

FAO/WHO Side Event on the Codex Trust Fund

14th Session of the FAO/WHO Regional Coordinating Committee for North America and the South West Pacific (CCNASWP)

Preparing robust applications for the Codex Trust Fund

Friday, 23 September 2016

09:00 – 16:00

Context of the side event

The new FAO/WHO Codex Trust Fund (CTF2) was officially launched on 27 June 2016 at the 39th Session of the Codex Alimentarius Commission. To access support from the CTF, eligible countries need to make an application using the application forms, and Codex Diagnostic Tool developed for the purpose. A Technical Review Group (TRG) has been set up to assess the robustness of all applications against an agreed set of criteria. The TRG is made up of three staff from FAO, WHO, and the Codex Secretariat. The results of the application round in 2016, found 38 applications passed the initial screening process, and subsequently 4 applications were found to have met the criteria for a robust application and have been successful in receiving support in 2016.

Countries have requested further support in understanding the process, the criteria that is used to assess applications, and how to prepare and submit robust applications in future rounds. FAO/WHO/CTF Secretariat are providing specific feedback to all applicants from the first round, and they are invited to re-formulate and re-submit their application if they so wish to the next application round in 2017. All eligible countries are free to submit an application in 2017 irrespective of whether they have done so in 2016 or not.

This session is a follow-up to the two hour information session held earlier in the week and is intended to work with countries in a “hands-on” way to deepen understanding of how to prepare and submit robust applications for Codex Trust Fund support. Participants should come to the session prepared - please kindly bring material already developed relevant to preparing a robust application, such as the 2016 CTF application for countries that applied, or a draft application that may have been developed and not submitted.

Participants are requested to attend the Tuesday evening session which is a pre-requisite session to attendance on Friday.

Objectives of the side event

- Provide guidance to countries on preparing and submitting robust applications.
- Discuss the difference between individual and group applications
- Discuss next steps in the region

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| 09:00 – 09:15 | Introduction and welcome to the Side Event - Recap from the side-event on 20 September | FAO/WHO (Ann/Peter) |
| 9:15-9:45 | Session 1: Criteria for assessment of applications - What are the criteria against which applications are assessed? - How is the assessment being done including learnings from the global level on making a robust application? | Mary |
| 9:45-10:30 | Session 2: Basis for a robust application is understanding your country's needs - Overview of the “Diagnostic Tool for Assessing Status of National Codex Programmes” (The Codex Diagnostic Tool) - Q+A | FAO/WHO |
| 10:30 – 10:45 | Break | |

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| 10:45-11:15 | Session 3: Sharing experiences on using the 'Diagnostic tool' in the region - Hear from countries who made an application: How was the tool used, did it make sense, link between the tool and proposal writing - Other comments on other aspects of application | FAO/WHO (Peter/Ann) |
| 11:15 – 12:15 | Session 4: A hands on exercise in using the diagnostic tool - complete a section of the assessment tables | Working groups |
| 12:15 – 12:30 | Session 5: Using from the results of the diagnostic tool to preparing an application | FAO/WHO Mary |
| 12:30 – 13:30 | Lunch | |
| 13:30 – 14:00 | Session 6: Discussion/guidance on making group applications | FAO/WHO (Mary/Peter) |
| 14:00 – 15:30 | Session 7: A hands on session on preparing an effective action plan (central to the application)– - Moving from needs to objectives and activities - Mapping out an integrated package of support from CTF over 3 year | FAO/WHO Working groups |
| 15:30 – 16:00 | Session 8: Wrap up and closing - What next - Support and communication with FAO, WHO, CTF Secretariat | FAO/WHO (Peter/Ann) |

Expected outcomes

As a result of the side event, it is expected that countries in the region will:

- Understand the criteria used to assess applications
- Be familiar with the Codex Diagnostic Tool and how to use it at country level;
- Have increased knowledge on how to prepare and submit robust applications

Organization of the event

The side event will be jointly organized by FAO and WHO. Questions on the event can be addressed to:

- Mary Kenny: mary.kenny@fao.org
- Ann Hayman: ann.hayman@fao.org
- Peter Sousa Hoejskov: hoejskovp@who.int