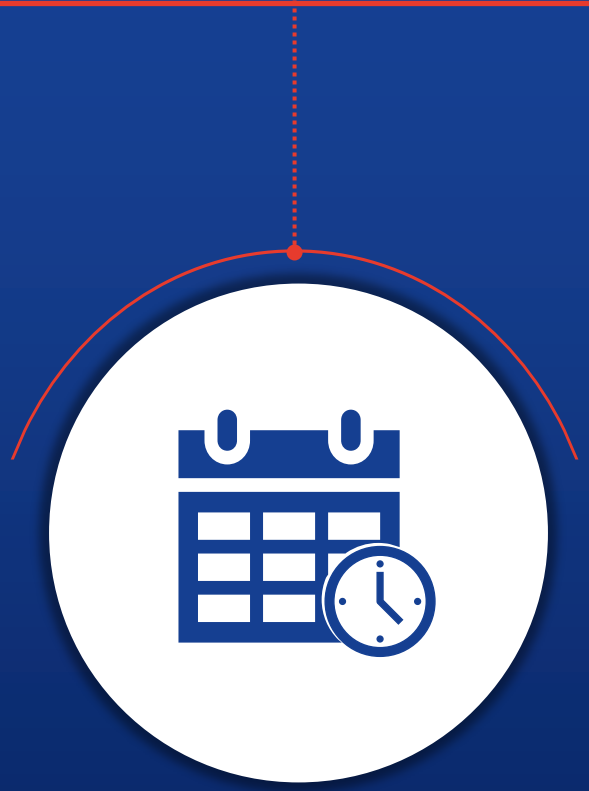
Full Working Group Day

Amsterdam, 7 & 8 November 2024

Agenda – Day 1



01. **Lunch**

02. **Introduction**

- Objective of FWGD
- OGSM / strategic goals
- Process Improvements

03. **Individual presentations from WG Chairs**

- Coffee break

04. **Inter-relations amongst GLs and feedback on new GLs**

Note: *Use your social time to catch up / network with your related WGs!! Dinner, coffee breaks, breakfast.*

Vision & Mission

Our vision

- The aspirational goal that drives our foundation is to be the leading source of hygienic design and engineering expertise, and enhance food safety and quality across the whole industry. This is the shared ambition that shapes our role in the outside world.

- **Our mission**
- The outline around our logo captures the mission we're relentlessly committed to: to raise awareness of hygienic design and engineering, develop guidance and solutions, provide a platform to promote our expertise and facilitate networking across the world.

Constitution, Internal Rules & Code of Conduct

- Why do we have a Code?
- Who must follow our Code?
- What does the Code require from me?
- What should I do if I learn about or suspect misconduct?
- What will happen if someone does not follow the Code?

1. We follow the law

- Following Applicable Laws

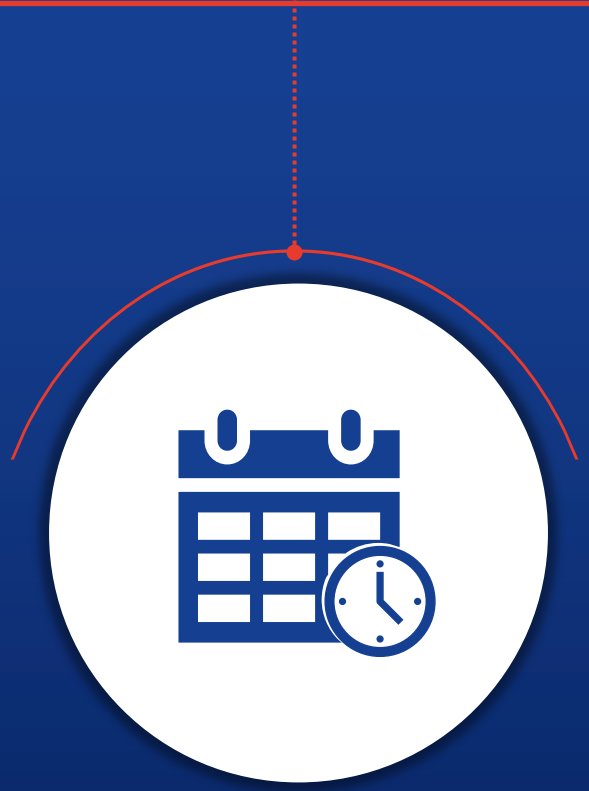
2. We conduct our activities with integrity

- Anti-Bribery
- Gifts and Entertainment
- Fair Competition
- Intellectual Property

Constitution, Internal Rules & Code of Conduct

3. We keep accurate and transparent records
4. We honour our organisational obligations
    - Trust in Relationships
5. We treat people with dignity and respect
    - Human Rights
    - Strength through Diversity
    - Alcohol and Drugs
    - Harassment and Violence
6. We protect EHEDG's information, assets and interests
    - EHEDG Property and Resources
    - Political Activity

Agenda – Day 1



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Introduction New Co-chairs

Patrick Wouters - Cargill

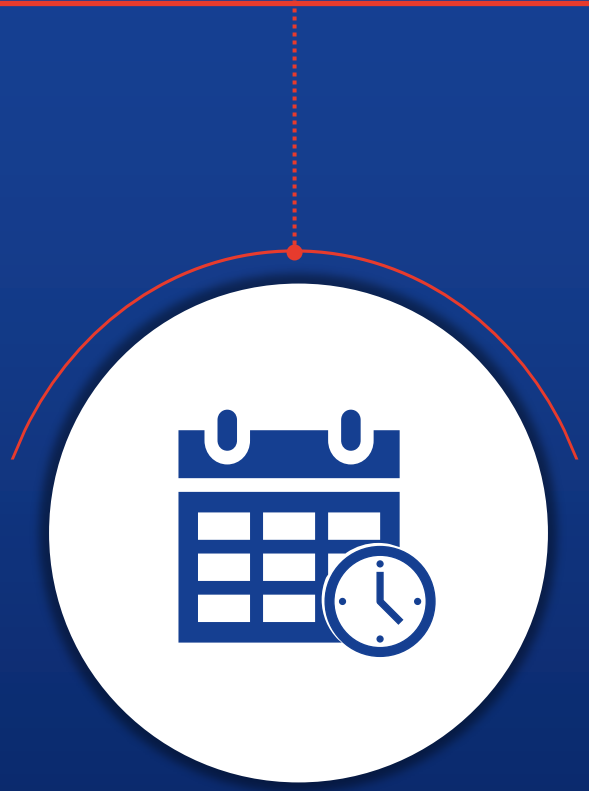
Uwe Heisswolf - Kieselmann

02. Introduction

Objectives of FWGD

- Align on the OGSM
- Create awareness and alignment amongst the working groups
- Agree on working procedures
- Define future activities / annual plan 2025

Agenda – Day 1



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What is the OGSM Model?

The OGSM

Objectives, Goals, Strategies and Measures

model is a strategic planning framework used to align organisational objectives with actionable goals, strategies and performance measures.

What is the OGSM Model?

Objective (ambition): what is the ambition we want to achieve?

Goals: which goals lie under our ambition? In other words; if we achieve these goals, we have realized our ambition.

Strategies: which strategies will we apply to achieve our goals and ambition?

Measures: set KPIs to determine whether our strategy is successful and what actions we take to successfully implement our strategy

How do we use the OGSM model?

1. Objectives: Clearly defined and overarching statements that describe what an organization aims to achieve.
2. Goals: Specific and measurable targets derived from the objectives to guide decision-making and actions.
3. Strategies: High-level plans and approaches designed to achieve the goals and objectives.
4. Measures: Quantitative or qualitative metrics used to assess progress and determine success in meeting the goals and objectives.

Benefits of Implementing the OGSM Model

1. Alignment

Ensures alignment between organisational objectives, goals, strategies, and measures, promoting cohesive decision-making across the organisation.

2. **Focus**

Provides a clear focus on key objectives and goals, helping prioritise resources and efforts towards the most critical areas.

3. Accountability

Establishes measurable metrics, allowing for monitoring and accountability, which facilitates effective performance management.

4. Communication

Enhances communication and understanding of strategic priorities throughout the organisation, fostering a shared vision and collective effort.

EHEDG Objective

To be recognised by the food industry as the global leading source of hygienic design and engineering expertise, to enhance food safety and quality globally, with a focus on Europe

What are our EHEDG goals for 2024

1. Strengthen membership engagement

2. Enhance membership benefits and product portfolio

3. Establish strategic partnerships for effective market positioning

4. Expand our global footprint

02. Introduction

OGSM / strategic goals for SubCom Working Groups

More balanced active WG participants, from all aspects e.g. culture, category, gender, experience

Maintain Guideline portfolio up to date, based on industry needs and hold ourselves accountable for the 5-year renewal cycle

Develop a pool of 500+ specialists, with their field of expertise

Increase existing members and encourage active member involvement (foster new sources of membership)

OGSM approach applied

GOALS	STRATEGIES		RESULTS | DASHBOARD
# 4 – 8 – quantitative and SMART	MAX 5- what by how achieving the objective		Numeric, traceable and SMART
Provide technical guidance to support food safety and quality management programs while enabling sustainability and productivity			
1. More balanced active WG participants, from all aspects e.g. culture, category, gender, experience	**1**	Collect names, contact details, fields of expertise and interest of individuals, in order to be able to work to more diverse and inclusive WGs and RSs	Produce an overview of the current balance/current participants of each WG
			Understand volunteers' motivation/goals (survey to WG members ftf/online, >30% response rate)
			Review and select a new CRM & financial system that is competible with Typo3
			Mentoring programme in coop with EFFoST
			Reach out to potential WG / RS participants to get them on board
			Create one central dB
			When looking for new members look at uni. Graduates, certified trainees with the highest scores.
2. Maintain Guideline portofolio up to date, based on industry needs and hold ourselves accountable for the 5 year renewal cycle	**2**	(Pro)Actively request our members which subjects GLs should be produced for, review (potential) guidelines and their process for 2023, 2024 and 2025	Review GLs 02, 08, 13, 22, 29, 33, 35, 36, 38, 40, 41, 43, 47, 49, 51, 53, 56, 57, 58, 59, 60 for 2023
			Review GLs 01, 05, 06, 07, 09, 10, 12, 18, 2, 28, 31, 32, 37, 39, 42, 44 for 2024 .
			Review GLs 23, 25, 46 for 2025
			Kick off WGs, for GLs to be published in 2024:
			Conduct survey or polls about different subjects for potential guidelines. Every half year
			Mapping blind spots in sectors to identify skills and requirements - develop guideline matrix
			Conduct charters for new GLs (Chocolate, Sustainability, Ice Cream, Robotics, Engineering & Evaluation of Machinery)
			WGChair should send survey before start of WG start and before all revisions about the scope of the guideline and potential new developments that need to be included
3. Improve the trust in the Certification process, grow the total number of Certifications by 15%, renew at least 90% of the expiring Certifications	**3**	Improve communication with existing certificate holders and attract new potential holders. Grow the number of certifications, renew the current certifications, put extra emphasis on Certification compliance and the (mis)use of Certifications in the market.	Improve efficiency and transparancy of certification process (Reduction)
			Develop a communcation strategy to promote certification among companies
			Develop target comms content for potential certification holders
			clarifying the responsibilities and qualifications of ATL and AEO
			Develop target comms content for potential certification holders
			Industry stories to show how important certification is and how it leads to better…
			Reduction of costs for smaller manufacturers OEMs (smaller users might not ask for it, no regulatory requirements)
			Scan and review manufacturer webpages and communications for missusage of Certification logos or mentioning certifications, in order to protect our quality / authority trustworthiness

OGSM approach applied

GOALS	STRA	ACTION PLAN (WHO, START, DEADLINE (END), PRIORITY)				
# 4 – 8 – quantitative and SMART	MAX 5-	Actions / projects / initiatives	WHO	HQ	START	END
Provide technical guidance to support food safety and quality management programs while enabling sustainability and productivity						
1. More balanced active WG participants, from all aspects e.g. culture, category, gender, experience	1	Conduct survey, on WG participation satisfaction, experiences and motivation	WGC/HQ	VA + CA	Nov-23	ongoing
		Conduct sign up form for new members. Conduct a survey to members when they participate in the kick-off meeting at HQ	T&E/RS/HQ	VA + CA	Nov-23	ongoing
		Build interface between ehedg.org back end and financial CRM system	HQ	BdS	Q3 '24	Q4 '24
		Be aware that at every opportunity that we have to communicate to our members/community that they should promote people to join WGs. Members can bring a younger colleagues.Become part of the annual regional plans.	HQ/RS	AB + JR	Q4 '23	ongoing
		Use existing working group members as embassadors (also related to goal 8.)	WG members/HQ	VA	Feb-24	ongoing
		comprise and clean existing dBs and import data in new CRM system Collect and process data in CRM dB - in order to create a skill matrix	HQ	BdS	Q4 '23	ongoing
		Map out European universities	HQ	KL	Q4 '23	Q1 '24
2. Maintain Guideline portofolio up to date, based on industry needs and hold ourselves accountable for the 5 year renewal cycle	2	Review and re-issue every GL each 5 years and update as needed, Review the possible structure division of the guideline.	WGC/HQ	VA	Q1 '24	ongoing
		Contact all WG chairs to check on the status, Ask every quarter for the update in coordination with the subcom. guideline chair, through a form or survey.	HQ	VA	1 month before every ExCo	2 weeks before ExCo
		Expectations and and time commitment of WG members - Assure commitment to lifecycle within the community Hold accountable to initial commitment - honest review Network of people - support each other	RSM/HQ	VA	Q1/Q2 '24	Q2 '24
		Invite WG chairs to Sub-com. GL. meetings to give an update on the status of the Guideline. Plan a WG meeting with all chairs. Overview of WG and plans.	GL chair	VA	Q1 '24	ongoing
		e.g.: new technologies, automation systems, vertical farming, (RTE high care), cleaning optimisation, effective audit management, EoAT Robotics, green chemicals, pigging systems, specific Full flow valves, filling machines, vending machines, (part of GL matrix)	HQ	CA + VA	Q4 '24	ongoing
		Make list (data has to be collected and stored in the CRM) of experts that have applied for a WG, complete both active and inactive	WGC/HQ	VA + BdS	Q4 '23	ongoing
		Define milestones, life cycle, exposure on website, internal comms announcing chairs official, show new working group chairs on social media. RAT strat. approach Guideline Portfolio process Checklist criteria at renewal time (6 months) Guideline owner responsibility Impact analysis of current portfolio > timeline expectations of 5 year cycle > Measures (data collection) > ask recipient of guideline of the use/application/adoption (private feedback) Reconvine WG to review data since release -> Evaluate use and does this meet our original expectations. Guideline 0 - Value proposition of EHEDG + Guideline methodology - high level understanding.	HQ	CA + VA	Q1 '24	ongoing
3. Improve the trust in the Certification process, grow the total number of Certifications by 15%, renew at least 90% of the expiring Certifications	3	Update SCPs - include in communication Rules & Regulations , optimise certification search tool on website	SCCert/HQ	AB + CA	Q3 '23	Q2 '24
		Interviews with satisfied certification holders, start with members that have a certificate for many years, double check with ATLs and AEOs	HQ	CA + JR + KP	Q1 '24	Q2 '24
		Interview past certification holders to know why they chose not to renew and or check with ATL/AEO	HQ	CA + JR + KP	Q1 '24	Q2 '24
		Direct mail to the equipment manufacturers every half a year promoting the benefits of Certification in overall communication strategy. Ask manufacturers to promote the certification and encourage to share on social media and other platforms	WG/ExCo/HQ	CA + KP	Q2 '24	ongoing
		Survey amoung buyers and user about the importance of certification - segmentation/prioritsation of critital user/industries e.g baby food, dairy, meat	SCCert/HQ	CA + KP	Q2 '24	ongoing
		Analyse the last 5 certificates to identify pain points/establish team to assess average time	HQ	KP	Q2 '24	Q4 '24
		Automated tests (might be cheaper), renewal must be cheaper than initial certification, reduction for efforts on documentation (check how, SubCCert), Lobbying to strengthen focus on cert. equipment e.g. within machinery directive (ExCo AB)	ExCo/AB/HQ	AB	Q3 '24	ongoing
		Detective work: Scan company websites, contact manufacturers, attend trade shows, include statement when a certificate is issued Newsletter topic and other channels	HQ	KP + KL	Q3 '24	ongoing

Goals Explained

More balanced active WG participants, from all aspects e.g. culture, category, gender, experience

01. What more balanced means?

Todays WG Examples

WG Name	Nº of members	OEM*	Food Producers	Service Providers	University / Institute
Pumps	16	15	-	-	1
Valves	15	12	1	2	-
CIP	14	-	5	9	-
Lubricants	5	-	2	3	-
Water	11	5	2	4	-

**Original Equipment Manufacture*

02. How to address other aspects

Regions **Experiences**

Goals Explained

Maintain Guideline portfolio up to date, based on industry needs and hold ourselves accountable for the 5-year renewal cycle

01. **Published Guidelines in 2023-2024**

 # 7

WG	WG Chair	GL	GL Name	Status
Test Methods	Andy Timperley	2	A method for accessing the in-place cleanability of food processing equipment	Dec-23
Dry Materials Handling	Gabrie Meesters	53	Hygienic Engineering of Bulk Pack-off Systems in Process Lines for Dry Particulate Materials	Jan-24
Test Methods	Andy Timperley	57	A Method for the Assessment of Open Process Equipment Cleanability	Mar-24
Hygienic Design Risk Management	Patrick Wouters	58	Hygienic Design Risk Management	Jun-24
Design Principles	Giampaolo Betta	13	Hygienic design of equipment for open processing	Jun-24
Packaging Machines	Dr. Peter Golz	29 Part 1	Hygienic design of packing systems for solid foodstuffs	Jul-24
Welding	Peter Merhof	35	Hygienic welding of stainless-steel tubing in the food processing industry	Sep-24

Goals Explained

Maintain Guideline portfolio up to date, based on industry needs and hold ourselves accountable for the 5-year renewal cycle

02. Guidelines Progress

New Guidelines soon to be published

GL Nº	GL Name	Publication
29-2	Hygienic design of packing systems for solid foodstuffs - part 2	2025
32-2	Materials of construction for equipment in contact with food	2025
37-2	Hygienic Design and Application of Sensors, Part 2	Q4/2024
44-?	Managing of Building Work and Equipment Installation/Removal During Food Production	Q4/2024
60	Hygienic Engineering of Sieves and Separators for Dry Particulate Materials	Q1/2025
65	Sampling Systems For Representative Liquid Sampling	Q1/2025
TBD	New - Chocolate	2025
56-1,2,3	New - Foreign Bodies	Q1/2025
TBD	New - Maintenance	2025
TBD	New - Meat	2025
TBD	Milling system for Dry Particulate Materials	Q1/2025

How do we keep track of the New Guidelines Progress today?

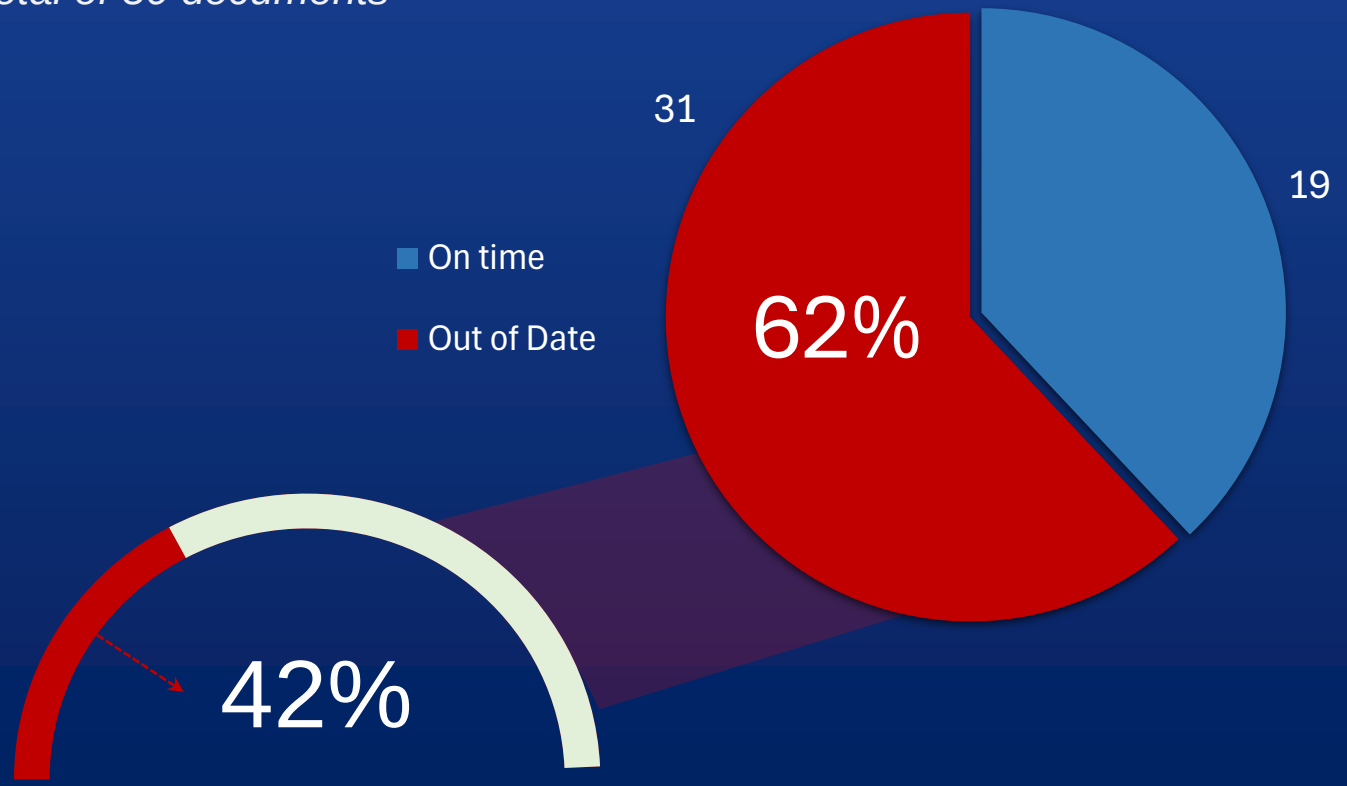
What do we expect in the future?

Goal Explained

Maintain Guideline portfolio up to date, based on industry needs and hold ourselves accountable for the 5-year renewal cycle

01. **Published Guidelines Status**

Total of 50 documents



of the 31 documents with "Out of Date" status, 13 not yet addressed

Outdated Guidelines - Update Progress

18

GL	Guideline	Month	Year	Active	U
5	A method for the assessment of in-line sterilisability of food processing equipment	July	2004	Yes	No input
7	A method for the assessment of bacteria-tightness of food processing equipment	July	2004	Yes	No input
8	Hygienic design principles	March	2018	Yes	
9	Welding stainless steel to meet hygienic requirements	July	1993	Yes	No input
12	The continuous or semi-continuous flow thermal treatment of particulate foods	March	1994	Yes	
20	Hygienic design and safe use of double-seat mixproof valves	July	2000	Yes	
22	General hygienic design criteria for the safe processing of dry particulate materials	March	2014	Yes	No input
23-1	Use of H1 & HT1 Registered Lubricants, Part 1	September	2018	Yes	
23-2	Production of H1 & HT1 Food Grade Registered Lubricants, Part 2	September	2018	Yes	
28	Safe and Hygienic Treatment, Storage and Distribution of Water in Food and Beverage Factories	March	2018	Yes	
32-1	Materials of construction for equipment in contact with food	August	2005	Yes	No input
39	Design Principles for Equipment and Process Areas for Aseptic Food Manufacturing	June	2009	Yes	
41	Hygienic Engineering of Diverter Valves in Process Lines for Dry Particulate Materials	August	2011	Yes	No input
42	Disc Stack Centrifuges - Design and Cleanability	April	2013	Yes	
43	Hygienic Design of Belt Conveyors for the Food Industry	April	2016	Yes	No input
44	Hygienic Design Principles for Food Factories	September	2014	Yes	
47	Guidelines on Air Handling Systems in the Food Industry - Air Quality Control for Building Ventilation	September	2016	Yes	No input
50	Hygienic Design requirements for CIP Installations	July	2019	yes	

Out of Date Guidelines – Discuss Next Steps # 13

Number	Guideline	Month	Year	Related to	Updates
1	Continuous Pasteurization of Liquid Food	May	2017	12 + 6	2025-2026
6	Continuous UHT Sterilization of Liquid Food	May	2017	12 + 1	2026-2027
10	Hygienic design of closed equipment for the processing of liquid food	May	2007	8	After GL 8
16	Hygienic pipe couplings	September	1997	P1+48	New Chair
18	Chemical Treatment of Stainless-Steel Surfaces	January	2014	32	New Chair
19	A method for assessing the bacterial impermeability of hydrophobic membrane filters	June	2012	5	WG decided to leave it as it is
31	Hygienic Engineering of Spray Dryer and Fluid Bed Plants	June	2018	22	Publication Pending
33	Hygienic engineering of discharging systems for dry particulate materials	September	2005	22+36+38+40+41+53	Ongoing in WG
36	Hygienic Engineering of Transfer Systems for Dry Particulate Materials	June	2007	22+33+38+40+41+53	Ongoing in WG
38	Hygienic Engineering of Rotary Valves in Process Lines for Dry Particulate Materials	May	2017	22+33+36+40+41+53	Ongoing in WG
40	Hygienic Engineering of Valves in Process Lines for Dry Particulate Materials	October	2010	22+33+36+38+41+53	Ongoing in WG
46	Aseptic and Hygienic Filling Machines - Planning, Installation, Qualification and Operation	April	2018	29 + 34	2025-2026
49	Hygienic Design Requirement for processing of fresh fish	October	2017		New Chair

Goals Explained

Maintain Guideline portfolio up to date, based on industry needs and hold ourselves accountable for the 5-year renewal cycle

02. Outdated Guidelines – Next Steps?

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38	Hygienic Engineering of Rotary Valves in Process Lines for Dry Particulate Materials	May	2017	22+33+36+40+41+53	Ongoing in WG
40	Hygienic Engineering of Valves in Process Lines for Dry Particulate Materials	October	2010	22+33+36+38+41+53	Ongoing in WG
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49	Hygienic Design Requirement for processing of fresh fish	October	2017		New Chair

What about these Guidelines?

Proposal short term and longer term?

Goals Explained

Maintain Guideline portfolio up to date, based on industry needs and hold ourselves accountable for the 5-year renewal cycle

04. Other HD Papers

HD Papers

GL Nº	GL Name	Publication
P2	Whitepaper PFAS	2023
P1	EHEDG Position Easy Cleaning Pipe Couplings and Process Connections	2024
G	Glossary	2020
W	EHEDG White Paper on GFSI Hygienic Design Scopes JI & JII	2022

Future HD Papers

GL Nº	GL Name	Publication
S	White Paper Sustainability	Q1/2025
AI	White Paper on AI in HD / FS	Q3/2025

No formal process defined

What do we expect in the future?

Goals Explained

Develop a pool of 500+ specialists, with their field of expertise

To be discussed during the FWGD

Goals Explained

Increase existing members and encourage active member involvement (foster new sources of membership)

To be discussed during the FWGD

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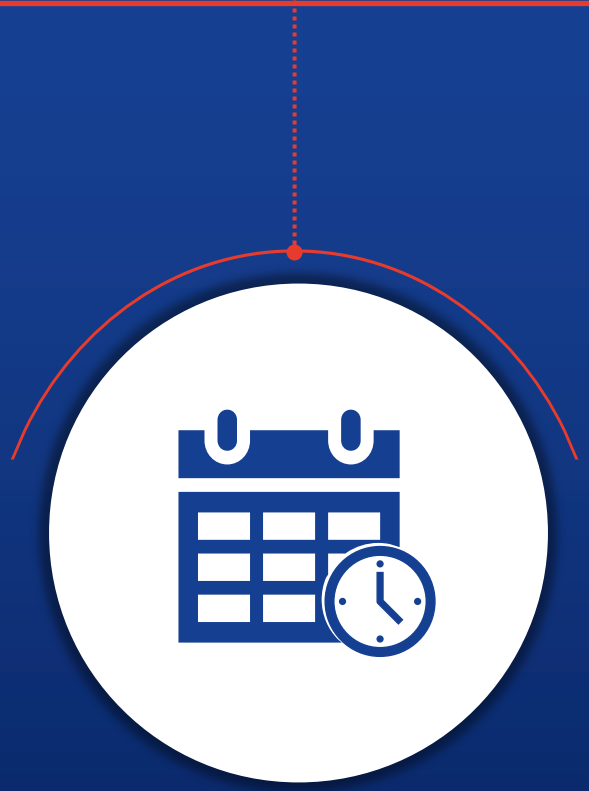

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Process improvements

Efficient organisation of meetings

Aspect	SCP enhancements
Meeting format (online vs f2f)	Well balanced mix of f2f and online meetings • At least once a year f2f • Hybrid mode is effective as well • First meeting should be f2f • Online best limited to 2 hours
Venues (EHEDG office or other venues)	• Amsterdam offices are a good option • Other locations could be chosen, in coordination between the WG chair with Head Office (depending on location of majority of WG members and company visits)
Meeting frequency	• Flexible, with an advice of a minimum of 6/year with at least 1 f2f-mtg • For new GL, in starting point, frequency should be higher • It is more efficient to have more frequent and shorter online meetings, e.g. 1/month for 1.5 or 2 hours, instead of once in 2 months for 3 hours

Process improvements

Efficient organisation of meetings

Aspect	SCP enhancements
Agreement on meeting dates	• Plan meetings in advance before the end of the previous year • To produce an annual process plan (dates, deadlines, etc.) and request related budget • Take different time zones and national holidays into account
Meeting invitation	Option 1: WG Chair sends out invitation, cc's HO Option 2: WG Chair to use HO to send Doodle, select best date, to share agenda and participant list, or invitation link if online

Meeting length	• Online meetings maximum 2 hours,
	• f2f meetings advised to work over 2 days;
	  ○ Day 1: start with lunch, followed by an afternoon meeting
	  ○ Day 2: is a morning meeting, people can travel back in afternoon

Meeting agenda	• Meeting draft agenda will be shared 2 weeks before meeting • WG Chair prepares meeting agenda and asks updates from WG participants • Share in Teams Folder 1 week before actual meeting • Produce standard template for WG meetings / especially kick off meeting

Process improvements

Organisation/allocation of tasks within a WG

Aspect	SCP enhancements
Work planning (milestones, deadlines, etc.)	• WG should prepare a work plan • Managed by WG chair(s), supervised by project manager (from within WG) • Starting with a story book to the subject, define goals, define milestones/chapters, create a work plan splitting of work / tasks • Use of simple tools, e.g. MS-Excel or comparable applications
Role of chairs & workgroup members	• Governance of group, roles/responsibilities - tasks to be distributed amongst group members • Commitment for timeline of GL writing. Keep members focused, eliminate time wasting discussions • Based on the annual plan a yearly budget request • Annual plans needs to be received before end December

Process improvements

Organisation/allocation of tasks within a WG

Aspect	SCP enhancements
Allocation of tasks within a working group	Work with different roles in a WG, i.e. - Process owner - Person responsible for meetings - Homework assignment, etc. - Secretary (this could potentially be a student / learning member)
Allocation of workload amongst WG members	• Chairs are responsible for a correct allocation • Work allocation on a voluntary basis of the members, but …
Follow up on the work progress	• More follow up (support by HO), HO staff attending meetings • Use Teams governance channel / tool • If a WG member has been absent for 2 times in a row, without a valid reason or apologized beforehand, the chair will have a conversation if the person in question would not rather become a corresponding member or a peer reviewer

Process improvements

Organisation/allocation of tasks within a WG

Aspect	SCP enhancements
Communication among members between meetings	• Use MS-Teams chat for the WG • Send reminders e.g. 1 week prior to meeting to make sure homework is done
Doc management (how to share docs to ensure everyone works on latest version)	• MS-Teams is the preferred tool • If Teams is blocked (in your organisation), alternatively work with private email address
Support from the Head Office	• Every WG has its own MS-Teams folder • Enable MS-Teams recording transcription to capture minutes

Process improvements

Ideal size size/scope of a GL

Aspect	SCP enhancements
Target group of the GL (is it defined?)	• Agree during first meeting on the target audience for the GL • Has to be in the introduction of the document • Better guidance from EHEDG on guideline expectations and target
Avoidance of overlaps and/or contradictions with other GLs	• WG chairs in a cluster meet 2 times a year to update and align • Designate a member in the WG to identify existing or potential overlaps in the GL portfolio • Have people active in related WG(s), create sort of ‘linking pins’ • Better overviews of document content, better visibility of other WG activities

Process improvements

Ideal size size/scope of a GL

Aspect	SCP enhancements
List of authors in the GL	• Only active members should be included in the list of authors • Chair to consider, e.g. after a member has left the WG • Corresponding members in acknowledgement section
Including certification requirements (if applicable)	• Certification and T&E member will be informed after the kick-off meeting • During the GL writing process SubCom Certification and SubCom T&E, should be periodically updated, when relevant
How to better address the comments from the peer review	• Select other SME on the specific GL content as peer reviewers, e.g. from the WG Cluster • Read the peer reviews comments attentively

Process improvements

Ideal size size/scope of a GL

Aspect	SCP enhancements
Graphical resources (pictures, diagrams, etc.)	• External supplier for graphics to align graphics in GL and across GLs • Diagrams should be prepared from experts in WG • Centralised library managed by HO • EHEDG Licensing agreement should be implemented to ask for industrial pictures or diagrams • Be more generic instead of samples from equipment manufacturers
Control on the quality of translations	• Editing Agency provides feedback on the whole GL and makes sure that the tone-of-voice is conform all GLs • Technical terms will be controlled by WG members

Process improvements

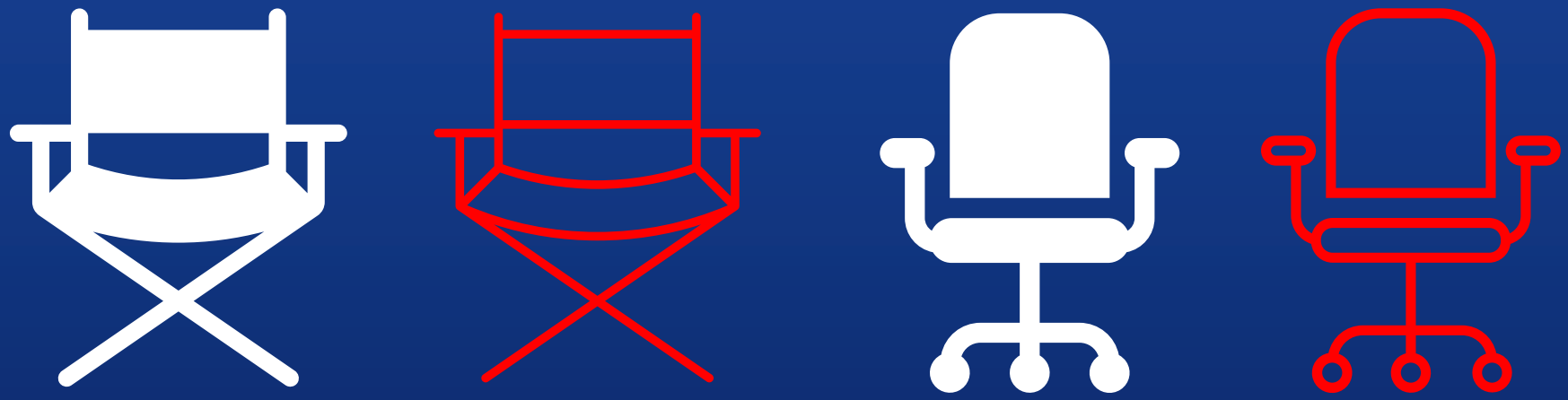
Contributing people / Review SMEs

Aspect	SCP enhancements
Ideal size of a WG	• How many members should a working group have? • Should there be an upper limit on the number of members? • Active member or corresponding member?
Identification of external needed experts	• Contributions by experts on a specific topic should always be looked for within the EHEDG community / dB. • In exceptional cases an external expert can be allowed • This expert is not part of writing the GL but can provide good background info *Prerequisites that need to be developed before we can move in this direction:* • *Confidentiality agreement needed* • *Initial gap analysis, use member network, develop a SCP for expert attraction* • *New topics (new food) might require broadening our expert base*

Process improvements

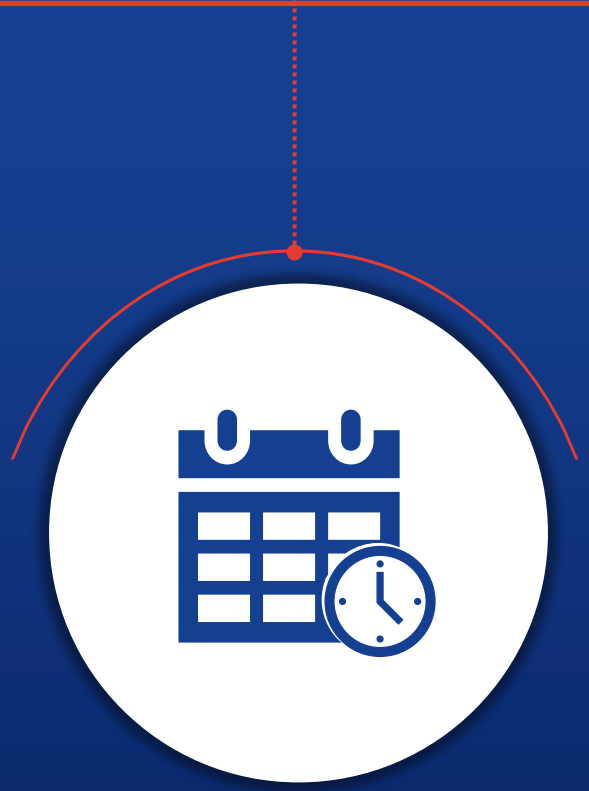
Miscellaneous

Aspect	SCP enhancements
Peer review	• Peers have to be selected per GL from SMEs within the GL Cluster or the EHEDG dB • Instead of PDF overview, a shared Word document in MS-Teams with track control will be worked from • Provide clear instructions on how to provide review feedback, read the peer reviews comments attentively, and follow EHEDG SCP's • EHEDG HO to recommend "how to review" some does and dont's
GL template	• Different templates for equipment GL, "process" GL and test methods GL
Ballot procedure	• Ballot proposal on Cluster level and then on ExCo level. • Establish approval criteria



Chair Session

Agenda – Day 1



01. Lunch

02. Introduction

- Objective of FWGD
- OGSM / strategic goals
- Process Improvements

03. Individual presentations from WG Chairs

04. Inventory sub-session

EHEDG Working Group Clusters

General Principles, Materials, Surfaces

Closed Equipment for Liquid Food

Factory Design Incl. Design of Utility Systems

Open Equipment

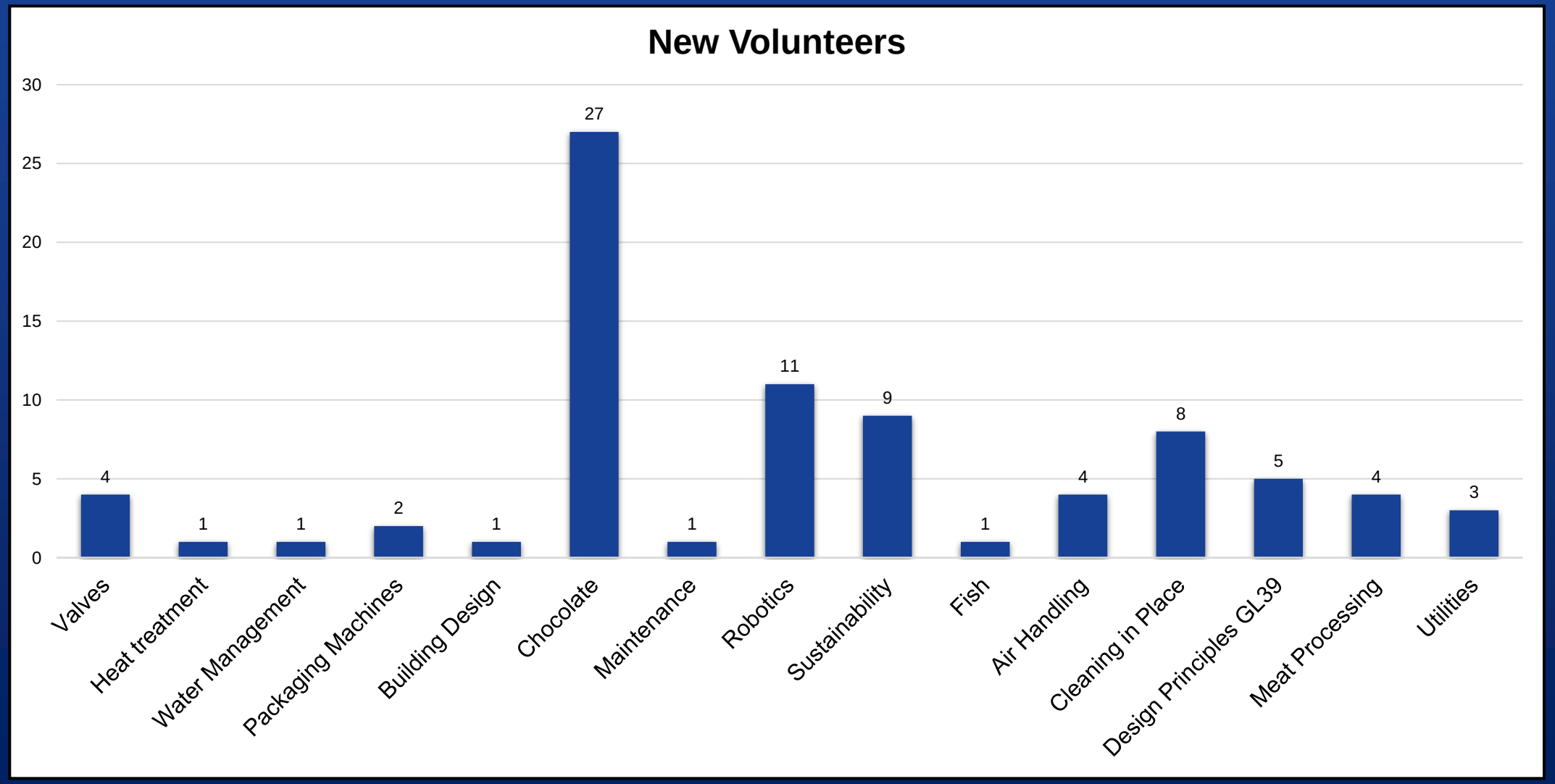
Closed Equipment for Dry Particulate Materials

Heat Treatment

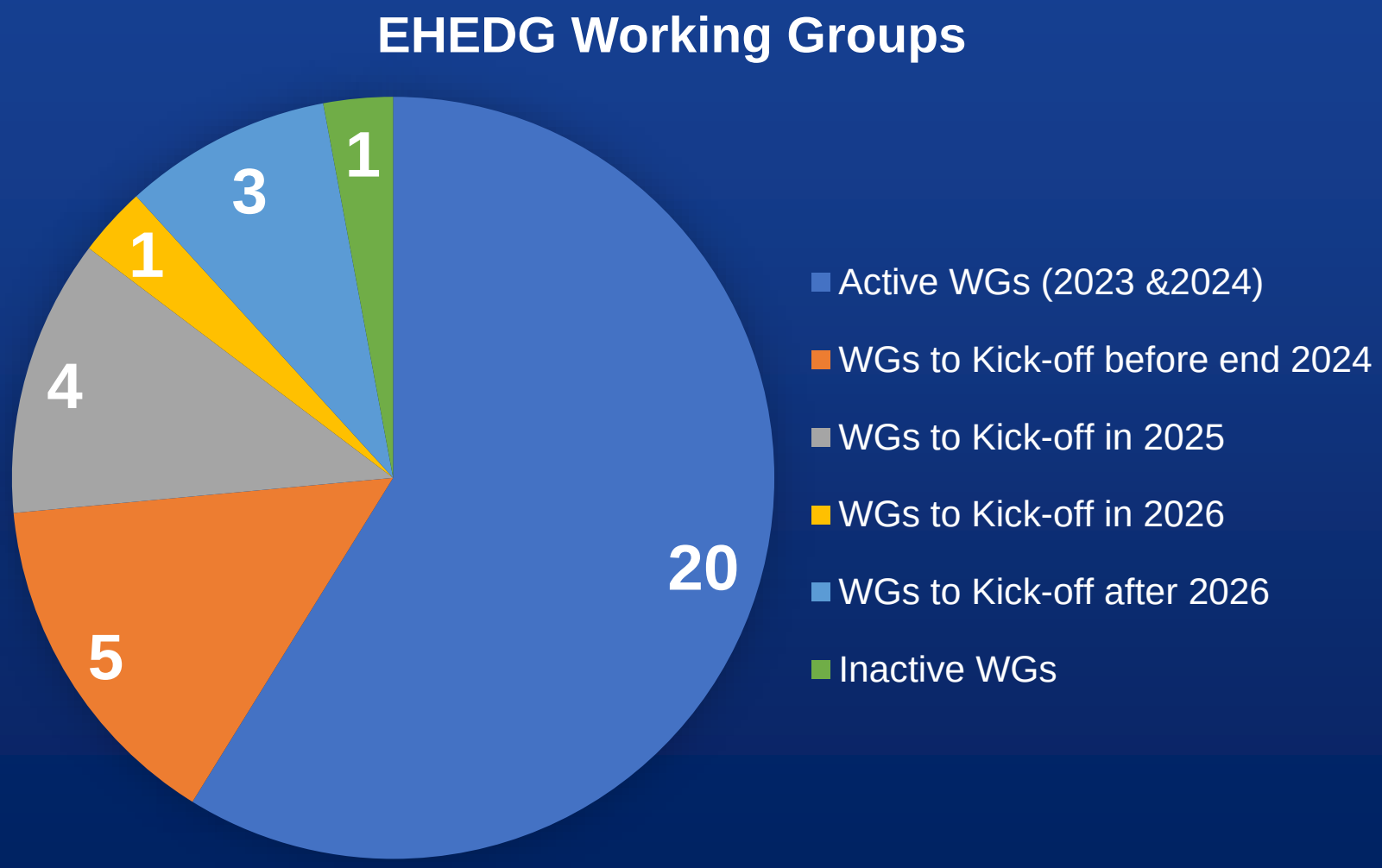
Packaging Machinery Incl. Filling Machinery

Cleaning & Validation

New Volunteers in WGs



EHEDG Working Groups



34 Working Groups

GL 43 - Conveyor Systems

- Scope: Hygienic Design of Belt Conveyors for the Food Industry
- Objective
  - Revision of the guideline (turned out into a new one), expansion of topics, addition of new topics, updating cross-references, alignment of the guideline with HD risk assessment
  - One complete guideline
  - Delivery date: End of 2024
- Related GLs: multiple (8, 13, 45, 55, 58)
- Challenges: The complexity of the topic
- Way of working
  - Number of ftf meetings per year: 1 (2022); 3 (2023); 2 (2024)
  - Number of online meetings per year: 9 (2022); 8 2023); 16 (2024)
  - Homework assignments: sub-group assignments and execution
  - Process of producing GL content: ongoing

GL39 Design principles for equipment and process areas for aseptic food manufacturing

- Scope: Revision of GL39 “Design principles for equipment and process areas for aseptic food manufacturing”
- Objective
  - One complete revised guidline aligned with other guidelines and adding additional & valuable information
  - First submission to peers by end of 2024
- Related GLs
  - All guidelines related to aseptics
- Challenges
  - Completely new working group (including chairman), only a few of whose members had experience in EHEDG working groups. The first challenge was to agree on the aim of the directive and to determine whether it is still relevant taking into account the guidelines published since it was first published
- Way of working
  - Number of ftf meetings per year: approx. 10
  - Number of online meetings per year: approx. 10
  - Homework assignments: regularly for each work group member to review one chapter
  - Process of producing GL content: Review of chapter by team member coming up with proposal what to change/add. Discussion in the group during work group meetings, chapter by chapter.

For an overview of the Work Group members see slide xx

GL 8 - Design Principles

- Scope: Update of current GL from 2018
- Objective
  - One complete guideline
  - Delivery date: Q1 2025
- Related GLs: GL 8 will be the basis for all other GLs
- Challenges: Scope and the way to publish the whole topic of Hygienic Design within a short Guideline
- Way of working
  - Number of f2f meetings per year: 2
  - Number of online meetings per year: 10
  - Homework assignments: yes
  - Process of producing GL content: text proposal made by participants, discussion and re-writing together

For an overview of the Work Group members see slide xx

GL 17 - Pumps, Homogenizers and Dampening Devices

- Scope: One constituent meeting (06.11.24) and two f2f meetings per year. Duration 2 years
- Objective
  - Revision of the guideline, expansion of topics, addition of new topics, harmonization with 3-A, updating cross-references, alignment of the guideline with general templates and more
  - One complete guideline, umbrella-guideline with sub-guidelines
  - Delivery date: End of 2026
- Related GLs: Mechanical Seals (GL 2, 5, 8, 10, 23, 25, 32, 35, 39), general directive, etc.
- Challenges: Different perspectives of the various members, different pump types, different requirements
- Way of working
  - Number of f2f meetings per year: two f2f meetings
  - Number of online meetings per year: two online meetings
  - Homework assignments: new topics by 06.11.24, homework is assigned at individual meetings
  - Process of producing GL content: Topic collection & submission by members, discussions, suggestions from customers

For an overview of the Work Group members see slide xx

GL 50 - HD requirements of CIP installations

- Scope: First 5 year Revision of GL 50
- Objective
  - Under umbrella of Cleaning & disinfection
  - Delivery date: Q4/2025
  - Embed recent industry needs on optimisation
- Related GLs: mainly 45,51,52
- Challenges: keeping the GL digestible
- Way of working
  - Number of ftf meetings per year: Started 2024 with f2f, possible up to 2
  - Number of online meetings per year: 3-4
  - Homework assignments: yes:- open cloud document, individual tasks
  - Process of producing GL content: individual additions in open document, group discussion to approve

For an overview of the Work Group members see slide xx

GL 23 - Lubricants

- Scope: Revision/update of Guideline 23 Part 1 and 2
- Objective
  - Two complete guidelines (1x user and 1x producer of Food Grade Lubricants)
  - Finished end of Q3 2025
- Related GLs: none
- Challenges: finding the right participants to join this working group
- Way of working
  - Number of f2f meetings per year: 4 x at EHEDG head office
  - Number of online meetings per year: 3 x
  - Homework assignments: Kick off Teams meeting 11-12-2024 at 14.00h
  - Process of producing GL content: Review of current doc and topics to add

For an overview of the Work Group members see slide xx

GL 42 - "Disc Stack Centrifuges - Design and Cleanability"

- Scope: Review of the document GL 42
- Objective
  - Review of the complete guideline 42
  - Delivery date planned Dec 2024
- Related GLs: GL 8; 9; 10; 16; 23; 25; 32; 35; 48
- Challenges: Adopting newest style of EHEDG GLs; implementing all needed chapters
- Way of working
  - Number of f2f meetings per year: 6
  - Number of online meetings per year: 6
  - Homework assignments: completing drawings; implementing descriptions
  - Process of producing GL content: Changing draft in word style on EHEDG platform

For an overview of the Work Group members see slide xx

GL 28 – Water

Water use in food and beverage industry

- Scope: update on water sources, contaminants (including *Legionella spp.*), treatments, Product/Process Water, Utility water, Monitoring
- Objective
  - One complete guideline covering water from source to use (including re-use water) operational and hygienic design aspects
  - Q1/2025
- Related GLs: Utility, Chocolate cleaning, GL 8, GL 58, GL 44
- Challenges: Resources (time) of contributing members
- Way of working
  - Number of f2f meetings per year: 1
  - Number of online meetings per year: 2-3
  - Homework assignments: yes – divided in subgroups for topics, to be discussed / written by subgroup with assigned leader, last f2f meeting put all together in one document (final draft)
  - Process of producing GL content: update current information, add information as seen necessary (monitoring)

For an overview of the Work Group members see slide xx

GL 44 - Building & Factory Design

- Scope: Revise and update Guideline 44
- Objective
  - Update current sections
  - Consider:- Covid pandemic; GFSI Scopes JI and JII; Automation, robotics, big data, AI; Climate change adaptation; Sustainability, waste reduction, waste/water reuse, zero emissions, whole life carbon; Total cost of ownership TCO ; Food safety culture
  - Write new guideline on Managing Site Design And Plant Lay-out In Food Factory Design

- Related GLs: GL 28 (Water); 47 (Air); 58 (Risk assessment); revised 34 (Integration)

- Next Deliverables:
  - ❖ new Guideline 44a Q1 2025
  - ❖ Revised 44 Q4 2025

- Way of working
  - 5 Subgroups
  - Independent Chairs and meetings
  - Completed first drafts Q4 2024

For an overview of the Work Group members see slide xx

GL 44 - Building Design - Subgroup 2

- Scope: Building Design Subgroup 2 - Managing Site Design And Plant Lay-out In Food Factory Design
- Objective
  - Write new guideline on Managing Site Design And Plant Lay-out In Food Factory Design
  - Contents includes – Hazards to be managed by correct Site design, plant lay-out including zoning, people access requirements, material transitions, personal hygiene facilities

- Related GLs: GL 8, 44

- Next Deliverables: new Guideline 44-2 draft to be ready by December

- Way of working
  - Number of FTF meetings per year: depending on need – 2 f2f are planned
  - Number of online meetings per year: according to demand/project plan – currently biweekly
  - Homework assignments: yes
  - Process of producing content: - team gets together to discuss content that has been prepared by other team members as homework

For an overview of the Work Group members see slide xx

GL 44 - Building Design – Subgroup 5

- Objective
  - EHEDG GL 44 – Part 2 "Managing of building work and equipment installation/removal during food production“
  - This report prepared by the Sub-Group 5, “Managing building activities” as part of the Working Group “Building design” of the European Hygienic Engineering & Design Group (EHEDG)
  - The document was sent for peer-review on 26 September 2024
- Related GLs
  - Doc. 28 Safe and Hygienic Treatment, Storage and Distribution of Water in Food and Beverage Factories
  - Doc. 34 Integrating Hygienic Entities
  - Doc. 44 Hygienic Design Principles for Food Factories
  - Doc. 47 Guidelines on Air Handling Systems in the Food Industry - Air Quality Control for Building Ventilation
  - Doc. 50 Hygienic Design requirements for CIP Installations
  - Doc. 58 Hygienic Design Risk Management
- Challenges:
  - The work proceeded well (1.5 a) and the document was sent for peer-review in September 2024
- Way of working:
  - 4 meetings on Teams and the 2 f2f-meetings (14 June 2023 & 13 June 2024) in Amsterdam, which was arranged in the “Building design” WG. A meeting for the big building design is called to 14 Jan 2025.

For an overview of the Work Group members see slide xx

GL 58 – HD Benchmarking Support

- Scope: Hygienic Design Benchmarking Support - GL 58, White Paper JI and
- Objective
  - Drive importance of food safety management by hygienic design
  - Create more awareness about EHEDG knowledge among various stakeholder groups especially those that are related to food safety management (e.g. GFSI, CPO's Certification Bodies, Food Producers, OEM's, Service providers)
  - Explain risk-based hygienic design and associated requirements

- Related GLs: GL 8, 34

GL 58 – HD Benchmarking Support

- Next Deliverables:
  - ❖Deployment of new Guideline 58 at various meetings, events, conferences, webinars by having standard introduction lecture/slides available
  - ❖Develop training package for GL 58 consisting of lectures and case studies

- Way of working
  - Number of f2f meetings per year: depending on need
  - Number of online meetings per year: according to demand/project plan
  - Homework assignments: yes
  - Process of producing content: - small team develops the first drafts such that others can provide feedback/comments

GL 20 – Valves

- Scope: GL 14, GL 20 (→GL 20b)
- Objective
  - Revision of GL 20 (End 2024)
  - New Guideline for Aseptic Double-Seat Mixproof Valves (Start 2025)
  - New Guideline for Aseptic Sampling Valves (End Q1/2025)
- Related GLs: GL 8, (25), 32, 39, 48
- Challenges: - Improving the quality of GL content
  - Integration of aseptic/hygienic design experts (Non-OEMs)
- Way of working
  - Number of f2f meetings per year: at least f2f meetings per year
  - Number of online meetings per year: according to demand
  - Homework assignments: individual sections of various guidelines
  - Process of producing GL content: - volunteer(s) write(s) the first draft

For an overview of the Work Group members see slide xx

GL 12 - Heat Treatment

- Scope: Safe heat treatment of liquid and liquid particulate foods
- Objective
  - Create and update guidelines concerning heat treatment of liquid food
    - GL 1 Continuous Pasteurization of Liquid Food
    - GL 6 Continuous UHT Sterilization of Liquid Food
    - GL 12 The continuous or semi-continuous flow thermal treatment of particulate foods
  - Release the update of GL 12 in 2025, update of GL 1 in 2025-2026 and GL 6 in 2026-2027
- Challenges: Time availability, travel and time zones
- Way of working (desired):
  - Number of ftf meetings per year: 3-4
  - Number of online meetings per year: 4-6
  - Homework assignments: Yes, specific areas of expertise or generic for the whole team
  - Process of producing GL content: Mainly as group work led by chairman

For an overview of the Work Group members see slide xx

GL 48 - Elastomeric Seals

- Scope: The guideline covers the hygienic aspects of elastomeric seals and seal design
- Objective
  - One complete guideline, Revision of GL 48 – GL Elastomeric Seals
  - December 2027
- Related GLs: none
- Challenges: integration of new group members; define way of working
- Way of working
  - Number of ftf meetings per year: to be discussed
  - Number of online meetings per year: to be discussed
  - Homework assignments: How could the guideline be further developed?
  - Process of producing GL content: to be discussed

For an overview of the Work Group members see slide xx

GL 9 - WG Welding

- Scope: Providing guidelines for welding and inspection of hygienic welds
- Objective
  - Revision/Rewriting of GL 9
  - Delivery date: tbd (depending on expected workload) exp. 2027
- Related GLs: Guideline responsibility for GL 9, 35, 54
- Challenges:
- Way of working
  - Number of f2f meetings per year: 1-2
  - Number of online meetings per year: 3
  - Homework assignments: depending on topics in small subgroups
  - Process of producing GL content: Technology screening, requests from the “market” (end user, technology suppliers, research input)

WG Robotic Systems

- Scope: Robots, grippers, (autome vehicles)
- Objective
  - One basic guideline, future a number of topic specific guidelines
  - December 2024
- Related GLs: 8, 13, 32, 48 (29, 34, 58) + 57 testing
- Challenges – finding the right balance between the big picture of application and giving concrete guidance which helps to improve HD of components
- Way of working
  - Number of f2f meetings per year: 1/2
  - Number of online meetings per year: 3
  - Homework assignments: not at the moment
  - Process of producing GL content: Producing content at meetings

For an overview of the Work Group members see slide xx

WG Chocolate Mission

The important role hygienic design plays in chocolate was highlighted by a number of high-profile chocolate recalls.

Chocolate processing has traditionally not used any water so when a contamination occurs, it is very difficult to clean chocolate equipment.

This guideline will:

- Explore common hygienic design issues in the industry that can lead to contamination and develop guidance to address
- Define methods of cleaning and develop guidance for routine cleaning as well as approaches to successful pathogen removal.
- Explore the future of chocolate equipment – is there a future with regular wet cleaning?

It will also address other hazards such as chemical and physical contamination where hygienic design can play a role.

WOW: Meet face to face 3x/year and subteams meet every 1-2 months by phone

WG Chocolate - Areas of Focus

Cleaning

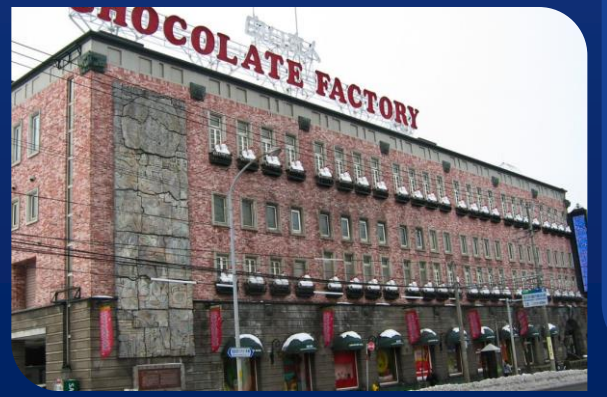
Definitions of Cleaning
BIC cleaning guidance for specific equipment

Equipment

Develop design guidance for specific equipment

Infrastructure

Focus on areas that are unique to chocolate



Future

Define the future of chocolate equipment, facilities, and cleaning

WG 64 – Utilities – Initial Ideas

- Definition: what are utilities?
  - “Services that can impact on hygienic performance of buildings, equipment & processes”
  - Must include consideration of circularity
- First KLP: specifications needed from users
- Structure: “Parent-child” documents as Doc 64, then 64a, 64b, 64c…64n
- First three “children” : Steam, Air & Gases, Water (electricity/automation etc. mentioned)
- Parent Document 1st draft

WG 64 – Utilities – Initial Ideas

Parent-document Topics

- Flexible handling of interfaces
- “prompt-list” for SRS/URS, e.g.:
  - AFAP-quality? (e.g. uninterruptible electricity to CCP, removal/circularity)
  - traceability for hygienic uses
  - purity/oil-free?
  - potable?
  - labelling and identification
  - hygienic versus non-hygienic
  - avoiding cross-connections

WG 34 – Integrating Hygienic Entities

Upgrade to v3.0

- Welcome new WG-members
- Document control and design regarding “V”-model
- Review any feedback on current version (V 2.0)
- Review interfaces with other EHEDG-documents
- Consider document structure – splitting?

WG Sustainability

Scope:

- Objective 1: document to state the current position of EHEDG and identify gaps & opportunities on Sustainability in the area of hygienic engineering & design
- Objective 2: subject to findings and gaps in existing portfolio, to develop programs, eg Guidelines, Certification & Training, to guide the industry on hygienic engineering & design for Sustainabilty

Delivery date:

- Objective 1: 2025
- Objective 2: 2026 and onwards

Related GLs

- Guidelines on food production – 1, 6, 8, 31, 34, 36, 45, 50, 51, guidelines on building design – 47, 49

Challenges

- Extend current guidelines with sustainability dimension, identify portfolio gaps, prioritize new guidelines on sustainability based on the impact of sustainability elements
- Keeping the WG intact, implement regular and frequent WG meeting process, synchronize WG activities with decision-making process in ExCo
- Possible need for extension of WG with the detailed expertise on all parts of EHEDG portfolio and develop roadmap for activities on objective 1 in 2025

Way of working

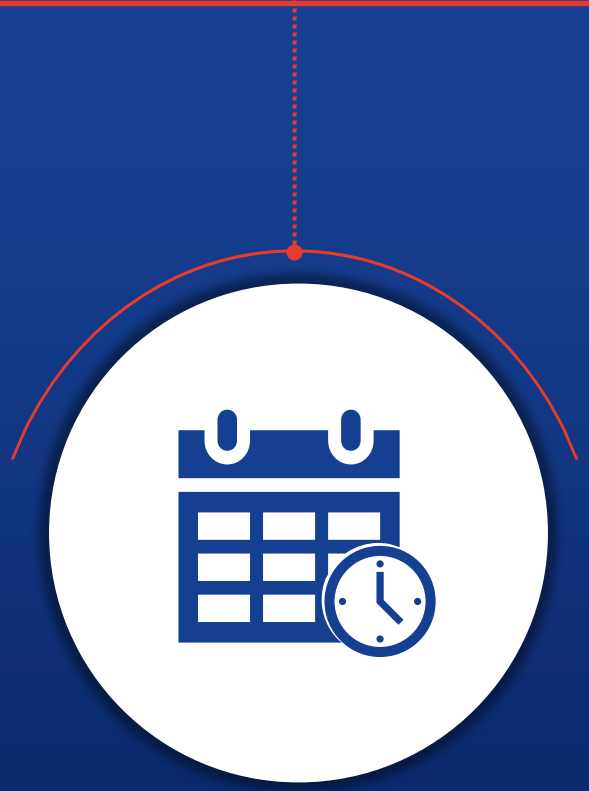
- Number of Face-to-face meetings since start-up (Nov 14, 2023):2 - Number of online meetings since start-up (Nov 14, 2023): 8
- Preparations by assigning specific tasks to WG members for upcoming meetings
- Process of producing GL content: not decided yet

Related GLs

5	A method for the assessment of in-line sterilisability of food processing equipment
7	A method for the assessment of bacteria-tightness of food processing equipment
17	Hygienic design of pumps, homogenizers and dampening devices
50	Hygienic Design requirements for CIP Installations
55	Hygienic Design Requirements for Bakery Equipment

P1	EHEDG Position Paper
10	Hygienic design of closed equipment for the processing of liquid food
13	Hygienic Design Criteria for Equipment Used in Wet Cleaned Open Food-Processing Environments
16	Hygienic pipe couplings
48	Elastomeric Seals

Agenda – Day 1



01. Lunch

02. Introduction

- Objective of FWGD
- OGSM / strategic goals
- Process Improvements

03. Individual presentations from WG Chairs

- Coffee break

04. **Inter-relations amongst GLs and feedback on new GLs**

Note: *Use your social time to catch up / network with your related WGs!! Dinner, coffee breaks, breakfast.*

Full Working Group Day

Amsterdam, 7 & 8 November 2024

Agenda – Day 2

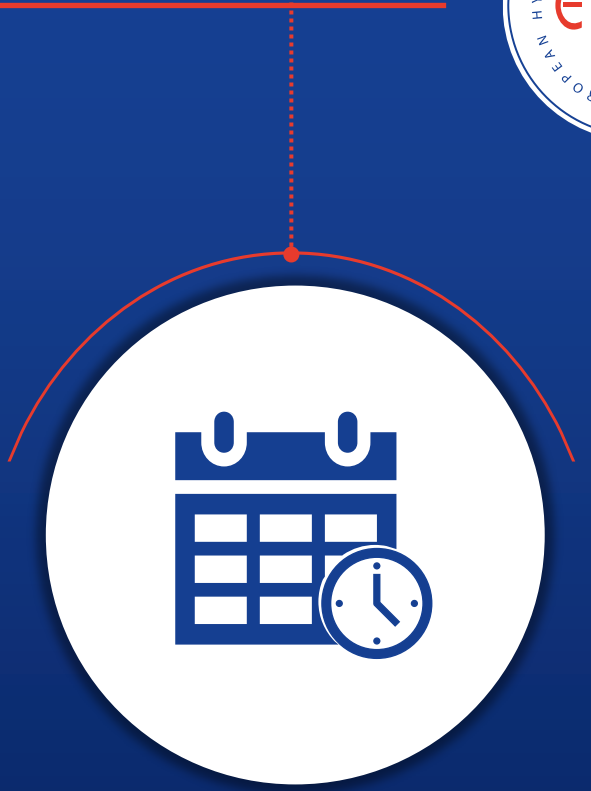
05. **Summary of take aways**

06. **Goals of today**
- Standard guidance for WGs
- Clear measures & activities

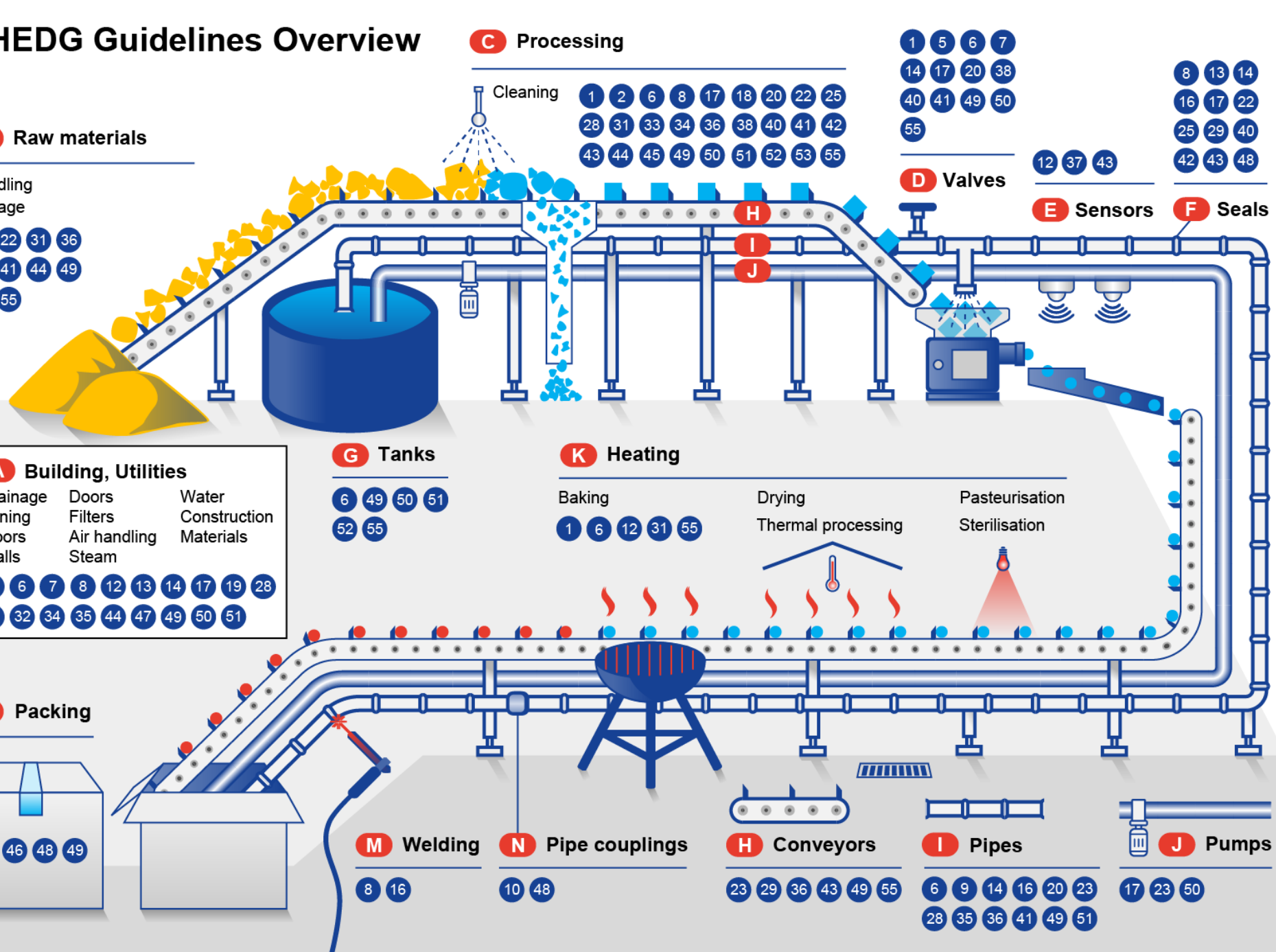
07. **Process improvements**
- Introduction
- Working in work shops
- Group feedback presentation

08. **2025 Work Group Planning & Budget Request**
- Deliverables
- Meeting frequency – number of online & f2f meetings
- Meeting location(s) – travel support requests

09. **Recap of the FWGD**
- Recap of the FWGD
- CWGD 2025 - Chairs
- FWGD 2025 – All members



EHEDG Guidelines Overview



C Processing

Cleaning

1 2 6 8 17 18 20 22 25
28 31 33 34 36 38 40 41 42
43 44 45 49 50 51 52 53 55

B Raw materials

Handling
Storage

12 22 31 36
40 41 44 49
53 55

A Building, Utilities

Drainage	Doors	Water
Zoning	Filters	Construction
Floors	Air handling	Materials
Walls	Steam	

5 6 7 8 12 13 14 17 19 28
31 32 34 35 44 47 49 50 51

G Tanks

6 49 50 51
52 55

K Heating

Baking

1 6 12 31 55

Drying
Thermal processing

Pasteurisation
Sterilisation

L Packing

29 46 48 49
53

M Welding

8 16

N Pipe couplings

10 48

H Conveyors

23 29 36 43 49 55

I Pipes

6 9 14 16 20 23
28 35 36 41 49 51

J Pumps

17 23 50

D Valves

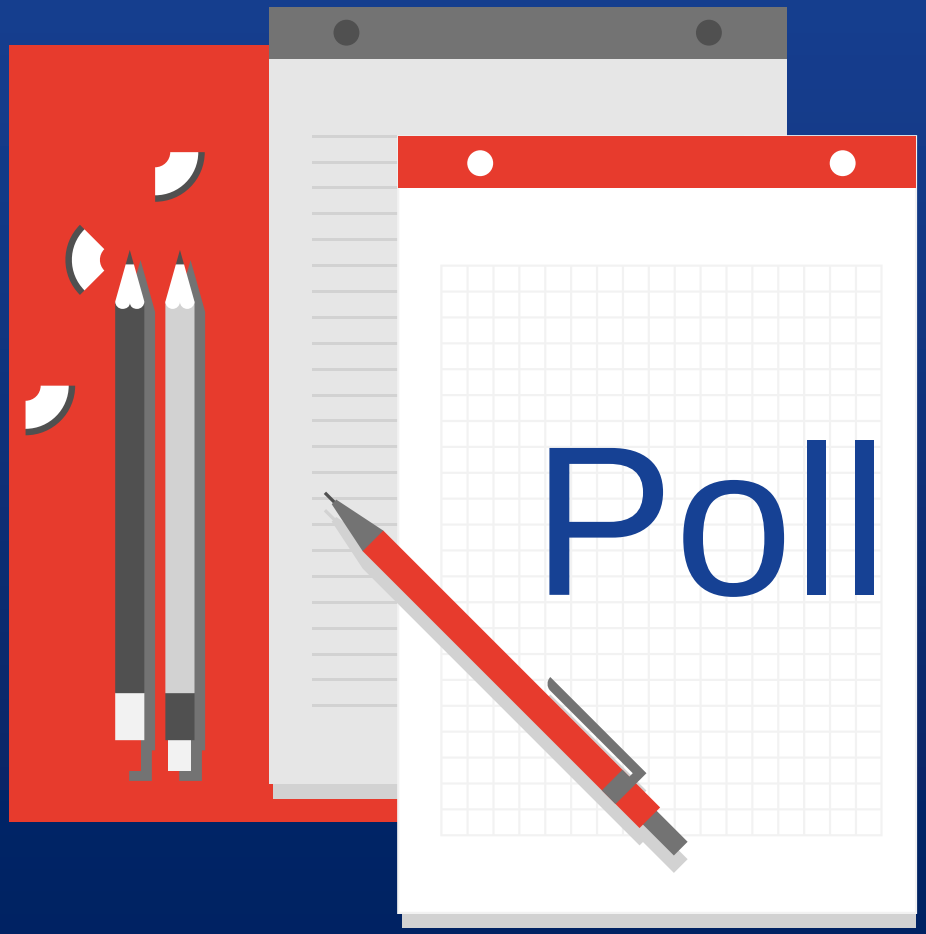
1 5 6 7
14 17 20 38
40 41 49 50
55

E Sensors

12 37 43

F Seals

8 13 14
16 17 22
25 29 40
42 43 48



Poll time

Agenda – Day 2

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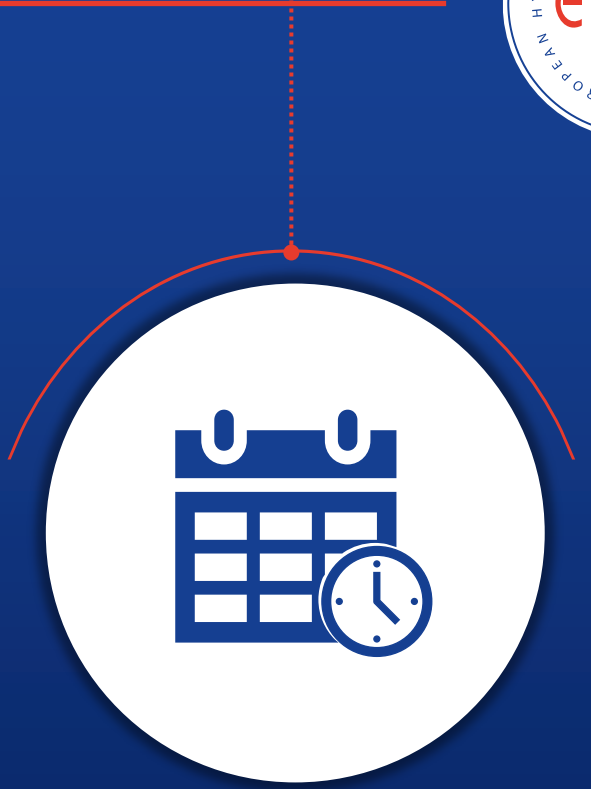


Workshop Groups

Group 2 – RASCI Process – Room 16/17

1. Adrian Majchrzak
2. Bernd Schumacher
3. Danijel Tolic
4. Enrico Visconti
5. Gent De Vries
6. Hubert Bocquet
7. Marcin Rebalski
8. Murat Merdin
9. Perry Peters
10. Stephan Mannl
11. Yi Xu

Group 1 – Colour Coding – Room 16/17

1. Adam Ruskin
2. Benedikt Müller
3. Cinne Begueria
4. Elena Zuck
5. Gorg Kalss
6. Holger Hoelzemann
7. Jonas Stinnerbom
8. Maik Bluhm
9. Stefan Andersson
10. Xavier Le Roux
11. Eric Partington

Group 3 – Related GLs – Room 16/17

1. Alan Friis
2. Bernd Roser
3. David Stewart
4. Govanni Valente
5. Hugo Silva
6. Juergen Willmann
7. Marco Tielemans
8. Natacha Holmund
9. Peter Merhof
10. Subhash Yadav
11. Håkan Christensen

Group 4 – WG Process Improvements – Room 19

1. Alessandro Mameli
2. Bertil Andersson
3. Dennis Holmud
4. Eva Felischmann
5. Geg Harper
6. Hui Zhang
7. Jürgen Hofmann
8. Marieke Teeuw
9. Nicola Stringer
10. Peter Golz
11. Taco Mets

Group 5 – Equipment GL Template – Room 3

1. Bo Jensen
2. Detlef Volmer
3. Ferdinand Schwabe
4. Gun Linnea Wirtanen
5. Javier Lemus
6. valve
7. Kelly Maria Calixto
8. Markus Schröer
9. Nicolas Barril
10. Ralf Stahlkopf
11. Pär Ström

Workshop Groups

Group 7 – Annual Plan – Room 4

1. Andreas Wirth
2. Carla Gomes
3. Dimitri Tavernarakis
4. Frank Moerman
5. Jessica STEPPA
6. Kurt de Kerpel
7. Martijn van der Hoeven
8. Niels Scheffler
9. Reinhard Moss
10. Tobias Braunegger

Group 6 – Peer Review – Room 3

1. Anett Winkler
2. Carsten Rosendal
3. Dirk Nikoleiski
4. Fans Saurwalt
5. Hans-Joachim Johl
6. Jitendra Rai
7. Lars Van Egmond
8. Martin Leupold
9. Norbert Spliethoff
10. Roberto Barucco
11. Tom Waters

Group 8 – RASCI Roles – Room 4

1. Angelika Ruhm
2. Cloe Pallister
3. Djurdjica Ackar
4. Franz Vinnemeier
5. Hansruedi Mürmer
6. Joerg Zacharias
7. Liliana Maddalena
8. Matilda Freund
9. Oladipo Adedokun
10. Roger Scheffler
11. Torsten Klein

Group 9 – Methods

GL Template – Room 5

1. Anja Quattelbaum
2. Christian Geubert
3. Douglas Bremner
4. Ganiti Nandini
5. Hehl Gabriele
6. Johan Roels
7. Lisa Bullens
8. Matti Heide
9. Oliver Martini
10. Roland Cocker

Group 10 – Product Line

GL Template – Room 5

1. Antonio Toso
2. Constantinus Anastasyadis
3. Edyta Margas
4. Georg Slavik
5. Hein Timmerman
6. John Holah
7. Luca Ollari
8. Maxime Chevalier
9. Olivier Couraud
10. Sophie Daulmerie
11. Xaxier Gourlaouen

Agenda – Day 2

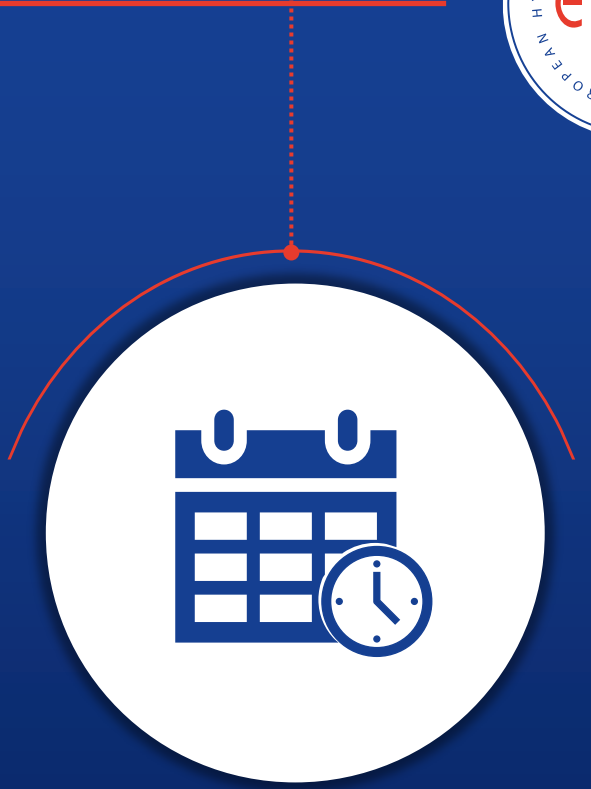
05. **Summary of take aways**

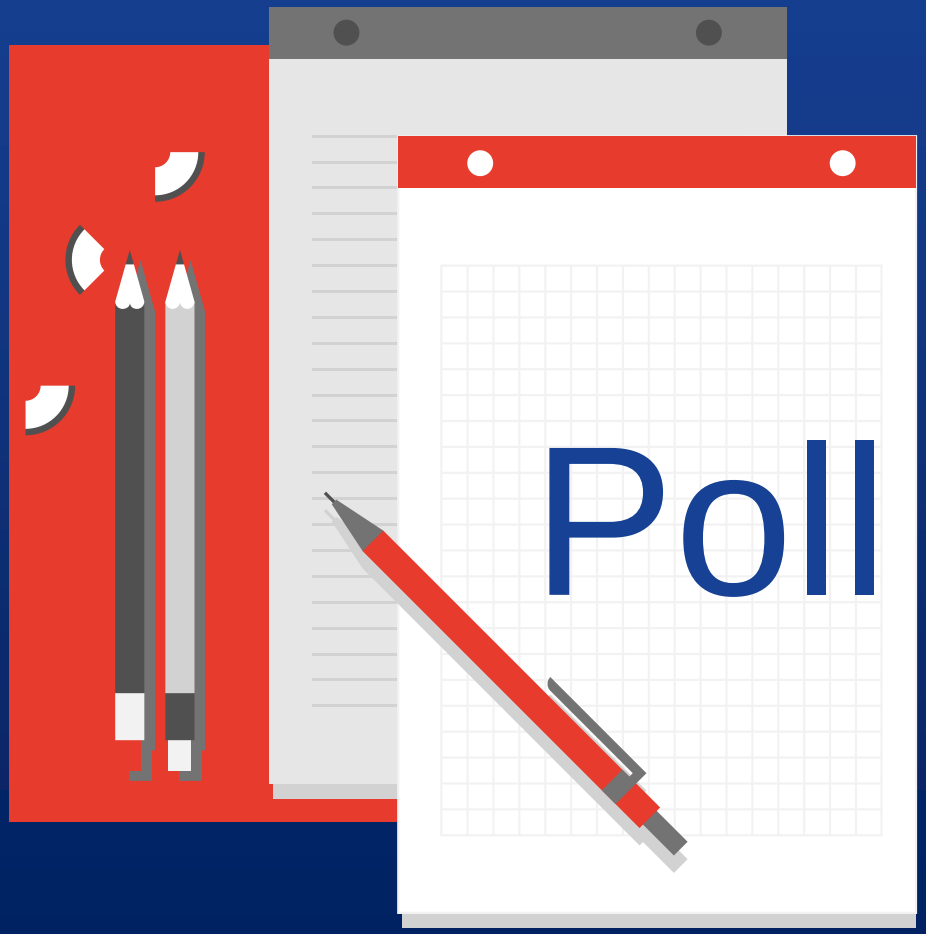
06. **Goals of today**
- Standard guidance for WGs
- Clear measures & activities

07. **Process improvements**
- Introduction
- Working in work shops
- Group feedback presentation

08. **2025 Work Group Planning & Budget Request**
- Deliverables
- Meeting frequency – number of online & f2f meetings
- Meeting location(s) – travel support requests

09. **Recap of the FWGD**
- Recap of the FWGD
- CWGD 2025 - Chairs
- FWGD 2025 – All members





Poll time again

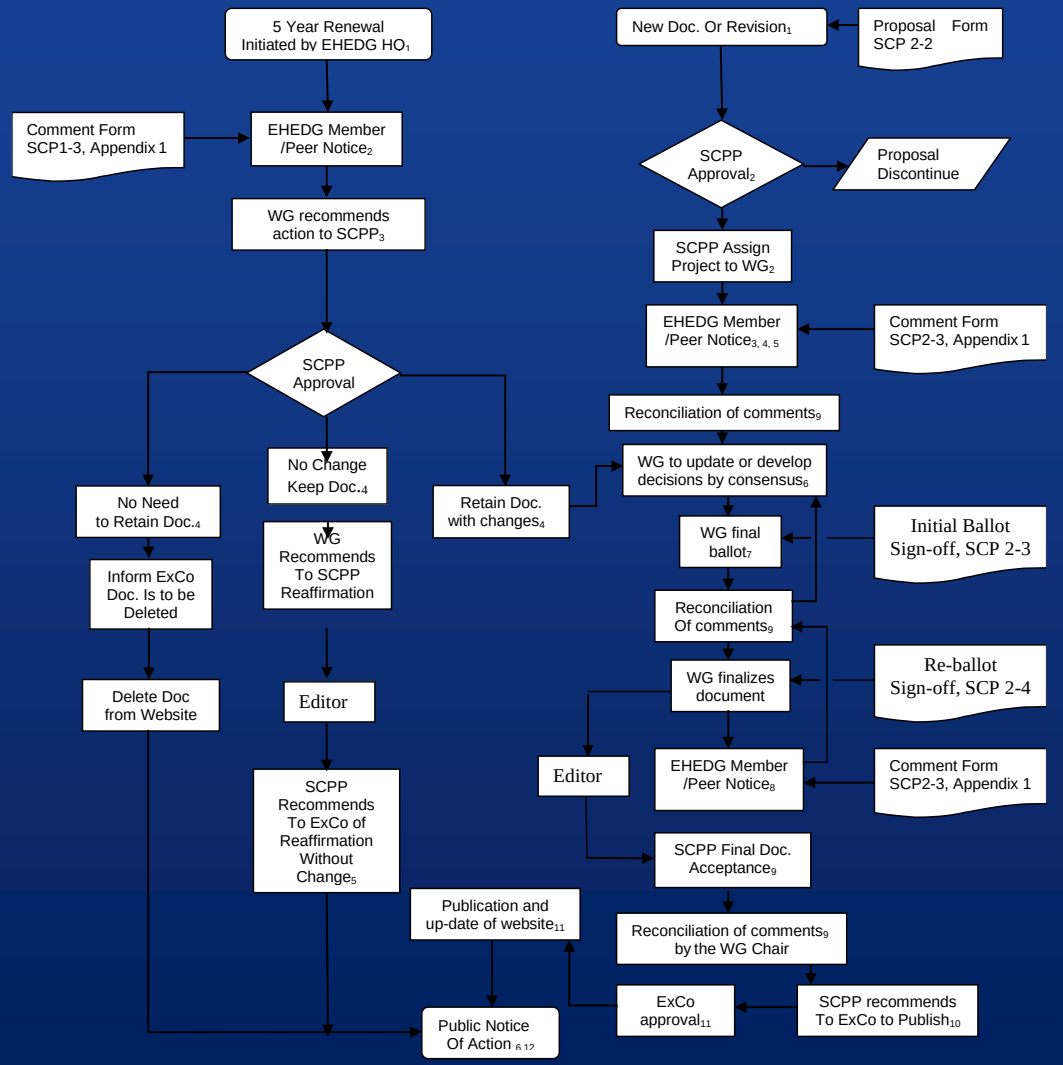
SCPs for WG functioning and GL development

Overview SCPs for WG

SubCom	SCP
Working Groups	SCP 1-1 Document Flow Chart
	SCP 1-2 Colour Scheme
	SCP 1-3 Rules for EHEDG Working Groups
	SCP 1-4 Reimbursement Rules
	SCP 1-5 Strategic Planning
	SCP 2-1 Guideline Proposal Revision Form
	SCP 2-2 EHEDG Document Preparation Manual
	SCP 2-5 Document Life Cycle
	SCP 2-6 EHEDG Comments Template
	SCP 1-1 Document Flow Chart
	SCP 1-2 Colour Scheme
	SCP 1-3 Rules for EHEDG Working Groups
	SCP 1-4 Reimbursement Rules

SCP 1-1 Document Flow Chart

Flow Diagram for EHEDG Document Development (Documents include Guidelines, Training Presentations, and Certification Schemes)



Note: The subscript numbers refer to the explanation notes on the following pages.

SCP 1-1 Document Flow Chart

SCP 1-1 → Analysing the Steps

5 Year Document Renewal

STEP 1: EHEDG HQ asks SCC to send a notice to reaffirm, retain with modifications, or discontinue the document by the 5th anniversary.
STEP 2: EHEDG HQ compiles responses and forwards them to the WG Chair.
STEP 3: WG reviews responses and recommends reaffirmation, modification, or discontinuation to SCPP.
STEP 4: SCPP reviews and instructs the WG on the action to take: reaffirm, revise, or delete.
STEP 5: SCPP informs ExCo about reaffirmation or deletion.
STEP 6: EHEDG HQ requests SCC to publish a public notice of actions taken.

New Document or Revision:

STEP 1: Submit proposal or revision form to SCPP.
STEP 2: SCPP reviews and discusses modifications, assigns to WG if accepted.
STEP 3: WG Chair assigns project to a lead author who drafts scope and outline.
STEP 4: SCPP Chair requests SCC to alert interested parties about the draft.
STEP 5: EHEDG HQ compiles responses and forwards them to WG Chair, who can solicit additional experts.
STEP 6: WG meets to establish consensus and document activities.
STEP 7: WG ballots on final draft and resolves all comments.
STEP 8: SCPP Chair requests SCC to publish a notice for final draft review.
STEP 9: After resolving comments, final draft and comments are submitted to SCPP for approval.
STEP 10: SCPP informs ExCo for final approval and recommendation to publish.
STEP 11: Upon ExCo approval, document is formatted and published by EHEDG HQ.
STEP 12: EHEDG HQ requests SCC to publish a public notice of actions taken.

Discussion point

What works?

What doesn't?

SCP 1-2 Colour Scheme

Colour Scheme for Document Tracking Purposes (Documents include, among others, Guidelines, Training Presentations and Certification Schemes)

Proposal for colours

What do we have currently?

- Document is current
- Document assigned to a Working Group for amendment or revision prior to the 5-year review cycle date.
- Document assigned to a Working Group for a 5-year cycle review for revalidation or revision.
- Documents unassigned to a Working Group that need immediate, urgent modification or revision.

What is the proposal?

SCP 1-3 Rules of EHEDG Working Group

These procedures shall govern the activities of Working Groups under the oversight of the SubCom Products Portfolio related to the approval, development, revision, reaffirmation or withdrawal of EHEDG documents.

Discuss with Adwy if we should go in detail through this document during FWGD

What works

What doesn't

General style

Reserved Colours

Primary colours

These reserved colors can only be used for the designations identified. This is to maintain consistency across all EHEDG documents

Items	RGB definition
Product	0-176-240
Water / Condensate	182-221-232
Bacterial film or soil	255-192-0
Hygienic area	0-255-0
Critical attention area	255-0-0

Secondary colours

These colors may be used at the discretion of the document authors to highlight features of interest. Varying shades of these colors may also be used. When these colors are used, they must consistently represent the same feature throughout the document under development.

Items	RGB definition
Yellow	255-255-0
Purple	196-106-224
Grey	240-240-240
White	255-255-255
Black	0-0-0

General style

Symbols

Primary logo

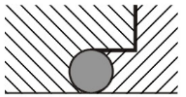
Hygienic design

Poor or unhygienic design

Arrow to highlight a point or direct attention to an item

Air flow

Enlargement of a portion of a picture or diagram

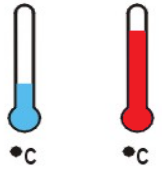


Elastomer seal

Weld 70% Black

Force

Movement



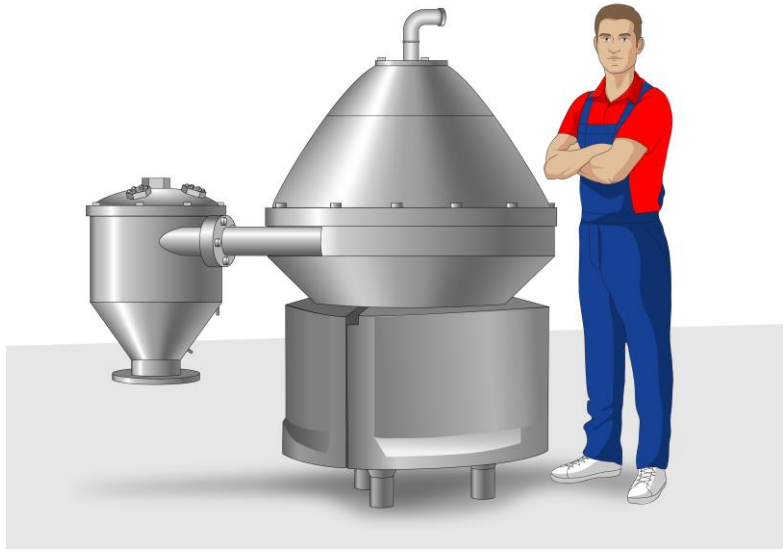
Cold (RGB 0-176-240)

Hot (RGB 255-0-0)

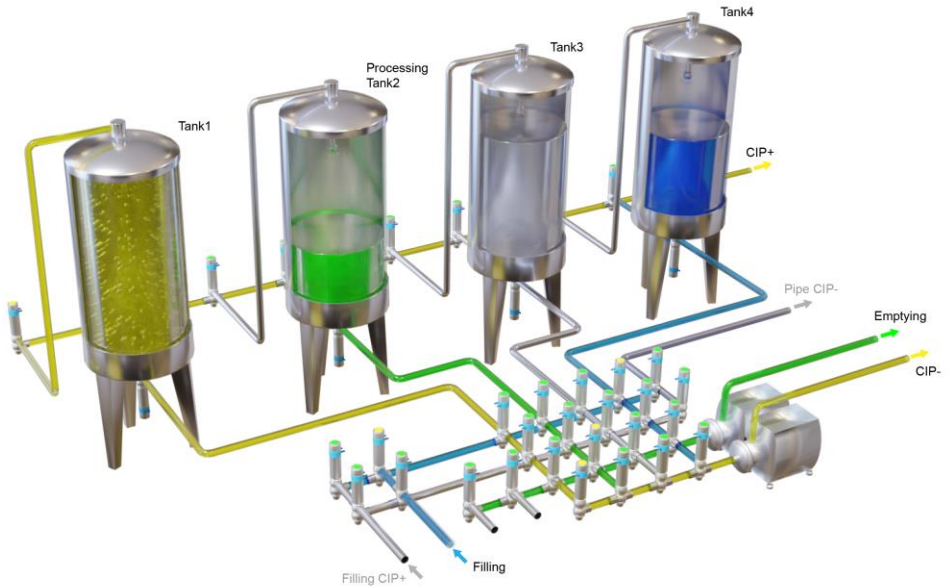
General style

Mock up

2D

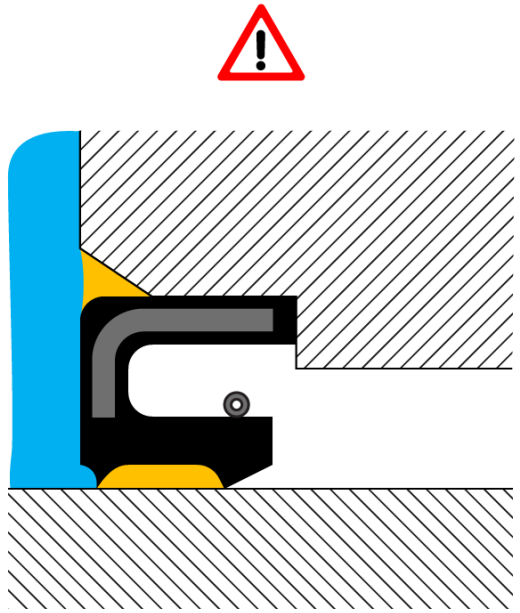


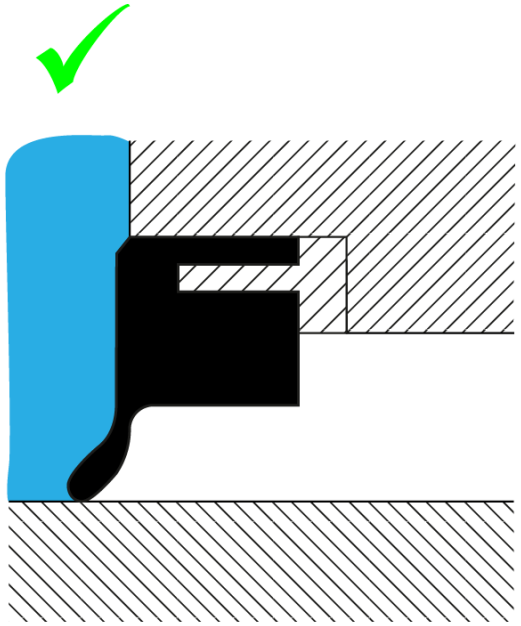
3D



General style

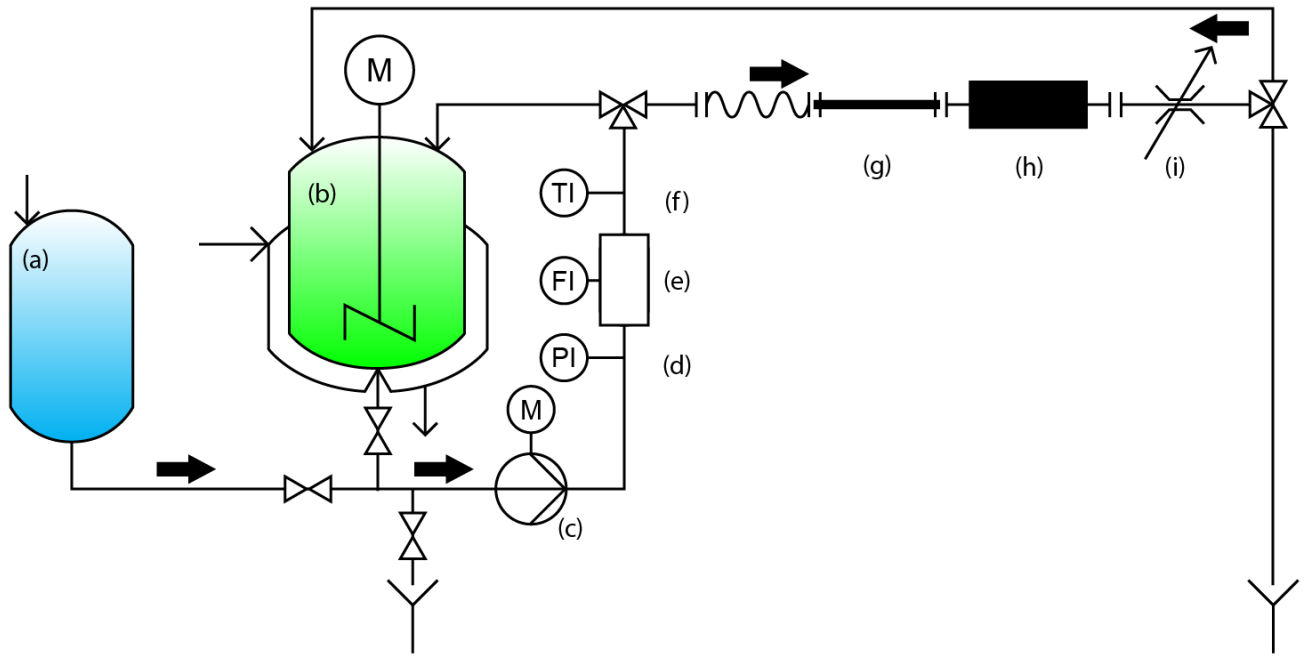
Cross-section





General style

Diagram



Agenda – Day 2

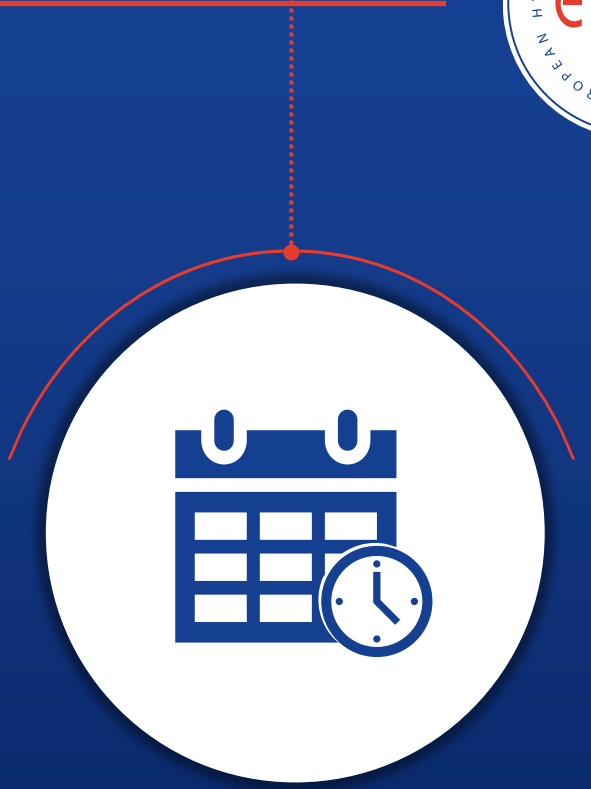
05. **Recap/summary of take aways**

06. **Goals of today**
- Standard guidance for WGs
- Clear measures & activities

07. **Inventory sub-session**

08. **Process improvements**
- Meetings
- Size of WG
- Size of GL
- Contributing people / Review SMEs

09. **Map out which GLs are next**
- Product level
- Equipment level
- Process level




Thank You!
EHEDG
EUROPEAN HYGIENIC ENGINEERING & DESIGN GROUP
Questions?

Overview of WG Members per WG:

GL 43 - Conveyor Systems - Members

Nr	Name	Expertise
1	Roger Scheffler	Intralox (CFS)
2	Bernd Roser	Habasit
3	Enrico Visconti	Habasit
4	Tobias Braunegger	Multivac
5	Giuseppe Allais	Ammeraal
6	Alberto Buscaglia	Chiorino
7	Stefan Hamacher	Interroll
8	Clive Silverman	Volta
9	Mike Hanna	Intralox
10	Jitendra Rai	Mondelez
11	Hans-Hendrik Hünecke	Rulmeca

GL 8 - Design Principles - Members

Nr	Name	Expertise
1	Jürgen Hofmann	AEO
2	Andy Timperley	AEO
3	Patrick Wouters	Food producer
4	Bo Jensen	Cleaning, equipment supplier
5	Stefan Åkesson	Filling machines, closed process lines
6	Dirk Nikoleiski	Former food producer, cleaning open equipment

GL 17 - Pumps … Devices - Members

Nr	Name	Expertise
1	Alberto Scotti	SPX Flow
2	Antonio Toso	CSF
3	Bernhard Sommer	Seepex GmbH
4	Claus Friedrich	Pentair Südmo GmbH
5	Gunter Zimmermann	Nestle
6	Hans-Joachim Johl	LEWA GmbH
7	Joachim Friedsch	Fristam Pumpen KG
8	Maxime Chevalier	PCM Europe SAS
9	Michele Manfredi	GEA
10	Poul Daugaard	Alfa Level
11	Ralf Stahlkopf	Fristam Pumpen KG
12	Silvia Grasseli	GEA
13	Stephan Mannl	Evoguard GmbH
14	Gabriele Hehl	ProMinent GmbH
15	Franz Vinnemeier	HAW Hamburg
16	Danijel Anciger	GEA Hilge

GL 50 – CIP - Members

Nr	Name		Expertise
1	Hein	Timmerman	Diversey/Solenis
2	Alexander	Maroto	Ecolab
3	Eric	Buchanan	Central States Industrial
4	Catarina	MELO	Danone
5	Mahieddine	Chergui	Thrasos
6	Ganiti	Nandini	Lactalis
7	Paul	Bagshaw	Kersia-group
8	Olivier	Couraud	Cf-san
9	Hansruedi	Mürner	Halagchemie
10	Hui	Zhang	Unilever
11	Joe	Matthews	Sycamore
12	Subhash	Yadav	Unilever
13	Cathy	Xia	Inctcorp
14	Eric	Gang Wang	Coca-cola

GL 23 – Lubricants - Members

Nr	Name	Expertise
1	Catherine Bourdelle	Consultant-Auditor -Quality in Operation – Lactalis Group
2	Andrea Cepero	Food Safety & Quality Professional - Ferrero
3	Sofia Öberg	Food Safety and registration body of Food Grade Lubricants
4	Patrick Steijaert	Lubricant expert > 25 years @ Axel Christiernsson International
5	Taco Mets	Lubricant expert > 35 years' experience / EHEDG Chairman Lubricants

GL 42 - Disc Stack Centrifuges - Design and Cleanability - Members

Nr	Name	Expertise
1	Anette Rangmark	Design Manager Alfa Laval
2	Vanessa Armani	Portfolio Manager EHEDG
3	Adwy van den Berg	Operations Director EHEDG
4	Gunter Zimmermann	Expert Liquid Engineering Nestle`
5	Luca Marcante	Engineering manager SPX Flow
6	Thomas Kleimann	GEA Westfalia Separator
7	Reinhard Moss	GEA Westfalia Separator

GL 28 – Water - Members

Nr	Name	Expertise
1	Andreas Wirth	Beverage equipment manufacturer (engineer) - Krones
2	Joerg Berger	Beverage equipment manufacturer (engineer) - Krones
3	Anett Winkler	Food producer (microbiologist) - Cargill
4	Dirk Nikoleiski	Cleaning / Sanitation Consultant - CFS
5	Joost Edens	Water Treatment Technologies (engineer) - VDH
6	Lars van Egmond	Cleaning / Sanitation Company (engineer) - Ecolab
7	Luigi Martinesi	Food Engineering Consultant (engineer) – Delta Projects Sarl
8	Gabriel Obrtel	Water systems (engineer) - ACO
9	Javier Lemus	Water systems (engineer) - ACO
10	Carsten Vigen Hansen	Food equipment producer (engineer) - Tetrapak
11	Harshad Joshi	Pharmaceutical / Personal care producer (microbiologist) - Reckitt
	+ 9 others not active	

GL 44 - Building Design – Subgroup 2 - Members

Nr	Name	Expertise
1	John Holah, chair	Hygienic design (=HD), cleaning of premises, disinfection of surfaces, removal of biofilms from surfaces & general food hygiene
2	Gun Wirtanen, chair	Food safety management, process hygiene, microbial surface hygiene, HD
3	Garry Pearson, member	Lead proficiency expert in food safety and processing
4	Simon Burns, member	Process operations, technical support to food businesses, manage practical and operational activities in the pilot plant facilities at Cardiff Metropolitan University

GL 44 - Subgroup 2 Hygienic Building Design

No.	Name	Company	Expertise
1	Nigel Blitz	Campden BRI	Food Safety Management, Plant-layout and design
2	Silvester Cox	Kardeco	Personal hygiene facilities manufacturing
3	Holger Hoelzemann	Mondelez	Food Safety Management, Zoning
4	David Newgreen	PepsiCo	Hygienic Building Design and Engineering, New Build projects
5	Andres Rodriguez	CSF	Cleaning & Disinfection, Zoning, Food Safety Management
6	Patrick Wouters	Cargill	Hygienic Design, Cleaning & Disinfection, Food Safety Management, Zoning, Microbiology

Working Group “HDBS”

No	Name	Company	Expertise
1	Alan Friis	Force	Hygienic Engineering and Equipment Design
2	John Holah	Kersia Group	Hygienic Design, Cleaning & Disinfection, Food Safety Mgt, Microbiology
3	Marc Mauermann	IVV Frauenhofer	Cleaning & Disinfection
4	Dirk Nikoleiski	CFS	Hygienic Design, Cleaning & Disinfection, Food Safety Mgt, Microbiology
5	Peter Overbosch	Retired	Food Safety Management
6	Lucia Portanet	TetraPak	Hygienic Processing & Engineering
7	Gerdien Raap	Raap Interim	Food Safety Management & Production
8	Dimitri Tavernarakis	Mondelez	Hygienic Design, Cleaning & Disinfection, Food Safety Management
9	Patrick Wouters	Cargill	Hygienic Design, Cleaning & Disinfection, Food Safety Mgt, Microbiology

GL 20 – Valves – Members

No.	Name	Company	Expertise
1	Constantinus Anastasyadis	Evoguard GmbH	Aseptic and hygienic valve design
2	Bertil Anderson	Berlab	Aseptic and hygienic design and processing
3	Roland Cocker	Cocker Consulting Limited	Aseptic and hygienic design and processing
4	Christian Geubert	Angst+Pfister GmbH	Elastomeric and thermoplastic sealing solutions
5	Uwe Heisswolf	Kieselmann GmbH	Aseptic and hygienic valve design
6	Karl-Age Lindholm	Alfa Laval Kolding A/S	Aseptic and hygienic valve design
7	Catarina Melo	Danone S.A.	Aseptic and hygienic plant engineering
8	Luca Ollari	Bardiani Valvole s.p.a	Aseptic and hygienic valve design
9	Maxime Paraud	Definox SAS	Aseptic and hygienic valve design
10	Andreas Ritzl	Gebr. Rieger GmbH + Co. KG	Aseptic and hygienic valve design
11	Carsten Rosendal	Keofitt A/S	Aseptic and hygienic sampling valves
12	Norbert Spliethoff	SPX Flow Technology Rosista GmbH	Aseptic and hygienic valve design
13	Jonas Stinnerbom	Tetra Pak	Hygienic & aseptic processes
14	Fedja Voss	GEA Tuchenhagen GmbH	Aseptic and hygienic valve design
15	Elena Zuck	GEMÜ GmbH & Co. KG	Aseptic valves, diaphragm valves

GL 12 – Heat Treatment – Members

Nr	Name	Organisation	Expertise
1	Bengt Eliasson	Tetra Pak, Sweden	Safe and hygienic design of the heat treatment process of liquid and liquid particulate foods
2	Stefan Åkesson	Tetra Pak, Sweden	
3	Hubert Assing	GEA, Germany	
4	Martin Barnickel	Bayerische Landesanstalt für Landwirtschaft, Germany	
5	Douglas Bremner	The Coca-Cola Company, Australia	
6	Ole Poulsen	SPX, Denmark	
7	Harald Schuten	FrieslandCampina, The Netherlands	
8	Ana Soares	JDE Coffee, The Netherlands	
9	Asaithambi Subramani	Lactalis, India	
10	Marieke Teeuw	JBT, The Netherlands	
11	Jörg Zacharias	Krones, Germany	

GL39 - Design principles for equipment and process areas for aseptic food manufacturing - Members

Nr	Name	Expertise
1	Oliver Martini (CM)	Aseptic Expert, Krones AG
2	Sophie Daulmerie	Hygienic design program manager worldwide, Danone
3	Jessica Steppa	Global Food Protection Support Specialist Senior, Tetra Pak
4	Alessandro Mameli	Regulation Specialist & Food Safety Leader
5	Xavier Gourlaouen	Technical Competence Unit Dairy Packaging Group leader & Aseptic Network leader, Nestlé
6	Martin Barnickl	Lecturer, Bayerische Landesanstalt für Landwirtschaft
7	Jürgen Hofmann	Hygienic Design Weihenstephan, Consulting Hygienic Design

GL 48 - Elastomeric Seals - Members

Nr	Name
1	Mr. Maik Bluhm
2	Mr. Oster Esben
3	Mrs. Eva Fleischmann
4	Mr. Andreas Klemm
5	Mr. Reinhard Moss
6	Mr. Frank Neuhauser
7	Mr. Eric Partington
8	Mrs. Anja Quattelbaum
9	Mr. Ferdinand Schwabe
10	Mr. Pär Ström
11	Mr. Giovanni Valente
12	Mrs. Ana Lucía Vasquez-Caicedo

GL 9 - WG Welding - Members

Nr	Name
1	Martin Barnickel
2	Georg Slavik/Thomas Feldmeier
3	Xavier le Roux
4	Dr. John Wahlers
5	Stefan Andersson/Chris Garland
6	Patrick Wouters
7	Opt. (Jeppe Trolsen)
8	Peter Merhof

Robotic Systems

Nr	Name	Expertise
1	Shanghua Li	ABB Robotics
2	Roy Fraser	ABB Robotics
3	Hubert Bocquet	STAUBLI FAVERGES, Robotics Division
4	Nicolas Barril	STAUBLI FAVERGES, Robotics Division
5	Markus Keller	Fraunhofer Institute for Manufacturing Engineering and Automation IPA
6	Murat Merdin	MET Advanced Technology Systems
7	Daniel Lenz	Weber Maschinenbau GmbH Breidenbach
8	Luca Grazzini	NGI
9	Greg Harper	SMC
10	Alan Friis	FORCE Technology
11	Vanessa Amani	EHEDG Office
12	Adwy van den Berg	EHEDG Office

WG Chocolate - Members

First meeting in Nov 2023 – WG Leads: Matilda Freund, Adam Ruskin

Chocolate Producers

- Barry Callebaut
- Cargill
- Ferrero
- Mondelez
- Nestle
- Strauss

Equipment Producers

- Aasted
- Ammega
- Buehler
- Habasit
- SMC

Cleaning Companies

- Diversey
- Ecolab

Cleaning and service consultants

- Commercial Food Sanitation
- Force Technology
- Halag Chemie
- Kersia Group

Academia

- University of Osijek Croatia
- Technical University Dresden, Germany
- University of Belgrade

WG Chocolate – Infrastructure - Members

	Infrastructure	Cleaning	Equipment
1	John Holah - Consulting	Adam Ruskin - Ecolab	Dennis Holmud - Aasted
2	Anett Winkler - Cargill	Artur Kryza - Diversey	Djurdica Ackar- University - Osijek
3	Matilda Freund - Consulting	Chloe Pallister - Nestle	Edyta Margas - Buehler
4	Holger Holzmann - Mondelez	Dirk Nikoleiski – Consulting	Etai Shinaar - Strauss
5	Eyal Ytzhaki - Strauss	Garry Pearson – Consulting	Guiseppe Allais - Ammega
6		Hansruedi Murmur – Halag Chemie	Hannes Kohler – University – TU Dresden
7		Juergen Willman – Habasit	Jitendra Rai - Mondelez
8		Kelly Calixo - Diversey	Jonas Schimmel - Habasit
9		Matti Heide – University – TU Dresden	Kurt de Kerpel – Barry Callebaut
10		Miomir Niksic – University - Belgrade	Natacha Holmud – Force - Consulting
11		Nicola Stringer – Barry Callebaut	Torsten Klein - SMC
12		Radoslaw Olszewski - Diversey	Roberto Barucco - Ferrero
13		Mariem Stella - Buehler	Philipp Heig - Buehler
14		Liliana Maddalena - Ferrero	

WG 64 – Utilities - Members

• Roland Cocker	Chair	Cocker Consulting	(air & gases)
• Lisa Bullens	Co-chair	Friesland Campina	(steam)
• Hugo Silva		Tetra Pak	(water)
• Dimitri Tavernarakis		Mondelez	
• Liu, Yang		Yili Dairy	
• Bai Zhijian		Oatly	

WG 34 – Integrating Hygienic Entities – Members

• Roland Cocker	Cocker Consulting	User & OEM
• Stefan Akesson	Tetra Pak	User & OEM
• Dirk Nikoleiski	CFS	User & OEM
• Alan Friis	Force Technology	User & OEM
• Zhang, Hongyu (Mrs)	National Dairy Innovation Centre	User
• Frans Saurwalt	Kropman	OEM

WG 9 – Welding – Members

Nr	Name	Expertise
1	Martin Barnickel	
2	Georg Slavik/Thomas Feldmeier	
3	Xavier le Roux	
4	Dr. John Wahlers	
5	Stefan Andersson/Chris Garland	
6	Patrick Wouters	
7	Opt. (Jeppe Trolsen)	
8	Peter Merhof	
9	Andreas Ritzl	