

FAO/WHO COORDINATING COMMITTEE FOR AFRICA (CCAFRICA)

DRAFT GUIDELINES FOR THE TRANSFER OF COORDINATORSHIP

Currently under Rule IV the Commission may appoint a Coordinator from among Members of the Commission for any of the geographic locations or for any group of countries specifically enumerated by the Commission, on the basis of a proposal of a majority of Members of the Commission which constitute the region or group, that work for the Codex Alimentarius in the countries concerned so requires.

Coordinators are nominated at each session of the Coordinating Committee established under Rule XI.1b(ii) and appointed at the following regular session of the Commission. Under Rule VI (2) it is stated that the Commission shall make such arrangements as may be necessary in order to ensure continuity in the functions of the Coordinators. It is proposed that for CCAFRICA the following transitional arrangements will be made to ensure this continuity.

- 1.0 The period between nomination by the Coordinating Committee for Africa and appointment as Coordinator by the next session of the Commission should be used to bridge the information and knowledge gap for the nominee Coordinator.
- 2.0 CCAFRICA Status report presented at the meeting of the Coordinating Committee where the nomination was done will serve as an initial document for consultation.
- 3.0 After members have discussed the report and mapped out the next steps the Nominee Coordinator should consult with the out-going Coordinator at the meeting where the nomination was done and agree on the steps to be followed after the appointment. These may include the following:
 - 3.1 The establishment of transition Teams by the out-going Coordinator and the Nominee Coordinator to facilitate the process.
 - 3.2 Sharing information and documentation on any special projects. Where there are follow-up activities on projects the Nominee Coordinator should be briefed on these activities and any further actions taken should be communicated to the Nominee Coordinator
 - 3.3 An update on the status of the strategic plan and the critical activities to be undertaken in the next 12 months should be discussed. Share database on membership of the CCAFRICA with contact address of CCP and other interested organizations.

- 3.4 Information on other activities of CCAFRICA.
- 3.5 Schedule a formal handing over at the next meeting of the Commission where the appointment is to take place.
- 3.6 Within 2-4 weeks of the appointment of the Coordinator by the Commission, the new Coordinator may visit the out-going Coordinator and finalize the handing over.
- 3.7 Any other activities and steps that will assist with smooth transition