



Growing Forward

Canadian Integrated Food Safety Initiative

Canadian Industry Traceability Infrastructure Program

Program Guide



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada

Canada

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1.0 About This Guide

These guidelines provide general information for those considering completing an application to the Canadian Industry Traceability Infrastructure Program component of the Canadian Integrated Food Safety Initiative.

2.0 General Information About Agriculture & Agri-Food Canada

Agriculture and Agri-Food Canada

Agriculture and Agri-Food Canada (AAFC) provides information, research and technology, and policies and programs to achieve security of the food system, health of the environment and innovation for growth.

Growing Forward

Growing Forward is an integrated and comprehensive plan that focuses on key results in the areas of competitiveness and innovation, society's priorities and proactive risk management over five years (2008-2013). The vision for Growing Forward is a profitable and innovative agriculture, agri-food and agri-based products industry that seizes opportunities in responding to market demands and contributes to the health and well being of Canadians.

3.0 Canadian Industry Traceability Infrastructure Program, component of the Canadian Integrated Food Safety Initiative

The Canadian Integrated Food Safety Initiative (CIFSI) has been designed to incorporate a complementary and mutually reinforcing set of programs to meet Growing Forward policy objectives by supporting efforts to address food safety issues.

Traceability

Traceability/product tracing is the ability to follow the movement of a food through specified stage(s) of production, processing and distribution. It can be limited to critical points along the supply chain (e.g. livestock), or be "full-chain" from farm to fork (e.g. meat and fresh produce).

Canadian Industry Traceability Infrastructure Program

The Canadian Industry Traceability Infrastructure Program (CITIP) will invest in the development of industry-led systems that collect and verify identification and movement of data, and accelerate and increase industry's tracking and tracing capacity. It is intended to develop traceability systems, or enhance existing systems, and to complement investments made by industry.

The objective:

- To develop or enhance traceability capacity for agriculture and agri-food products through specified stages of production, processing, and distribution.

The expected results:

- To assist governments and industry to limit the economic effect of animal health, plant health, food safety, and other emergencies; and
- To proactively gain access to markets requiring traceability.

4.0 Eligible Applicants

To be eligible to participate in the CITIP, an applicant must:

- Be a Canadian national industry organization along the agriculture and agri-food value chain; or
- Be another Canadian entity, if they can clearly demonstrate how they achieve the objective and expected results of this initiative.

Priority may be given to organizations in the livestock and/or poultry sectors.

Applicants must be legal entities and capable of entering into legally binding contracts.

5.0 Eligible Projects

To be eligible for funding, your project proposal must support:

- The development of an integrated National Agriculture and Food Traceability System (NAFTS)¹, built on three core elements: product/animal ID, premise ID, and product/animal movement;
- Systems that are built on national standards to ensure credibility, integrity and efficiency.

Preference may be given to eligible applicants that have a traceability implementation plan in place.

¹ The vision is for a secure National Agriculture and Food Traceability System (NAFTS) to better serve citizens, industry and Government. The system will provide timely, accurate and relevant information to enhance emergency management, market access, industry competitiveness, and consumer confidence.

Eligible projects under this initiative will support activities related to traceability systems development on a national or regional basis. Eligible activities may include:

Systems development activities such as:

- Strategic assessments and analyses (e.g. implementation plans);
- Industry systems development;
- Pilot projects activities leading to systems implementation; and
- Pilot projects activities as part of systems development process.

Industry systems implementation activities such as:

- Data collection;
- Data storage and data management systems;
- Technology assessment and testing;
- Technology adoption;
- Testing and implementation;
- Services to stakeholders for collecting and reporting data;
- Data auditing and verification;
- Information utilization; and
- Activities to support information sharing and best practices.

6.0 Eligible Costs for Reimbursement

Eligible costs for reimbursement may include:

- Incremental cost of services, such as salaries and benefits, specific per diem fees, or actual project or program disbursements, including staff training;
- Consultant fees, technical advisors, inspectors for pre-audits and audit costs;
- Incremental costs for rental or lease of facilities or equipment;
- Costs related to equipment (the purchase of specialized items needed to execute projects may be eligible, with prior authorization);
- The purchase of capital items, such as computers, servers, office equipment and furnishings, if they are specifically required for the execution and performance of the project and are approved in advance in writing; reimbursement of capital costs will normally be limited to the amount of the asset expensed during the period of the project;
- Related shipping and transportation costs of eligible goods and services;
- Hospitality and travel costs within Treasury Board guidelines;
- Translation of public information in an official language; and
- Other costs may be eligible for reimbursement upon discussion and prior approval by AAFC.

Project costs can normally be incurred when a fully executed contribution agreement is in place. Should costs be incurred prior to the completion of a contribution agreement, the applicant assumes the risk of not being reimbursed should the specific costs be deemed ineligible under the resulting agreement or in the event an agreement is never executed.

7.0 Available Funding

CITIP provides contributions up to a maximum of \$2,000,000 ² with the following level of support by type of activities:

Type of activities	AAFC level of funding support
<u>Systems Development activities</u> (e.g. strategic assessments, industry systems development, pilot project activities)	Up to 90% of total project costs ²
<u>Industry Systems Implementation activities</u> (e.g. technology adoption, testing, data collection)	Up to 50% of total project costs ²

The remaining project costs should be cost-shared by the recipient through either cash or in-kind contributions.

Payment is made through the terms and conditions of a detailed contribution agreement. Total assistance from all government sources should not exceed 90% of total resources required for the project.

8.0 Application Process

Ensure all eligibility criteria are met prior to proceeding with the application process.

To apply, you must complete an application form in its entirety. The form is available on-line or you can request a copy by contacting the CITIP by email at cifsi-icisa@agr.gc.ca or by phone at (613) 773-1931.

The Application Form has complete step-by-step instructions on how it should be completed and what type of information to include.

Be clear and concise when filling out the application; explain clearly what is to be completed and why. Remember that the proposal will be assessed by several people who

² Additional government support may be considered with appropriate justification that demonstrates an exceptional contribution to national traceability outcomes.

may not be familiar with the organization's background, or with the situation in the region where the project will take place. The use of point form lists, charts or other techniques to simplify the presentation is encouraged.

Applicants may submit their applications by email at cifsi-icisa@agr.gc.ca; however, a duly signed hard copy must be forwarded by mail to:

Agriculture and Agri-Food Canada
c/o Canadian Integrated Food Safety
Initiative
1341 Baseline Road
Tower 7, 8th Floor
Ottawa, Ontario, K1A 0C5

Distribution of the Information: Any financial, commercial, scientific or technical information provided in the application will be treated in accordance with the Access to Information Act and the Privacy Act.

9.0 Application Deadline

Applications may be submitted at any time until September 30, 2012 or until funding is all committed.

All activities must be completed no later than March 31, 2013.

10.0 Assessment Criteria and Process

Once an application has been submitted to the CITIP:

- An acknowledgement letter is forwarded to the applicant.
- The application will be reviewed. CITIP may contact the applicant to request additional information.
- The application will be assessed against:
 - CITIP eligibility requirements (sections 4 to 6);
 - The organization's capacity to develop or enhance, and implement traceability systems;
 - The organization's ability to deliver and support the project activities;
 - The ability for the proposed system to facilitate the automated collection and sharing of traceability information for emergency management and to support the marketing of Canadian products domestically and/or internationally;
- Written notification of final approval or rejection will be provided to the applicant.

11.0 The Contribution Agreement

If the project is approved, a contribution agreement will be issued and signed by the recipient and AAFC to provide the financial assistance.

The contribution agreement is a written undertaking between a donor department or agency and a prospective recipient of a contribution, describing the obligations of each party, as well as the terms and conditions for payment, such as:

- Key deliverables;
- Eligible costs and budget;
- Payment schedule;
- Reporting requirements;
- Privacy Act requirements; and
- Official languages requirements.

If costs are incurred prior to the completion of a contribution agreement, the applicant assumes the risk of not being reimbursed if the specific costs are deemed ineligible under the resulting agreement or in the event an agreement is never executed.

The agreement is a legally binding document between the recipient and AAFC; it is critical that it is understood in its entirety. If requested, a CITIP Officer will be happy to review the agreement clause-by-clause with the recipient prior to the signing of it.

12.0 For more information

For more information about the Canadian Industry Traceability Infrastructure Program:

Website: www.agr.gc.ca

By email: cifsi-icisa@agr.gc.ca

By telephone: (613) 773-1931

By fax: (613) 773-1911

By teletypewriter: (613) 759-7470

Mailing Address:

Agriculture and Agri-Food Canada
c/o Canadian Integrated Food Safety
Initiative
1341 Baseline Road
Tower 7, 8th Floor
Ottawa, Ontario, K1A 0C5