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EXECUTIVE SUMMARY

The fifth year of operation of the Codex Trust Fund-2 saw the outbreak of the global COVID-19 pandemic which affected CTF projects worldwide. Restrictions on country level delayed the implementation of workplans but also led to the introduction of a new virtual way of working. Although challenges remain, most countries were able to adapt to the new working environment and the CTF Secretariat is working to address remaining obstacles.

Implementation of projects continued for Rounds 1-3, albeit with much limitation, while Round 4 countries have been working on the finalization of preparatory administrative steps. The call for application for Round 5 of CTF support resulted in 15 applications awaiting decision at the time this report was written.

The CTF Secretariat recognizes a trend towards smaller numbers of applications and delays in project implementation that go beyond the limitations imposed by the pandemic. Options to accelerate implementation are being explored in collaboration with regional FAO/WHO focal points.

The financial situation of the CTF remains sound, also considering a delay in planned expenses due to restrictions to travel and activities requiring physical presence of participants. Finally, 2020 saw a change in personnel with a new CTF Administrator taking charge of the program, as well as the departure of the CTF administrative assistant whose position will be filled in 2021.

A. INTRODUCTION

This report covers 2020, the fifth year of the FAO/WHO Codex Trust Fund (CTF2). It highlights key achievements and lessons learned and provides a summary of operational and financial aspects of activities in 2020.

The Codex Trust Fund supports countries to build strong, solid and sustainable national capacity to engage in Codex work. For more information please visit the Codex Trust Fund website https://www.who.int/initiatives/codex-trust-fund.

Applications from eligible countries for CTF support are assessed once per year through a transparent process. Successful applications receive support for up to three years. At the end of 2020, four rounds of applications and selections had taken place.

B. ACHIEVEMENTS IN 2020

Activities during the reporting period (in countries from Rounds 1 – 4)

COVID-19 had a significant impact on the ability of countries to implement activities according to plan in 2020, and progress fell short of early 2020 expectations. Nevertheless, countries were able to proceed with some of the activities while observing appropriate and required safety measures. CTF is working with project leads and CCPs to accelerate implementation in 2021.
Round 1 Projects
(Ghana, Kyrgyzstan, Madagascar, Senegal)

Project implementation:
The CTF Steering Committee agreed to allow Round 1 countries additional time to complete activities that could not be pursued in 2020, given delays caused by the pandemic.

Ghana: No activity in 2020; further activities are under discussion for 2021.

Kyrgyzstan: Five out of nine planned activities were implemented with the outputs outlined below. In addition to these outputs, the CCP credits in-person advocacy work to gain support from Ministries involved with Food Safety as a critical factor to recognize Codex as a national priority.

- Development, harmonization and approval of 25 national standards for priority sectors relating to dairy products and vegetables (fresh and processed)
- National procedural documents to help build domestic capacity:
  - "Harmonization of the National standards of the Kyrgyz Republic with the International standards of the Codex Alimentarius Commission"
  - "Procedure for organizing the activities of the Codex Alimentarius Inter-Agency Commission in the Kyrgyz Republic"
- Advocacy material for senior policy makers: “The role of The Codex Alimentarius Commission documents and their application in the Kyrgyz Republic”

Madagascar: Activities have continued, although significantly delayed by the pandemic. Work was conducted by resorting to virtual means, including through mobile application. Highlights include:

- One-week training course in February 2020 with two international consultants, focusing on:
  - Strengthening national capacity, national positions, and Codex virtual tools
  - Introduction of national stakeholders to risk-based imported food control
  - Advocacy for continuation of national Codex activities beyond the support provided by CTF (organized by CCP)
- Review of the draft procedural manual for the National Codex Committee (NCC)
- The NCC:
  - strengthened links to CCAFRICA, AU-IBAR
  - Renewed a large proportion of its members in December 2020
  - Elaborated a work plan until mid-2021, acknowledging the CTF project extension

Senegal: The country reported on two major activities that could be implemented with proper safety measures put in place.

- Focus groups were held in the fisheries, peanut processing and local cereals sectors in order to build the capacity of operators to use Codex standards to improve product quality. This was achieved by providing sensitization on the importance of the application of standards, as well as identifying constraints and requirements. This activity was completed with difficulty, while respecting the safety measures for groups during the pandemic by using disincentive gels, masks, and observing physical distancing. The work and report associated with this activity was validated in a separate workshop to allow for additional stakeholder inputs.
- A workshop was held to validate a study on the development of a capacity building project for priority sectors in Senegal. The workshop included representatives from relevant government ministries, professional organizations as well as the private sector.

Lessons learned:

Kyrgyzstan:
- The country highlighted the importance of securing support from the national government to increase the efficiency of Codex work.
Round 2 Projects
(Burkina Faso, Cabo Verde, Guinea, Honduras, Mali, North Macedonia, Rwanda, and one group project - India, Nepal, Bhutan)

Project implementation:
Five of the seven Round 2 countries (Burkina Faso, Guinea, Honduras, Mali, North Macedonia) and the group project (India, Nepal, Bhutan), were able to implement activities in 2020, albeit at reduced rates, as planned activities were heavily impacted by the pandemic. Rwanda has finalized and signed the CTF summary project document, which is a critical step, but administrative processes between UN agencies, the country and the Rwanda Standards Board (RSB) are still taking longer than expected, further delaying the start of implementation. Cabo Verde is drafting a workplan for 2021, but no implementation took place in the country in 2020.

Burkina Faso: All six planned activities were carried out, primarily focusing on capacity building for the use of national standards and national codex standards. Outputs include:
- Detailed report on the analysis of the gap between Codex Alimentarius standards and Burkina Faso food standards, highlighting the needs for adaptation of national standards
- Four draft Burkinabé standards drafted and sent to the national standardization agency for consideration in the workplan and 2021 budget, on the basis of the priorities and requests of relevant stakeholders
- More than 90 food industry representatives trained on Codex Alimentarius standards, as well as the procedures for using standards in their production activities in the two major cities of the country (Ouagadougou and Bobo-Dioulasso)
- Over 150 food production establishments sensitized on Codex Alimentarius standards and measures to apply these standards in their food production activities in the two major cities of the country

Cabo Verde: No activity in 2020; a workplan is under preparation for 2021.

Guinea: The country estimates it is at least six months behind schedule of project implementation. Five planned activities were implemented, resulting in:
- Strengthened awareness of stakeholders on the issue of food safety and Codex, including more than 20 food producers who were sensitized on the issue of Food Safety in the context of COVID-19 and Codex Alimentarius standards
- An awareness booklet on Food safety and COVID-19
- A procedure and operation manual for the National Codex Committee
- An inventory of existing national standards for local products with a gap analysis as compared against Codex

Honduras: Six out of seven planned activities could be partially implemented. Challenges in implementation were mainly due to disruptions through COVID-19, but the country identified solutions around challenges through virtual communication platforms. The CCP expects activities to be implemented according to plan if the intensity of the pandemic recedes. Outputs completed in 2020 are outlined below.
- Strengthening capacity of the CCP:
  o Second draft of Internal Regulations of the National Committee
  o First draft of Manual of Procedures for CCP Management
- Report outlining Honduras’ participation and engagement in CAC43 with a delegation of nine experts
• A first version of a database of technical and scientific experts for preliminary drafts of national and international standards has been prepared. As of December 2020, a total of 38 experts have been identified who will be able to participate in the meetings of the technical subcommittees.
• Start of the adoption process of the Codex standard “Norma para la Patata (Papa) de Consumo” with negotiations with the Honduran Standardization Organization (OHN) and the planning of standard development activities.

**Mali:** The country estimates it is behind schedule of project implementation by at least 10 months. Three out of 26 planned activities were implemented in 2020 and produced the following outputs:
• Updated list of National Codex Committee members
• Procedural Manual of the NCC
• Document for the preparation of national (sub-)committees for the country’s priority Codex committees

**North Macedonia:** Two meetings were held online with twining partners Norway and Sweden, and two draft documents were developed through virtual consultations. In addition to participating in Codex electronic working groups (EWGs) and the CAC43, four out of six planned activities were implemented, resulting in:
• Identification of national priority areas/products for Codex participation
• Draft document - National priority areas for Codex participation (2021 – 2022)
• Analysis regarding financial and technical resources for functional NCS
• Draft Financial strategy document including budget for 2021 – 2023

**Bhutan, India - lead, Nepal (group project):**
In this group project, only Bhutan was able to implement in 2020, during which two out of its seven planned activities took place:
• Design work for a national Codex webpage (not yet published)
• A two-day training workshop on “Effective Preparation for Codex Work” was held in person in Paro, following strict safety protocols

**Lessons learned:**

**Burkina Faso:**
• The implementation of NCC activities is best facilitated through a small, dynamic and committed group.

**Honduras:**
• Despite restrictions from the pandemic, the new situation has also brought new opportunities to facilitate project implementation, such as the use of communication tools such as Zoom and Google Meet to hold virtual meetings. Other online tools were used to facilitate collaborative remote work.
• In 2020, nine delegates from Honduras participated in CAC43, which was a valuable opportunity to put into practice the knowledge acquired in 2019.

**Guinea:**
• The NCC learned it could source important IT support from the WHO Office in Guinea.

**North Macedonia:**
• Under the current situation it is challenging to maintain accurate project and implementation. Proper project planning is key, and it is necessary to keep all relevant stakeholders involved, while coordinating and closely following all processes in place.
Round 3 Projects
(Benin, Bolivia, Côte d’Ivoire, Cuba, The Gambia, Nigeria, Malawi, Turkmenistan and one group project - Burundi, Kenya, South Sudan, Tanzania and Uganda)

Benin: Six of seven activities were implemented, resulting in the following outputs:
- CCP operating procedures developed, validated and documented in NCC procedures
- Strategic plan for the period 2021-2025 established
- Internal regulations developed, validated and recorded in NCC procedure manual
- Draft advocacy tools: kakemono, leaflet on Codex in Benin, awareness messages
- Report of the annual ordinary session of the NCC

Bolivia: Seven of 23 activities were undertaken with outputs of the work not expected until 2021, largely related to delays through the pandemic and a change of national authorities in government in October 2020.
- The review and update of the national legal framework of the NCC and the CCP has started, with meetings between the legal advisor and the NCC
- The launch of the CTF project took place in a virtual format
- TORs prepared for gap analysis, training plan, as well as a workshop on the SPS and TBT agreements of the WTO, targeted at the entities responsible for the food control system and developers of food standards and regulations

Côte d’Ivoire: Two out of eight activities were carried out, resulting primarily in:
- Internal regulations, 10 copies of which have been issued
- A procedures manual, 10 copies of which have been issued
- A communication strategy, of which 10 copies have been issued
- Advocacy and awareness-raising materials

Cuba: Due to the COVID-19 pandemic, only the validation of the CTF project and Diagnostic Tool took place in the final quarter of 2020. Outputs are expected in 2021.

The Gambia: The CCP estimates the project is nine months behind schedule. With the identification and designation of two staff operating the CCP, only one of two planned activities could be implemented. Work also began on the process of developing the procedure manual for the CCP, but this output is expected only in 2021.

Malawi: The country only started the implementation of project activities in Q4 2020, and both activities planned for the reporting period could be achieved. The CCP estimates a delay of implementation of one month.
- TOR for the recruitment of a consultant to develop procedures for the management of the CCP and NCC were produced and TOR circulated to eligible experts for recruitment in 2021
- A draft database of national regulatory agencies has been completed. Comments received on a review during an NCC meeting held in early December 2020 are being considered for further improvements

Nigeria: Only one of seven activities advanced in 2020 and the CCP expects an overall delay of the remaining project activities of about six months. Delays were caused by the COVID-19 pandemic and challenges linked to the coordination of activities to implement the project.
- A national consultant was recruited to develop a national policy on consistency and succession planning for participation in priority Codex Committees. The consultant produced a draft document that is now under review by a technical committee to prepare a workshop to validate the document.
Turkmenistan: The country experienced delays mainly due to the COVID-10 pandemic and could only advance on the empowerment of the CCP, which was partly achieved through the development of a draft document on the regulation of the CCP in Russian and Turkmen languages. The document is currently being reviewed for approval at national level and launch in 2021. The CCP estimates a delay in the implementation of remaining activities of about four to five months.

Burundi, Kenya, South Sudan, Tanzania, Uganda (group) – This project is still working on finalizing the summary project document (SPD). The coordination of this group is considered to be challenging at times due to its large size.

Lessons learned:

Bolivia:
- A stronger use of virtual communications tools is an important element for better organized activities.

Cote d’Ivoire:
- Virtual meetings have been a good and beneficial experience.

Cuba:
- Governmental support and awareness raised about the benefits of food safety, achieved through a strengthened sustainable management of Cuba’s NCC, helped implementing the project and overcome obstacles.

Round 4 Projects
(Azerbaijan, Guyana, Kazakhstan, Mauritius, Samoa and Tonga, and two group projects – El Salvador/Guatemala, and Myanmar/Cambodia/Lao PDR)

The eight countries selected from Round 4 in 2020 are expected to begin implementing in 2021, following the finalization and submission of the summary project document, which is required prior to release of funds. Two projects, Mauritius and El Salvador/Guatemala (group project), signed their SPDs in late 2020. Kazakhstan is also ready to begin with budget already approved for 2021 activities. The five remaining Round 4 projects with Azerbaijan, Guyana, Cambodia-Lao PDR-Myanmar (group), Samoa and Tonga require more time to finalize their SPDs but are expected to finalize this step in 2021.

Challenges in project implementation

The COVID-19 pandemic has affected the implementation of projects in all countries receiving CTF support. Extensive restrictions on international and domestic travel, as well as assembly of groups of people have been imposed around the globe. As a result, CTF beneficiary countries reported major challenges in implementing their projects, particularly concerning activities requiring domestic and international travel, as well as in-person meetings and trainings. Some of these activities could be implemented under the observation of strict safety regulations, and the introduction and expansion of virtual meeting tools in the work environment allowed for continuation of some activities online. However, countries reported a delay of at least several months on their implementation plan.

In addition to COVID-19, challenges reported by Round 2 and 3 countries include difficulties related to resource mobilization, which in one case pertains to the lack of government funding to support national Codex offices. Furthermore, one country pointed out coordination challenges between the regional, country and national Codex office which need to be addressed. Further challenges highlighted are of political nature and concern the change of national government affecting project implementation, as well as the inability of one country to access virtual meeting and file sharing tools due to the political situation.
The CTF Secretariat has been working with FAO and WHO regional focal points to mitigate challenges where possible. By the end of 2020, there was no indication that restrictions imposed by the pandemic would be lifted in the foreseeable future. In recognition of the new virtual working environment, the CTF Secretariat has been exploring how countries can best be supported in implementing their work plans using virtual means, while revising or postponing activities that may not be feasible to be implemented under the current conditions.

**Round 5 Call for Applications**

The fifth call for applications for CTF funding opened on 1 October 2020 with 61 countries eligible to apply (see Annex 1 for a list of eligible countries). In total, 15 applications were received in the on-line system by the 15 December 2020 deadline. In December 2020, the end timeframe for this report, 14 applications were assessed to be fully complete and met the pre-screening criteria. For more information on process and criteria, see Annex 2.

The regional breakdown of applications in Round 5 is as follows:
- 9 from Codex African region (out of 27 eligible)
- 3 from Codex Asian region (out of 8 eligible)
- 0 from Codex European region (out of 4 eligible)
- 1 from Codex Latin American and Caribbean region (out of 11 eligible)
- 1 from Codex Near East region (out of 4 eligible)
- 1 from Codex North America Southwest Pacific region (out of 7 eligible)

**Observation of trends**

The figure below provides an overview of applications received and projects granted over the past four rounds of CTF support. The trend towards a reducing number of applicants is partly due to a shrinking number of eligible countries that have not yet received CTF support (out of 103 countries eligible for CTF support in 2016, 38 have been granted CTF support and are implementing or preparing for the implementation of projects in 2020). The remaining countries have either not applied or were not successful with an earlier application. The growing approval rate of applications received indicates an increase in quality of the share of applications submitted to CTF.

In order to expand support to remaining eligible countries, increased training on the development of robust proposals is being considered for countries interested in applying for CTF support. The CTF Secretariat is also working with FAO/WHO regional focal points to ensure continued engagement with countries that have so far not been successful in applying for CTF support. In line with its mandate to help all interested eligible countries to engage more effectively in Codex, the CTF is working on options to address challenges encountered by countries in the application process.
C. GOVERNANCE

The annual meeting of the CTF Advisory Group convened virtually on 15 October 2020. The CTF Steering Committee, comprised of members from Codex Secretariat, FAO and WHO met as needed, eight times, in 2020.

D. FUNDRAISING IN 2020

No donor meeting took place in 2020. Disruptions caused by the COVID-19 pandemic and reduced staff capacity of the CTF Secretariat in the latter half of 2020 led to the postponement of the regular donor meeting to 2021.

E. MONITORING AND EVALUATION

The Monitoring and Evaluation (M&E) framework approved by the CTF Steering Committee and the CTF Advisory Group can be found in Annex 3. This report considers only the indicators at output level, which correlates to the implementation of activities and can be measured on annual basis. One output performance indicator (1.2) is undergoing methodological review and does not appear below. The Steering Committee has furthermore decided that some indicators will only be monitored if the activities take place (e.g. FAO/WHO Codex training courses). Indicators at the Outcome and Goal level will be measured after project completion (three-year duration).

Having entered its sixth year of operation, the CTF2 is preparing for the mid-term evaluation outlined in the CTF2 project document. This evaluation will include a review of the M&E framework to address methodological issues and identify which indicators are suited best to measure performance and impact of the CTF2. This will prepare the CTF2 for a comprehensive impact assessment of country support that is foreseen for the second half of the CTF2 mandate.
Output 1 - Countries being supported making steady progress

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Baseline end 2019</th>
<th>Target</th>
<th>Performance Data</th>
<th>Self-evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 - Number of individual countries supported through country or group applications</td>
<td>13 countries selected in 2019: Benin, Bolivia, Burundi, Côte d'Ivoire, Cuba, The Gambia, Kenya, Malawi, Nigeria, South Sudan, Republic of Tanzania, Turkmenistan, Uganda</td>
<td>Year on year increase in number of countries</td>
<td>11 countries selected in 2020: Azerbaijan, Cambodia, El Salvador, Guatemala, Guyana, Kazakhstan, Laos PDR, Mauritius, Myanmar, Samoa, Tonga (38 cumulative since CTF-2 inception)</td>
<td>Annual - Not Achieved Cumulative - Achieved</td>
</tr>
</tbody>
</table>

Output 2 - Capacity of technical staff engaged in Codex activities increased as a result of project activities, sharing deliverables from projects, CTF-supported FAO/WHO training and workshops.

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Baseline end 2019</th>
<th>Target</th>
<th>Performance Data</th>
<th>Self-evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 - Number and type of activities supported in project countries (as an individual country or as part of a group project)</td>
<td>25</td>
<td>Broad range of activities supported¹</td>
<td>28+ activities in 2020, are listed in this report under the Activities section.</td>
<td>Achieved</td>
</tr>
<tr>
<td>2.2 - Technical staff engaged in Codex activities in supported countries are working differently (including participating differently in Codex meetings) as a result of these inputs</td>
<td>N/A</td>
<td>By end of project, each country to demonstrate 1-2 ways they are working differently</td>
<td>All Round 1 countries were given a project extension in 2020, due to the impact of the pandemic. Most countries are demonstrating working towards the target (see activities section).</td>
<td>Partially achieved</td>
</tr>
<tr>
<td>2.3 - Number of outputs / deliverables from project countries being shared widely for use by all countries</td>
<td>12 materials (outputs/deliverables) on the CTF community library.</td>
<td>Year on year increase in number of outputs / deliverables</td>
<td>10 materials on the CTF community library. The CTF website is in process of redesign and migration</td>
<td>Not achieved Website content was migrated in September</td>
</tr>
<tr>
<td>2.5 - High level of satisfaction among participants in training courses/workshop organized and/or supported.</td>
<td>N/A</td>
<td>80% satisfaction rate</td>
<td>Satisfaction level was partially surveyed.</td>
<td>Not achieved</td>
</tr>
</tbody>
</table>

¹ including “innovative” activities (Codex coaching, south-south partnering/networking, tailored training etc.) & synergies with FAO/WHO activities
F. FINANCIAL REPORTING

This section provides an overview of the financial information of the CTF in the tables below.

Note of correction: A review of CTF’s financial transactions revealed a discrepancy in 2019 expenditures reported in the 2020 annual report, which turned out to be USD 1,636 (USD 1,448 net of PSC) lower than originally reported. The correction is noted in the tables below.

Table 1 below provides the starting balance, contributions, expenditure and ending balance of the CTF in 2020.

Table 1

<table>
<thead>
<tr>
<th>Balance, income, expenditure 2020</th>
<th>US$</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance carried over from 2019</td>
<td>2,567,222</td>
<td>Adjusted from USD 2,565,586 reported in the 2019 CTF Annual Report (+ USD 1,636)</td>
</tr>
<tr>
<td>Contributions received in 2020</td>
<td>274,988</td>
<td></td>
</tr>
<tr>
<td>Expenditure in 2020, including PSC</td>
<td>880,145</td>
<td></td>
</tr>
<tr>
<td>Balance end 2020</td>
<td>1,962,065</td>
<td></td>
</tr>
</tbody>
</table>

Contributions and expenditures by cost category for the period 1 January – 31 December 2020 are listed in tables 2 and 3 below.

Table 2

<table>
<thead>
<tr>
<th>Contributions in 2020</th>
<th>US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>India</td>
<td>24,994</td>
</tr>
<tr>
<td>Korea, Republic of</td>
<td>249,994</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>274,988</strong></td>
</tr>
</tbody>
</table>

Table 3

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Support to countries</td>
<td>555,537</td>
<td>554,089</td>
<td>364,155</td>
</tr>
<tr>
<td>Project administration</td>
<td>4,344</td>
<td>4,344</td>
<td>1,246</td>
</tr>
<tr>
<td>Staff cost</td>
<td>449,913</td>
<td>449,913</td>
<td>421,308</td>
</tr>
<tr>
<td>Programme support cost (PSC)</td>
<td>131,273</td>
<td>131,085</td>
<td>93,436</td>
</tr>
<tr>
<td><strong>Total (including PSC)</strong></td>
<td><strong>1,141,067</strong></td>
<td><strong>1,139,431</strong></td>
<td><strong>880,145</strong></td>
</tr>
</tbody>
</table>

Delays in project implementation due to COVID-19 contributed to a fall in expenditures under the country support cost category of about 34%. Staff costs are fixed as the CTF Secretariat operates with one technical staff and one administrative staff. Changes in expenditures under this category are due to personnel changes affecting both CTF staff positions in 2020.

In recognition of the challenges imposed to the implementation of country activities during the COVID-19 pandemic and building on discussions with the CTF Advisory Group, the CTF Secretariat and Steering Committee are working on options to accelerate implementation of activities and further streamline the CTF processes to expand impactful financial support to CTF countries.
Annex 1 – List of eligible countries and countries currently being funded

61 eligible countries, subject to change with new Codex members or change in status of countries currently eligible. Includes all countries with low & medium HDI, other low or middle-income SIDS and LLDCs with high HDI. LDCs & LICs are indicated in **bold font.** 38 countries currently supported by CTF projects are listed in the lower part of the table. Status: 28 September 2020.

### Eligible countries, by Codex region

|------------|---------|------------|----------------------------------|---------------|-------------------------------------|

38 countries currently supported by CTF projects


**Abbreviations:**

*LDC* – least developed country  
HDI – human development index  
*LIC* – low income country  
*SIDS* – small island developing state  
*LLDC* – landlocked developing country

**Sources of information:**

http://unohrls.org/about-sids/country-profiles/  
http://unohrls.org/about-lldcs/country-profiles/
Annex 2 – CTF Application Process

The fifth round of applications opened on 1 October 2020 with 61 countries eligible to apply. The deadline for submission of applications in the on-line system was 15 December 2020. The application process consists of the following steps:

- Applications submitted in on-line system
- Pre-screened by CTF Secretariat according to criteria
- Sent to FAO/WHO Regional Officers for comment
- Assessed by Technical Review Group according to criteria
- Recommendations of TRG sent to Steering Committee
- Deliberation and final decision by SC
- Countries notified of decision by SC

In the fifth round, 15 individual country applications were received from five of the six Codex regions. 14 applications met the pre-screening criteria which are as follows:

- Application submitted on time
- Application submitted by official CCP in country or in lead country (for group applications)
- All contact information for submitting CCP given
- Fully completed and signed application form uploaded
- Fully completed action plan with simple budget estimate uploaded
- Diagnostic Tool results uploaded

A consultant/expert carries out an initial assessment of all applications received. Assessment results are made available to the Technical Review Group. Applications are assessed according to the following criteria:

- Evidence of intersectoral collaboration in the preparation of the application;
- Use of the results from the Codex Diagnostic Tool for project design and rationale;
- Clear project goals;
- Clear, measurable and relevant project outputs that are adequate for achieving project goals;
- Clear, specific, achievable, relevant project activities that are adequate for achieving outputs;
- Identification of how sustainability of outcomes will be ensured after the end of project support;
- Well-reasoned activities that are sufficiently detailed, aligned with the Diagnostic Tool results, and that provide an acceptable indicative budget;
- Assessment of the overall quality of the proposal.

Recommendations of the TRG are sent to the Steering Committee for deliberation and final decisions.
### Intervention logic

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Baseline</th>
<th>Targets</th>
<th>Sources &amp; means of verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall objective: Impact</strong></td>
<td></td>
<td></td>
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<tr>
<td>Impacts are the overall effect or influence of</td>
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<tr>
<td>the programme. These are the long-term effects</td>
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<tr>
<td>on the social, environmental or economic</td>
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<tr>
<td>conditions being addressed by the programme</td>
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<tr>
<td><strong>Project Goal</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Developing and transition economy countries</td>
<td></td>
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<tr>
<td>sustainably engaged in Codex</td>
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</tr>
<tr>
<td>**1 - Inclusion of budget lines for Codex</td>
<td>Number of countries indicating Level 4, 3 or below on relevant good</td>
<td>Number of countries moving up to or staying at Level 3 or Level 4 on</td>
<td>Codex Diagnostic Tool used prior to application for</td>
<td>Sustained political commitment to Codex in countries</td>
</tr>
<tr>
<td>activities in national budgets**</td>
<td>good practice element* with budget lines for Codex activities included in</td>
<td>the relevant good practice element in countries having received support</td>
<td>support package and after completion of package.</td>
<td>Availability of funding and success in achieving high level commitment at</td>
</tr>
<tr>
<td></td>
<td>national budgets at time of application to CTF2</td>
<td>from CTF2</td>
<td></td>
<td>country level</td>
</tr>
<tr>
<td>**2 - Degree of harmonization of national</td>
<td>Diagnostic Tool (DT). Codex Secretariat surveys on use of Codex standards</td>
<td>Increase in number of countries using Codex texts as a basis for</td>
<td>Mid-term Review (MTR) and final evaluation and/or final</td>
<td></td>
</tr>
<tr>
<td>food standards and regulations with relevant</td>
<td>and relevant texts administered prior to Regional Coordinating</td>
<td>national standards in countries having received support from CTF2</td>
<td>reports of relevant projects and re-administered DT</td>
<td></td>
</tr>
<tr>
<td>Codex texts (tentative - still under</td>
<td>Committees (RCCs)</td>
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<tr>
<td>discussion in the CTF SC)**</td>
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</tbody>
</table>

[Annex 3 – Logframe matrix for CTF2 (revised in 2018)]
## Intervention logic

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Baseline</th>
<th>Targets</th>
<th>Sources &amp; means of verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Specific objective: Outcome</strong></td>
<td><strong>Outcome</strong></td>
<td>Increased capacity of developing and transition economy countries to engage in Codex</td>
<td><strong>Baseline</strong></td>
<td>Physical participation of developing and transition economy countries in Codex meetings (not supported by CTF2)</td>
</tr>
<tr>
<td>Physical participation of developing and transition economy countries in Codex meetings in at least one Codex meeting in 2015</td>
<td>Number of written comments submitted by developing &amp; transition economy countries in 2015</td>
<td>Increase in the number of written comments from developing &amp; transition economy countries</td>
<td>Reports of Codex meetings used as basis for CTF2 databases</td>
<td></td>
</tr>
<tr>
<td><strong>Outcome</strong></td>
<td><strong>Baseline</strong></td>
<td></td>
<td></td>
<td><strong>Assumptions</strong></td>
</tr>
<tr>
<td>2 - Number of written comments from developing and transition countries</td>
<td>Status as determined through use of Codex Diagnostic Tool</td>
<td>Positive change in elements focused on in supported country action plan in 80% of countries.</td>
<td>Codex Diagnostic Tool used prior to application for support package and after completion of support package</td>
<td></td>
</tr>
<tr>
<td>Intervention logic</td>
<td>Indicators</td>
<td>Baseline</td>
<td>Targets</td>
<td>Sources &amp; means of verification</td>
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<tr>
<td>-------------------</td>
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<tr>
<td>comments...</td>
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<tr>
<td>Outputs</td>
<td></td>
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<tr>
<td>Outputs are the results of inputs and activities in the programme. How many people participated? How many sessions were delivered? Was the intended audience reached? What were the tangible products delivered?</td>
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</table>

**Output 1 - Countries being supported making steady progress**

| 1.1 - Number of individual countries supported through country or group applications | N/A | Year on year increase in total number of countries supported | CTF2 databases and annual reports | CTF2 Sec. sufficiently staffed & funded & with right profiles of staff to carry out activities, including support from FAO & WHO staff. Sufficient human resources available in FAO/WHO to carry out planned capacity development activities. Efficient procedures for providing support packages established. Demand for support from |
| No. of support packages implemented | 80% of support packages showing “on track” for implementation | Receipt of deliverables (for next tranche to be disbursed) from supported countries. Interim reports. Yearly progress reports. | |

**Output 2 - Capacity of technical staff engaged in Codex activities increased as a result of project activities, sharing deliverables from projects, CTF-**

<p>| 2.1 - Number and type of activities supported in project countries (as an individual country or as part of a group project) | N/A | Broad range of activities supported including “innovative” activities (Codex coaching, south-south partnering / networking, tailored training etc.) &amp; synergies with FAO/WHO activities | Activity plans of supported countries | |
| | | | | |</p>
<table>
<thead>
<tr>
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<th>Assumptions</th>
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</thead>
<tbody>
<tr>
<td>supported FAO/WHO training and workshops.</td>
<td>2.2 - One story per year per country on how technical staff engaged in Codex activities in supported countries are working differently (including participating differently in Codex meetings) as a result of these inputs</td>
<td>N/A</td>
<td>By the end of project support each country has demonstrated 1-2 ways that technical staff engaged in Codex activities are working differently on Codex as a result of the project</td>
<td>Interim reports. Yearly progress reports. Final project reports.</td>
<td>countries. Sufficient management commitment and capacity in countries to apply for and implement support packages.</td>
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<tr>
<td></td>
<td>2.3 - Number of outputs/deliverables from project countries being shared widely for use by all countries</td>
<td>Number of outputs/deliverables on CTF community library at end 2018</td>
<td>Year on year increase in number of outputs/deliverables available in the library on the CTF website and shared through other communication channels (e.g. Codex-L, newsletters, tweets)</td>
<td>CTF Secretariat information</td>
<td></td>
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<td></td>
<td>2.4 - Number of countries and people (disaggregated by sex) participating in FAO/WHO Codex training activities organized by and/or financially supported by the Codex Trust Fund</td>
<td>N/A</td>
<td>Increase in number of countries and people participating. Improvement in gender balance in participants</td>
<td>Participant lists in reports of training activities</td>
<td></td>
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<tr>
<td></td>
<td>2.5 - High level of satisfaction among participants in training courses/workshop organized</td>
<td>N/A</td>
<td>80% satisfaction rate</td>
<td>End of training and workshop evaluations</td>
<td></td>
</tr>
<tr>
<td>Intervention logic</td>
<td>Indicators</td>
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<td>and/or supported.</td>
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<tr>
<td>2.6 - Capacity increased as measured by knowledge before and after training courses/workshops</td>
<td>Before event quiz</td>
<td>At least 50% of participants demonstrate an increase in knowledge</td>
<td>Pre and post workshop quizzes</td>
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