

**Abu Dhabi Guideline**

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**ADG 5/2015**

**Second Edition**

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**Canteen standards Guide in Public and Private Schools, Institute of Applied Technology and Abu Dhabi Vocational Education and Training Institute**

**Canteen standards Guide in Public and Private Schools, Institute of Applied Technology and Abu Dhabi Vocational Education and Training Institute in the Emirate of Abu Dhabi**

Dairy Products

Fruits

Whole Grains

Vegetables

Proteins

Stay active

## **Amendment Status**

**This guide replaces the guide issued in 2013 and supersedes it from the date of its approval.**

To verify that each copy of this guideline (Abu Dhabi Guideline) contains a complete record of amendments, the amendments page is updated and issued with each set of revised/new documents.

This document is subject to updating and amendment as necessary. The Abu Dhabi Quality and Conformity Council will take the necessary measures to make it available to everyone, collect all feedback as it is received, and prepare for a meeting of the School Canteens Working

Group to discuss the feedback received on the document for the purposes of updating and amendment.

<b>Amendment</b>			<b>Superseded</b>		<b>New</b>	
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## **About the Abu Dhabi Quality and Conformity Council**

The Abu Dhabi Quality and Conformity Council was established by Law No. 3 of 2009, issued by His Highness Sheikh Khalifa bin Zayed Al Nahyan, President of the United Arab Emirates.

The Abu Dhabi Quality and Conformity Council is responsible for developing the emirate's quality infrastructure by enabling industry and regulatory bodies to verify that products, systems, and professions are tested and certified according to both national and international specifications.

The Abu Dhabi Trustmark is awarded to products certified by the Abu Dhabi Quality and Conformity Council, indicating that a particular product or system complies with all safety and performance standards set by Abu Dhabi's regulatory bodies.

## **Introduction**

The School Canteens Guide Working Group was established at the Abu Dhabi Quality and Conformity Council in June 2014 at the request of the Abu Dhabi Education Council to update the guide for school canteen standards in the emirate. A working group was formed, representing relevant authorities in the emirate, chaired by the Abu Dhabi Education Council. The group worked on reviewing and updating the guide according to the requirements of the relevant authorities and the legislation issued in this regard. This guide aims to define the requirements and conditions to be followed by food establishments that supply, manage, and operate food facilities for the emirate's schools to preserve public safety.

This guide includes, among other things, the requirements of various authorities related to school canteens. As the Abu Dhabi Education Council is the authority responsible for the education sector in the emirate, it may from time to time issue policies and provisions that add to or amend the conditions or procedures mentioned in the guide concerning the Abu Dhabi Education Council.

The working group that participated in preparing this guide consisted of the following concerned authorities in the Emirate of Abu Dhabi:

Abu Dhabi Education Council

Abu Dhabi Food Control Authority

Health Authority

Department of Economic Development

Institute of Applied Technology

Abu Dhabi Vocational Education and Training Institute

## Acknowledgment

The Abu Dhabi Quality and Conformity Council would like to express its sincere thanks to the working group listed below, with its membership as follows:

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# **1. Foreword**

## **1.1 Introduction**

In the pursuit of achieving the emirate's strategic vision and some of the objectives of the Abu Dhabi Government's Public Policy Agenda and Economic Vision 2030, which emphasize the need for cooperation between government entities to meet societal expectations, including providing safe food to ensure a healthy lifestyle, by providing consumers with sufficient information about foodstuffs intended for human consumption to enable them to make the best choices. Therefore, based on the importance of committing to providing the best services and practices aimed at achieving the ambitious vision for the future of Abu Dhabi, the strategic partners—the Abu Dhabi Education Council, the Authority, the Health Authority, the Abu Dhabi Quality and Conformity Council, the Department of Economic Development, and the Institutes—are working together to enhance the health of our school students during the most critical stages of their lives.

The School Canteen Standards document issued in 2015 in the emirate is one of the fruits of this cooperation. It contains the health requirements and practices for school canteens that must be followed to ensure food safety at various stages of its handling, as well as the requirements and standards for the types of food allowed to be circulated in the school environment and proper nutrition methods for school students at different age stages.

The document clarifies the mechanism through which food establishments that supply to the emirate's schools or the entities working in them can follow scientific and healthy methods in handling the food that is sold or circulated within the school.

## **1.2 Purpose**

This document aims to define the requirements and conditions to be followed by food establishments that supply to the emirate's schools or the entities working in them, in order to achieve the following:

(a) Clarify the procedures for school canteens / food establishments that supply to the emirate's schools or the entities working in them and the

steps to be followed to obtain the necessary approvals from the competent authorities.

(b) Provide safe and sound food that meets the conditions and procedures to be taken during the production, preparation, storage, or distribution of food to ensure its safety and suitability for consumption.

(c) Provide healthy food items within the school to reduce the incidence of chronic diseases.

(d) Guide the responsible administrations in all schools on the necessity of following scientific and healthy methods in handling food that is sold or circulated within the school.

(e) Communicate correct and useful information about safe and healthy food in the school environment, as this document is considered one of the important tools for training supervisors, nutrition specialists, nurses, and supervisors of school canteens / food establishments on how to handle food.

In addition to the above, we emphasize the importance of the role that physical activity plays in helping to reduce chronic diseases, due to the strong relationship between diet, physical activity, and chronic diseases.

### **1.3 Scope**

This document is intended for use by the emirate's public and private schools, institutes, food establishments that supply to the emirate's schools, entities working in school canteens, as well as the relevant official authorities. This document provides the rules and health requirements that must be met in school canteens / food establishments, in addition to guidance on good hygiene practices to be followed in the stages of selling, cooking, handling, trading, and disposing of food.

It also addresses the standards for the types of food allowed to be circulated within the school and proper nutrition methods to help health and nutrition specialists and school administration staff provide assistance and guidance to students in order to provide healthy dietary patterns.

### **1.4 Definitions**

For the purposes of using this document, the following definitions are used unless the context indicates otherwise:

United Arab Emirates.	<b>The State</b>
The Emirate of Abu Dhabi.	<b>The Emirate</b>
Abu Dhabi Food Control Authority.	<b>The Authority (ADFCA)</b>
Health Authority – Abu Dhabi.	<b>The Authority (HAAD)</b>
Abu Dhabi Education Council / or Abu Dhabi Quality and Conformity Council as specified in the text.	<b>The Council</b>
Institute of Applied Technology and Abu Dhabi Vocational Education and Training Institute.	<b>The Institutes</b>
The place equipped for the distribution and sale of permitted food within the school and its preparation areas.	<b>School Canteen</b>
Any institution, factory, or fixed or mobile facility where food is handled at any stage of the food chain.	<b>Food Establishment</b>
Any substance or part of a substance intended for human consumption by eating or drinking, whether raw, processed, or semi-processed, including beverages, drinking water, and any substance used in the manufacturing, preparation, and processing of the food item, excluding veterinary drugs, tobacco, and cosmetic medical materials.	<b>Food</b>
Food safety training and certification programs officially issued by the Authority (ADFCA).	<b>Food Safety Training Programs</b>
Guide to Canteen Standards in Public and Private Schools and Institutes in the Emirate of Abu Dhabi, issued in 2015.	<b>The Document</b>
Clear and healthy water at the point of use for drinking purposes, conforming to the technical requirements and regulations issued by the Emirates Authority for Standardization and Metrology and the Regulation and Supervision Bureau in the Emirate.	<b>Potable Water</b>
The transfer of harmful substances or pathogenic microorganisms to food via hands, food contact surfaces, and contaminated equipment and utensils that touch raw food and then touch ready-to-eat food. It also includes contact between raw food or its liquid runoff and ready-to-eat food.	<b>Cross- Contamination</b>
Insects, birds, rodents, and other animals capable of causing direct or indirect food contamination.	<b>Pests</b>
A delayed immune reaction that occurs when large-molecule food substances enter the bloodstream (not fully digested for various reasons), leading to the formation of antibodies against them in the blood. Symptoms of food intolerance primarily manifest as digestive disorders. Examples of food intolerance include lactose intolerance and gluten intolerance.	<b>Food Intolerance</b>

Food that has not undergone any manufacturing or cooking process.

**Raw Food**

The person licensed or legally authorized by the licensee, responsible for ensuring compliance with the provisions of the law and its regulations and decisions in the food establishment under their responsibility.

**School Canteen /  
Food  
Establishment  
Manager**

Any person holding a valid license to practice any activity related to food handling.

**The Licensee**

## **1.5 Duties and Responsibilities of School Administration**

The School Canteens and Healthy Food Policy for public and private schools issued by the Abu Dhabi Education Council in this regard must be applied.

## **1.6 Obligations of the Supplying Establishment Manager**

The school canteen is classified as any food establishment that handles food, and therefore, this food establishment (the school canteen) must adhere to the following:

Some obligations of the supplying food establishment manager:

- The supplier is committed to providing the specified number of water and juice vending machines, which must comply with the requirements of the Abu Dhabi Education Council and the competent authorities.
- The supplier is committed to submitting a meal and service evaluation form periodically (quarterly) to the Abu Dhabi Education Council, represented by the supervising authority (Abu Dhabi Education Council), after its approval by the beneficiary (the school).
- The supplier is committed to securing other places in the school to preserve food items in case of any obstacles preventing the operation of the school canteen/food establishment.
- The supplier is committed to supplying meals free of any preservatives, colorings, sweeteners, or flavors made from chemical substances or any materials that may harm the general health of the students.

- The supplier is committed to maintaining general cleanliness in the areas for which they are responsible (according to the terms of the contract).
- The supplier is committed to providing dry goods in plastic or paper packaging, with each package designated for a single student.
- The food establishment manager in the school is committed to applying the licensing requirements.
- The food establishment manager in the school is committed to applying the system for tracing and recalling food one step forward and one step back (when unsafe food is withdrawn from the market and recalled).
- The food establishment manager is committed to ensuring that food handlers are trained and possess the necessary knowledge and skills in food safety and good hygiene practices, each according to their assigned tasks.
- The food establishment manager, concerning the health fitness of food handlers, is committed to the following:

Ensuring that food handlers are medically fit for work, maintaining absence records for employees who are sick with or carriers of any diseases that could pose a risk to food safety.

Ensuring food handlers are instructed to immediately report any symptoms that may arise from being sick with or carrying any diseases that could pose a risk to food safety. The manager is also committed to preventing them from resuming work until a medical examination confirms their recovery (48) hours after the symptoms have ceased.

Ensuring that food handlers are free from any infectious intestinal diseases, tuberculosis, skin infections, ulcers, or wounds on exposed parts of the body, and from any discharge from the eyes, ears, nose, or mouth, and from any acute sore throat caused by streptococcus, including symptoms of jaundice, diarrhea, vomiting, and fever.

## **2. Health Conditions and Practices**

### **2.1 Introduction**

Based on the legal requirements related to food establishments in the emirate, all managers of food establishments and food handlers in the emirate must commit to ensuring the safety of their food products and that all handling activities and processing operations comply with Law No. (2) of 2008 regarding food in the emirate and its issued regulations. Specifically, the provisions of Regulation No. (6) of 2010 concerning food hygiene throughout the food chain, issued by the Authority (ADFCA), shall apply wherever applicable, taking into account the timelines granted for the implementation of some provisions of this regulation under the decision of the Director General of the Authority No. (11) of 2011.

### **2.2 Health Conditions to be Met in the School Canteen / Food Establishment**

#### **2.2.1 Location, Design, and Structure**

- (a) The location of the food establishment must be suitable, and the establishment must be kept clean and in good condition.
- (b) It should not be located in any place that could pose a clear threat to food safety and suitability, after taking into account preventive measures and procedures.
- (c) The size, layout, design, and construction of the school canteen / food establishment must achieve the following:
  - Allow for appropriate maintenance, cleaning, and/or disinfection operations.
  - Minimize airborne contamination, provide adequate working space and freedom of movement, and prevent overcrowding, taking into account the importance of a suitable workflow to allow for hygienic operations.
  - Protect against the accumulation of dirt, condensation, contact with toxic materials, the breaking and scattering of particles into food, and

the formation of undesirable mold on surfaces, which could cause a risk of direct food contamination.

- The internal structure of the food establishment must be made of solid, strong materials that are easy to maintain, clean, and disinfect when necessary.
- Allow for the application of good hygiene practices, including protection against cross-contamination and the entry or infestation of insects.
- Separate operations that may cause cross-contamination by using appropriate distance, location, or other effective means.
- Provide adequate temperature and humidity control conditions with sufficient capacity where necessary.
- If present, the locations and methods of construction of stairs, elevators, and ancillary structures (such as platforms, ladders, and chutes) must be designed to prevent food contamination, and chutes and yards must be equipped with openings for cleaning.
- Buildings must be maintained to prevent the entry of pests and eliminate potential pest breeding sites. Holes, drains, and any other potential entry points for such pests must be tightly sealed.

(d) The ventilation means must meet the following conditions:

- Adequate and sufficient natural or mechanical ventilation must be provided, avoiding any mechanical airflow from a contaminated area to a clean area.
- Ventilation openings must be equipped with filters or protective screens made of non-corrosive materials, taking into account easy access to filters and parts that require cleaning.
- Ventilation must be sufficient to reduce airborne food contamination and control ambient temperature, odors, and humidity.

(e) The lighting equipment must meet the following conditions:

- Sufficient natural or artificial lighting must be provided to enable hygienic work, with the intensity of the lighting being appropriate for the nature of the work.

- Lighting fixtures and electrical wiring must be protected in a way that allows for easy cleaning and prevents cross-contamination.

### **2.2.2 Equipment and Tools**

(a) All equipment and tools, except those designed for single use, and packaging materials that come into direct contact with food, must meet the following conditions:

- They must be made of materials that do not transfer toxic substances, odors, or tastes to the food. They must also be non-absorbent, corrosion-resistant, and able to withstand repeated cleaning and disinfection.
- They must be capable of being effectively cleaned, and where necessary, disinfected after cleaning, with the exception of non-returnable packaging materials. Cleaning and disinfection must be carried out with sufficient frequency to avoid the risk of contamination.
- They must be in good condition and easy to repair and maintain to minimize the risk of contamination.
- They must be installed in a way that allows for adequate cleaning of the equipment and the surrounding areas.
- They must be durable and movable or capable of being dismantled to allow for maintenance, cleaning, disinfection, and pest monitoring. Where necessary, large equipment should be washed and cleaned in separate facilities.
- Equipment and tools used for cooking, heat-treating, cooling, storing, or freezing food must be designed to reach the required temperatures quickly and maintain them effectively.

(b) If chemical additives are used to prevent corrosion of equipment and containers, they must be used for their intended purpose and according to the manufacturer's instructions, in a way that does not cause any food contamination or render it unfit for human consumption.

(c) The following conditions must be met for cleaning materials, disinfectants, and any materials or tools that may come into contact with food or cause the transfer of their components to it:

- They must be classified as materials approved for food use.
- They must be identified and stored in areas separate from food handling areas, food contact surfaces, or food packaging materials in a way that prevents any food contamination.

### **2.2.3 Food Handling Areas**

- Food must be protected throughout all stages of the food chain against any contamination that would render it unfit for human consumption.
- Floor surfaces must be made of impervious, waterproof, non-absorbent, non-slip, washable, and non-toxic materials, allowing for adequate cleaning and surface drainage. The slope of the floors must be sufficient to drain liquids to sealed outlets (drains) where appropriate.
- Wall surfaces and partitions must be made of impervious, waterproof, non-absorbent, sealed, non-toxic, washable, and light-colored materials. Walls should be smooth and polished wherever possible, with surfaces reaching an appropriate height and being easy to clean and disinfect.
- Ceilings or the inner surface of the roof (if there is no ceiling) and overhead fixtures must be easy to clean and made of light-colored materials, constructed and finished to prevent the accumulation of dirt and reduce condensation, the growth of undesirable molds, or the falling of particles.
- Windows and any other openings must be constructed to prevent the accumulation of dirt and be fixed or kept closed in locations where opening them could cause contamination.
- Windows that open to the outside environment must be fitted with easily removable, washable, and insect-proof screens where appropriate.

- Internal window sills, if present, should be sloped to prevent their use as shelves.
- Corners, whether between walls, between walls and floors, or between walls and ceilings, must be sealed and coved to facilitate cleaning.
- Door surfaces must be made of smooth, non-absorbent materials that are easy to clean and, where necessary, disinfect, and they must be self-closing.
- Work surfaces in contact with food, including equipment surfaces, must be made of washable, rust-resistant, and non-toxic materials. They must be maintained in a sound and durable condition and must allow for easy cleaning and disinfection.
- The use of wooden surfaces and cutting boards made of wood is prohibited.
- All structures and general fixtures must be installed in a way that prevents direct or indirect food contamination (through condensation and dripping) and must not obstruct cleaning operations.
- Effective measures and procedures must be taken to prevent cross-contamination by ensuring the separation of raw food, food in the processing stage, and ready-to-eat food, including utensils, equipment, and cutting boards.
- Handwashing facilities must be provided, separate from the facilities designated for washing food items, and equipped with running potable water at an appropriate temperature. It is preferable that they are of the type not operated by hand.
- Adequate facilities must be provided where necessary for cleaning, disinfecting, and storing work tools and equipment. These facilities must be easy to clean, made of rust-resistant materials, and, where appropriate, sufficiently supplied with hot and cold water.
- Food washing areas must be separated from areas designated for washing utensils or equipment, and all areas must be kept clean and, where appropriate, disinfected after cleaning.
- All food washing areas, handwashing areas, and utensil or equipment washing areas must be supplied with hot and cold potable water.

- All necessary measures and procedures must be taken to protect food from the possibility of contamination during display, and separate serving utensils must be provided for each type of food or any means that would reduce the likelihood of food contamination.

#### **2.2.4 Personal Health and Hygiene of Food Handlers**

- Food handlers who are suffering from or carrying a disease that can be transmitted through food are not allowed to handle food or be in food handling areas if there is a likelihood of them causing direct or indirect contamination.
- Wounds of injured persons who are allowed to work in food handling areas must be covered with suitable, waterproof dressings.
- Food handlers must maintain a high level of personal hygiene and wear clean, appropriate, and protective clothing when handling food, including head coverings, gloves, and beard nets.
- Food handlers must wash and disinfect their hands frequently in the designated areas before starting food handling activities, immediately after using sanitary facilities, and after handling any food, including raw food or any contaminated material.
- Food handlers must refrain from any behavior that could contribute to food contamination, such as wearing jewelry, smoking, spitting, chewing, eating, sneezing, or coughing over exposed food, or any similar behavior.

#### **2.2.5 Primary Products**

The food establishment must have adequate facilities and procedures to ensure effective cleaning and the maintenance of an appropriate level of personal hygiene.

The food establishment manager must ensure that all primary products and all subsequent processing of primary products are protected from contamination.

Avoid using areas where the environment poses a risk to food safety.

Apply the necessary practices and measures to ensure that food is produced under appropriate hygienic conditions.

All facilities, equipment, containers, and means of transport used in primary production and related operations, including those used for handling and storing food, must be kept clean and disinfected in an appropriate manner after cleaning, where necessary.

## **2.2.6 Temperature Control**

- Food that is likely to support the growth of microorganisms or the formation of toxins must be maintained in an unbroken cold chain at appropriate temperatures to minimize any health risks.

- Food must be maintained at the following temperatures:

Chilled food - at a temperature below 5°C.

Frozen food - at a temperature of -18°C or lower.

Other foods - including long-life food - at suitable temperatures that prevent any risk to human health, according to the appropriate temperature for each food item.

- The cooking temperature and associated time periods must be sufficient to ensure that the heat reaches the core of the food and eliminates any pathogenic microorganisms. The temperature at the core of the food must reach a minimum of 70°C for two minutes or its equivalent.
- Appropriate conditions for temperature control must be provided during food handling and storage, with sufficient capacity to keep food at the proper temperatures. They must be designed to allow for monitoring and recording of temperature readings where necessary, while ensuring food is protected from direct sunlight.
- Thawing of food must be done in a way that minimizes the risk of growth of pathogenic microorganisms or the formation of toxins in the food by exposing it to temperatures that do not cause health risks.
- Cooked and perishable food must be kept or served either chilled at a temperature below 5°C, or hot at a temperature of 63°C or higher for a period not exceeding two hours.

- Temperature measuring instruments must be checked at regular intervals, ensuring their accuracy and the acceptable limits of temperature changes and associated time periods.
- Temperatures must be monitored and audited during the stages of the food chain to ensure food safety and that it is kept at the correct temperatures.
- If perishable, ready-to-eat food is exposed to temperatures between 5°C and 63°C, the following actions must be taken:

The food must be chilled or reheated for immediate consumption if the time period is less than two hours.

The food must be disposed of and destroyed immediately if the time period is two hours or more.

- If the temperature of chilled food is not maintained, the following actions must be taken:

Return the temperature as quickly as possible to below 5°C if the food temperature is above 5°C and below 8°C.

Dispose of and destroy the food immediately if the food temperature is above 8°C, unless the Authority (ADFCA) is provided with justified evidence based on scientific grounds regarding the safety and suitability of the food.

- If the temperature of frozen food is not maintained, the following actions must be taken:

Return the temperature as quickly as possible to -18°C or lower if the food temperature is between -15°C and -18°C.

Conduct visual inspection and laboratory testing if the food temperature is above -15°C and below -10°C.

Consume the food immediately if the food temperature is -10°C.

Dispose of and destroy the food if the food temperature is above -10°C or if there are signs of thawing, unless the Authority (ADFCA) is provided with justified evidence based on scientific grounds regarding the safety and suitability of the food.

- All refrigeration units must be equipped with temperature measuring devices with an accuracy of +/- 1°C.

- The food establishment manager / school canteen administration must keep records of food temperature readings and documents of calibration and maintenance of temperature measuring devices for three years.

### **2.2.7 Display and Packaging of Foods**

- Raw food displayed in chillers and freezers must be adequately separated from ready-to-eat food to prevent contamination.
- Water and/or ice that may come into direct contact with food must be from a potable water source. It must be from a clean water source if used for full cooling of fish products, provided they are handled and stored under conditions that protect them from contamination.
- The temperatures of chillers and refrigerators must be maintained at all times, and effective precautions must be taken in the event of a power outage.
- When displaying unpackaged and ready-to-eat food, the following must be adhered to:

The display must be behind protective barriers and at appropriate temperatures to prevent the possibility of food contamination.

Separate serving utensils must be provided for each food, or any other means that would reduce the likelihood of food contamination.

- All equipment and tools used on food display surfaces must be classified as materials approved for food use, chemically inert, and easy to clean and sanitize before use.
- Food must be removed from display when it has passed the declared "expiration date," "best before," or "use by" date, and it must be disposed of where appropriate.
- When the food establishment manager removes food from its original packaging for display, they must ensure that the food's shelf

life and other food safety information are clearly indicated at the point of sale.

- Temperatures in display cabinets and service counters must be monitored, and records must be kept in accordance with the provisions for temperature control in Regulation No. (6) of 2010.
- If ice is used for cooling, sufficient quantities must be used to maintain the appropriate temperature.
- Materials used for packaging and wrapping must not be a source of hazard or contamination.
- Packaging materials must be stored in a way that does not expose them to contamination risks.
- The design and materials used for packaging and wrapping must provide adequate protection for the food to minimize contamination, prevent damage, and allow for the necessary information to be placed on the food label.
- Packaging and wrapping operations must be carried out under conditions that allow for temperature control to avoid food contamination. The integrity and cleanliness of the packaging must be ensured, especially when using metal and glass containers.
- Packaging and wrapping materials that have been approved for reuse for food must be easy to clean and, where necessary, disinfect.

### **2.2.8 Transportation and Storage of Foods**

- Food items must be transported at appropriate temperatures and in a manner that prevents their contamination and maintains their safety.
- Means of food transport, including reusable containers, must be kept clean and maintained to protect food from contamination. The interior of these means must be insulated with a lining that has a smooth, polished, washable, and waterproof surface.
- Food must be separated from non-food items during transport.
- Ready-to-eat food must be separated from raw food to prevent cross-contamination if they are transported in the same vehicle.

- Food must be placed in a way that allows for sufficient space away from walls and above floors to avoid any pest infestation, and to allow for easy cleaning and proper ventilation.
- Means of transport for chilled and frozen food must be suitable for the purpose, with the return air temperature complying with the provisions for temperature control in Regulation No. (6) of 2010.
- Raw materials must be washed, cleaned, and inspected to the extent necessary to remove dirt or other contaminants. The water used for washing or transporting food must be potable water.
- The storage conditions for raw materials and all food ingredients in the food establishment must be appropriate and sufficient to protect against contamination and prevent harmful decomposition. Storage must be elevated off the floor and away from walls.
- Refrigeration and/or freezing cabinets of sufficient size must be provided to store raw materials and food at the temperatures stipulated in Regulation No. (6) of 2010.
- Raw materials, food ingredients, or intermediate or final products that are likely to support the growth of pathogenic or toxin-forming microorganisms must not be stored at temperatures that could lead to health risks.
- Potentially hazardous materials and/or non-edible materials must be identified with a label and stored in separate, sealed containers.

### **2.2.9 Food Waste**

- Food waste, inedible by-products, and other waste must be separated and removed from food areas as quickly as possible to avoid their accumulation and to prevent any risks arising from cross-contamination.
- Food waste, inedible by-products, and other waste must be stored in closable containers and disposed of appropriately. These containers must be made of suitable materials, leak-proof, waterproof, and easily cleanable or disposable.

- Containers used for storing hazardous materials must be labeled, identified, and locked when necessary to prevent intentional or accidental food contamination.
- Appropriate work procedures for the storage and disposal of food waste, inedible by-products, and other waste must be established and implemented.
- Waste storage areas must be designed and managed to ensure the facility is kept clean and free of animals and insects.
- Waste areas must be equipped with washing facilities of appropriate efficiency, and the locations must be refrigerated where necessary.
- Waste and refuse must be disposed of in a sanitary and environmentally friendly manner as determined by the competent authority (Center of Waste Management - Tadweer) in this regard.

Note: (Appendix 4 specifies the flowchart for procedures for reporting food complaints to the Authority (ADFCA)).

## **2.2.10 Food Labeling Requirements for Packaged Products**

In the case of packaged food products, the following information must be declared on the food label - but not limited to - according to the UAE standard specifications/technical regulations issued in this regard:

- Product Name
- Ingredients
- Production and Expiration Dates.

## **3. Nutrition Standards**

### **3.1 Role of the Authority in Supporting Healthy School Nutrition**

The Authority (HAAD) works to achieve the optimal level of healthcare to serve the community. The Authority's jurisdiction includes, but is not limited to, applying the best international practices and standards to improve public health in the Emirate of Abu Dhabi, through launching community health programs, increasing awareness among individuals to

adopt healthy practices, and cooperating with local and international partners from both the public and private sectors to achieve this goal.

Accordingly, the Authority's tasks can be summarized as developing plans, policies, public health service and preventive programs, and health education programs aimed at improving public health in the Emirate of Abu Dhabi.

The Authority places children at the top of its list of priorities for nutrition interventions due to the impact and return on their sound and healthy upbringing. Children are the cornerstone of the future generation, and they also influence their families and peers. Therefore, they can become a channel for broader community participation.

The Authority views the school as an ideal place to educate children, equip them with basic skills, and develop behaviors in the fields of food, nutrition, and health, as the dietary and health habits of school-age children are in the formative stage.

Promoting nutrition through schools can create benefits that extend to improving academic achievement and the overall performance of students in curricular and extracurricular activities, as well as making school life more enjoyable. It also leads to improving the health of individuals and the community and contributes to reducing mortality and morbidity rates for many chronic diseases.

### **3.2 School Nutrition**

Providing healthy meals and foods in schools improves the health and well-being of students, enabling them to grow properly and learn and comprehend well. The types and quantities of food provided in school canteens / food establishments also contribute to establishing dietary habits and skills necessary to enable children to obtain the energy their bodies need from healthy, safe, and smart nutritional sources.

Therefore, the Authority provides recommendations to support schools in ensuring that all foods served in the emirate's schools are nutritionally complete and appropriate for the needs of children at different school stages. In addition, the Authority supports providing the necessary knowledge and training for school food providers and workers in cooperation with its partners.

On the other hand, the Authority is keen that improvement interventions on foods provided by school canteens are accompanied by nutritional education that encourages students to change their dietary habits and establish a culture of enjoying healthy foods. This, in turn, will directly improve the health and nutrition of students, along with helping them develop healthy eating habits and practice healthy behavior in choosing their food.

### **3.3 The Food Plate and Food Groups**

#### **3.3.1 The Food Plate**

It is a visual tool that represents the main food groups and is characterized by the following properties:

##### **Type of Food:**

The food plate encourages variety in food intake, including all the food groups necessary to be consumed daily. The food groups are symbolized by the different colors on the plate.

##### **Quantity of Food:**

This aspect represents the different recommended quantities of foods from the food groups on the plate.

#### **3.3.2 Food Groups**

##### **Grains Group**

- Symbolized by the color orange.
- This group includes bread, cereals, rice, and pasta, with the recommendation to consume half the quantity from whole, unpeeled grains, as the husk contains many vitamins, minerals, and fiber. (Grains are considered one of the basic groups that the body relies on to maintain its various functions that provide us with energy and vitality).

##### **Vegetables Group**

- Symbolized by the color green.

- It is recommended to eat all types of vegetables, especially those with prominent colors such as dark green, orange, yellow, and red.

### **Fruit Group**

- Symbolized by the color red.
- It is recommended to eat a variety of fruits.

### **Milk and Dairy Group**

- Symbolized by the color blue.
- It is recommended to consume milk daily or fat-free or low-fat dairy products. For individuals who are lactose intolerant, it is recommended to provide another lactose-free source.

### **Meat and Alternatives Group**

- Symbolized by the color purple.
- This includes chicken, fish, eggs, and legumes such as beans, lentils, and chickpeas, and red meats, of which it is recommended to eat the lean versions.

## **3.3.3 Nutritional Needs**

Nutritional needs are defined as the minimum amount of nutrients and energy that the human body needs for growth and a healthy life.

Providing the nutritional needs of school students is necessary for several reasons, including:

- Proper nutrition in schools is an essential part of students' growth and maintaining their health.
- It plays an important role in preventing diseases resulting from a deficiency of one or more essential nutrients in the diet.
- Nutrition affects students' comprehension and academic achievement, and proper nutrition and choosing foods that maintain dental health play an important role in preventing tooth decay.
- Food plays an important role in enabling the human body to perform its functions.

Since no single food item contains all the elements the body needs, it is necessary to diversify the meal to ensure that these elements are available through a balanced diet that contains sufficient quantities of all nutrients (from the different food groups). Nutritional needs vary with the different stages of body growth, and they also differ from one person to another depending on their gender, activity, and the physiological changes that occur. As for sandwiches, meals, and salads that are prepared in or supplied to the canteen / food establishment, all necessary data must be provided to ensure that these foods meet the requirements and health conditions mentioned in the school canteens guide.

### 3.3.4 Students' Needs for Essential Nutrients by Age Group

Student's needs for essential nutrients for school breakfast and lunch according to age group.

Nutritional Components	Breakfast			Lunch		
	Elementary Schools	Middle Schools	High Schools	Elementary Schools	Middle Schools	High Schools
Calories	350-500	400-550	450-600	550-600	600-700	750-850
Fat (% of total calories)	25-35	25-35	25-35	25-35	25-35	25-35
Saturated Fat (% of total calories)	<10	<10	<10	<10	<10	<10
Protein (g)	10.2	21.6	21.8	15.2	32.2	32.5
Calcium (mg)	223	296	323	332	440	481
Iron (mg)	2.3	3.5	4	3.4	5.2	5.9
Vitamin C (mg)	16	20	26	24	30	39
Vitamin A (IU)	129	162	186	192	241	277

### 3.3.5 Standard Nutritional Criteria:

- Encourage providing and diversifying fruits with at least three varieties (either whole or cut) for breakfast and lunch.
- Provide at least one type of vegetable salad.

- Vegetables must be available daily for lunch with variety, in addition to providing at least one type of boiled, baked, or grilled vegetables.
- When preparing lunch, skinless chicken and lean meat must be used.
- Whole wheat flour must be used for brown bread, with an extraction rate of no less than 96%.
- Sandwiches must be produced daily in the morning just before serving; serving sandwiches prepared earlier is not allowed.
- The supplier must adhere to all health requirements in preparing and serving meals.
- All supplied food items and all components of supplied and prepared meals must be free of substances contrary to Islamic Sharia.
- The food must be palatable and acceptable to students and served in an attractive manner.
- The supplied product must contain a nutritional facts label.

### **3.3.6 List of Food Items Not Allowed to be Served in the School Canteen**

#### **Foods prohibited from being sold or supplied in the school canteen:**

- |  |   |
|--|---|
| ✗ Products labeled as energy products, including energy drinks | ✗ Nuts  |
| ✗ Iced tea   | ✗ Full-fat cheeses only   |
| ✗ Caffeinated beverages  | ✗ Food items to which monosodium glutamate (MSG) has been added                                 |
| ✗ Beverages containing artificial sweeteners                   | ✗ Cakes, donuts, and croissants   |
| ✗ Full-fat dairy drinks only                                   | ✗ All types of fried foods  |
| ✗ Flavored water   | ✗ Food items containing hydrogenated fats   |
| ✗ Sports drinks  | ✗ The use of hot substances such as liquid and dried chili is prohibited                        |
| ✗ Sweetened water  | ✗ The food must not contain any preservatives, colors, or flavors made from chemical substances |
| ✗ Fruit drinks of all kinds                                    |   |
| ✗ Yogurt with artificial flavors                               |   |
| ✗ All types of chewing gum and lollipops                       |   |
| ✗ Puffed snacks  |   |

✗ Candies made of sugar and colorings

✗ Pure chocolate

✗ Ice cream

✗ Jelly

✗ Selling foods containing pork derivatives or added alcohol (ethanol) or its products in school canteens is prohibited

✗ Processed meats such as hot dogs, sausages, mortadella, etc.

✗ Food items that contain or are prepared with coconut milk, butter, ghee, tallow, and coconut cream

✗ Carbonated drinks of all kinds

- The food must comply with the local and federal legislations and specifications in force in the country.

**Note:** When preparing foods containing fat, they must be replaced with low-fat alternatives (such as low-fat milk, low-fat yogurt, low-fat cheese, low-fat mayonnaise).

### **Foods allowed to be sold and supplied inside the school canteen only if they meet the conditions**

<b>Food Item</b>	<b>Conditions</b>
Popcorn	Must be free of saturated fats and be fresh.
Fruit juices and nectars	Provided that the juice percentage is not less than the percentages indicated in the approved specifications in this regard.
	Must be baked from whole wheat flour
Manakish and pies	Their size must not exceed 52 grams The amount of oil must not exceed one tablespoon per food item.

### **3.3.7 Foods that Cause Allergies and Food Intolerance**

- A food allergy is an abnormal immune system response to certain types of food or one of their components. Some people are affected when they consume certain foods, which cause them allergies and

intolerance. Some foods can also be fatal for people who are allergic to them.

- The percentage of people who suffer from food allergies ranges between 2% and 2.5%, so awareness in this area is necessary to prevent harm. It is also recommended that a person suffering from a food allergy consult a nutritionist who will provide guidance in this regard.
- The school canteen management must provide appropriate support to these groups by continuously educating them about health. Food labels printed on the food item must include warnings if they contain these substances. The school administration must create a list of students who have allergies to certain foods, and the school canteen must keep a copy of this list.
- The most important symptoms resulting from foods that cause allergies and intolerance are:
  - Skin rash
  - Skin swelling
  - Nasal congestion
  - Nausea
  - Diarrhea
  - Anaphylactic Shock.
- The most common allergenic foods are:
  - Nuts
  - Peanuts
  - Brazil nuts, hazelnuts
  - Almonds and walnuts
  - Coconut
  - Fish and fish products
  - Crustaceans and their products
  - Oysters
  - Crab
  - Lobster
  - Shrimp
  - Eggs and egg products
  - Soybeans and soy products
  - Spelt and wheat
  - Chemical substances

- Milk may cause food intolerance
- Sulfites

#### **4. Conditions to be Met by Suppliers**

- If there is a desire to prepare or process meals inside the school canteen/food establishment by the approved supplier or the school administration, the Authority must be officially notified and a permit must be obtained before starting the food activity in the school canteen/food establishment.
- The approved supplier or contractor for preparing meals is committed to fulfilling all health requirements, which are an integral part of this document, in accordance with the provisions of Regulation No. (6) of 2010 concerning food safety throughout the food chain issued by the Authority, as well as all the requirements mentioned in this document.
- The supplier or contractor preparing meals must have a valid commercial license for that purpose, and must adhere to the activity mentioned in the granted license.
- The commercial license must include a catering activity or any other food activity determined by the Abu Dhabi Education Council.
- Priority will be given to suppliers who have a training certificate for all employees according to food safety training programs on how to handle food in a healthy and safe manner.
- The contractor preparing meals or the approved supplier is committed to supplying and preparing the foods stipulated in the contract concluded with the Abu Dhabi Education Council, as well as the food items stipulated in the permit for supplying or selling food items to schools issued by the Authority.
- Supplying food to school canteens is only allowed for approved suppliers, and by means of transport approved by the Authority.
- Subcontracting is not allowed. In the case of renting the entire canteen/food establishment or site, it is necessary to adhere to transporting food from the primary supplier from the preparation site to the school.

- The approved supplier is allowed to add food items to the permit according to the following conditions:
  - A letter from the entity to which they wish to supply (Abu Dhabi Education Council, private school administration, institute administration)
  - Conducting a laboratory analysis of the food items to be added.
  - The added item must conform to the actual activity in the commercial license.
- If the supplier breaches the supply conditions, the concerned authorities have the right to take the necessary measures.
- All documents and records must be available at the site / canteen / food establishment, for example but not limited to, the school supply permit, pest control contract .....
- In the case of supplying to both Abu Dhabi city and Al Ain city, a separate permit must be issued for each region, with one set of lab results being sufficient.
- Food items must be delivered at the school premises and handed over to the person responsible for the canteen/food establishment from the school.
- In the case of sandwiches, meals, and salads prepared in the school canteen/food establishment, all necessary data must be provided to the competent employee to ensure that these foods meet the requirements and health conditions mentioned in this document.
- Sandwiches and salads must be automatically wrapped in suitable food-grade, sealed packages, with the product name, supplier name, production date, and any other mandatory data on them.

## **5. Licenses and Permits**

### **First: Licenses**

#### **Introduction /**

Licensing and permitting procedures are carried out annually, including re-testing all packaged and unpackaged products supplied to schools and institutes before the beginning of each new academic year. The performance of suppliers is monitored throughout the year by all relevant regulatory authorities.

## **5.1 School Canteen License for Schools under the Abu Dhabi Education Council (Government Schools)**

### **5.1.1 Commercial Activities**

1. Canteen activity (includes educational establishments that prepare places inside public or private schools, whether by renting from schools or by schools managing those places to display and sell food items).
2. In the case of preparing food inside the school, the activity will be added to the main license.
3. Permitted activities for opening a branch for school canteens, for example but not limited to (restaurant, preparation of pies and pastries, catering of ready meals, meal preparation).

**Note:** If the client has a pies and pastries preparation activity and wishes to prepare other meals, they must add the canteen activity and contract with suppliers approved by the Abu Dhabi Education Council to supply them with meals.

### **5.1.2 Abu Dhabi Education Council**

After verifying the required documents, the Abu Dhabi Education Council will address the Department of Economic Development with a letter clarifying the approved companies and their distribution to government schools, specifying the license name, license number, full address, and rental period, along with the type of activity to be licensed in the school (canteen) or (the main activity of the license in case of preparing food inside the school).

**Note:** If a supplier is withdrawn from a school, the Abu Dhabi Education Council will place a note (license suspension) in the commercial licenses program of the Department of Economic Development to not renew the license.

### 5.1.3 Department of Economic Development

Licensing Procedures:

1. The Department of Economic Development is addressed with an official letter specifying the name of the contracted company, and this certificate is considered a lease agreement with the school, indicating the full address of the school.
2. Reserve the trade name, which will be a branch of the main license.
3. Attach a copy of the passport, family book, ID card, and the main license.
4. A sign model approved by a calligrapher, with small dimensions to be placed at the canteen/food establishment door.
5. The transaction is transferred to the Authority through the electronic link and the inspection department of the Department of Economic Development for approval from both parties for the license. After approval from both parties, the license is issued.

## 5.2 School Canteen License for Schools under Institutes.

### 5.2.1 Commercial Activities

1. Canteen activity (includes educational establishments that prepare places inside public or private schools, whether by renting from schools or by schools managing those places to display and sell food items).
2. If food is prepared inside the school, the activity will be added to the main license.
3. Permitted activities for opening a branch for school canteens, for example but not limited to (restaurant, preparation of pies and pastries, catering of ready meals, meal preparation).

**Note:** If the client has a pies and pastries preparation activity and wishes to prepare other meals, they must add the canteen activity and contract with suppliers approved by the institutes to supply them with meals.

### 5.2.2 Institutes

After verifying the required documents, the institutes will address the Department of Economic Development with a letter clarifying the approved companies and their distribution to schools, specifying the license name, license number, full address, and rental period, along with the type of activity to be licensed in the school (canteen) or (the main activity of the license in case of preparing food inside the school).

**Note:** If a supplier is withdrawn from a school, the institutes will place a note (license suspension) in the commercial licenses program of the Department of Economic Development to not renew the license.

### 5.2.3 Department of Economic Development

Licensing Procedures:

1. The Department of Economic Development is addressed with an official letter specifying the name of the contracted company, and this certificate is considered a lease agreement with the school, indicating the full address of the school.
2. Reserve the trade name, which will be a branch of the main license.
3. Attach a copy of the passport, family book, ID card, and the main license.
4. A sign model approved by a calligrapher, with small dimensions to be placed at the canteen/food establishment door.
5. The transaction is transferred to the Authority through the electronic link and the inspection department of the Department of Economic Development for approval from both parties for the license. After approval from both parties, the license is issued.

(Appendix No. 1 illustrates the steps for issuing canteen management licenses).

## **5.3 Licensing for Private Schools Managed by Suppliers**

### **5.3.1 Private Schools**

After verifying the required documents, the private school addresses the Department of Economic Development with an official letter specifying the name of the contracted company and the school's address. This certificate is considered a lease agreement, and a note (full academic year) must be written, along with specifying the type of activity to be issued (canteen) or (the main activity of the license in case of preparing food inside the school).

### **5.3.2 Department of Economic Development**

Licensing Procedures:

1. A letter from the school requesting the addition of the activity.
2. Reserve the trade name, which will be a branch of the main license.
3. Attach a copy of the passport, family book, ID card, and the main license.
4. A sign model approved by a calligrapher, with small dimensions to be placed at the canteen/food establishment door.
5. The transaction is transferred to the Authority through the electronic link and the inspection department of the Department of Economic Development for approval from both parties for the license. After approval from both parties, the license is issued.

## **5.4 Licensing for Private Schools to Manage the Canteen Themselves**

Procedures for private schools to obtain a food control certificate from the Authority for canteens managed by them:

### **5.4.1 Private Schools**

The private school addresses the Department of Economic Development to add an activity to the school's commercial license, specifying either (canteen) or (restaurant).

## **5.4.2 Department of Economic Development**

1. A letter from the school requesting the addition of the activity.
2. Provide a copy of the supplier's commercial license.
3. Specify the number of canteens / food establishments within the school if there are joint canteens / food establishments (boys and girls).
4. If there are two separate canteens in one school, a note should be written specifying the number of canteens in the school (boys and girls).
5. The transaction is transferred to the Authority via the electronic link for approval, then to the inspection department of the Department of Economic Development. After obtaining all approvals, the license is issued.

## **Second: Supply Permits**

## **5.5 Food Supply Permit for Schools and Institutes**

### **5.5.1 Procedures for Obtaining a Supply Permit for Schools under the Abu Dhabi Education Council (Government Schools) and Institutes**

#### **A - The Supplier**

Attach a letter to the Abu Dhabi Education Council or the institutes with the food items to be licensed by the company, providing a copy of a valid commercial license. The company undertakes to comply with the standards for permitted foods (weights, prices, type, etc.), attaching proof of the right to distribute the product (agency).

#### **B - Abu Dhabi Education Council and Institutes**

- The items are reviewed to ensure they comply with the school canteens guide and to verify all required documents are present.
- A request to test the packaged samples is sent to the laboratories of the Abu Dhabi Quality and Conformity Council.

## **C - School Canteens Committee at the Abu Dhabi Education Council**

- **In the case of packaged food items**

- The test results issued by the central testing laboratories are presented to the School Canteens Committee at the Abu Dhabi Education Council for study and to make final recommendations regarding the registration of food products.

- A letter is sent from the School Canteens Committee to the Abu Dhabi Food Control Authority including final recommendations on the food items, specifying whether they are for government or private schools or institutes, so that the supply permit is issued by the Authority in the name of the requesting entity.

- **In the case of unpackaged food items**

- A letter is sent to the Authority by the Abu Dhabi Education Council, the private school administration, or the institutes with the approved food items.

## **5.5.2 Procedures for Obtaining a Supply Permit for Private Schools**

### **A - The Supplier**

Attach a letter from the school administration with the food items to be licensed by the company, providing a copy of a valid commercial license. The company undertakes to comply with the standards for permitted foods (weights, prices, type, etc.), attaching proof of the right to distribute the product (agency) to the Authority in the case of unpackaged food items.

### **B - School Canteens Committee at the Abu Dhabi Education Council**

- **In the case of packaged food items**

- The test results issued by the central testing laboratories are presented to the School Canteens Committee at the Abu Dhabi Education Council for study and to make final recommendations regarding the registration of food products.

- A letter is sent from the School Canteens Committee to the Abu Dhabi Food Control Authority including final recommendations on the food items, specifying whether they are for government or

private schools or institutes, so that the supply permit is issued by the Authority in the name of the requesting entity.

### **5.5.3 Food Control**

The conditions below apply as part of the procedures for obtaining a supply permit for government and private schools and institutes.

The supplier goes to the Authority with the following:

1. A letter from the School Canteens Committee containing final recommendations regarding the approved food items.
2. Attach a copy of the no-objection certificate and the commercial license.
3. Attach a copy of the permits for the vehicles that will transport the food items to the canteen.
4. Signature authentication from the concerned party for the company's representative or official.
5. Issuance of a school food supply permit by the Authority.
6. Approval of the school food supply permit issued by the Authority from the Abu Dhabi Education Council or the institutes.
7. The steps to be followed to obtain a permit to supply food to schools or to prepare meals inside the school canteen / food establishments are detailed in Appendix (2).

### **5.5.4 Procedures for Testing Food Samples Supplied to School Canteens / Food Establishments at the Central Testing Laboratories of the Quality and Conformity Council:**

Samples of food to be supplied to school canteens / food establishments must be tested at the Central Testing Laboratories of the Abu Dhabi Quality and Conformity Council according to the procedure shown in Appendix (3):

1. The food supplier, referred to as the concerned client, sends a letter to the Abu Dhabi Education Council / institutes regarding the food items they wish to supply to Abu Dhabi schools and institutes. This procedure is exempt for the concerned client who supplies to private

- schools, who will contact the Central Testing Laboratories of the Abu Dhabi Quality and Conformity Council, supporting their request with an official letter from the school administration to request all services (a, b, c, d) included in item (2) below, in implementation of the policies issued by the Abu Dhabi Education Council.
2. Upon receiving the concerned client's letter, the Abu Dhabi Education Council (Government Schools Sector) or the institutes will provide the concerned client with an official letter addressed to the Central Testing Laboratories of the Abu Dhabi Quality and Conformity Council, requesting the following services:
    - a- Determination of analysis parameters.
    - b- Conducting tests according to the school food guide approved by the relevant official authorities and the requirements of standard specifications.
    - c- Evaluating the results of the product label examination.
    - d- Delivering the test and evaluation results to the client and providing a copy of the test and evaluation results to the requesting entities and a copy to the Canteens Committee.
  3. The concerned client submits a request to obtain the services mentioned above from the Central Testing Laboratories of the Abu Dhabi Quality and Conformity Council, supported by documents as required, and also delivers a sample of each item they wish to supply to schools or institutes for the purpose of determining the required analysis parameters and the total price for each sample, in addition to providing the laboratory with the sample quantity (number of packages) sufficient to conduct the test and evaluate the food label.
  4. The concerned client pays the analysis and evaluation service fees in advance for the samples they wish to subject to analysis and evaluation.
  5. The test results are issued and delivered to the client with a copy to the requesting entities and a copy to the School Canteens Committee.

## **6. Appendices**

### **Appendix (1): Steps for Issuing Canteen Management Licenses**

#### **1- Steps for issuing canteen management licenses for schools of the Abu Dhabi Education Council.**

##### **Abu Dhabi Education Council:**

- Submit an application to the Department of Economic Development with the required documents attached.

##### **Department of Economic Development:**

- Verify the required documents.
- If the documents are incomplete, the applicant is notified to complete the documents, and amendments may be required.
- If the documents are complete, the transaction is transferred to the Authority via electronic link.

##### **The Authority:**

- Conduct an inspection to ensure compliance with school canteen standards.
- If the canteen does not comply with the standards, the application is returned.
- If the canteen complies with the standards, the transaction is approved.

##### **Department of Economic Development:**

- After the transaction is approved by the Authority, the license is issued.

#### **2- Steps for issuing canteen management licenses for private schools and institutes**

##### **Private Schools and Institutes:**

- Submit an application to the Department of Economic Development with the required documents attached.

**Department of Economic Development:**

- Verify the required documents.
- If the documents are incomplete, the applicant is notified to complete the documents, and amendments may be required.
- If the documents are complete, the transaction is transferred to the Authority via electronic link.

**The Authority:**

- Conduct an inspection to ensure compliance with school canteen standards.
- If the canteen does not comply with the standards, the application is returned.
- If the canteen complies with the standards, the transaction is approved.

**Department of Economic Development:**

- After the transaction is approved by the Authority, the license is issued.

**Appendix (2): Permit Procedures****1. Required Documents****Required Documents for Supply**

Valid commercial license.

Signature authentication for the person authorized to communicate with the relevant authorities.

Supply request letter to the concerned authority.

List of the establishment's items, which must comply with the approved specifications and standards.

A letter of commitment to adhere to the approved standards and prices.

The establishment's food control certificate, including vehicle permits.

## **2. Procedures for permitting the supply of meals to private schools and institutes.**

### **Supplier:**

- Submit a request to the requesting authorities to permit the submitted items.

### **Concerned Authority:**

- Review the list of items and ensure its compliance with the food standards guide.
- Approve the compliant food menu.
- Approve the supply permit with a stamp and retain a copy of the permit.

### **Supplier:**

- After obtaining the permit, start supplying to the concerned authorities.

### **The Authority:**

- Issue a school food supply permit.

## **3. Procedures for permitting the supply of packaged food items to private and government schools and institutes**

### **Supplier:**

- Submit a request with the required documents attached to the beneficiary entity.

### **Beneficiary Entity:**

- Review the list of items and ensure its compliance with the food standards guide.
- Approve the compliant food menu.
- Verify the required documents.
- Issue a letter addressed to the Abu Dhabi Quality and Conformity Council to test the samples.

**Abu Dhabi Quality and Conformity Council:**

- Test the samples and ensure their compliance with school canteen standards.
- Deliver the evaluation test results, one copy to the supplier and one copy to the requesting authorities.

**The Authority:**

- Issue a school food supply permit.

**Beneficiary Entity:**

- Approve the supply permit with a stamp and retain a copy of the permit.

**Supplier:**

- Present the permit to the beneficiary entities and begin supplying.

**Appendix (3): Procedures for Testing Packaged Food Samples Supplied to School Canteens - Institutes****Client - Food Supplier:**

- The food supplier to private schools undertakes to the school administration to apply the nutritional policies issued by the Council.
- Sends a letter to the Abu Dhabi Education Council and institutes regarding the food items they wish to supply to Abu Dhabi government schools and institutes. (This procedure is specific to suppliers for government schools and institutes).
- Submits a request for technical services from the testing laboratories, supported by documents and according to the scope of service mentioned in clause 5.5.4.

**Central Testing Laboratories / Abu Dhabi Quality and Conformity Council:**

- Receives the request and conducts the tests.
- Provides test and evaluation results to the client with a copy to the concerned authority and the school canteens committee.

### **School Canteens Committee:**

- Receives the results and makes final recommendations regarding the approval to register the items.
- Provides the Authority's customer service center with the recommendations.

### **Customer Service Center - The Authority:**

- Based on the recommendations, the Authority takes the final steps to issue the permit or register the product.

## **Appendix (4): Flowchart of Procedures for Reporting Food Complaints**

### **Report from Students' Parents, Faculty, and Students:**

1. The complainant contacts the Abu Dhabi Government Contact Center at 800555.
2. The Authority's Customer Service Department receives the food-related report.
3. The matter is transferred to the relevant unit in the Inspection - Schools Unit.
4. Go to the location of the report and verify it.
5. The case is assessed:
  - **If the case is not related to food safety:** The case is closed, and the Abu Dhabi Government Contact Center and the Abu Dhabi Education Council are informed of the results. The contact center then informs the complainant.
  - **If the case is related to food safety:** It is verified whether the case is proven and confirmed.
    - **If the case is not proven:** The case is closed, and the Abu Dhabi Government Contact Center and the Abu Dhabi Education Council are informed of the results. The contact center then informs the complainant.
    - **If the case is proven and confirmed:** The necessary action is taken against the violating party, then the case is closed, and the Abu Dhabi Government Contact Center and the Abu Dhabi Education Council are informed of the results. The contact center then informs the complainant.

## Appendix (5): Options for Some Food Items in School Canteens

These options are for the supplier, who must adhere to the minimums, whether in quantity or weight.

### Salads

Salads	Minimum
Fattoush	One cup (220 g)
Tabbouleh	One cup (220 g)
Arugula Salad	One cup (220 g)
Green Salad	One cup (220 g)
Greek Salad	One cup (220 g)
Cabbage Salad	One cup (220 g)
Green Salad with Corn	One cup (220 g)
Potato Salad with Olives	One cup (220 g)
Pasta Salad with Vegetables	One cup (220 g)
Pasta Salad with Herbs	One cup (220 g)
Vegetable Salad with Yogurt	One cup (220 g)
Mexican Corn Salad	One cup (220 g)
Pieces of vegetables like cucumber, carrots, and tomatoes	One cup (220 g)
Thai Salad	One cup (220 g)

### Soups

Soups	Minimum
Lentil Soup	One cup (220 g)
Barley Soup with Vegetables	One cup (220 g)
Harees Soup	One cup (220 g)
Vegetable Soup	One cup (220 g)
Harira Soup	One cup (220 g)
Sweet Corn Soup	One cup (220 g)
Chicken Soup with Vegetables	One cup (220 g)

## Sandwiches

Sandwiches	Minimum
Labneh Sandwich with Olives	<ul style="list-style-type: none"><li>• A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long</li><li>• Labneh no less than 3 tablespoons</li></ul>
Labneh Sandwich with Za'atar	<ul style="list-style-type: none"><li>• A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long</li><li>• Labneh no less than 3 tablespoons</li></ul>
Labneh Sandwich with Vegetables	<ul style="list-style-type: none"><li>• A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long</li><li>• Labneh no less than 3 tablespoons</li></ul>
Spinach Sandwich	<ul style="list-style-type: none"><li>• A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long</li><li>• Spinach no less than 3 tablespoons</li></ul>
Grilled Halloumi Sandwich with Tomato and Mint	<ul style="list-style-type: none"><li>• A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long</li><li>• Halloumi no less than 30 grams</li></ul>
Sliced Cheese Sandwich with Vegetables	<ul style="list-style-type: none"><li>• A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long</li><li>• Cheese slice no less than 30 grams</li></ul>
Tuna Sandwich with Vegetables	

## **Sandwiches**

## **Minimum**

- A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long
- Tuna no less than 30 grams

Chicken Sandwich with Avocado

- A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long
- Chicken no less than 30 grams

Mexican Chicken Sandwich

- A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long
- Chicken no less than 30 grams

Chicken Sandwich with Mushroom

- A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long
- Chicken no less than 30 grams

Shish Tawook Sandwich

- A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long
- Chicken no less than 30 grams

Chicken Fajita Sandwich

- A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long
- Chicken no less than 30 grams

## **Sandwiches**

## **Minimum**

Beef Fajita Sandwich	<ul style="list-style-type: none"><li>• A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long</li><li>• Beef no less than 30 grams</li></ul>
Grilled Vegetable Sandwich	<ul style="list-style-type: none"><li>• A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long</li><li>• No less than ½ cup of vegetables</li></ul>
Chicken Musakhan in Saj Bread	<ul style="list-style-type: none"><li>• Saj bread no less than 6 inches long</li><li>• Chicken no less than 30 grams</li></ul>
Egg Sandwich with Vegetables	<ul style="list-style-type: none"><li>• A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long</li><li>• No less than one egg</li></ul>
Kebab Sandwich	<ul style="list-style-type: none"><li>• A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long</li><li>• Kebab no less than 30 grams</li></ul>
Meat Arayes	<ul style="list-style-type: none"><li>• A small loaf of Lebanese bread no less than 6 inches long</li><li>• Meat no less than 30 grams</li></ul>
Chicken Arayes	<ul style="list-style-type: none"><li>• A small loaf of Lebanese bread no less than 6 inches long</li><li>• Chicken no less than 30 grams</li></ul>
Chicken Tikka Sandwich	

## **Sandwiches**

### **Minimum**

	<ul style="list-style-type: none"><li>• A bun of no less than 30 grams, or two slices of toast, or a small loaf of Lebanese bread no less than 6 inches long</li><li>• Chicken no less than 30 grams</li></ul>
Chicken Quesadilla	<ul style="list-style-type: none"><li>• Tortilla bread no less than 6 inches long</li><li>• Chicken no less than 30 grams</li></ul>
Cheese Quesadilla	<ul style="list-style-type: none"><li>• Tortilla bread no less than 6 inches long</li><li>• Cheese no less than 30 grams</li></ul>
Chapati with Cheese and Za'atar	<ul style="list-style-type: none"><li>• One piece no less than 6 inches long</li><li>• Cheese no less than 30 grams</li></ul>
Chapati with Cheese	<ul style="list-style-type: none"><li>• One piece no less than 6 inches long</li><li>• Cheese no less than 30 grams</li></ul>
Chapati with Vegetables	<ul style="list-style-type: none"><li>• One piece no less than 6 inches long</li><li>• Vegetables no less than ½ cup</li></ul>

## **Appetizers**

### **Appetizers**

### **Minimum**

Hummus	Half cup (100 grams)
Baba Ghanoush	Half cup (100 grams)
Mutabbal	Half cup (100 grams)
Stuffed Grape Leaves	5 pieces
Stuffed Cabbage Rolls	5 pieces
Stuffed Zucchini	3 pieces

## **Main Dishes**

### **Main Dishes**

### **Minimum**

Koshary	1 cup (220 grams)
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## Main Dishes

Boiled Corn  
Noodles with Vegetables  
Noodles with Vegetables and Egg  
Noodles with Vegetables and Chicken  
Saffron Rice  
Chinese Vegetable Rice  
Chinese Chicken and Vegetable Rice  
Chicken Biryani Rice  
Meat Biryani Rice  
Vegetable Biryani Rice  
Chicken Maqluba Rice  
Meat Maqluba Rice  
Meat Kabsa  
Chicken Kabsa  
Harees  
Chicken Arrabiata Pasta  
Chicken and Mushroom Pasta  
Spaghetti Bolognese  
Vegetable Pasta  
Baked Potato Wedges with Herbs  
Herbed Potatoes  
Boiled or Grilled Sweet Potato  
Baked Chicken with Vegetables  
Dawood Basha  
Lentils  
Grilled Fish  
Fish Casserole with Vegetables  
Beef Steak  
Grilled Chicken  
Grilled Meat  
Chicken and Potato Casserole  
Baked Potato Balls  
Yogurt-marinated Grilled Chicken  
Sweet and Sour Chicken  
Shish Tawook  
Grilled Kibbeh  
Mashed Potatoes  
Sautéed Vegetables with Spices

## Minimum

One whole corn (1 cup of corn)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (220 grams)  
1 cup (85 grams)  
1 cup (85 grams)  
1 cup (85 grams)  
Chicken no less than 60 grams  
Meat no less than 60 grams  
1 cup  
Fish no less than 60 grams  
Fish no less than 60 grams  
Meat no less than 60 grams  
Chicken no less than 60 grams  
Meat no less than 60 grams  
Chicken no less than 60 grams  
1 cup (85 grams)  
Chicken no less than 60 grams  
Chicken no less than 60 grams  
Chicken no less than 60 grams  
Meat no less than 60 grams  
½ cup  
1 cup

**Main Dishes**

Steamed Seasoned Vegetables

Okra with Meat

Green Beans with Meat

Couscous

Popcorn

**Minimum**

1 cup

Meat no less than 60 grams

Meat no less than 60 grams

One cup (220 grams)

No less than 3 cups

<b>Fruits</b>	<b>Minimum Amount</b>
Fruit salad	½ cup
Fruit pieces	½ cup
Apple	1 apple
Peach	1 peach
Banana	1 banana
Blueberries	½ cup
Blackberries	½ cup
Cherries	½ cup
Raspberries	½ cup
Fresh figs	1 fig
Dried figs	1 fig
Dates	3 dates
Rutab (Fresh dates)	3 rutab
Grapes	½ cup
Kiwi	1 kiwi
Cantaloupe	1 cup of cantaloupe pieces
Papaya	1 cup of papaya pieces
Tangerine	One

<b>Fruits</b>	<b>Minimum Amount</b>
Pear	1 pear
Pineapple	3 slices
Watermelon	1 cup of watermelon pieces
Strawberries	1 strawberry
100% natural orange juice	½ cup
100% natural pineapple juice	½ cup
Raisins	4 raisins
Orange	1 orange
Plum	1 plum

Manakish	Weight
Cheese Manakish	Manakish dough size 52 grams Cheese not less than 30 grams
Za'atar Manakish	Manakish dough size 52 grams
Labneh Manakish	Manakish dough size 52 grams Labneh not less than 30 grams
Spinach Manakish	Manakish dough size 52 grams Spinach not less than 3 tablespoons

## Appendix No. (6): Examples of Breakfast Meals

### Example One: Quantity for one person

<b>1 - Cheese Sandwich</b> <ul style="list-style-type: none"><li>• Two slices of whole grain toast</li><li>• (30) grams of cheddar cheese</li><li>• Cucumber slices</li><li>• Two tomato slices</li><li>• Chopped lettuce</li></ul>	Cheese Sandwich
apple 2 - Medium apple	cup of yogurt 3 - Cup of low-fat yogurt

### Example Two: Quantity for one person

<b>1 - White Cheese Sandwich</b> <ul style="list-style-type: none"><li>• One medium-sized samoon bread roll</li><li>• 30 grams of Edam cheese</li><li>• Chopped lettuce</li><li>• Cucumber slices</li></ul>	White Cheese Sandwich
milk 3 - 240 ml low-fat milk	banana 2 - Medium banana

### Example Three: Quantity for one person

#### 1- Omelette:

- Two medium eggs
- Two tablespoons parsley
- Two tablespoons minced onion
- ¼ cup minced tomato

Omelette

milk

3 – Cup of low-fat milk

Arabic bread

2 - Arabic bread

yoqurt

3 – Cup of low-fat milk

orange

4 - Medium orange

### Example Four

Quantity: for one person

<b>1 - Tuna Sandwich</b> <ul style="list-style-type: none"> <li>• 30 grams of tuna canned in water, drained</li> <li>• Chopped lettuce</li> <li>• One tablespoon parsley</li> <li>• ¼ sliced pickled cucumber</li> <li>• 5 black olives</li> <li>• A little lemon juice</li> </ul>	Tuna Sandwich
yogurt 3 – Cup of low-fat yogurt	orange juice 2 – Cup of fresh orange juice

### Example Five

Quantity: for one person

<b>1 - Labneh Sandwich:</b> <ul style="list-style-type: none"> <li>• One medium samoon bread roll</li> <li>• 30 grams low-fat labneh</li> <li>• Two tomato slices</li> <li>• Sliced cucumber</li> </ul>	Labneh Sandwich
olives 2 – 4 olives, sliced (equivalent to two teaspoons)	

## Example Six

Quantity: for one person

### 1 - Egg and Cheese Sandwich

- Two scrambled eggs
- 30 grams of cheddar cheese
- Two teaspoons of chopped tomato

Egg and Cheese Sandwich

orange juice

3 - Cup (240 ml) of fresh orange juice

cucumber

2 - Cup of cucumber sticks

## Appendix No. (7): Examples of Permitted Lunch Meals for School Students

It must be noted that the added oils to the complete meal should not exceed one tablespoon.

### Example One

Quantity: for one person

<b>1 - One and a half cups of salad</b> <ul style="list-style-type: none"> <li>• Chopped lettuce</li> <li>• Small tomato</li> <li>• Medium cucumber</li> <li>• ½ green bell pepper</li> </ul>	salad
yogurt 3 – Cup of low-fat yogurt	Chicken Biryani Rice <b>2 - Chicken Biryani Rice</b> <ul style="list-style-type: none"> <li>• ½ cup cooked biryani rice</li> </ul>
vegetable oil 5 – One tablespoon vegetable oil	orange 4 - Medium orange

### Example Two: Quantity for one person

#### 1- Grilled Chicken Sandwich in Arabic Bread

- 60 grams chicken, small chopped onion
- 30 grams cheese, ½ green bell pepper.
- Chopped mushrooms, one small Arabic bread loaf

Chicken Sandwich

fruit salad

3 – Cup of fruit salad (grapes, apple, banana, kiwi, orange juice)

baked potato

2 - Baked potato

### Example Three: Quantity for one person

cooked rice

2- ¾ cup cooked rice

chicken

1 - 120 grams of chicken with artichokes and herbs (chicken cooked in a milk and cheese sauce)

yoqurt

4 - Cup of low-fat yogurt

salad

3- Cup of salad with one teaspoon of olive oil and one teaspoon of lemon or vinegar

#### Example Four: Quantity for one person

steak 2 - 120 grams steak with herbs	potato salad 1 - Two-thirds of a cup of sweet potato salad with beans and vegetables
yogurt 4 – Cup of low-fat yogurt	cooked rice 3 – ½ cup cooked rice

#### Example Five: Quantity for one person

fish sticks 2 - Baked fish sticks	coleslaw 1 - Cup of low-fat coleslaw
orange 4 – Medium orange	baked potato 3 - Baked potato
yogurt 5 - Cup of yogurt	

### Example Six: Quantity for one person

salad

1 – One and a half cups of salad

orange juice

3 - Cup (240 ml) of fresh orange juice

meat pastries

2 - Two pieces of meat pastries (sfiha) containing 100 grams of lean minced meat

### Example Seven: Quantity for one person

#### 1 - Fava Beans (Ful)

- Cup of cooked fava beans without salt
- 3 tablespoons of lemon juice (from one lemon)
- 3 tablespoons of chopped tomato
- One tablespoon of chopped onion

fava beans

milk

4 - Cup of low-fat milk

tangerine

3 - Two tangerines

Arabic bread

2 - Arabic bread

### Example Eight: Quantity for one person

#### 1 - Falafel Sandwich

- 1 medium Arabic bread
- 3 baked falafel pieces
- One tablespoon parsley
- 4 tomato slices
- One pickled cucumber, sliced

Falafel Sandwich

mango smoothie

2 - Cup of mango smoothie

### Example Nine: Quantity for one person

#### 1 - Turkey with Cheese Sandwich:

- Two slices of whole grain toast
- Two slices of low-fat smoked turkey
- One tablespoon of low-fat mayonnaise
- Two tomato slices

Turkey Sandwich

milk

4 - Cup of low-fat milk

dates

3 - 3 dates

vegetables

2 - Cup of cucumber and carrots cut into sticks

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