

# codex alimentarius commission



FOOD AND AGRICULTURE  
ORGANIZATION  
OF THE UNITED NATIONS

WORLD  
HEALTH  
ORGANIZATION



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**Agenda Item 4**

**CX/AFRICA 09/18/4  
January 2009**

## **JOINT FAO/WHO FOOD STANDARDS PROGRAMME FAO/WHO COORDINATING COMMITTEE FOR AFRICA**

**18<sup>th</sup> Session  
Accra, Ghana, 24 – 27 February 2009**

### **STRATEGIC PLAN FOR THE COORDINATION OF CCAFRICA – DEVELOPMENT OF INDICATORS**

1. The 17<sup>th</sup> Session of the Coordinating Committee for Africa (CCAFRICA) endorsed the Strategic Plan for CCAFRICA.
2. The Committee agreed to establish a Working Group led by Morocco, in its capacity as Regional Coordinator, followed by the next Regional Coordinator, Ghana, that would (a) draft a regional action plan together with a set of indicators for evaluation and a mechanism for monitoring progress and (b) develop a proposal for a regional project that would support the implementation of the Strategic Plan for review by the next session of the Coordinating Committee (ALINORM 07/30/28, para. 44).
3. In reviewing the strategic plan and its activities, a set of indicators have been developed for monitoring the implementation of the plan (see Annex I).
4. As part of the activities being undertaken to monitor the progress being made in the implementation of the CCAFRICA Strategic Plan at national level and improve communication, a draft annual report format has been developed (see Annex II). This report format is expected to complement the mechanisms for monitoring progress stated in the Strategic Plan. It is expected that member countries would provide the necessary information on national Codex activities undertaken to allow the Regional Coordinator to collate this information and prepare a composite report for future sessions of the CCAFRICA.
5. The possibility of several projects to achieve the implementation of the plan also exists, and it is recommended that in preparation for the 18<sup>th</sup> Session of the Committee, that Member Countries and Observers give special consideration to possible steps or actions to achieve in particular activities:
  - Objective 1 (Activities 1.1 and 1.2);
  - Objective 2 (Activities 2.1, 2.2, 2.3 and 2.4)
  - Objective 3 (Activities 3.1 and 3.2);
  - Objective 4 (Activities 4.1 and 4.2)
6. In addition, during 2008, the Regional Coordinator, with financial assistance from the Codex Secretariat, executed a project aimed at contributing to achieving the objectives of CCAFRICA. The objectives of this project were to:
  - undertake a situational analysis of the Codex activities and Codex infrastructure in the Countries of the Region and to make this information available to all Member Countries for information exchange as well as to make recommendations on higher priority needs and enhanced support for Codex activities;
  - investigate the reasons for the non-use or underutilization of the current Codex website and make recommendations on the needs of Member Countries in terms of the website;

- undertake an investigation to identify and prioritize regional needs in matters of food safety standard setting with a view to finding solutions to meet these needs; and
- develop a database of experts/specialists and a network of competent food safety institutions in the region that could provide support and advice to CCAFRICA or its members and to publish this information on the CCAFRICA website.

7. Some of the recommendations that emerged from the project were:

- training in contemporary food safety issues;
- auditing of NCC situations in member countries with a view to establishing standard modalities for setting up National Codex Committees;
- encouraging African experts to join specialized Expert Advisory Groups;
- efforts should be made to periodically coordinate food safety activities at regional and subregional levels.

8. Member Countries and Observers are invited to consider the indicators and the proposed annual report format as proposed in Annexes I and II and to give special consideration to the activities as outlined in paragraph 5 above in order to expand more fully on the actions and steps to be taken and make recommendations on possible projects to achieve some of the objectives.

## ANNEX I

**OVERALL OBJECTIVE:** To strengthen the role and enhance the participation and effectiveness of CCAFRICA within the Codex Alimentarius Commission and the Codex African region

**TIME FRAME:** 2007-2013

<b>Objective 1: To foster effective and dynamic communication amongst the CCAFRICA members and other regions, other Codex members, the Codex Secretariat and relevant organizations</b>					
<b>Actions</b>	<b>Responsible Parties</b>	<b>Time Frame</b>	<b>Objective Verifiable Indicators</b>	<b>Mechanism for monitoring progress</b>	<b>Assumptions</b>
<b>1.1 Maximize the use of electronic communication systems in countries of the region, and encourage the development of a webpage for each National Codex Contact Point.</b>	Member Countries of the region	Jan 2009 to 2010	Current working websites in Member Countries Codex Contact Points by December 2008	determine the frequency of use of electronic communication against other forms of communication	All Codex Contact Points are operational
<b>1.2 Encourage countries to continuously provide updated contact details of national Codex Contact Points to the Codex Secretariat</b>	Member Countries of the region	Yearly	Evidence of details of Codex Contact Point provided to Coordinator half yearly	Members to copy the coordinator on updated information on National Contact Point for Coordinator to collate information	Operational Codex Contact Point
<b>1.3 Organize a virtual chat room with the primary objective of exchanging information prior to Codex meetings, among CCAFRICA members as well as other regional coordinating Committees or Codex members</b>	Coordinator	Jan 2009 onwards	Records of documents of chat sessions	Determine the number of responses through the chat rooms prior to Codex meetings	Systems available chat sessions. Evidence of use of chat room especially on discussions prior to and after Codex committee sessions
<b>1.4 Establish a mechanism whereby the Codex Contact Points and/or national Codex</b>	FAO/WHO and Member	Starting from February 2008	Countries exchange reports of stakeholders Committee meetings or National Codex	Request that the Coordinator be copied on information shared between	

<b>Committees in the region can share Information and expertise</b>	Countries of the region		Committee meetings. Evidence of system whereby related organizations provide database on work done and expertise to be uploaded unto National website.	countries	
<b>Objective 2: To achieve an active and effective participation of all countries in the Region in the Codex Alimentarius Commission and its subsidiary bodies, particularly CCAFRICA</b>					
<b>Actions</b>	<b>Responsible Parties</b>	<b>Time Frame</b>	<b>Objective Verifiable Indicators</b>	<b>Mechanism for monitoring progress</b>	<b>Assumptions</b>
<b>2.1 Undertake actions targeted at responsible Parties at national level that will lead to a higher priority and enhanced support to Codex activities</b>	Coordinator / Member Countries of the region	From January 2008 onwards	Documentary evidence of collaboration from political figures, NGOs, Parliamentarians and outcomes at the national level annually	Request for annual reports from NCCs, report to include information on activities of NCCs	Funds available to organize workshops for Political leaders
<b>2.2 Search for financial assistance from possible sources to support Codex activities (trust funds, WHO, FAO, UNDP, International Organizations, etc.)</b>	Member Countries of the region	From June 2009	NCCs must have documented plans to solicit for funds through workshops, appeals etc and evidence of monies received accounted for	Collate information on fundraising activities of NCCs (to be included in annual report)	
<b>2.3 Ask for collaboration in the translation of relevant information into English, French and Arabic</b>	Member Countries of the region/FAO/WHO	From June 2009	List of collaborators ready to assist in translation	Evaluating the translation done from/into English, French and Arabic	
<b>2.4 Establish working groups responsible for examining strategic aspects of Codex activities</b>	Coordinator	From June 2009	Evidence of database of Experts, Research conducted	Determine the number of working groups established	Countries willing to provide information to Coordinator
<b>2.5 Involve all countries in the region in the activities CCAFRICA</b>	Coordinator	From June 2008	Codex Contact Points established in countries of the region	Compare the number of Codex Contact Points with January 2009 as the reference point	Countries show national commitment to set up Codex Contact Points
<b>2.6 Hold in conjunction with sessions of CCAFRICA,</b>	Coordinator and	From June 2008	Reports of seminars, workshops held in conjunction	Determine the number of Workshops/Seminars held	Funds available for Workshops and

seminars/workshops on food safety and matters of concern to the region	FAO/WHO		with CCAFRICA		Seminars
<b>Actions</b>	<b>Responsible Parties</b>	<b>Time Frame</b>	<b>Objective Verifiable Indicators</b>	<b>Mechanism for monitoring progress</b>	<b>Assumptions</b>
<b>2.7 Encourage countries that have a common interest to coordinate their position and present it as a common position at Codex Committee meetings.</b>	Member Countries of the region	From June 2008	Evidence of meetings. Joint reports and communication with countries before every Codex meeting	Determine the number of issues that at least two Member Countries present with a common position	Position developed well in advance of meeting and shared with countries
<b>2.8 Give support to countries of the Region in organizing Codex related events</b>	FAO/WHO	From June 2008	Reports of activities/events undertaken	Assess the number of Codex related events organized with support from FAO/WHO	FAO and WHO provides funds
<b>Objective 3: To promote the development of and to strengthen National Codex Committees and/or Codex Contact Points in member countries of the region</b>					
<b>3.1 Identify needs for capacity building with other Organizations and look for possible financial sources</b>	Member Countries of the region and Coordinator	Continuous	Diagnostic reports of capacity needs. Identified possible financial sources for capacity building activities	Determine the number of capacity building activities undertaken in Member Countries	Available funds
<b>3.2 Encourage and support CCAFRICA Member Countries of the region to establish a National Codex Committee</b>	FAO/WHO	June 2007 to Dec 2008	National Codex Committees established in all Member countries by December 2008	Write to each member country to provide the status of NCC and their activities	National commitment and support from FAO and WHO
<b>Objective 4: To take advantage of available technical and scientific expertise and experiences of the member countries of the region</b>					
<b>4.1 Identify and establish a list of specialists and competent institutions in the region based on the information provided by each country that could provide support and specialized advice to CCAFRICA</b>	Member Countries of the region/ Coordinator	June 2007-2008	Database of specialists, competent institutions	Determine the number of Experts identified and participating in Codex activities in respect of scientific advice	Member countries should be willing to provide information for database creation

<b>Actions</b>	<b>Responsible Parties</b>	<b>Time Frame</b>	<b>Objective Verifiable Indicators</b>	<b>Mechanism for monitoring progress</b>	<b>Assumptions</b>
<b>4.2 Establish a regional risk assessment body that will coordinate communication of expert data with FAO/WHO expert bodies</b>	Member Countries of the region /Coordinator	Dec 2009	Risk assessment body established by December 2009 in each country	Invite countries to indicate Risk Assessment Body established and legal framework if any	Each Member country should take steps to train and make funds available for training
<b>4.3 Identify and prioritize issues that require Specialized expertise</b>	Member Countries of the region/ Coordinator	June 2007 to Dec 2008	Diagnostic report on priority issues requiring specialized expertise	From annual report	Availability of funds and Experts
<b>Objective 5: To ensure the continuity and sustainability of CCAFRICA activities</b>					
<b>5.1 Design a biennial plan of action to be implemented between CCAFRICA meetings</b>	Coordinator	June 2007 to Oct 2007	Evidence of annual plan of action to be implemented between CCAFRICA	Review of plan of action at CCAFRICA meeting	
<b>5.2 Conduct periodic review and follow up on the actions in the strategic plan</b>	Coordinator	Half yearly	Report by Coordinator annually	Request information from CCAFRICA Members on actions taken	
<b>5.3 Establish information transition procedures to ensure a better transition of the Coordinatorship</b>	Coordinator	Continuous	Guidelines for transmission of Coordinatorship developed by end of 2008. A draft to be presented at 2009 meeting	Presentation of proposed procedures at 2009 CCAFRICA meeting	
<b>5.4 Present a progress report on the achievements in the key areas of the Strategic plan at meetings of CCAFRICA</b>	Coordinator	Quarterly	Progress report available at CCAFRICA meeting in 2009	Progress report available at CCAFRICA	
<b>Objective 6: To obtain technical cooperation and develop a funding mechanism that would enable CCAFRICA to develop and sustain its activities in accordance with its objectives</b>					
<b>6.1 Elaborate a list of organizations that could provide technical and financial cooperation</b>	Coordinator /Member Countries of the region	June 2007-Dec 2008	A database of organizations that can provide technical assistance. Establish by end of 2008.	A database of organizations that can provide technical assistance. Establish by end of 2008.	

Actions	Responsible Parties	Time Frame	Objective Verifiable Indicators	Mechanism for monitoring progress	Assumptions
<b>6.2 Organize working groups tasked with formulating fundraising plans and ensure their follow-up</b>	Coordinator / Member Countries of the region	Half yearly	Reports on formation of Working Groups prepared half yearly and presented by Members to Coordinator	Review annual reports and determine Member countries contributions to working Groups	
<b>6.3 Develop and analyze proposals for the creation of trust funds and other means of financing within the codex domain, taking into consideration the region's interests</b>	Coordinator /Member Countries of the region	Continuous	Report on creation of Trust Funds	The amount of funds generated to support the region's interest.	
<b>Objective 7: Identify and prioritize regional needs in matters of food safety and other areas with a view to finding solutions to meet these needs</b>					
<b>7.1 Identify priority economic and /or food safety issues for which consensus exist within the region for the elaboration of Codex standards</b>	Member Countries of the region /Coordinator	Continuous	Reports on priority economic and /or food safety meetings of stakeholders available to Member Countries by end of 2008	Determine the number of economic and Food Safety issues for which consensus exist within the region	Member countries would provide information on priority needs
<b>7.2 Elaborate standards, guidelines and other recommendations that have been identified as being of interest to the region</b>	Member Countries of the region /Coordinator	Continuous	Reports of Member country Working Groups on standards, guidelines and recommendations by the end of 2008. Reports ready for Coordinator to present during the 2009 meeting	Determine the number of standards and guidelines elaborated	
<b>7.3 Encourage contacts between other interested Parties regularly attending CCAFRICA meetings on food safety matters</b>	Member Countries of the region /Coordinator	Continuous	List of contacts of interested Parties available to Coordinator by December 2008. Evidence of circulation of reports to relevant Members	Information on interested parties shared with CCAFRICA members	

**ANNEX II****PROPOSED ANNUAL REPORT FORMAT FOR THE FAO/WHO COORDINATING  
COMMITTEE FOR AFRICA**

The report is to be completed by the National Codex Committee (NCC) in consultation with the Codex Contact Point and all interested parties and submitted on behalf of the country to the Coordinator by email at: XXXXX or fax XXXXX.

**1. EXECUTIVE SUMMARY**

The Executive Summary should give the key outcomes on activities of National Codex Committee in the country.

**2. INTRODUCTION**

This section should provide the background to the NCC in the country, current composition of members and frequency of meetings.

**3. MAIN BODY**

The suggested sections to be included are:

- a. Composition, functions and activities of the NCC in the country (including information on what has worked). Interactions with other countries on issues of common interest. Indicate if you developed any common position in response to Codex meetings.
  - b. Codex meetings your country has participated in (include number of Codes meetings and names and addresses of participants)
  - c. Codex activities supported by FAO / WHO in the country.
  - d. Other capacity building activities
  - e. The contribution of national experts to the provision of scientific advice on the work of Codex.
  - f. Country issues that require specialized expertise.
  - g. Contributions to working groups.
  - h. Suggestions for the way forward
4. Any other issues on the work of Codex in the country.
  5. Proposed timeline: It would be appropriate to set timelines within which members should submit their Annual Report and the proposed deadline for submission of report is 31<sup>st</sup> October.