



FAO/WHO CODEX TRUST FUND

GUIDELINES ON THE APPLICATION PROCESS

TABLE OF CONTENTS

Who can apply?	3
How to apply?	3
How can countries prepare to apply for support?	4
Individual country application	4
Group application	4
What support can be applied for?	5
What amount of support can be applied for?	6
Assessment of proposals	6
Pre-screening	7
Technical review of applications	7
Prioritization of applications	7
Decision	7
Communication of decisions	7
Communications with the Codex Trust Fund	7

WHO CAN APPLY?

Applications will be accepted from:

- 1) Individual countries that are eligible for support from the Codex Trust Fund (see https://cdn.who.int/media/docs/default-source/food-safety/codex-trust-fund/ctf-eligiblecountries-2022.pdf?sfvrsn=53771569_3 for the list of eligible countries).
- 2) Groups of countries where all countries included in the group application are eligible for support from the Codex Trust Fund.

The application process will be formally opened by the Codex Trust Fund Secretariat with a “Call for Applications” that will be posted on the Codex Trust Fund website and sent out to all Codex Contact Points using the Codex-L listserv, as well as through WHO and FAO communication channels.

HOW TO APPLY?

Applications, whether by individual countries or by groups of countries, will be the result of a national consultative process involving all relevant stakeholders and coordinated by the Codex Contact Point (CCP). The official CCP in a country (or the CCP of the lead country in the case of a group application) is the one point of communication with the Codex Trust Fund Secretariat. The CCP will also be responsible for officially submitting the application on behalf of the country (or group of countries) to the Codex Trust Fund Secretariat (through the on-line submission system). It should be signed off on by the WHO and FAO country representatives. For a list of official Codex Contact Points please see the Codex Alimentarius Commission website <http://www.fao.org/fao-who-codexalimentarius/about-codex/members/en/>

Group applications involving a number of countries will follow a similar format, will have to be the result of national consultative processes in each of the countries forming part of the group application. One country should be delegated by all the countries participating in the group application to submit the group application to CTF2 on behalf of all participating countries. This “reference country” will also form the sole correspondent with CTF2 for the group application. The group application will need to be coordinated and signed off on by the official CCP in the lead country, the WHO and FAO country representatives in the lead country, and the CCPs of the participating countries.

Applications must be submitted (electronically) using the on-line system by the closing date that is indicated in the announcement email. Only proposals that are fully submitted (i.e. complete and fully signed application form and the completed Diagnostic Tool tables have been uploaded) in the system by the closing data and time will be accepted. Application documents can be found at <https://www.who.int/initiatives/codex-trust-fund/support>

HOW CAN COUNTRIES PREPARE TO APPLY FOR SUPPORT?

The option of individual country support and group country support are available from the CTF2, in recognition of the fact that at times one option will be more appropriate than the other. A solid assessment of needs is required in all cases, and the FAO/WHO “Diagnostic Tool for Assessing Status of National Codex Programmes” has been prepared for this purpose. Once the assessment has been completed the country then needs to decide whether they prefer to apply to support from the Codex Trust Fund as an individual country, or as part of a group application.

INDIVIDUAL COUNTRY APPLICATION

All countries wishing to apply for individual country support from CTF2 will be required to undertake a diagnosis of Codex capacity in the country using the tool developed by FAO and WHO entitled “Diagnostic Tool for Assessing Status of National Codex Programmes”.

The purpose of the Diagnostic Tool is to provide a framework for self-assessment of the current status of national Codex capacity, including capacity to effectively plan and participate in Codex sessions and help with identification of areas in need of strengthening and capacity development. The diagnosis of Codex capacity in the country will be carried out using a national consultative process and coordinated by the official Codex Contact Point (CCP). The results of the Codex diagnosis will be used to identify relevant areas of support that could be the object of an individual country or group application to the Codex Trust Fund. As part of the process of developing a solid application at country level, CCPs may approach FAO/WHO Regional Officers and/or FAO/WHO technical officers at country level (where relevant) to discuss different aspects of a proposed application and to elicit their guidance and advice.

GROUP APPLICATION

After having undertaken a diagnosis of the national Codex programme using the “Diagnostic Tool for Assessing Status of National Codex Programmes”, several countries may find that they have identified similar gaps and needs. This may constitute a strong reason for grouping together to address these common needs and gaps and to work together to exchange experiences and build capacities and networks to strengthen Codex activities in each of the participating countries, as well as within the group. Being part of a group application may lead to some cost savings for countries as some activities can be undertaken for the group (e.g. group workshops and training courses to address capacity development in a specific area) rather than individually in each country.

Although the emphasis in a group application will most likely be on group activities (involving all countries participating in the application), it should not prevent the inclusion of individual country activities where a blend is most suitable to reach the project goal and result in development of capacities. Part of the rationale in the application would include explaining the link and complementarity between individual country and group activities.

Ideas for group applications may originate from countries sharing the outcome of their Codex diagnosis, but may also result from discussions between countries during Codex meetings.

It should be noted that, even when an idea for a group application to address common challenges originates during a Codex meeting, it might be useful for all countries participating in a group application to use the Codex Diagnostic Tool (complete or partial use of relevant sections may be appropriate).

WHAT SUPPORT CAN BE APPLIED FOR?

Support can be provided to the following types of activities aimed at strengthening national Codex structures, processes and systems to build capacity for full and effective engagement in Codex. While these activities are presented below individually, the intention and concept of the list modality is to maximize the effect through a combination of activities. These would then be included in single- or group country applications.

- ❖ National workshops involving policy and decision-makers from key sectors and stakeholder groups aimed at securing political and economic support for Codex activities.
- ❖ Twinning between a developed/transition economy country with well-functioning national Codex structures, and a less-experienced country to share their experience and help the latter country to strengthen their own Codex structures and build more effective engagement in Codex.
- ❖ Diagnosis of national Codex structures and development of a national plan of action to strengthen Codex engagement. Under this activity a Codex expert could work with a country/group of countries to assist them in the diagnosis of strengths and weaknesses in national Codex structures/activities, and on the establishment of a national plan of action for strengthening Codex engagement.
- ❖ Building capacity for more effective engagement in Codex. This activity could consist of using different delivery methods and experienced trainers to build capacity in individual countries (or several countries in the context of a group application) through e-learning, blended learning (distance learning coupled with workshops/training courses), training focused on specific technical areas (e.g. how to identify and provide scientific and technical data to improve the development and implementation of Codex standards).
- ❖ Codex “coaching”. Countries could apply to work with a “coach” (person with recognized expertise in a specific Codex area of work) before, during and after session of a specific Codex committee to help build their understanding of and improve their capacity to participate effectively in both the committee in question, as well as in any future standard setting process. Coaching can take place during Codex sessions.
- ❖ Physical participation at Codex sessions. Such support could be considered where it is integrated as one element of an application and is a key complement to and a critical success factor for other capacity development activities aimed at a sustainable improvement in Codex participation and engagement.
- ❖ Technical assistance for time bound activities. Countries could apply for time limited technical assistance to assist them in preparing a technical piece of work for input to Codex. An example of this would be assistance with the preparation of a project

GUIDELINES ON THE APPLICATION PROCESS

document for new work (e.g. proposal for new global or regional standard, or revision of an existing Codex standard).

- ❖ Specific and targeted technical and/or financial support to the collection and/or generation of data in a group of countries to meet a specific data gap for standard setting work.
- ❖ Translation of Codex documents into local languages, where reasonably necessary. Support for this activity would fill a resource gap in specific countries where translation of Codex advocacy material and/or key Codex standards/guidelines/codes of practice into local languages is essential for raising awareness around Codex, and building national capacity for Codex engagement.

National personnel, infrastructure, office equipment, internet connections, incentives for participation in meetings (e.g. meetings of the NCC) and other local costs cannot be funded. These national costs are considered as normal operational costs at country level that should be the object of a line item in national budgets.

WHAT AMOUNT OF SUPPORT CAN BE APPLIED FOR?

Amounts of funding made available to different countries/group of countries (in the case of a group application) will differ according to needs of the country/group of countries and activities being supported. Multi-annual support is capped at three years maximum. Maximum budgets that will be allocated to any individual country for a full three years of support is capped at \$150,000. Maximum budgets that will be allocated to group applications will follow a logarithmic discounting table. For example, total funding for three years of support to a group application would be:

- ♦ \$US 272,894 for an application with 2 countries;
- ♦ \$US 352,309 for an application with 3 countries;
- ♦ \$US 411,095 for an application with 4 countries.

For further information on maximum budgets for group applications, please see Annex 4 of the Project Document at:

http://www.who.int/foodsafety/areas_work/food-standard/CTF2ProjectDocument-1.pdf

ASSESSMENT OF PROPOSALS

Complete proposals consist of the following documents:

- ✓ Cover form for the application which should be filled out completely using the on-line system;
- ✓ Application form prepared according to the template and uploaded to the on-line system, which includes an Action plan with simple budget estimates
- ✓ Results of the Codex diagnosis for the country/countries included in the application (Tables 5.1 and 5.2 from the Diagnostic Tool).

GUIDELINES ON THE APPLICATION PROCESS

PRE-SCREENING. All applications will be pre-screened by the Codex Trust Fund Secretariat to ensure that they fulfil all formal requirements and meet eligibility criteria. The CTF Secretariat will forward applications to relevant FAO/WHO regional officers for comment.

TECHNICAL REVIEW OF APPLICATIONS. Applications that have passed the pre-screening will be technically reviewed by the Technical Review Group (please see the Project Document for the composition and Terms of Reference of the Technical Review Group). The recommendations of the Technical Review Group on applications that are robust and could be supported will be forwarded to Steering Committee.

PRIORITIZATION OF APPLICATIONS. Where the number of technically robust applications exceeds funds available to support, applications will be prioritized according to the criteria and scoring table that appears in Annex 6 of the Project Document. The administration of the prioritization scoring table to applications will be done by the Technical Review Group.

DECISION. The Steering Committee (please see the Project Document for the composition and Terms of Reference of the Steering Committee) will review the recommendations of the Technical Review Group and the results of the prioritization process (if prioritization has been necessary due to budget constraints). The Steering Committee will make final decisions on applications that will be supported in the current round, taking into consideration regional coverage, mix of group and individual country applications, and availability of financial and human resources for support to implementation. Successful applications that cannot be supported in any application round due to budgetary constraints will be given priority for funding in the subsequent application round.

COMMUNICATION OF DECISIONS. The results of each application round will be communicated to the Codex Contact Point of each applicant country (or reference country in the case of a group application). It is estimated that the review, decision-making and notification process could take up to four months.

COMMUNICATIONS WITH THE CODEX TRUST FUND

Codex Contact Points of all eligible countries can contact the Codex Trust Fund Secretariat by e-mail at the following address: codextrustfund@who.int.