**FAO/WHO Codex Trust Fund**

**Group application form**

**(Round 8)**

****

**Name of lead country:**

**Names of participating countries:**

**Project title:**

Signatures of FAO and WHO country representatives[[1]](#footnote-1)

|  |
| --- |
| FAO representative |
| Name: |
| Signature: |

|  |
| --- |
| WHO representative |
| Name: |
| Signature: |

**Section 1 – General Information**

Lead (submitting) country name[[2]](#footnote-2):

Official Codex Contact Point of lead country

Title

Position

Last name

First name

Affiliation (ministry, organization, agency, institution)

Address

Telephone number(s)

Mobile phone number

E-mail 1

E-mail 2

Participating countries:

Codex region(s) covered by the countries in the group application:

**Section 2 – Process used for preparation of the application**

Please describe briefly the process that was used to prepare this application by using the appropriate section for (1) new applications or (2) revisions of previous applications.

|  |  |
| --- | --- |
| 1. **For this Round 8 application:** What was the consultative process used at national level to prepare the application?
 | Please spell out acronyms when using them for the first time or provide a separate list of acronyms. |
| 1. **For revisions of previous applications:**

How does this revised application address feedback provided to your previous application? | Only complete if your Round 8 application is a revision of a previous, unsuccessful CTF2 application. |
| Was any support received from FAO and/or WHO regional or country officers? If yes, what was the support received? |  |

Please indicate the names of the FAO and WHO regional food safety officers consulted during the preparation of this application (if support received).

|  |
| --- |
| FAO regional food safety officer(s) |
| Name: |
| Signature: |

|  |
| --- |
| WHO regional food safety officer(s) |
| Name: |
| Position: |
| Signature: |

Please obtain the signature[[3]](#footnote-3) of the official Codex Contact Point in each of the participating countries.

|  |
| --- |
| Country name:  |
| Name of official CCP: |
| Signature: |

|  |
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| Country name:  |
| Name of official CCP: |
| Signature: |

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| Country name:  |
| Name of official CCP: |
| Signature: |

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| Country name:  |
| Name of official CCP: |
| Signature: |

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| Country name:  |
| Name of official CCP: |
| Signature: |

Please indicate the names, positions and affiliations of national authorities in each participating country involved in completing this application.

|  |  |  |  |
| --- | --- | --- | --- |
| Participating country name | Name of official | Position | Affiliation (ministry, organization, agency, institution) |
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**Section 3 – Identifying the top priorities areas for improvement**

Please provide a bullet point list for both categories below. Use the results of the “Diagnostic Tool for Assessing Status of National Codex Programmes” (Codex Diagnostic Tool), particularly table 5.1.

|  |  |
| --- | --- |
| What were the strengths identified in the participating countries using the Codex Diagnostic Tool? |  |
| What are the key weaknesses and gaps in the participating countries?  | * (Using the information from Diagnostic Tool Table 5.2, list only the most important ones you wish to improve. Your 3-year CTF project activities will focus on these areas to improve)
 |

**Section 4 – Project goal(s) and expected outcomes**

Based on Section 3, please describe the overall goal[[4]](#footnote-4) of the proposed project and the expected outcomes[[5]](#footnote-5). The project goal and expected outcomes will also figure in the Action Plan template in Annex 1, so please make sure they match.

|  |  |
| --- | --- |
| What is/are the overall goal(s) of the project you are proposing? | (1 is recommended, a maximum of 3 is accepted) Examples below are for guidance only:* To build a strong and sustainable national Codex culture
* To build a sustainable technical capacity to participate in Codex.
* To achieve sustainable management of all Codex work nationally in project countries
* To strengthen Codex capacity at sub-regional level
 |
| What are the key outcomes you expect to see as a result of the project? | Examples below are for guidance only:* Wider knowledge and understanding of Codex at national level among key policy makers and influential stakeholders.
* Strengthened national structures and processes for managing Codex activities at national level
* Improved national capacity for developing food standards and regulations based on Codex
* High-level support for Codex work.
* More active participation and engagement in Codex standards drafting and greater confidence in contributing to meetings at regional and international level
* Established procedures and support for submission of comments, national positions, and participation/follow-up in Codex committees
* A fully functioning NCC, with clear procedures, budget line and legal status
* A fully functioning CCP, with procedures, timely communication, coordination
 |

**Section 5 – Expected outputs, proposed project activities, budget**

Please complete the Action Plan template (Annex 1), by describing the proposed activities to be undertaken, the expected outputs[[6]](#footnote-6) of these activities, and a rough estimate of budget - at output level. If your application is selected for funding, you will later provide a more detailed budget, at activity level, in the summary project document. For simplicity, do not include activities in the CTF Action Plan that are funded by other sources; these can be identified in Section 8.

**Section 6 – Sustainability[[7]](#footnote-7) of project outcomes after the end of external support**

How will the expected outcomes of the project be sustained after the end of the support period?

|  |  |
| --- | --- |
| Outcome | Sustainability plan |
|  |  |
|  |  |
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|  |  |

Please reflect on the risks that could inhibit the success of the proposed project and the strategies that will be used to mitigate the risks (please describe up to five key risks).

|  |  |
| --- | --- |
| Risk | Mitigation plan |
| Focus on risks that are relevant for the success of the proposed project |  |
|  |  |
|  |  |
|  |  |

**Section 7 – Other related support to the country**

For each of the participating countries, please describe all other food safety and/or Codex capacity development projects or assistance that the country has benefited from in the past five years. This should include ongoing or completed support received through bilateral, multilateral (including FAO and/or WHO support) or private channels.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Participating Country name | Name of supporting organization  | Project title | Description of project (goals and outcomes) | Status (completed or ongoing) | Start date | End date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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**Section 8 – Other budget support, if any**

Please indicate if other organizations/institutions/agencies are contributing resources (financial or in-kind) to support project activities under the group proposal.

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| --- | --- | --- | --- | --- |
| Organization name | Financial support (in USD) | In kind support (please describe) | Activity(ies) supported | Status of support(Secured or potential) |
|  |  |  |  |  |
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**Annex 1**

**Action Plan template**

**Project Title:**

**Project Goal(s): (Should be the same as what is listed in section 4 (1 is recommended, a maximum of 3 are accepted). This is the overall goal of the entire project and should be very broadly worded. See examples in section 4)**

|  |  |  |
| --- | --- | --- |
| **Expected Outcomes,****Outputs and Activities****with examples** | **In addition to the Outcome, Output, and activities you list here, you can also list which countries are participating in the activity (since it is possible that some countries may not need this activity)** | **Estimated Budget – at Output level only****(US$)** |
|  |  |  |
| **Outcome 1 (Expected change)**  | **e.g. “Annual budget for national Codex activities included in national budget”.** |  |
| **Output 1.1 (Deliverable to achieve Outcome 1)**  | **e.g. “Political and economic support secured from policy and decision-makers for Codex work in key Codex-related sectors”.** | Please provide a rough estimate of the cost of all activities under this Output in this box only  |
| Activity 1.1.1 to achieve the deliverable  | e.g. “Organize national advocacy workshop for policy and decision-makers from health, agriculture and trade sectors.* Country 1 – Members of parliament 15 participants from NA and 15 from NC (1 day)
* Country 2 – Members of parliament, Nantional Planninc Commission, Academia, Senior Government officials (25-30 participants, 2 days)”
 |  |
| Activity 1.1.2 to achieve the deliverable |  |  |
| Activity 1.1.3 to achieve the deliverable |  |  |
| Etc.  |  |  |
| **Output 1.2 (Deliverable to achieve Outcome 1)** |  | Please provide a rough estimate of the cost of all activities under this Output in this box only |
| Activity 1.2.1 |  |  |
| Activity 1.2.2 |  |  |
| Etc.  |  |  |
| **Output 1.3 (Deliverable to achieve Outcome 1)** |  | Please provide a rough estimate of the cost of all activities under this Output in this box only |
| Activity 1.3.1 |  |  |
| Etc.  |  |  |
| **Outcome 2 (Expected change)** |  |  |
| **Output 2.1 (Deliverable to achieve Outcome 2** |  | Please provide a rough estimate of the cost of all activities under this Output in this box only |
| Activity 2.1.1 |  |  |
| Etc.  |  |  |
| **Output 2.2 (Deliverable to achieve Outcome 2)** |  | Please provide a rough estimate of the cost of all activities under this Output in this box only |
| Activity 2.2.1 |  |  |
| Etc.  |  |  |
| **Outcome 3 (Expected change)** |  |  |
| **Output 3.1 (Deliverable to achieve Outcome 3)** |  | Please provide a rough estimate of the cost of all activities under this Output in this box only |
| Activity 3.1.1 |  |  |
| Etc.  |  |  |

1. Signatures are requested from both Organizations to i) demonstrate they are informed that the application is being submitted and it is a priority for the Government; ii) provide an opportunity for the FAO and/or WHO country representatives to provide any additional relevant information to the regional office or HQ. [↑](#footnote-ref-1)
2. The reference country will be used for all communication with the Codex Trust Fund [↑](#footnote-ref-2)
3. “Signatures” on the application form can be replaced, where necessary for logistical reasons, by letters or e-mails of support from CCPs and/or FAO and WHO country representatives in participating countries that should be uploaded as supplementary documentation in the on-line system. [↑](#footnote-ref-3)
4. The project goal is the endpoint of the project. What will the project accomplish? What do you want to have achieved overall at the end of the support period? [↑](#footnote-ref-4)
5. The outcome answers the question: “What change do you expect to see (e.g. in national Codex structures in your country)?” The outcome represents the change or benefit expected as a result of the intervention implementation. [↑](#footnote-ref-5)
6. The outputs answer the question: “What do you expect to see as a result of undertaking the activity?” The outputs can be directly attributed to the activities of this proposal. For example - 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. [↑](#footnote-ref-6)
7. Sustainability refers to the key elements that are needed to ensure long-term success. You may wish to indicate any governance or institutional changes, or efforts to allocate increased national resources to ensure continued progress in ensuring full engagement in Codex beyond the end of the period of support from the Codex Trust Fund. [↑](#footnote-ref-7)