

43rd Session of the Codex Alimentarius Commission
Virtual Session

24, 25, 26 September, 12 and 19 October 2020

GUIDANCE FOR PARTICIPANTS

(Version 1.1)

Contents

Registration.....	1
Meeting Platform.....	1
Meeting Languages.....	3
Meeting Schedule.....	4
Meeting Documentation.....	4
Management of the Discussions.....	4
Making an Intervention.....	5
Conference Room Documents (CRDs).....	6
List of Participants.....	6
Communication among Members of Delegations during the session.....	7
Webcasting.....	7

Registration

All meeting participants are required to register for the meeting using the INDICO Registration System that can be accessed through the following link: <http://indico.un.org/e/CAC43>.

In addition, all Codex Contact Points (CCPs) (Members and Observers) are required to send a list of their delegations to Codex@fao.org. This is a security measure to ensure that only the registrations of official delegation members are approved.

The CCP must also indicate the name of the Head of Delegation. All registered delegates will be provided with details by email from the Codex Secretariat of how to connect to the virtual meeting.

Meeting Platform

The meeting will be convened using Zoom Meeting (<https://support.zoom.us/hc/en-us>)

In line with the core values of Codex of inclusiveness, collaboration, transparency and consensus-building, CAC43 will be convened as a Zoom meeting rather than 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 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 5 sessions of the meeting. These details should not be shared with anyone else.

On each meeting day, your access details will admit you to the meeting waiting room. You will be admitted to the CAC43 meeting room by the Codex Secretariat. Please allow a minute or so for access to be granted.

Heads of Delegations

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

Heads of Delegation are strongly encouraged to always have their video on if possible. Please ensure your microphone is always mute and is only opened when the Chairperson gives you the floor.

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 mute 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.

Time requirement for joining the meeting

Please join the meeting platform 15-30 minutes before the meeting begins to allow time to address any potential problems with joining the meeting and to ensure that you are available for all discussions.

All meetings will start at 12 noon CET promptly.

Name display

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](#))

To modify your display name, 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. You can also 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.

Please note that name display is also important for the preparation of the list of participants. If your name is not displayed as indicated, it is difficult to confirm the participants and therefore include in the list of participants.

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.

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 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.

Meeting Languages

Languages

The meeting will be held in the six official languages of Codex with simultaneous interpretation in **Arabic, Chinese, English, French, Russian 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

Meeting Schedule

There will be 4 sessions of 3 hours available for discussion of the agenda items (24, 25, 26 September and 12 October 2020) and one 3-hour session (19 October 2020) for the adoption of the Report of the session. A detailed timetable will be published on the CAC43 webpage.

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

There will be no designated breaks during this period, unless the Chairperson deems it appropriate to take a short recess in the interest of progressing the discussions.

Meeting Documentation

All documentation relevant to the meeting is published on the [CAC43 webpage \(http://www.fao.org/fao-who-codexalimentarius/meetings/detail/en/?meeting=CAC&session=43\)](http://www.fao.org/fao-who-codexalimentarius/meetings/detail/en/?meeting=CAC&session=43).

Management of the Discussions

Agenda

To ensure efficient discussions, the Chairperson/ Codex Secretariat will make some proposals at the beginning of the meeting regarding the order of the agenda. These will include the following:

- Item 3 – This will be introduced on Day 1 and the relevant documents brought to the attention of the Commission. However, discussion of the document will only take place on Day 4 (12 October) of the Commission. In the meantime, Members and Observers may wish to submit their comments on this item in writing, which will be published as a CRD. CRDs, on this item only, will be accepted up to Friday 9 October 2020, 23:59 CET.
- Items 5-11 – It is proposed that these items be addressed Committee by Committee so as to facilitate discussion following the order as in the CCEXEC79 report under the Critical Review. Thus, standards for final adoption, for adoption at Step 5, new work and other considerations from each Committee will be discussed together.

The Chairperson will indicate provisionally how much time will be allotted to each item and explain how the discussion will be framed and what success will look like.

Introduction of Individual Agenda Items/Topics

The Chairperson will invite the Codex Secretariat to give a brief introduction to each item indicating the documents (including CRDs) relevant to that Agenda Item/topic. The Chairperson will recall any recommendations from CCEXEC79 and if appropriate invite the Chairperson of the relevant committee to make a short intervention.

Discussions on the agenda items/Topics

The Chairperson will work to achieve consensus and will be guided by the Procedural Manual including the measures to facilitate consensus therein.

- The Chairperson will go through each agenda item/topic, noting the recommendation from CCEXEC79 and asking if there are any objections.
- Silence will be considered as agreement with the proposal of the Chairperson.
- 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/she can frame a conclusion, he/she 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 Commission

Reservations

A member may express their opposition to a decision in response to the Chairperson's question to the Commission on whether anyone objects with the conclusion. In such cases, the Member should clearly state whether i) they are opposed to the decision and wish to have that recorded in the report of the session without preventing the decision being taken, or ii) they wish for further discussion of the issue and thus were objecting to the proposed decision actually been taken. In either case, the Member should in their intervention clearly indicate the basis for their position.

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 in the order they asked.

Reminder to Delegates

Delegations are strongly reminded that the purpose of the Commission is not to re-open technical discussions, but to take decisions by consensus. If a Member is not able to agree with the proposed decision, a clear rationale for this needs to be provided. Please keep this in mind in preparing your interventions.

Making an Intervention

Technical preparations

If the sound is poor or there is background noise, speakers may not be heard or interpreted which will negatively impact the smooth running of the meeting.

To maximise sound quality please make the following technical preparations:

- Do not use your built-in computer microphone, 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 the next best 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.

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 “Participants” in the toolbar and then select the Blue hand function. A Blue hand will now appear beside your name.

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.¹⁷

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 **2 minutes** to ensure the efficient running of the meeting. After the time is elapsed the microphone will 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 even slower and clearer if you have to do this.
- If you are planning to read a statement, send it to: **FAO-Interpretation@fao.org** 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.

Conference Room Documents (CRDs)

CRDs should be sent as Word documents to the Codex Secretariat (codex@fao.org) no later than 23:59 CET on 24 September 2020 (with the exception of CRDs on Item 3 which will be accepted up to 9 October, 23.59 CET). All CRDs will be assigned a number and subsequently posted on the CAC43 webpage. Delegations are encouraged to provide their comments in writing as much as possible.

List of Participants

The Draft list of participants will be published on the CAC43 webpage after the first session of the Commission on 24 September 2020 to facilitate transparency.

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 a separate parallel meeting in Zoom or similar.

Virtual meeting rooms for each of the Regional Coordinators will be set up in zoom for use by the six Codex regions during the Commission. Details on room availability and how to access these meeting rooms will be provided through the Coordinators.

Adoption of the Report

The draft report will be made available on the CAC43 webpage on Wednesday 14 October 2020 to be considered for adoption on Monday 19 October 2020.

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

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 Commission (shared in writing also via email to both david.massey@fao.org and sarah.cahill@fao.org or Chat)

Webcasting

The virtual session of CAC43 will be webcast so as to enable Members of the General Public to follow the proceedings. The link will be published on the [CAC43 webpage](#).