

# 32<sup>nd</sup> Session of the Codex Committee on General Principles

## Virtual Session

8 – 17 February 2021

### GUIDANCE FOR PARTICIPANTS

(Version 1)

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## 1. Registration

All meeting participants are required to register for the meeting using the Codex Online Registration System that can be accessed by all Codex Contact Points (CCP) by logging onto the [Codex webpage](#). If you have forgotten your credentials, please write to [codex@fao.org](mailto:codex@fao.org).

In registering participants, the CCP must also indicate the name of the Head of Delegation. Please note that if there is any change to the Head of Delegation in the course of CCGP32, you must advise the Codex Secretariat in writing by sending an email to [codex@fao.org](mailto:codex@fao.org) to ensure that the new Head of Delegation is recognized as such.

All registered delegates will be provided with details by email from the Codex Secretariat of how to connect to the virtual meeting <mailto:noreply.indico@un.org>.

As with all Codex Subsidiary body meetings, this meeting is open to the General Public. Members of the General Public should contact the Codex Secretariat ([codex@fao.org](mailto:codex@fao.org)) to indicate their wish to follow

proceedings. All requests are subject to confirmation checks before meeting access is granted. Please note the sessions will not be webcast, nor will recordings be published subsequently.

<mailto:codex@fao.org>**Note:** Registration must be completed no later than 48 hours before the scheduled start of the meeting (6 February 2021, i.e. 12 noon CET) in order to guarantee participation.

## 2. Who should register online?

While there is not an upper limit to the size of Delegations, we would advise that Delegations are limited to those who need to actively follow the discussions and support the Head of Delegation in a timely manner. Only registered and approved delegates will be included in the List of Participants.

## 3. Meeting Platform

The meeting will be convened using Zoom Meeting (<https://support.zoom.us/hc/en-us>). Please ensure you are running the latest version of Zoom (version 5.4.9 or later). For more information on how to check your zoom version and ensure you have the latest version please see <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>.

In line with the core values of Codex of inclusiveness, collaboration, transparency and consensus-building, CCGP32 will be convened as a Zoom meeting rather than a Zoom webinar. This will ensure that all participants' names are visible to the entire meeting. To facilitate the smooth running of the meeting using the Zoom meeting platform, all participants are kindly requested to strictly follow the guidance provided both in this document and during the meeting itself.

### ***Joining the meeting***

All approved registered members of delegations will receive a link regarding access to the meeting. Click this link and complete the required fields to generate your own unique access details to the meeting.

The access details will be valid for all 6 sessions of the meeting. These details should not be shared with anyone else. Please note that the link you will receive is only valid for one admission to the meeting. Therefore, if someone else uses your link you will not be able to join the meeting.

On each meeting day, your access details will admit you to the meeting waiting room. The Codex Secretariat will then admit you to the CCGP32 meeting room, once they have crossed –checked you against the list of registered participants. Please allow up to five minutes or so for access to be granted. While in the waiting room, messages may be sent by the Codex Secretariat in case there is any delay in providing access to the meeting room or to share any other information that requires your attention.

Please note that only registered participants will be admitted to the meeting room. In case you are not registered to the meeting, the Codex Secretariat reserves the right to remove you from the meeting room.

**Note:** To facilitate a timely admission to the meeting room please ensure that your name display is inserted as outlined in the following page (i.e. MEMBER/ORGANIZATION/PUBLIC - Registered name). Failure to do so may delay your admission to the meeting.

### ***Heads of Delegations***

It is expected that it is the Head of Delegation that normally makes the interventions on behalf of a Member/Observer.

Heads of Delegation are strongly encouraged to have their video on if possible. Please ensure your microphone is always muted and is only opened when the Chairperson gives you the floor. Ensure that your display name clearly indicates that you are the Head of Delegation by following the *Name Display* instructions below

### ***Other members of delegations***

All delegation members will have access to microphone and video functions. However, they should, in line with the Procedural Manual, only speak following a request from their Head of Delegation to the Chairperson. Therefore, please ensure your microphone is muted at all times and is only opened when the Chairperson gives you the floor following the request of your Head of Delegation to give you the right to speak.

### ***General Public***

The General Public can only follow the proceedings. No interventions are permitted.

### ***Time requirement for joining the meeting***

Please join the meeting platform at least 15-30 minutes before the meeting begins to allow time to address any potential technical problems with joining the meeting and to ensure that there is sufficient time for your name to be checked and for you to be admitted from the waiting room. This may take 5 to 10 minutes. There will be a short introduction to the key features of Zoom and how to use them during the meeting, starting 15 minutes before the official meeting begins (i.e. 11.45 CET)

All meetings will officially start at 12 noon CET promptly.

### ***Name display***

Your name display is your meeting badge. Please ensure that the name of your Member Country/Member Organization or Observer Organization appears in your name display box in capital letters, followed by your individual name in lower case as follows:

#### For Head of Delegation (HD)

MEMBER COUNTRY / MEMBER ORGANIZATION NAME (HD) – name as per registration

E.g. AFGHANISTAN (HD) – name as per registration (see [here](#) for full list of Codex Members)

OBSERVER ORGANIZATION NAME (HD) – name as per registration

E.g. AACC intl (HD) – name as per registration (see [here](#) for full list of Observer organizations)

It is critical that **HD** is inserted after your Member/Organization name. The Chairperson will only give the floor to Heads of Delegations and if this is not indicated in the name display you may not be able to make your intervention.

#### For Members of Delegation

MEMBER COUNTRY /MEMBER ORGANIZATION NAME - name as per registration

E.g. AFGHANISTAN – name as per registration (see [here](#) for full list of Codex Members)

OBSERVER ORGANIZATION NAME – name as per registration

E.g. AACC intl – name as per registration (see [here](#) for full list of Observer organizations)

## General Public

Please ensure your name is displayed as follows:

PUBLIC – name as per registration

Please note that the General Public following the discussions are not included in the List of Participants.

To modify your display name, you have two options:

1. Find your name in the participants list, select “More”, which will appear beside your name, and then “Rename” and insert your member country/organization or observer organization name followed by your name.
2. Find the rename button by clicking on the dots in the top right corner of your image/video stream and select “Rename”.

This is essential to ensure the smooth running of the meeting. If you do not insert your Member /Observer name, the Codex Secretariat reserves the right to change your name based on the list of registered participants. If it is not possible to identify a participant, the Codex Secretariat reserves the right to exclude/remove them from the meeting.

### **Please remember:**

All delegates from the same Member or Organization must insert the MEMBER or ORGANIZATION name in the same format in order to ensure that all Delegates from the same Member/Organization are listed together in the participant list in Zoom.

For Members we recommend using the name format listed [here](#) on the Codex Members page and for observers we recommend using the acronyms listed [here](#) on the Codex Observer webpage.

### ***Use of Chat function***

For any technical issues with the use of Zoom in the course of the meeting, please use the Chat function in Zoom. This will be monitored constantly by the Codex Secretariat. We advise that you regularly check the **Chat** in case there are any direct messages addressed to you by the Codex Secretariat.

In case during your intervention there is a problem with the sound quality the Chairperson may ask you to indicate the key points of your intervention in the **Chat** box. The Codex Secretariat will then read it out for the purposes of Interpretation. This will only happen when there is a sound failure during an oral intervention.

The **Chat function** may also be used for private chats among delegates.

As the **Chat function** is a very useful tool for alerting us to technical issues, assisting when sound quality of interventions is poor and for private chats among delegates, it should be limited to these purposes and not used to share other documentation or links peripheral to or outside of our agenda.

### ***Technical support related to use of the platform***

For any issues related to accessing the zoom platform for the meeting, please contact [codex@fao.org](mailto:codex@fao.org) for technical support.

### ***If you get disconnected***

Please note from which time to which time this happened and contact the Technical support team at [codex@fao.org](mailto:codex@fao.org).

## **4. Meeting Languages**

### ***Languages***

The meeting will be held in three of the official languages of Codex with simultaneous interpretation in **English, French, and Spanish.**

### ***Language selection***

Please click on interpretation button on the Zoom toolbar and select your language of choice.

### ***Listening-in to the floor***

If you want to listen to the “floor”, please select “**Off**”.

Please note that if you make an intervention in a language other than the one that you are listening to, you need to turn interpretation off by selecting “Off” in the Interpretation menu.

## **5. Meeting Schedule**

There will be 5 sessions of 3 hours available for discussion of the agenda items (8, 9, 11, 12, and 15 February 2021) and one 3-hour session (17 February 2021) for the adoption of the Report of the session.

A detailed timetable is available on the CCGP32 webpage [here](#).

Sessions will begin promptly at 12 noon CET and finish at 15h CET.

The Chairperson will propose a 15-minute comfort break in the course of the session at an appropriate time in the agenda.

### ***Related events***

#### **Pre-CCGP meeting, 27<sup>th</sup> January 2021, 12 noon - 13.30 CET**

All registered participants are encouraged to attend. This will provide information on how the meeting will be run and provide participants with the opportunity to ask questions and request clarification on any aspects of the meeting as well as the content of this Guidance for Participants. A link to the event will be sent directly to all registered participants.

In case you are unable to join the meeting a recording will be made available on the [CCGP32 webpage](#).

#### **Side Event: SPS measures of the African Continental Free Trade Area: 10 February 2021, 12:00 - 15:00h CET**

This side event is being organized by the African Union, with the support of France and the European Commission. Full details of the event and how to register are available [here](#)

[http://www.fao.org/fileadmin/user\\_upload/codexalimentarius/committee/docs/ENG\\_invitsideevent\\_V1.pdf](http://www.fao.org/fileadmin/user_upload/codexalimentarius/committee/docs/ENG_invitsideevent_V1.pdf) and can also be accessed through the CCGP32 webpage.

## 6. Meeting Documentation

All documentation relevant to the meeting is published on the [CCGP32 webpage](#).

## 7. Management of the Discussions

### **Agenda**

The provisional agenda for the meeting is available [here](#) through on the CCGP32 webpage. During Adoption of the Agenda the Chairperson will present the draft meeting schedule which is available on the CCGP32 webpage [here](#). Further details on the time allotted to each item, the proposed approach to the discussion, and what success will look like will be presented at the beginning of each agenda item.

### **Introduction of Individual Agenda Items/Topics**

The Chairperson will invite the Codex Secretariat to indicate the documents (including CRDs) relevant to that Agenda Item and the Responsible Party for each Agenda Item paper to give a brief introduction to the item.

### **Discussions on the agenda items**

The approach of the Chairperson will be adapted to the nature of the document under discussions (e.g. proposed changes to Procedural Manual, discussion paper).

With regard to Agenda Items on substantive issues such as those related to the Procedural Manual the Chairperson will listen to the views of the delegates and work to achieve consensus on completion of the work or on identification of the next steps. The Chairperson will be guided by the Procedural Manual, including the measures to facilitate consensus therein. In case of specific questions on a document the Chairperson may refer to the Electronic Working Group Chairperson, the Codex Secretariat or paper author for input.

### **Concluding an Agenda Item**

- Following the presentation of a proposal/conclusion by the Chairperson silence will be considered as agreement with the proposal of the Chairperson.
- At this point in the discussions, only delegations not content with the proposed conclusion/recommendation should intervene, making clear the nature of their concern and how this could be addressed.
- If, having listened to the concerns of delegations, the Chairperson is of the view that a substantive discussion is needed before he can frame a conclusion, he will say so and propose a way forward from the following options:
  - A further round of discussions to conclude the item
  - Defer the conclusion of the discussions to a later point in the meeting to allow for consultations outside of the formal session
  - Defer the item to the next session of the Committee.

## **Reservations**

Delegations who wish their opposition to a decision of the Committee to be recorded may do so, by asking for a statement of their position to be contained in the report of the Committee. This statement should not merely use a phrase such as: “The delegation of X reserved its position” but should make clear the extent of the delegation’s opposition to a particular decision of the Committee and state whether they were simply opposed to the decision or wished for a further opportunity to consider the question.

## **Order of speakers:**

The Chairperson will take interventions in the order in which Members request the floor, followed by Observers. The Chairperson will clearly indicate when the list of speakers is being closed and inform the participants of the delegations that have asked for the floor, and the order in which they will speak. In case a Delegation requests the floor for a second time within the same round of comments the Chairperson will determine when they should speak, noting that this may be after all other first requests for the floor from other Delegates have been addressed.

# 8. Making an Intervention

## **Technical preparations**

Taking part in a meeting online requires a different type of preparation involving audio and video.

To ensure your message is well communicated please make the following technical preparations:

### **Audio**

Audio is perhaps more important than video when working online.

- Do not use your built-in computer microphone if at all possible, as it will not provide sufficient sound quality.
  - Use a USB-headset with integrated microphone.
  - If not available, cellphone earphones/mic are better than none, but only wired, not Bluetooth.
  - If no headset/mic is available, an external USB-wired microphone is another good solution.
  - If participants are in a group and have to use one microphone, make sure whoever is speaking is close to the microphone.
- Connect your computer via an Ethernet cable to your router, rather than using Wi-Fi and disconnect other devices.
- Turn off all sound notifications (Skype, WhatsApp, emails, etc.) while attending the meeting and ensure you are in a place with no background noise or echo.

### **Video**

Seeing the person talking online makes comprehension easier both for the audience and for the interpretation team.

- Turn on your video when taking the floor if your internet bandwidth permits
- Try to frame yourself in the camera so that you fill the screen (like a TV news reader) - a simple trick with a laptop is to raise the camera by placing it on a pile of books

- Built-in webcams are of relatively low quality so if you have access to an external high definition(1080p) webcam or can connect a higher quality device to your set up then this is an advantage

### ***Making your intervention***

In order to make an intervention, the Head of Delegation must raise their hand using the Raise Hand function in Zoom.

To raise your hand, select “Reactions” in the Zoom toolbar and then select the hand function. A hand will now appear in your video frame and beside your name in the participant list.

The list of Members/Observers that have requested an intervention will be visible to all Participants in the order in which the hands were raised.

The interventions will be taken in the order in which they were requested with Members given the floor first followed by Observers.

*Interventions will be limited to **two minutes** to ensure the efficient running of the meeting. A two-minute countdown window will be displayed on the Zoom screen to encourage all delegates to keep their interventions concise and focused. If the intervention continues and exceeds the two-minute limit, the chairperson may intervene and the microphone may be muted.*

For top tips on preparing your interventions for a virtual meeting, please see [here](#).

When given the floor by the Chairperson, please ensure that your video and microphone (unmute) are on so that your intervention can be well heard. Remember, if your intervention is in a different language to the one in which you are listening to the discussions, you must turn Interpretation to “Off” so as to ensure your intervention can be interpreted to other languages.

Please adjust your speech to the remote distance environment (speak slower and more clearly, be concise, avoid excessive use of acronyms, etc.)

### ***Ensuring optimal interpretation***

- Have your video on when you take the floor. As this facilitates interpretation, this should be your first option. If the sound quality is adversely impacted by the video because your connection is slow, switch off the video but speak more slowly and clearly.
  - If you are planning to read a statement, send it to [catherine.laurent.interprete@gmail.com](mailto:catherine.laurent.interprete@gmail.com) prior to delivery and read it slowly. The interpreters will always treat the text as confidential and check against delivery.
- In a virtual meeting, despite the best preparations, audio quality may deteriorate unexpectedly and become insufficient for interpretation purposes. In this case, interpreters will indicate this verbally and resume interpretation as soon as the sound quality permits.

All interventions must be presented orally. To ensure the intervention is well received and in case of any problems with the audio feed, interventions can be sent in parallel using the Chat function in Zoom.

## **9. Conference Room Documents (CRDs)**

CRDs should be sent as Word documents to the Codex Secretariat ([codex@fao.org](mailto:codex@fao.org)) no later than 23:59 CET on 8 February 2021 (All CRDs will be assigned a number and subsequently posted on the CCGP32webpage.

Delegations are encouraged to provide their comments in writing as much as possible.

## 10. List of Participants

The Draft list of participants will be published on the CCGP32 webpage after the first session of the meeting on 8 February 2021 to facilitate transparency.

## 11. Top Table

The Top table for CCGP32 will be as follows.

### Opening Ceremony:

<i>Official Representative(s) and Guests of the host country</i>	<i>Chairperson</i>	<i>Codex Secretary</i>
To be announced	Jean-Luc Angot	Tom Heilandt

### Plenary Session

<i>Legal Council FAO</i>	<i>Legal Council WHO</i>	<i>WHO</i>	<i>FAO</i>	<i>Assistant to the Chairperson – Louise Dangy</i>	<i>Chairperson Jean-Luc Angot</i>	<i>Codex Secretary</i>	<i>Codex Secretariat</i>	<i>Codex Secretariat</i>

**Note:** If you are using the latest version of Zoom you can create your own Top table by using the hand icon in zoom to move the video frames of the Top table indicated above to the top of your video screen. You may also use speaker view to ensure that you can always see who is speaking.

## 12. Communication among Members of Delegations during the session

It is recognized that members of a delegation may not be able to sit together during the meeting and it is therefore recommended that each Delegation establish a parallel means of Communication during the meeting using a different platform (WhatsApp, WeChat, etc.) or setting up a separate parallel meeting in Zoom or similar.

You can also use the Chat function in Zoom for private messages. Such messages **cannot** be saved or viewed by the host but only those engaged in that specific Chat.

In case Regional Coordinators or a group of Members need assistance in setting up virtual meetings with other Members in the margins of CCGP32, please contact the Codex Secretariat directly at [codex@fao.org](mailto:codex@fao.org).

## 13. Adoption of the Report

The draft report will be made available on the [CCGP32 webpage](#) by 23.59 on 16 February 2021 to be considered for adoption on 17 February 2021.

During the adoption process, the report will be shown on screen so that any changes can be viewed in real time.

Any comments of an editorial or language nature should be submitted in writing to [codex@fao.org](mailto:codex@fao.org).

Any substantive proposals should only ensure the accuracy of the report and not endeavour to re-open the discussions.

Any interventions on the report should be accompanied by a clear proposal for new wordings for immediate consideration by the Committee (shared in writing also via Chat or via email to both [david.massey@fao.org](mailto:david.massey@fao.org) and [sarah.cahill@fao.org](mailto:sarah.cahill@fao.org) ).