



Approval of New Regional Sections INFORMATION FORM

PROPOSAL OF:

EHEDG XXXXXXXX

**Applicant: XXXXX
Date: XX Month Year**

Required information for applicants:

- A. Region.**
- B. Applicant.**
- C. Capacities.**
- D. Financing.**

A. Region. (25 points)

Please, provide information about the current situation of the geographical area where you intend to create a new regional section. EHEDG needs to understand which is the potential market/context for its products and activities.

A.1. About the country/s. (1 point)

Please, provide general data about the country/s where the Regional Section intends to run its activities. Remember that you can provide more info about the country at the annex section.

- **Country/s:**
- **Capital:**
- **Country population:**
- **Language/s:.**
- **Flag and map:**

A.2. Governmental Authorities related with Food Safety (1 point).

Please, indicate which are the key food safety authorities in the region and summarise their scope/activities/website as well as their knowledge about hygienic design. Divide this section into as many points as remarkable authorities. Remember that you can provide more info about any of these authorities at the annexes section.

A.3. Food and Drink Sector. (10 points)

Please provide food and drink data sector in the region. Data should be as recent as possible and from reliable sources. Remember that you can provide more info about the food sector at the annexes section.

- **Turnover (mill. €):**
- **%Turnover over the total manufacturing sector:**
- **Ranking of 10 top subsectors (turnover):**

Table 1. Ranking of 10 top food and drink subsectors in the region (turnover).

Top Food and Drink SubSector:	%
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Other:	
Total:	100

- **Number of companies:**
- **%SMEs on the total of companies:**
- **Ranking of 10 top subsectors (number of companies):**

Table 2. Ranking of 10 top food and drink subsectors (number of companies and %).

Food and Drink Subsector	Number	%
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Other:		
Total		100

- Ranking of 20 top companies (turnover)

Table 3. Ranking of 20 top food and drink companies (turnover & subsector).

Top Company	Turnover (€)	Subsector
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

- **Employment:**
- **%Employment over the total manufacturing sector:**
- **Trade (IMPORTS vs EXPORTS).**

Table 4. Imports/Exports (€) and ranking of 10 top impor/export countries (%).

IMPORTS (million €)		EXPORTS (million €)	
10 top importing countries	%	10 top importing countries	%

1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	
Other		Other:	
Total	100		100

Source:

A.4. Food Machinery Sector (8 points).

Please, provide data corresponding to the last available year:

- Turnover (million €):
- Number of companies:
- % SMEs on the total of companies:
- Ranking of 20 top companies (last annual turnover and subsector)

Table 5. Ranking of 20 top machinery companies (turnover & subsector).

Top Company	Turnover (€)	Subsector
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

A.5. State of the art and needs (5 points)

A.5.1. Legislation and standards.

Please, indicate in force legislation concerning hygienic design in the region. Also, indicate any national/international standards which are already known by the food and machinery sectors.

A.5.2. Training courses, education and/or events on hygienic design.

Please, indicate any training courses or academic studies already available in the region on hygienic design. Also, indicate existing events, conferences, etc.

A.5.3. About EHEDG in the Region.

Please, indicate registered EHEDG members based in the region and its names (see EHEDG web site). Also if there are established or emerging relationships with other Regional Sections.

A.5.4. Why a new EHEDG section can be relevant for your Region?

Please, explain how a new regional section would help the region's companies and institutions to cover the existing gaps.

B. Applicant. (25 points)

Please, describe the entity that aims to become the representative of EHEDG in the section as well as its chairman.

B.1. Entity to represent EHEDG in the Regional Section. (15 points).

- Entity:
- Logo:
- Year of foundation:
- Entity description:
- Areas of activity:
- Staff:
- Infrastructures:
- Networking capacities:
- Other information:

B.2. Chairman of the Regional Section. (10 points).

Please provide a summary of the person who is intended to chair the regional section. Annex a full curriculum vitae.

- Name:
- Summary:

C. Capacities. (25 points)

Please, describe the capacities / resources available to run the section. They can be provided by the leading entity and/or other members.

C.1. Personnel. (10 points)

Please, indicate personnel that will be directly involved in the regional section coordination and time or percentage of time dedicated.

C.2. Infrastructures. (5 points)

Please, indicate infrastructures that will be directly involved in the regional section activities (i.e. administration, courses and events venues, etc.)

C.2.1. Offices.

C.2.2. Meeting / conference rooms.

C.2.3. Other.

C.3. Communication channels. (5 points)

Please, indicate which dissemination tools would be available to promote the regional section activities in the region under the supervision of EHEDG.

C.3.1. Web Sites.

Please, indicate which local website/s would be available to promote EHEDG activities. Notice that regional sections must not create an own website, but use the EHEDG official website.

C.3.2. Social networks.

Please, indicate if twitter, facebook or other networks are available to promote the regional section activities in coordination with EHEDG..

C.4. Other capacities. (5 points).

D. Financing. (25 points)

Please, provide information on how you plan to finance the regional section activities with the support of EHEDG.

D.1. Financing requirements. (15 points)

Please, estimate the average funding (annually) to be asked to EHEDG during the first 3 years and a list of most important activities to be carried out. Notice that not all activities can be financially supported by EHEDG. This estimation is not a binding declaration. It helps us to have an idea about the level of required resources and dependency of our funding.

Year	Main activities	Funding requirement estimation (€)
2014		
2015		
2016		

Comments:

D.2. Incomes. (10 points)

Please, estimate how this new regional section would increase the number of EHEDG members and the associated incomes. This estimation is not a binding declaration.

Year	Number of new EHEDG Members			Estimation of incomes (€)
	Company	Individual	Institutes	
2014				
2015				
2016				

Comments: