

THE STANDARD OPERATING PROCEDURE (SOP) FOR CCASIA

SCOPE AND OBJECTIVE

1. The Standard Operating Procedure lays down recommendations and procedures for the Coordinator of CCASIA and Member Countries so as to promote mutual communication and enhance cooperation among member countries in order to facilitate active participation in Codex through the following objectives:

- To facilitate sharing Members' positions in the region
- To help CCASIA Member Countries generate and/or submit data in line with the works prioritized by the Commission and subsidiary bodies or the region and prepare new work proposals
- To facilitate and enhance effective involvement of CCASIA Member Countries in Codex work and other food safety related work in the region.

RESPONSIBILITIES OF REGIONAL COORDINATOR

2. In addition to the functions outlined in the Codex Procedural Manual, the Regional Coordinator may address the following:

- i. Facilitating intra-regional collaborations to serve specific work pertaining to the region;
- ii. Facilitating mutual communication among CCASIA Member Countries through informal meetings and other means;
- iii. Conducting informal meetings of CCASIA Member Countries including physical meetings on the side-lines of each Codex Committee meeting and video conferencing;
- iv. Presenting a CCASIA Member Country's written position in the plenary session in the absence of their physical participation in the concerned Codex meeting, if requested by the respective member country;
- v. Encouraging CCASIA Member Countries to provide support to other countries position;
- vi. Encouraging CCASIA Member Countries to help other CCASIA members to prepare new work proposals and to generate and submit data;
- vii. Encouraging countries with less experience in codex to co-chair CCASIA meetings;
- viii. Organising co-chairing of CCASIA sessions with a country with less experience in Codex;
- ix. Encouraging capacity building programs in food safety; and
- x. Maintaining and updating CCASIA website in collaboration with the Codex Secretariat.

RESPONSIBILITIES OF CCASIA MEMBER COUNTRIES

3. CCASIA Member countries may address the following:

- i. Communicating regularly with other Member Countries;
- ii. Sharing relevant information and country position on matters of interest including specific concerns on the Codex Committees Agenda Items with Regional Coordinator;
- iii. Participating actively in informal CCASIA meetings so that the regional concerns are duly noted and could be raised in the plenary session of the Codex meetings;
- iv. Engaging actively in collaborative projects for joint monitoring of matters of interest such as contaminants or pesticide and veterinary drug residue levels in foods, which could augment submission of the data at the regional level in a more inclusive manner;
- v. Responding to the regional questionnaires circulated by the Regional Coordinator/Codex Secretariat/FAO and WHO;
- vi. Submitting the position of the member country in written form and formally requesting the Regional coordinator to raise their written position in the plenary session of a Codex Committee in the absence of their physical participation, as appropriate;
- vii. Sharing updated Codex Contact Point information with the Regional Coordinator and the Codex Secretariat;

- viii. Identifying critical and emerging issues in the region including those that could possibly be brought forward for discussion in Codex;
- ix. Assisting each other in the preparation of new work proposals including sharing relevant data and scientific expert advice;
- x. Contributing to training/ workshop, organized or coordinated by the Regional Coordinator (For those members having wider experience in food safety or Codex); and
- xi. Confirming their willingness to help countries with lesser experience in Codex.

OPERATING PROCEDURES

Objective 1: To facilitate sharing members' positions in the region		
Activities	Procedures	Responsible Party
1.1 Sharing relevant information and country position on matters of interest including specific concerns with all CCASIA members in respect of Codex agenda items	Coordinate with all CCPs of Members seeking relevant information and country position on matters of interest including specific concerns members wish to share on various agenda items of the Codex meeting	RC (Regional Coordinator)
	Provide relevant information and country position on matters of interest including specific concern(s), if any	MC (Member country)
1.2 Agenda for the Informal meetings	Prepare agenda for the meeting based on the provisional agenda of the respective Codex committee meeting and concerns received from member countries	RC
	Circulate agenda to all member countries	RC
	Respond to the agenda- concerns/issues well in advance	MC
1.3 (a) Organising informal meetings through VC (Video conferencing) before the plenary meeting	Decide the date and time for the meeting taking into account the time zones, which should preferably be held at least one week prior to the Codex meeting	RC
	Send invitation to all member countries	RC
	Respond to the Regional Coordinator's invitation	MC
(b) Organising informal meeting on the sidelines of the Codex plenary meeting as needed	Arrange informal meetings on the side-lines of Codex Committee/CAC meetings (Date and venue), Liaise with the host country of the respective Codex Committee for venue arrangements	RC
	Send out invitation to all member countries	RC
	Respond to the Regional coordinator's invitation	MC
1.4 deliberation of common regional concern/position	Based on the discussions held during these informal meetings, common regional concerns/position may be formulated.	RC and MC
	The formulated common regional concern/position should be circulated to all MC.	RC
	RC may draw the attention of the commission and/or its subsidiary bodies to the common regional concern/position based	RC/MC

	on the request from MC. MC may provide further explanation of the concern/position.	
Objective 2: To help member countries to generate and submit data in line with the prioritized needs of the region and/ or to prepare new work proposal under various Codex committees		
Activities	Procedures	Responsible Party
2.1 Identification of specific concerns/issues (on which data needs to be generated) in the region	Coordinate with all CCPs in the region seeking specific areas of concern/interest on which data is required and new work proposals are required	RC
	Respond to the Regional coordinator's call for specific areas of concern/ interest	MC
	Prepare a list of areas of concern/interest identified by the various member countries	RC
2.2 To help Member Countries to generate/submit data	Seek willingness and generate a list of such willing member countries to help other Member Countries to generate and/or submit data on the identified specific area of concern/interest	RC/MC
	Concerned Member Countries may seek help from Willing member countries Willing Member Countries may also initiate help to other member countries	MC/willing countries
2.3 To help Member Countries to prepare new work proposal	Seek willingness and generate a list of such willing Member Countries to help other Member Countries in preparing new work proposals	RC
	Member Countries may organise workshops, training programs, video conferencing etc. in collaboration, to enhance the capacity of other Member Countries for preparing new work proposals	MC/willing countries
Objective 3: To enhance effective involvement in Codex and other food safety related work to facilitate trade:		
Activities	Procedures	Responsible Party
3.1 Sub-regional groups having wider experience in food safety to proactively organise trainings/ workshops in other countries of the region	Member Countries may seek support from sub-regional groups for capacity building in areas of concern	MC
	Seek willingness of sub-regional groups to help other member countries that need capacity building in identified areas	Willing sub-regional groups/ MC
	Willing sub-regional groups may initiate help to other member countries	Willing sub-regional groups/ MC
3.2 Harmonization with Codex Standards	Seek information from Member Countries who need support for harmonization of national standards with Codex	RC

	Seek willingness and Generate a list of such willing Member Countries to help other member countries that need harmonization of national standards with Codex	RC/MC
	Concerned Member Countries may seek help from willing Member Countries Willing Member Countries may initiate help to other member countries	MC/willing countries
3.3 Sharing of identified critical and emerging issues	Request Member Countries to share information / suggestions/ experiences on the identified critical and emerging issues	RC
	Member Countries to share information/ suggestions/experiences on the identified critical and emerging issues to Regional Coordinator	MC
	Template may be prepared in which information can be provided by members	RC
	Compilation and analysis of the information collected to provide a regional overview of commonalities and differences in respect of critical and emerging issues in the region	RC
	All information to be posted on CCASIA website	RC
3.4 Sharing of information to facilitate trade	Member Countries to share information and links on relevant national legislation	MC
	All information to be posted on CCASIA website	RC