



Affiliate Annual Report for Calendar Year 2018 (Complete Attachment B to be considered for one or more 2019 Affiliate Awards.)

To maintain compliance with IAFP Constitution and Bylaws, Affiliates must return this completed report. Please send by email to Susan Smith at: ssmith@foodprotection.org.

Please return the following items **electronically** by **Tuesday, February 12, 2019 (late reports will not be considered for awards)**:

REQUIRED:

- This completed form (*in English*).
- Your Association's membership list (Item 2).
- Your Association's list of current term officers (complete Attachment A).

OPTIONAL:

- Attachment B: Completion required **only** if your Association requests to be considered for one or more Affiliate Awards.
- IAFP now accepts **all** Affiliate Annual Reports electronically, including those vying for one or more of the Affiliate Awards. *Affiliates seeking to present the highest quality visual presentation are encouraged to present their Annual Report in the highest quality possible for review by the Selection Committee. To avoid errors and omissions, please limit your submission to ONE email with all attachments.*
- Digital photos (with names and descriptions) to appear in the *Affiliate View* quarterly newsletter.

UK Association for Food Protection

1. Your Official Delegate to IAFP Affiliate Council and Contact

Enter in the fields below the information requested for your Association's official Delegate to the IAFP Affiliate Council and your official Contact for IAFP correspondence. **Delegate must be an IAFP Member.**

Official Delegate to IAFP Affiliate Council

Professor David Lloyd
ZERO2FIVE Food Industry Centre,
Cardiff Metropolitan University
200 Western Ave
Cardiff
CF5 2YB

IAFP Member? Y N

Official Contact for IAFP Correspondence (indicate “same” if person also serves as Delegate)

‘SAME’

IAFP Member? Y N

2. Membership List

- a. Indicate the current total number of members in your Association: 135
- b. How many NEW members joined your Association in 2018: 20
- c. Fax or email your current membership list. Include name, title, complete address, phone number, fax number, and email address of all active members

Due to recent changes to General Data Protection Regulation in the UK, we are unable to share personal information due to GDPR requirements, however our members attended the annual conference and their companies are listed below:

2 Sisters Food Group
a2z food safety
Accolade Wines
Alba Food Safety Consulting
Alimenti Food Sciences Ltd
Bakkavor
Beacon Foods
BRC Global Standards
Brecon Foods
Burts / Talgarth Bakery
Caerphilly County Borough Council
Cardiff Metropolitan University
Castell Howell Foods Ltd
Complete Co-Packing Services
Create Connect
Cryfder Ltd
Cultivate
David Wood Foods
Douglas Willis Ltd.
Farm Fresh Cooked Meats Ltd
Farm Fresh Fillings / Castell Howell Foods
FEI Foods
Food Adventure
Food Centre Wales
Food Standards Agency
Franks Ice Cream
Hafod
Harper Adams University
Holchem Laboratories Ltd
Indoor Biotechnologies Ltd
It Plus Solutions
Merthyr Tydfil County Borough
Muller
Navitas ESB
NSF

OP Chocolate Ltd
Project66
Puffin Produce Ltd
SALSA
Shared Regulatory Services
Shared Regulatory Services - Bridgend, Cardiff & Vale Councils
SRS Cardiff Council
SRS Vale of Glamorgan Council
SSG
Talgarth Bakery Ltd
Technical Food 4u
University Of Central Lancashire
University of Oxford
University of Sunderland
Vale of Glamorgan Council
Welsh Government
Yeo Valley Farms
ZERO2FIVE Food Industry Centre
Zerdeegres Microbrewery & Restaurant Cardiff

3. Meetings: Annual Meeting/Conference, Educational, Workshops, Webinars, etc.

- a. On what date(s) was your most recent general membership or major meeting (i.e., Annual Meeting/Conference) during the past year? Please list number of attendees.
Annual meeting: 28th September 2018, 136 attendees. 54 member companies (49 new member companies)
- b. Please provide the date(s) and location of your next scheduled major meeting (i.e., Annual Meeting/Conference):
Next annual meeting: September 2019, Cardiff.
- c. List all other general membership meetings held in 2018 (excluding board meetings). Include title, dates and attendance numbers.
 - SALSA ISSUE 5 workshop – September and October 2018 – 20 attendees
 - Audit ready workshop – June and August 2018 – 15 attendees
 - UKAFP Annual conference planning meeting – 4 meetings during summer 2018 – 5 attendees

4. Awards and Scholarships

a. List members honored with an award from your Association and/or IAFP during 2018. Include name of award and qualification for award.

Click here to type recipient's name	Name of Award and how did recipient qualify?
Click here to type recipient's name	Name of Award and how did recipient qualify?
Click here to type recipient's name	Name of Award and how did recipient qualify?
Click here to type recipient's name	Name of Award and how did recipient qualify?
Click here to type recipient's name	Name of Award and how did recipient qualify?

b. List scholarships awarded during 2018; include recipient and qualification for scholarship.

Scholarship Name/Amount	Recipient Name and how did recipient qualify?
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Although no awards were awarded from the Association. However Lone Jespersen has sponsored two PhD students that are members of the UK AFP to become student members of the IAFP.

5. Web Communication

Please be sure to keep the IAFP office on your mailing list for newsletters, email, and other communications to your general membership.

Please provide your existing Affiliate's Web site address AND date last updated
None

Did you launch a new Affiliate Web site in 2018? Y N

Attachment A (completion required)

Association Officers List

Provide the contact information requested below for all current officers of your Association. **Please indicate if each officer is an IAFP Member (reminder: Your President and Delegate are required to be IAFP Members).** The information you provide here is published on our website and in select membership materials. The information may be typed in the fields below or may be sent to our office by email, fax or regular mail.

Indicate the term dates (e.g., 2018–2019) for your current Executive Board:

2019 - 2020

President

Dr Ellen Evans

Cardiff Met University

Western Ave

Cardiff

CF5 2YB

02920416306

Elevans@cardiffmet.ac.uk

IAFP Member? Y N

Organising Committee / secretary

Prof Carol Wallace

University of Central Lancashire

Flyde Rd

Preston

PR1 2HE

01772893657

Cawallace@uclan.ac.uk

IAFP Member? Y N

Vice President

Leanne Ellis

Cardiff Met University

Western Ave

Cardiff

CF5 2YB

02920416303

lellis@cardiffmet.ac.uk

IAFP Member? Y N

Organising committee/treasurer

Prof John Holchem

Technical Director

Holchem Laboratories Ltd

UK

John.holah@holchem.co.uk

IAFP Member? Y N

Past President

Helen Taylor

Cardiff Met University

Western Ave

Cardiff

CF5 2YB

02920416075

Hrtaylor@cardiffmet.ac.uk

IAFP Member? Y N

Delegate

Prof David Lloyd

Cardiff Met University

Western Ave

Cardiff

CF5 2YB

02920416306

dclloyd@cardiffmet.ac.uk

IAFP Member? Y N

Before continuing, please check one of the boxes below:

CHECK HERE and return electronically by 2/12/19 IF YOUR AFFILIATE REQUESTS TO BE CONSIDERED FOR ONE OR MORE 2019 AFFILIATE AWARDS. (You are required to complete Attachment B.)

CHECK HERE IF YOUR AFFILIATE DOES NOT WANT TO BE CONSIDERED FOR A 2019 AWARD. (You are done! It is not necessary to complete Attachment B.)

Attachment B (optional)

Affiliate Award Considerations

To be considered for one or more of the five Affiliate Awards to be presented at IAFP 2019, Affiliates are **required** to check the box next to the award(s) for which you wish to be considered and provide the related criteria (in English). (REMINDER: Please confirm IAFP Membership of your Affiliate President and Delegate **before** completing Attachment B to avoid award disqualification.) Submit your Annual Report and any attachments in **ONE** email to avoid errors and omissions.

Affiliate Membership Achievement Award

How did your Affiliate grow **AND** retain members during the past year? Please provide details on:

- how new members were recruited throughout the year;
- the number of new members joining the Affiliate;
- the percent increase in membership from 2017 to 2018;
- specific efforts on how you retained existing members; and
- other methods related to helping grow and maintain your membership.

You may cut and paste copy in the space below or use a separate page if necessary; please limit your explanation to 500 words or less in 12 point type.

- **How new members were recruited throughout the year:**
 - Promoted at annual affiliate event
 - Promoted at all internal training days and stakeholder meetings
 - Mail out to all manufacturers in Wales
 - Promotion through social networking
 - Competition to win free membership
- **The number of new members joining the Affiliate:**
 - 29 people
 - 49 new companies
- **Percentage increase from 2017 to 2018:**
 - 27% people
 - 50% companies
- **Specific efforts on how you retained existing members:**
 - One-to-one communication with member companies
 - Email updates regarding annual meeting
 - Opportunities for feedback regarding annual meeting
 - Liaise with members regarding topics of interest for annual meeting.

Affiliate Communication Award

How did your Affiliate communicate information to your Members during the past year? Please provide a description of the types of communication sent to your general membership and include samples with your Annual Report. Samples can be printed copies/screen shots of blast emails, Web site (include frequency of updating), electronic/print newsletters, brochures, etc., along with respective dates sent. If available, provide how effective specific communication was toward meeting your goals. You may cut and paste copy in the space below or use a separate page if necessary; please limit your explanation to 500 words or less in 12 point type.

☒ Affiliate Education Award

What types of food safety education did your Affiliate provide to its members during the past year? Please provide the following details on all technical meetings, educational conferences, webinars, workshops, classes, and other methods pertinent to the interests of the membership:

- **Background:**

Food businesses operators are legally required to train staff. Regulation (EC) No. 852/2004 on the hygiene of foodstuffs requires businesses *that handle food to ensure food handlers are supervised and instructed and/or trained in food hygiene matters commensurate with their work activity*. BRC Global Food Safety standard requires business to ensure all staff are trained effectively. This ‘Fundamental’ requirement is detailed in section 7.1 (fundamental) of the standard. The company shall ensure that all personnel performing work that affects product safety, legality and quality are demonstrably competent to carry out their activities, through training, work experience or qualification.

- **Aims and objectives:**

The aim is to provide stakeholders with access to a highly skilled workforce who will undertake continuous development in food safety to ensure the sector is provided with the skills and expertise to be safe, grow and flourish. These will be achieved via Welsh food and drink manufacturers in three areas:

- a) identify, develop and design bespoke training courses to meet the needs of the sector
- b) deliver courses to industry delegates
- c) to assess the effectiveness of the training intervention and improvement in skills and knowledge;

- **Agenda:**

The agenda included four key areas; Traceability, Management of Allergens, Supplier and raw material approval and Sensory analysis

- **Target audience:** Workforce in SMEs in food manufacturing businesses in South Wales.
- **Dates of training courses:** The twelve training courses were delivered between April and July 2018 as indicated below

Training Course	Scheduled Training Dates
Traceability	Friday 13th April 2018
Traceability	Friday 20th April 2018
Management of Allergens	Friday 11th May 2018
Traceability	Friday 18th May 2018
Management of Allergens	Monday 4th June 2018
Management of Allergens	Monday 4th June 2018
Supplier and Raw Material approval and performance monitoring	Thursday 7th June 2018
Traceability	Thursday 7th June 2018
Supplier and Raw Material approval and performance monitoring	Monday 11th June 2018
Sensory Analysis	Tuesday 10th July 2018
Management of Allergens	Thursday 12th July 2018
Supplier and Raw Material approval and performance monitoring	Friday 13th July 2018

- **Total Numbers of attendees:** A total of 145 people attended the 12 training courses

Courses	Delegates
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covering the 4 key areas as detailed below

Traceability	54
Management of Allergens	51
Supplier and raw material approval	30
Sensory analysis	10
TOTAL	145

Best Overall Affiliate Meeting Award

Did your Affiliate hold an outstanding self-sustainable (*not sponsored/co-sponsored by IAFP*) food protection meeting which you consider 'over and above' those normally held? If so, provide the following details, if applicable, on what led to a highly successful meeting:

- **Type of meeting:** 16th Annual United Kingdom Association for Food Protection
- **Value to Affiliate Members/attendees:** The one day, free-to-attend conference took place at the Hilton Hotel in Cardiff on Wednesday 26th September 2018 and focused on "Impact of Food Safety Culture: Insights from Industry". The conference provided attendees with academic based research, industry based experiences and a regulatory based requirements relating to food safety culture in industry. This is of critical importance to food and drink manufacturers in the UK, particularly given the BRC (British Retail Consortium) Global Standard for Food Safety Issue 8, published in August 2018, now requiring a manufacturing site to have a clear plan for the development and continuing improvement of a food safety culture. David Brackston, the Technical Director for BRC Global Standards was one of the speakers. The conference programme concluded with a roundtable session with questions from delegates relating to measuring, documenting and improving food safety culture. The conference was excellently timed with the inclusion of food safety culture in the newly launched BRC standard. Post-conference feedback questionnaires indicated how valuable the conference was and how the passion of the speakers and the accessibility of their presentations allowed businesses to visualize how to imbed food safety culture into their business. We believe this conference went 'over and above' what is normally achieved as industry requirements and recent changes informed the content of the conference and a record number of attendees was achieved.
- **Mission statement for meeting:** To provide attendees with insights from Industry to understand Food Safety Culture.
- **Content:** the one day conference was hosted by Professor David Lloyd, (Director of the ZERO2FIVE Food Industry Centre at the Cardiff Metropolitan University and UKAFP Affiliate Delegate)
- **Numbers of attendees:** A total of 136 delegates attended the conference with all of them being Affiliate Members of the UKAFP (100%).
- **Audience participation:** a roundtable session was hosted by Dr Ellen Evans (UKAFP Vice President) which allowed audience discussion with questions answered by the panel of 7 speakers. Numerous questions were asked from delegates relating to measuring, documenting and improving food safety culture. Ample opportunities were also provided for delegates to network with other delegates and with presenters throughout the day. Stands from IAFP, SALSA and BRC were located in the breakout areas.
- **Conference Topics:**
 - Professor David Lloyd ZERO2FIVE Food Industry Centre – Official opening of the 16th Annual United Kingdom Association for Food Protection
 - Helen Taylor – UKAFP President – IAFP update
 - Marcia Nightingale – UK Food Standards Agency – Regulating the Future
 - Professor Carol Wallace – University of Central Lancashire – Impact of Food Safety Culture on Food Safety Management Systems
 - Dr Louise Manning – Harper Adams University – Organisational sub-cultures: their influence on food safety and food integrity management
 - Bonnie Joplin – SALSA (Audit Scheme Standard) – The changes in SALSA Issue 5 and their impact on Food Safety Culture
 - Dr Lone Jespersen – Cultivate – Lessons Learned in changing food safety culture... And how we learned them

- Dr David Brackston - BRC Global Standards – BRC Global Food Safety Standard, Issue 8 & Food Safety Culture – What you need to know
 - Dr Rounaq Nayak – University of Oxford – Globalization of the food industry: Where to next and how to get there by improving culture
 - Dr Ellen Evans – UKAFP Vice President –Food safety Culture Round table session
 - Professor David Lloyd – ZERO2FIVE Food Industry Centre – Conference summary and close.
- **Sponsors:** The conference was organized by the UK AFP and funded by the Welsh Government through Food Innovation Wales to enable knowledge transfer to food and drink manufacturing businesses in Wales.
- **Diversity of meeting participants:**
 - Industry (50%) of which 32% manufacturing, 4% industry-consultants, and 14% local authority/regulatory.
 - Academia (23%) of which: 6% education, 7% research, and 10% extension
 - Students (21%).
 - Government (1%).
 - NGO (5%).
- **Post-conference feedback:**
 - 92% rated the conference to be “good” or “very good”
 - Most positive feedback related to facilities, the conference pack, administration, catering and location. Most negative feedback related to car parking facilities; which has been taken into consideration for future conferences.
 - Quotes from delegates:
 - “Great line up of speakers. Good mix of delegates. Useful networking opportunities”
 - “Great to have attend a conference with such a clear culture focus – well timed. It was free. Good mix of attendees – not just an academic focus. The mix of presentations was good, and all experts in their own specific fields”
 - “The chance to meet with industry professionals and share experiences, the event is local in Cardiff”
 - “Good to keep up with changes”
 - “The talks really drove home the importance of Food Safety Culture within a business. It has provided me and my colleagues with useful tips and food for thought to help improve and focus on the culture within our business. Therefore tailoring our training to reinforce the consequences of not having a good food safety culture.”
 - “Gaining up to date information and background on where the food industry needs to be in term of food safety culture and considering what we need to feedback to our organisation.”
 - “It was beneficial to hear professional views on Food Safety Culture, and tips and advice on the daily challenges we as Technical Managers are faced with.”
 - “Was great to hear about the food safety culture research that is going on and how the private sector in particular are beginning to consider this as a more sustainable way of ensuring safe food. Knowing where the sector is heading will help me to stay abreast of developments so I can be prepared to look for the signs of the culture more in future inspections and understand big businesses thought processes.”
- **Other information:** Although the UKAFP annual holds a conference, to date, this received the most number of registrations, with a record number of attendees turning up on the day. To give the meeting legacy, all presentations have been made freely available online: <https://www.cardiffmet.ac.uk/health/zero2five/news/Pages/UKAFP.aspx>

C.B. Shogren Memorial Award

How did your Affiliate demonstrate exceptional overall achievement during the past year in promoting the mission of IAFP (*"To provide food safety professionals worldwide with a forum to exchange information on protecting the food supply"*)? "Overall achievement" should encompass at least several of the following activities/accomplishments of your Affiliate during 2018:

- Exceptional achievement in membership;
- Types and effectiveness of communication and education;
- Awards and scholarships presented;
- Attendance numbers at meetings;
- Collaboration with other professional organizations;
- donations to the IAFP Foundation; and
- Representation at the IAFP Affiliate Council Meeting (held during IAFP Annual Meeting); and
- Other pertinent information.

While not a requirement, strong consideration will be given to an Affiliate whose officers (beyond the requirement for the President and Delegate) are also IAFP Members. Provide a description and include any supporting documents. You may cut and paste copy in the space below or use separate pages if necessary; please limit your explanation to 1,000 words or less in 12 point type.

C.B. Shogren Award
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