**Assessment Tables for Element 1:   
Core mechanisms and related processes for consultation (communication) and management of Codex work**



**Assessment of sub-element  
Codex Contact Point (CCP) structure and processes**

**(*Please*** ✓ ***the relevant box)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Good Practices | **Level 1**  **Aspiring- at the initial stage and keen to develop national capacity** | **Level 2**  **Emerging – developing national capacity but need more guidance and support** | **Level 3**  **Consolidating- progressing well and consolidating capacity but need more targeted guidance** | **Level 4**  **Well-established- has a good national capacity and in a position to share knowledge and experience with others** |
| Designated CCP in place |  |  |  |  |
| CCP responsibilities for managing Codex and related work are clearly defined |  |  |  |  |
| Working procedures for management of the Codex Contact Point functions |  |  |  |  |
| CCP has sound knowledge and awareness of Codex and food standards matters |  |  |  |  |
| CCP provided with sufficient resources (both human and financial) to carry out core functions and responsibilities |  |  |  |  |

**Assessment of sub-element  
Consultation mechanism and processes**

**(*Please*** ✓ ***the relevant box)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Good Practices | **Level 1**  **Aspiring- at the initial stage and keen to develop national capacity** | **Level 2**  **Emerging – developing national capacity but need more guidance and support** | **Level 3**  **Consolidating- progressing well and consolidating capacity but need more targeted guidance** | **Level 4**  **Well-established- has a good national capacity and in a position to share knowledge and experience with others** |
| Established mechanism for consultation with key stakeholders on Codex and food safety/standards development matters (e.g. National Codex Committee or equivalent) |  |  |  |  |
| Clearly defined terms of reference for the consultative mechanism |  |  |  |  |
| Clear procedures in place for the actual consultation process involving all interested parties |  |  |  |  |
| Clear procedures on how to use information received through the consultation processes |  |  |  |  |

**Assessment of sub-element  
Processes for management of codex work at the national level**

**(*Please*** ✓ ***the relevant box)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Good Practices | **Level 1**  **Aspiring- at the initial stage and keen to develop national capacity** | **Level 2**  **Emerging – developing national capacity but need more guidance and support** | **Level 3**  **Consolidating- progressing well and consolidating capacity but need more targeted guidance** | **Level 4**  **Well-established- has a good national capacity and in a position to share knowledge and experience with others** |
| Guidelines and processes for development and submission of written comments |  |  |  |  |
| Criteria and processes for selecting delegations to Codex meetings (who should attend, qualifications and experience, and involvement of industry and nongovernmental groups) |  |  |  |  |
| Procedures for preparing national positions, and delegations attending Codex sessions |  |  |  |  |
| Procedures for monitoring and analysis of outcomes of Codex meetings ensuring follow up and planning for the future |  |  |  |  |
| Engagement when required with other Codex country delegations (within same region or in a different region) |  |  |  |  |
| A budget line in the national budget to support national Codex activities, including physical participation in Codex sessions |  |  |  |  |

**Assessment Tables for Element 2:   
Knowledge and understanding of Codex work**



**Assessment of sub-element  
Knowledge base and awareness**

**(*Please*** ✓ ***the relevant box)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Good Practices | **Level 1**  **Aspiring- at the initial stage and keen to develop national capacity** | **Level 2**  **Emerging – developing national capacity but need more guidance and support** | **Level 3**  **Consolidating- progressing well and consolidating capacity but need more targeted guidance** | **Level 4**  **Well-established- has a good national capacity and in a position to share knowledge and experience with others** |
| Sound knowledge and awareness of Codex/food standards matters among all stakeholders (government, industry and public interest groups). |  |  |  |  |
| Awareness and understanding by high-level policy and decision-makers of Codex work and its importance to the country |  |  |  |  |
| Implementation of regular training and capacity building programmes to enhance national capacities on Codex related matters for key stakeholders |  |  |  |  |
| Information is disseminated to different stakeholder groups on the relevance of Codex to them |  |  |  |  |

**Assessment of sub-element  
Scientific and technical capacity**

**(*Please*** ✓ ***the relevant box)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Good Practices | **Level 1**  **Aspiring- at the initial stage and keen to develop national capacity** | **Level 2**  **Emerging – developing national capacity but need more guidance and support** | **Level 3**  **Consolidating- progressing well and consolidating capacity but need more targeted guidance** | **Level 4**  **Well-established- has a good national capacity and in a position to share knowledge and experience with others** |
| Sound knowledge of the Codex standard development processes |  |  |  |  |
| Sound knowledge of the scientific basis of Codex standards, including scientific advice (risk assessments) resulting from FAO/WHO expert committees, and their function in the Codex standard setting process |  |  |  |  |
| Knowledge and capacity to propose new work and advance standards at the international level |  |  |  |  |
| Access to a pool of scientific and technical human resources skilled to support analysis in areas related to Codex work and standards development |  |  |  |  |
| Capacity to participate and contribute to international standards development through provision of scientific assessments, data and technical comments in areas of priority interest to the country |  |  |  |  |
| Capacity to organize, collate existing information and data or generate new data if required |  |  |  |  |

**Assessment Tables for Element 3:   
Policy framework and maximizing the use of Codex work at the national level**



**Assessment of sub-element  
National Policy Objectives and Priorities**

**(*Please*** ✓ ***the relevant box)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Good Practices | **Level 1**  **Aspiring- at the initial stage and keen to develop national capacity** | **Level 2**  **Emerging – developing national capacity but need more guidance and support** | **Level 3**  **Consolidating- progressing well and consolidating capacity but need more targeted guidance** | **Level 4**  **Well-established- has a good national capacity and in a position to share knowledge and experience with others** |
| Existence of clear vision/statement of national policy objectives in Codex and priorities for food safety and standards development |  |  |  |  |
| Understanding of WTO SPS and TBT Agreements and relevance to Codex |  |  |  |  |
| Codex work is linked to other dimensions of the food control system (e.g. flow of information, data, expertise) |  |  |  |  |

**Assessment of sub-element  
Harmonisation and use of international Codex texts at the national level**

**(*Please*** ✓ ***the relevant box)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Good Practices | **Level 1**  **Aspiring- at the initial stage and keen to develop national capacity** | **Level 2**  **Emerging – developing national capacity but need more guidance and support** | **Level 3**  **Consolidating- progressing well and consolidating capacity but need more targeted guidance** | **Level 4**  **Well-established- has a good national capacity and in a position to share knowledge and experience with others** |
| Solid analysis of decision-making on appropriate use of Codex texts (standards and guidelines) |  |  |  |  |
| Well-developed know-how and technical capacity to develop national food standards and regulations based on Codex texts |  |  |  |  |
| National food standards and regulations, and approaches to modernise food control system, are harmonised with relevant Codex texts (to the maximum extent possible). |  |  |  |  |

**5.1. Template for identifying strengths/weaknesses and priorities**

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| --- | --- | --- | --- | --- |
| Element | **Sub-element** | **Level assigned** | **Strengths/weaknesses identified in the assessment of the sub-element** | **Priority areas for action** |
| Element 1:  Mechanisms and processes for consultation, and management of Codex work | CCP structure + processes |  | Strengths in the sub-element:  Weaknesses in the sub-element:  Gaps in the sub-element: | First priority  Second priority  Third priority |
| Consultation mechanism + processes |  | Strengths in the sub-element:  Weaknesses in the sub-element:  Gaps in the sub-element: | First priority  Second priority  Third priority |
| Management of Codex work |  | Strengths in the sub-element:  Weaknesses in the sub-element:  Gaps in the sub-element: | First priority  Second priority  Third priority |
| Element 2:  Knowledge and understanding of Codex work | Knowledge base, awareness |  | Strengths in the sub-element:  Weaknesses in the sub-element:  Gaps in the sub-element: | First priority  Second priority  Third priority |
| Scientific and technical capacity |  | Strengths in the sub-element:  Weaknesses in the sub-element:  Gaps in the sub-element: | First priority  Second priority  Third priority |
| Element 3:  Policy framework and maximising the use of Codex work at the national level | National policy objectives and priorities |  | Strengths in the sub-element:  Weaknesses in the sub-element:  Gaps in the sub-element: | First priority  Second priority  Third priority |
| Harmonisation and use of international Codex texts at the national level |  | Strengths in the sub-element:  Weaknesses in the sub-element:  Gaps in the sub-element: | First priority  Second priority  Third priority |

**5.2. Template for a preliminary workplan**

|  |  |  |  |
| --- | --- | --- | --- |
| Weakness/gap to be addressed 1 | **Key actions to address the weakness/gap 2** | **Expected output of each action 3** | **Prioritization 4** |
| The CCP is using a web-based personal e-mail for Codex communication.  The e-mail is not being checked when the CCP is out of the office. | CCP to convince the ministry or agency where the CCP is located to establish an institutional and non-personal e-mail address behind the firewall of the ministry/agency and procedures have been established for regular checking by authorized persons. | CCP in the country has an institutional e-mail. This has been communicated officially to the Codex Secretariat. The e-mail is being checked and action taken according to established procedures. | 1 – this is the top priority |
|  |  |  |  |
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|  |  |  |  |

1. These can be taken from the table completed in 5.1.
2. Make sure these are stated as very concrete and achievable actions.
3. What do you expect to see as a result of undertaking the activity? E.g. You decide to organize a national awareness-raising event on Codex for key stakeholders (action). The outputs or concrete deliverables that you might get from organizing this event are advocacy, information and communication materials that can be used by many people at national level in advocating for and raising awareness of the importance of Codex.
4. When prioritizing it is useful to keep in mind: what can be done relatively easily and quickly using resources (human and financial) that are available? – these are the “quick fixes” that can be used to show that action is being taken. What are the important actions needed to address key weaknesses/gaps but may require more time to implement and/or require building political and economic support over a period of time.