

80th Session of the Executive Committee of the Codex Alimentarius Commission

Virtual Session

13, 14, 18 and 21 January 2021

GUIDANCE FOR PARTICIPANTS

(Version 2)

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1. 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 5.4.7).

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 participants 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 4 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. You will then be admitted to the CCEXEC80 meeting room by the Codex Secretariat. Please allow up to five minutes or so for access to be granted. While in the waiting room messages may be sent by the Secretariat in case there is any delay in providing access to the meeting room.

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 sessions will start at 12 noon CET promptly.

Name display

Please ensure that your name display reads as follows:

| Members | Advisors | Regional Coordinators | CVC | FAO/WHO | Codex Secretariat |
|----------------|-----------------|------------------------------|------------|----------------|--------------------------|
| MEM AFRICA | ADV AFRICA | RC AFRICA | CHAIR | FAO | CODEX |
| MEM ASIA | ADV ASIA | RC ASIA | VC | WHO | |
| MEM EURO | ADV EURO | RC EURO | | FAO-LEGAL | |
| MEM LAC | ADV LAC | RC LAC | | WHO-LEGAL | |
| MEM NA | ADV NA | RC NE | | | |
| MEM NE | ADV NE | RC NASWP | | | |
| MEM SWP | ADV SWP | | | | |

You may insert your given name after the above relevant designation.

To modify your display name, find your name in the Zoom 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 name as recommended, the Codex Secretariat reserves the right to change your name based on the list of registered 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.

2. 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 (globe symbol) 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.

3. Meeting Schedule

There will be 3 sessions of 3 hours available for discussion of the agenda items (13, 14 and 18 January 2021) and one 3-hour session (21 January 2021) for the adoption of the Report of the session.

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

There will be no designated breaks during this period, although the Chairperson will aim to propose a 5 minute comfort break in approximately the middle of the session.

4. Meeting Documentation

All documentation relevant to the meeting is published on the CCEXEC80 webpage (<http://www.fao.org/fao-who-codexalimentarius/meetings/detail/en/?meeting=CCEXEC&session=80>).

5. 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 2 – It will be proposed to move the discussion of this item to Day 3 (before Item 5) as the report of the Strategic Plan 2014-19 will only become available during the week of 11th January.
- Items 7 – It is proposed that this item be discussed on Day 2 (after Item 4) as it includes items that may be relevant to the Codex Strategic Plan 2020-2025 (Item 5).

The Chairperson will indicate provisionally how much time will be allotted to each item, who will Chair the discussion of each item and the approach to the discussion of each item. A draft schedule will be posted on the [CCEXEC80 webpage](#).

Introduction of Individual Agenda Items/Topics

The Chairperson will invite the Vice-Chairperson, Codex Secretariat or FAO/WHO, as appropriate, to give a brief introduction to each item.

Order of speakers:

The Chairperson will take interventions in the order in which Members of CCEXEC request the floor. Interventions will only be accepted from the vice-chairpersons, members, regional coordinators and

heads of delegations of FAO and WHO. In case a Member wishes for their advisor to speak on their behalf the Member must first request the permission of the Chairperson.

6. 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 participant 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 Yellow hand function. A Yellow hand will now appear in your video frame and beside your name in the participant list.

The interventions will be taken in the order in which they were requested.

*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 participants 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 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.

7. Top Table

The Top table for the CCEXEC80 is as follows.

Opening Ceremony:

| | | | |
|---------------------------------|------------------------------|--------------------|-----------------|
| Assistant Director General, WHO | Deputy Director General, FAO | Chairperson CAC | Codex Secretary |
| Mme Naoko Yamamoto | Mme Maria Helene Semedo | Guilherme da Costa | Tom Heilandt |

Plenary Session

| | | | | | | | | |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| Legal Council WHO | Legal Council WHO | WHO | FAO | Vice chairperson | Vice chairperson | Vice chairperson | Chairperson | Codex Secretary |
| Codex Secretariat | Codex Secretariat |

Note: 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.

8. Communication among Participants during the session

It is recognized that members and advisors may not be able to sit together during the meeting and it is therefore recommended to establish a parallel means of communication during the meeting using a different platform (WhatsApp, WeChat, etc.) or to set 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.

9. Adoption of the Report

The draft report will be made available on the CCEXEC80 webpage on Wednesday 20 January 2021 to be considered for adoption on Thursday 21 January 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.

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).