

## **PROPOSED ANNUAL REPORT FORMAT FOR THE FAO/WHO COORDINATING COMMITTEE FOR AFRICA**

The report is to be completed by the National Codex Committee (NCC) in consultation with the Codex Contact Point and all interested parties and submitted on behalf of the country to the Coordinator by email at: XXXXX or fax XXXXX.

### **1. EXECUTIVE SUMMARY**

The Executive Summary should give the key outcomes on activities of National Codex Committee in the country.

### **2. INTRODUCTION**

This section should provide the background to the NCC in the country, current composition of members and frequency of meetings.

### **3. MAIN BODY**

The suggested sections to be included are:

- a. Composition, functions and activities of the NCC in the country (including information on what has worked). Interactions with other countries on issues of common interest. Indicate if you developed any common position in response to Codex meetings.
  - b. Codex meetings your country has participated in (include number of Codes meetings and names and addresses of participants)
  - c. Codex activities supported by FAO / WHO in the country.
  - d. Other capacity building activities
  - e. The contribution of national experts to the provision of scientific advice on the work of Codex.
  - f. Country issues that require specialized expertise.
  - g. Contributions to working groups.
  - h. Suggestions for the way forward
4. Any other issues on the work of Codex in the country.
  5. Proposed timeline: It would be appropriated to set timelines within which members should submit their Annual Report and the proposed deadline for submission of report is 31<sup>st</sup> October.