



ELEMENTS OF SUPPORT FOR THE IMPLEMENTATION OF THE PROJECT

1. **Name of the Project:** *Promotion of the Participation of the Americas in the Codex Alimentarius*

2. **Participating Countries:** 32 member countries of IICA (except the United States and Canada) that are members of the Codex Committee for Latin America and the Caribbean.

3. **Objective of the Initiative:** To promote development in the countries of the capabilities required to participate more effectively in and benefit more from the Codex Alimentarius and to also promote a regional approach to Codex issues.

4. **Activities to be financed with available resources:** For this stage of the Initiative, funding will be provided for airfare, insurance, per diem (IICA scale) and related expenses (visas, airport taxes, etc.) and ground transportation for one or two delegates per country.

5. **Requirements for country to benefit from the Initiative:**
 - i. To write a document (not to exceed three pages) explaining why it is strategic for the country to attend the meeting of the particular Codex Committee(s) selected. This document must be submitted to the IICA focal point and the IICA Office in the country (see Annex 1) no less than one month prior to the meeting.
 - ii. To formulate a national position on those issues of interest to the country expected to be addressed at the meeting of the Codex Committee in question, which must be set out in a document to be presented at the meeting.
 - iii. To share IICA's technical personnel (focal points and IICA Office) the national position formulated in order to provide feedback on it, if necessary, from a technical point of view. This feedback, if given, will not be binding and will not be cause to cancel or deny participation. The presentation of this country position document will be mandatory for countries that are notified that they have been selected to receive the benefit of this project. IICA will ensure the confidentiality of each national position unless otherwise requested by the country.
 - iv. The beneficiaries of the Initiative must have taken the course on the Codex standard-setting process offered in 2008 by IICA, entitled "The Codex Alimentarius and You," or be willing to take the half-day distance training course "Good Practices for Participation in Meetings of the Codex," to be offered by IICA. IICA will provide the *Manual of Good Practices for Participating in Meetings of the Codex Alimentarius*.



- v. Participants in the Initiative must be recognized as official delegates (must be accredited by the countries as official representatives before the corresponding Codex Committee).
- vi. Beneficiaries must be present at all meetings of the Committee in question. Unjustified absences from the sessions of the Committee may be cause for exclusion of the country from future benefits of the project.
- vii. To hold at least one meeting in the country before and after each meeting of the Codex Committee in question. The purpose of such meetings is to formulate the country position and to report back on the results of the Codex meeting attended.
- viii. Participants must prepare a report that is to be delivered to the IICA Representative and sent by e-mail to the IICA Headquarters no later than three weeks after the meeting of the Codex Committee attended (see Annex 2).
- ix. Participants selected must meet all the requirements defined in the profile below.

If a country is to continue to receive the benefits of this project, it must meet all requirements and conditions. Failure to do so may result in the country's losing the benefits and the right to participate in future meetings.

6. Participants profile:

The participant who receives the benefit of the project must:

- i. Be directly involved in the topics to be addressed at the meeting of the Codex Committee in question.
- ii. If only one delegate is involved, it should be from the official sector.

Officials who do not work in a field related to the topic should not be assigned. Officials who intend to use the transportation provided to the event for the purpose of attending other events, fora, or activities, should not be designated.

7. Results expected from the implementation of the Initiative:

- i. Strengthening of the National Codex Committee and corresponding Subcommittee.
- ii. Formulation and implementation of a national agenda on matters covered by the Codex Alimentarius.
- iii. Attendance at and effective participation in meetings of Codex Committee in question.
- iv. Identification of needs for technical cooperation in Sanitary and Phytosanitary Measures (SPS).



- v. Regional or hemispheric positions on certain technical issues and stronger ties with relevant international organizations
- vi. Strengthening of CCLAC.

8. What the activity is not: The activity is not just the funding of capital-based experts in Codex meetings. It is also an opportunity to coordinate actions and set an articulated national agenda on Codex issues and to ensure greater regional coordination of positions

We reiterate that participants must assume all commitments and fulfill obligations mentioned in this document. Also, they must be present at all meetings. If they are not, the country may lose the benefits and the right to participate in future meetings.



ANNEX 1

GUIDELINES FOR PREPARING A DOCUMENT JUSTIFYING PARTICIPATION BY THE COUNTRY

The objective of these guidelines is to standardize the way in which the countries present arguments justifying their selection to receive the benefits of the Project.

It is recognized that each country has its own characteristics and therefore is free to incorporate elements other than those mentioned here.

The document must address at least the following items:

1. Identification of the issue(s) that are of national interest
2. Relationship of the issue, product or sector in terms of national importance to
 - i. Trade
 - ii. Production
 - iii. Employment
 - iv. Foreign Exchange
 - v. Others
3. Goal sought from participation
4. Reasons why the country cannot attend the meeting on its own:
 - i. Financial
 - ii. Institutional
 - iii. Technical
 - iv. Others



ANNEX 2

GUIDELINES FOR PREPARING A REPORT TO BE PRESENTED AFTER PARTICIPATION

Objective of the report: To review the process and evaluate the results achieved.

Delivery date: No later than 3 weeks after the meeting of the Codex Committee in question. The report is to be delivered to the IICA Representative and sent by e-mail to IICA Headquarters: Ricardo Molins (Ricardo.Molins@iica.int) and Eric Bolanos (erick.bolanos@iica.int).

The report must be prepared by the person or persons who received the benefit of the Project and must be “approved” or “endorsed” by the corresponding National Codex Subcommittee or by the National Codex Committee.

Structure of the report:

1. Brief description of the membership of the National Codex Committee and how it operates (no more than one half page).
2. Brief description of the process involved in formulating the national position (no more than one half page).
3. Name of Codex Committee meeting attended.
4. Issues of interest (attach document presented during meeting).
5. Results achieved.
6. Future outlook for issue or issues of interest (may include and evaluation of needs).
7. Evaluation of the Project (strengths – weaknesses – suggestions – recommendations).