Fifth meeting of the Codex Trust Fund Steering Committee

Teleconference
1 April 2016
10h30-12h00

Summary of decisions and action points

Item 2 – Financing Dialogue

Organizational and preparation issues were reviewed for the 1st CTF Financing Dialogue to be held in Paris, France on 12 April 2016 on the margins of the CCGP session.

Decisions and follow up:

- Countries and organizations to be contacted in advance to exchange on expectations of the Financing Dialogue and feedback on possible inputs.
- CTF Secretariat to contact the French Secretariat of CCGP re: organizational and logistics issues.

Item 3 – CTF Governance

Members of the SC considered the document outlining the organization of the lottery to designate the three donor countries members that would sit on the CTF Advisory Group.

Members gave input to the communication that should be sent to all Advisory Group members to inform them of their membership.

Decisions and follow up:

- Codex Secretariat to send the list and contact details for official CCPs of current regional coordinators and annotations on other persons in the country who should be copied on outgoing communications.
- CTF Secretariat to draft communication to Advisory Group members for electronic consideration by members of the SC.

Item 4 – First round of applications

Feedback from FAO/WHO regional food safety advisers on the application process to date was reviewed.

The proposed assessment tables for individual and group applications for use by the Technical Review Group (TRG) were considered. Some final revisions to the wording of criteria were proposed. Final tables are attached in Annex 2. It was proposed to use these criteria for the first round of applications and revise criteria as necessary after drawing the lessons from use.

As per the founding Project Document, applications will be sent to FAO and WHO regional advisers for comment.
Decisions and follow up:

- FAO to provide additional details on feedback from FAO country representatives in Africa.

- CTF Secretariat with FAO and WHO to draft up framework to guide comments of regional advisers on applications for consideration by the Steering Committee.

- CTF Secretariat to set up first preparatory meeting of the Technical Review Group.

**Item 5 – Support by FAO/WHO to countries/groups of countries under ongoing technical cooperation programmes**

This agenda item concerned possible support by FAO and/or WHO to project proposals submitted to the Codex Trust Fund.

Decisions and follow up:

- It was agreed that there should be no “handing over” of applications (project proposals) submitted to CTF. This undermines CTF and introduces confusion. Co-funding between CTF and an FAO/WHO office would be difficult to manage and introduce confusion into reporting. CTF supported projects must remain separate from other FAO/WHO supported projects.

- WHO and FAO to send messages to regional advisers calling attention to this issue and providing guidance.

**Item 6 – Support for physical participation in Codex meetings by WHO and FAO and other countries/entities**

This agenda item concerned possible support by FAO/WHO regional or country offices for physical participation in Codex meetings.

Decisions and follow up:

- Discussion on this agenda item will continue in the next meeting of the Steering Committee with a focus on how it impacts on CTF2.

- FAO and/or WHO to seek advice from legal office(s) on application of Article 10 to support for physical participation in Codex meetings by FAO/WHO.

**Item 7 – Other business**

There was no other business. The meeting was adjourned.

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Annex 1

Fifth meeting of the
Steering Committee for the Codex Trust Fund

Teleconference
1 April 2016
10h30-11h30

Chair:
Renata Clarke, FAO

AGENDA

Items

1. Adoption of agenda
2. Financing Dialogue
3. CTF Governance
4. First round of applications
5. Support by FAO/WHO to countries/groups of countries under ongoing technical cooperation programmes
6. Support for physical participation in Codex meetings by WHO and FAO and other countries/entities
7. Other business

*****
Annex 2

Application Assessment Tables

<table>
<thead>
<tr>
<th>Name of country</th>
<th>No of years of support requested</th>
<th>Total budget requested</th>
<th>There is evidence of intersectoral collaboration in the preparation of the application</th>
<th>Project design and rationale is based on results of the use of the Codex Diagnosis Tool</th>
<th>Proposed project goals are clear and achievable, relevant and adequate for delivering project goal(s)</th>
<th>Proposed activities are clear, specific, achievable, relevant and adequate for achieving project(s)</th>
<th>Accountability and responsibilities for the delivery of activities are clearly indicated</th>
<th>Implementation of activities will be monitored after the end of the project period. The progress will be assessed and is transparent and accountable.</th>
<th>Risk and risk mitigation strategies have been identified.</th>
<th>Budget is commensurate with the action plan, detailed and figures are realistic and acceptable.</th>
<th>Total of assessment</th>
<th>Assessment of overall quality of the application</th>
<th>Additional notes on assessment</th>
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<td>Name of lead country</td>
<td>Names of participating countries</td>
<td>No of years of supported requested</td>
<td>Total budget requested</td>
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There is evidence of intersectoral collaboration in the preparation of the application.

Project design and rationale is based on results of the use of the Codex Diagnosis Tool.

Proposed project goal(s) is/are clear.

Proposed outputs are clear, provide measurable outputs and are relevant and adequate for achieving project goal(s).

Proposed activities are clear, specific, achievable, relevant and adequate for achieving outputs.

Timelines and responsibilities for delivery of activities are clearly indicated.

How sustainability of outcomes will be ensured after the end of the support period has been identified and is reasonable and convincing.

Risks and risk mitigation strategies have been identified.

Budget is commensurate with the action plan, detailed and figures are realistic and acceptable.

Total of assessment

Assessment of overall quality of the application

Additional notes on assessment

Qualitative assessment

Requirements

Groups

Applications received for CTF2 support (first round of applications May 2016)