at the time of writing (November 2009) suggest that most species are under pressure, especially target species for both artisanal and industrial fisheries.

IUU fishing is a very real danger to the sustainability of the fish stocks (ref: Dirty Fish: EJF)

Institutional Support for Fisheries Management (ISFM) Project 2008-2010

The project reported in November 2009 that:

The near shore fish species (flat herring, Bonga, Shinenose etc) were showing signs of overexploitation, the ISFM resource appraisal surveys revealed that Sierra Leone waters still had substantial amounts of demersal (Snapper, Rogie, Crocus etc) and pelagic (Pollock, mackerel etc) fish resources that could sustain export marketing and satisfy local protein requirements.

The project proposed to develop fisheries management plans for the following areas:

1. Coastal demersal fisheries resources management plan
2. Small pelagics management plan
3. Large pelagics (Tuna)
4. Shrimp fisheries management plan
5. Marine Protected Areas

Using holistic rather than analytical modelling the following estimates were developed.

Estimating Total Allowable Catches for artisanal fisheries:

Maximum Sustainable Yield was 112,178mt and fishing opportunities therefore stood at 5727 canoes. With the current number of fishing crafts equalling, 7942 canoes there is a required action to reduction number of fishing canoes by 30 %

Estimating Total Allowable Catches for demersal fisheries:

MSY was 9539mt with fishing opportunities for 23 vessels and the current number of vessels standing at 23 the demersal trawling operations were operating at the MSY

3.2 Marine Fleet

The Sierra Leonean fisheries comprise both industrial and artisanal sectors, which deploy various vessels, gear types and fishing methods.

The industrial sector exploits mainly the shrimp and demersal fish resources in Sierra Leone's waters. In 2009, there were some 23 trawlers operating legally in the EEZ. Mainly these are flagged to China, South Korea and Greece.

From 2009 pair trawling was banned due to issues over mesh regulations, sustainability and catch quality. Some of the licensed vessels were pair trawlers and it is not clear how many have resumed single trawling and to which extent the ban is effective.

Fishing trips are of variable length; larger trawlers may be at sea for up to 3 months, while the smaller vessels land their catch after around a week at sea. The larger vessels are equipped with freezing and packing facilities on board and will produce cartons of frozen fish (usually 20 kg in weight), sorted by species and size grade, as an end product. Smaller vessels carry ice and land their fish fresh after much shorter trips. On the larger trawlers the catch is then frozen to around minus 20°C. The catch is then either landed at Freetown for export to other African countries or distribution around the markets of Sierra Leone, or trans-shipped at sea to a reefer vessel for landing at some other destination.

The artisanal fleet comprises the indigenous canoe (1–3 person crews), operated by Mende fishermen using oars or sail. These are small dugout canoes of about 7 m, some of which are also powered by 7 hp outboard engines, deploying mainly hook and long lines and gillnets.

The Ghanaian canoes are larger (12–15 m) and powered by 25–45 hp engines, with a crew of 10-12. Their gears are ring and purse nets used for small pelagic species, with larger gillnets specifically adapted for different species and seasons.

3.3 Marine Catch

Table 1: Sierra Leone Total Capture Production of Fisheries tonnes

1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
72 628	63 065	59 407	74 730	75 210	82 990	96 926	134 440	145 993	148 146

Source: ftp://ftp.fao.org/fi/stat/summary/summ_06/a2.pdf

For more information about the capture fisheries sector in Sierra Leone see

http://www.fao.org/fishery/countrysector/FI-CP_LR/3/en and the FAO FishStat

3.4 Marine Species

The industrial subsector exploits the shrimp resources, mainly *Penaeus duorarum notialis* and *Parapenaeopsis atlantica*. This sector also exploits pelagic and demersal resources, including *Sardinellas*, *Clupeoidei* (herrings), sharks and rays, *Thunnus* (yellow fin tuna) *Pseudotolithus* (croakers) and *Lutjanus spp* (snapper species).

The coastal pelagic fish species exploited by the artisanal fleets include *Caranx*, *Sphyraena*, *Cybiium*, *Trichiurus*, *Sardinella*, *Ethmalosa*, *Chloroscombrus*, *Vomer*, *Ilisha africana*, *Pseudotolithus*, *Dentex*, *Cyanoglossus*, *Galeoides decadactylus* and *Pentanemus quinquarius* (*Polynemidae*), *Drepane africana* (*Drepanidae*), *Arius spp.* (*Ariidae*), *Cynoglossus spp.* (*Cynoglossidae*), *Ilisha africana*, *Ethmalosa fimbriata* (*Clupeidae*) and *Parapenaeus atlantica* and *Lutjanus spp.*

The main species targeted for export in shrimp trawlers comprise largely of *Cynoglossus spp*, (50-60 %) and *Pseudotolithus spp* (20-30 %). High valued deep-water species like the Sparids, *Epinephelus spp* and *Lutjanids* are also exported in reasonable quantities.

For more details on fish species see <http://www.fishbase.org>

3.5 Inland Fisheries

Inland fishery is practiced in ecosystems such as lakes, rivers, floodplains and other water bodies (e.g. Moa, Sewa, Taia, Malen and Wanje Rivers, Scarcies Rivers; Lake Mape, Mabesi) with a total estimated annual production of 16,500mt. It is mainly a capture fishery and operates at subsistence level. The use of primitive technology to harvest the fish species in the rivers and lakes abound. The fishing crafts used are mostly dug-out canoes, which can have lengths of about 7 m. The propulsion is done by poling in shallow waters and by paddling in deeper waters.

The fishing gears are hook and line, longlines, cast net, set net, driftnet, traps and baskets and scoop nets.

3.6 Inland Fishing Fleet

Inland fishery is underdeveloped and traditional in the methods of exploitation, and not monitored. As such, there is no information on its level of production.

3.7 Inland/Freshwater catch

No figures available

3.8 Inland Fish Species

There is a wide variety of species caught in the fisheries. There are some 150 freshwater fish species from 34 families inhabiting some rivers, streams, lakes and estuaries of Sierra Leone. About 40 species have been identified in the capture inland fisheries in the Pujehun district, including various *Tilapia* spp, Catfish, *Clarias* spp, *Chrysichthys* spp, *Bagrus* spp, Mormyrids, *Hydrocynus* spp, *Alestes* spp, *Synodontis* spp, *Hemichromis* spp

For a comprehensive list of freshwater fish in Sierra Leone please see FAO Fish Base. <http://www.fishbase.org>

3.9 Aquaculture Production

In the past, both mariculture and freshwater culture have been executed. Brackish water systems have also been explored.

These aquaculture practices in Sierra Leone have been limited to the subsistence level

In the 1970's, the Ministry promoted aquaculture in Sierra Leone and established two experimental fishing farming stations in Bo (south) and Makali (north) with the aim of propagating commercial fish ponds in the provinces by acting as centres for fingerling production (*Tilapia niloticus*) and for distribution. The species Mullet, Catfish, Cutlass fish have been tried but not successful as compared to *Tilapia* culture, done in earthen ponds.

Another good initiative was an oyster culture project which was well developed and gave positive results. Under this project the Ministry established the biological bases of culturing mangrove oysters (*Crassostrea tulipa*) and identified raft culture technique as a viable and appropriate method.

Recent aquaculture survey estimated total fish production from ponds at about 60mt per year (mainly *Tilapia* spp) from 1200 ponds in the country. The farmed fish is consumed by rural population and is particularly important for non-coastal area districts.

(FAO Country profile Sierra Leone (ftp://ftp.fao.org/FI/DOCUMENT/fcp/en/FI_CP_SL.pdf))

3.10 Aquaculture Species

As 3.9 above.

3.11 Handling and transport of fish raw materials

In the industrial fisheries, the products are largely frozen (mainly whole, ungutted) and exported to the sub-region and other African regions, Asia and USA. Much smaller quantities are exported fresh on ice the USA and Asia. Direct exportation to the EU is precluded by an EU ban which however could soon be lifted.

The artisanal fisheries produce mainly hot smoked products. Part of this is absorbed by the local or in-country markets while the bulk is exported to other African countries. Much smaller quantities of salted and sun-dried products are also produced for both local and export markets.

Ice is only used in the artisanal fishery in small quantities around Freetown. The majority of the artisanal catch is landed fresh on the beaches for sale either to the consumer or to a processor or wholesaler.

3.12 Socio Economics

Fisheries are a major contributor to the economy, providing a relatively cheap source of animal protein for the population, bringing in export earnings and providing employment. The sector contributes about 9% of agricultural GDP.

Employment (2005):	
Primary sector (MFMR):	Artisanal fisheries 30,000 full-time Industrial fisheries 1,000 full-time Inland/Aquaculture fisheries 5,000 full-time
Secondary sector:	Artisanal fisheries 200,000 part-time Industrial fisheries employs 2,500 part-time Inland/Aquaculture fisheries employs 5,000 part-time
Gross value of fisheries output (2005):	US\$ 33,628 Industrial: US\$ 74,289,236 artisanal: Total: US\$ 107,917,633

Source: ftp://ftp.fao.org/FI/DOCUMENT/fcp/en/FI_CP_SL.pdf

More detailed analysis of social economic and political conditions in Sierra Leone is also available in the Ex Ante Evaluation of existing conditions in the Fisheries Sector of Sierra Leone and Liberia³.

3.13 Sustainable Management (Resource Management)

As reported above the ISFM Project has made a number of recommendations for fisheries management in an interim report made in November 2009.

A comprehensive analysis is available also in Evaluation of existing conditions in the Fisheries Sector of Sierra Leone and Liberia.

4. PROCESSING SECTOR

4.1 Industrial Processing

At the time of writing (November 2009) there were only two operating factories that produced exportable product.

The factories produced frozen whole fish for both the local and export markets. Fish was supplied to these factories primarily from contracted fishing vessels that provided fish either fresh on ice or whole frozen.

4.2 Small scale processing

Most of the fish landed by artisanal fisheries was processed locally. The catch was sold either fresh for immediate consumption or for processing, generally by smoking in metal drums over a wood fire, though a small amount is salted and fermented. The market chain for fresh fish is very short, often with a maximum of one intermediary between catcher and consumer.

Processing is still traditional in nature and is limited to fish smoking and drying. The chain for smoked fish is longer, with the product being taken from the landing sites by road to the major rural markets from where they are distributed to towns and villages. Most of the sale, processing and distribution of fish is carried out by women. The increasing demand for fuel-wood for fish smoking is contributing to deforestation in the coastal areas and the loss of mangrove forests.

³ The Ex. ante Evaluation of existing conditions in the Fisheries Sector of Sierra Leone and Liberia. Final Report no. 2, March 2008 Oceanic Development and Megapesca

Shrimps are frozen for export while finfish is frozen and distributed by women who sell them to rural dwellers in the villages and towns, usually operating on foot.

5. FISH TRADE

5.1 Local and Regional Trade

See below.

5.2 International trade

The export of fisheries products from Sierra Leone is according to statistics minor. In 2006 a quantity of 236 tons were reported for export while it was less than 100 tons in the previous years. In the late 80's the export was about 1000-1500 tons per year and the import was around 1000-15000 tons, but this deteriorated during the civil unrest throughout the 90's.

6. FOOD SAFETY AND HEALTH CONDITIONS

Fisheries policy development and implementation falls within the authority of the Bureau of National Fisheries (BNF), under the Ministry of Agriculture, Sierra Leone. An organisational diagram and details of activities can be seen on FAO Fisheries and Aquaculture Country Profile http://www.fao.org/fishery/countrysector/FI-CP_LR/en

The competent authority for control of food safety is within the Environmental Health Department of the Ministry of Health on central, provincial and local level.

7. INTERNATIONAL DEVELOPMENT COOPERATION

7.1 EU Fisheries Partnership Agreements

There is currently no fisheries partnership agreement between Sierra Leone and EU. http://ec.europa.eu/fisheries/cfp/external_relations/bilateral_agreements_en.htm

The Ex Ante Evaluation of March 2008⁴ was prepared with the view to concluding a Fisheries Agreement (Fisheries Partnership Agreement) between the European Commission on behalf of EU Member states and Sierra Leone.

7.2 EC Development Strategy

The EU's Strategy for assistance to Sierra Leone is linked to the new governments poverty reduction strategy (PRS) based on the principle of Linking Relief Rehabilitation and Development (LRRD) in the context of Post-Conflict Fragile States.

The full strategy paper for 2008-2013 is available on

http://ec.europa.eu/development/geographical/methodologies/strategypapers10_en.cfm

7.3 Other donor interventions in the field

Sierra Leone is a member of the ECOWAS. In cooperation with ECOWAS, the European Union are implementing the "The West African Quality Programme" over three years beginning in September 2007. The program include assistance to Trade Analysis, Accreditation of Laboratories, Product testing, Meteorology, Standardization, Inspection, Traceability and Quality Promotion. For more details, see: <http://www.industry.ecowas.int/>.

BTSF-Africa is implemented under the DG Sanco Better Training for safer food initiative 2009 -. All African countries are invited to join training activities in regard to developing harmonized food safety legislation within the African Union with the objective to facilitate trade within the African Union Member States. The program does not include fishery products for export.

The programme was planned to move into Sierra Leone in 2010.

⁴ The Ex. ante Evaluation of existing conditions in the Fisheries Sector of Sierra Leone and Liberia. Final Report no. 2, March 2008 Oceanic Development and Megapesca.

http://www.foodinfo-europe.com/index.php?option=com_content&task=blogsection&id=11&Itemid=127

ACP Pesticides Initiative: <http://www.nri.org/projects/NRET/SPCDR/Chapter6/trends-6-4-3.htm>

FAO Sustainable Fisheries Livelihoods Programme (SFLP) 1999-2007 (funded by DIFID)

The Programme operated from 1999-2007 across 25 countries in West and Central Africa. Summary of experiences drawn are in FAO Fisheries and Aquaculture Technical Paper 513

http://www.fao.org/documents/pub_dett.asp?pub_id=254204&lang=en

The ISFM Project identified links with these projects:

- i. West Africa Regional World Bank Project
- ii. ADB Artisanal Fisheries Development Project (AFDEP)
- iii. PRCM (Regional Programme for Coastal Zone Management)
- iv. Other regional EU Projects (SFP & EU "All ACP" Fish 2 Programme)
- v. FAO Sustainable Aquaculture Development Project
- vi. UNDP Aquaculture Project
- vii. FAO Ecosystem Approach to Fisheries Management
- viii. FAO proposal on 'Legal Framework for the Sustainable Management of the Sierra Leone Fisheries Industry'

Find below links to other key donors active in Sierra Leone:

African Development Bank in Sierra Leone: <http://www.afdb.org/en/countries/west-africa/sierra-leone/>

DIFID in Sierra Leone: <http://www.dfid.gov.uk/Where-we-work/Africa-West--Central/Sierra-Leone/>

FAO Fisheries: <http://www.fao.org/fishery/activities/en>

FAO-EU: <http://www.fao.org/europeanunion/en/>

UNDP in Sierra Leone: <http://www.lr.undp.org/>

WHO in Sierra Leone -Food Safety Des-WHO/AFRO: <http://www.afro.who.int/des/fos/index.html>

World Bank in Sierra Leone:

<http://web.worldbank.org/external/default/main?menuPK=356226&pagePK=141155&piPK=141124&theSitePK=356194>

World Bank Fisheries:

<http://web.worldbank.org/WBSITE/EXTERNAL/TOPICS/EXTARD/0,,contentMDK:20451222~pagePK:148956~piPK:216618~theSitePK:336682,00.html>

8. REFERENCES

FAO Fisheries and Aquaculture Country Profiles

ftp://ftp.fao.org/FI/DOCUMENT/fcp/en/FI_CP_SL.pdf

Food Safety Des-WHO/AFRO: <http://www.afro.who.int/des/fos/index.html>

FVO Inspection Reports: http://ec.europa.eu/food/fvo/ir_search_en.cfm (Nov 2009)

Second FAO WHO Global Forum of Food Safety Regulators:

http://www.foodsafetyforum.org/global2/documents_en.asp and

Competent Authority for Sierra Leone (Ministry of Health) foodsunit@yahoo.com

The Ex. ante Evaluation of existing conditions in the Fisheries Sector of Sierra Leone and Sierra Leone. Final Report no. 2. Oceanic Development and Megapesca, March 2008

ANNEX 8: POWERPOINT PRESENTATION FOR VICE PRESIDENT

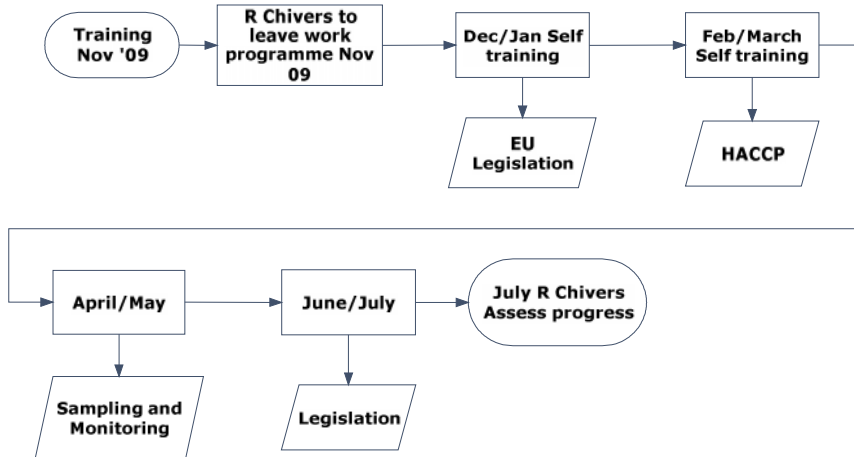
<p style="text-align: center;">Sierra Leone Competent Authority</p> <p style="text-align: center;">Official Controls on Fishery Products</p>	<p style="text-align: center;">Present Situation</p> <ul style="list-style-type: none"> • The recent Food and Veterinary Office inspection of the CA is expected to highlight many short comings in the CA's undertakings • The CA is not carrying out official controls • The CA appears to lack direction
<p style="text-align: center;">SWOT Analysis: Strengths</p> <ul style="list-style-type: none"> • Knowledge of food safety • Inspectors are very keen to be trained • The CA management have indicated a wish to retain the fisheries official control function 	<p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none"> • Lack of motivation in CA • Lack of funding • No working car, no office consumables, no technical equipment (thermometers!) • When equipment is supplied by SFP will the department have the funds to sustain itself (e.g. maintenance and replacement) • The responsibilities of official controls do not appear to have impacted on the CA
<p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none"> • Lack of laboratory services to allow CA to practice sampling and judge results • No/little internet access needed for legislative updates and food safety information. • The Ministry of Health has been quiet throughout the last 6 months. Perhaps given its considerable health portfolio it has to prioritise issues other than fish. Does the Ministry want the CA? 	<p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none"> • Lack of laboratory services to allow CA to practice sampling and judge results • No/little internet access needed for legislative updates and food safety information. • The Ministry of Health has been quiet throughout the last 6 months. Perhaps given its considerable health portfolio it has to prioritise issues other than fish. Does the Ministry want the CA?

<h3 style="text-align: center;">Opportunities</h3> <ul style="list-style-type: none"> • SFP input up to July 2009 • Develop the CA to grow and become responsible for official controls 	<h3 style="text-align: center;">Strengths and Opportunities Development</h3> <ul style="list-style-type: none"> • SFP will put in at least one more mission if guarantees can be given that facilities for the trainer will be available • Grow on the strengths of the training provided to become an efficient operator of official controls • Opportunity to practice auditing internally, by auditing one another's job functions
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<h3 style="text-align: center;">Strengths and Opportunities Development</h3> <ul style="list-style-type: none"> • Ability to learn about fishing vessel operations in collaboration with the MFMR • Learn about EU law official controls by internet • Learn relevance of hazards to trade <ul style="list-style-type: none"> • Food safety • Commercial viability 	<h3 style="text-align: center;">Foreign CA Operations</h3> <ul style="list-style-type: none"> • Liberia. The Agriculture and Fisheries Minister declined to 'own' the CA – 'If the fish are swimming they are mine, if they are dead they belong to the Ministry of Health' • Kenya, Tanzania and Uganda. The CA function is operated by the Fisheries Ministry. In the case of Kenya at least it previously lay with the Ministry of Health
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<h3 style="text-align: center;">Foreign CA Operations</h3> <ul style="list-style-type: none"> • Cote d'Ivoire, Guinea and Guyana. The responsibilities of the CA are shared between the Health and Fisheries Ministries. • It is my understanding that this is achieved by a MoU allowing the Fisheries Ministry powers to call on the skills of the Health Ministry's staff to carry out official controls. Contd 	<h3 style="text-align: center;">Foreign CA Operations</h3> <ul style="list-style-type: none"> • In effect the Fisheries Ministries assume the position of executive management of the CA's official controls of fish related matters e.g. factory inspection, sampling and monitoring, landing points and vessels.
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Possible road map of CA activities towards FVO acceptance



All solutions welcome!

ANNEX 9: MATRIX OF SHORT TERM TRAINING ACTIVITIES FOR CA STAFF**CA matrix for study and practice of official controls**

	Dec	Jan	Feb	March	April	May	June	July
Fish Team A	EU Legislation	Official Controls	Sampling and Monitoring	Internal audit	Official Controls	HACCP	EU Legislation	Internal audit
Fish Team B	Internal audit	EU Legislation	Official Controls	Sampling and Monitoring	Internal audit	Official Controls	HACCP	EU Legislation
Fish Team C	EU Legislation	Internal audit	EU Legislation	Official Controls	Sampling and Monitoring	Internal audit	Official Controls	HACCP
Fish Team D	HACCP	EU Legislation	Internal audit	EU Legislation	Official Controls	Sampling and Monitoring	Internal audit	Official Controls
Other CA products								
Other CA products								
Other CA products								