CODEX ALIMENTARIUS COMMISSION

Food and Agriculture Organization of the United Nations

World Health Organization

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Concept note: side event on Codex web tools

Joint FAO/WHO Regional Coordinating Committees 2016/2017

(Prepared by the Codex Secretariat)

Objectives

The side event on Codex web tools is primarily aimed at informing participants about new Codex web tools, and at engaging them to effectively use those tools. More specifically, the side event will be aimed at:

1. Highlighting the basic functions of the Codex Online Commenting System (OCS) and persuading participants on its ability to facilitate the standard setting process while making it more inclusive.
2. Allowing participants to effectively register to meetings through Codex Online Registration System (ORS).
3. Allowing participants to effectively use the Online Platform for Food Safety Control Systems.
4. Demonstrating main features of new website and Regional Committee websites.
5. Demonstrating advantages of using an online tool to manage an Electronic Working Group (EWG).
6. Discussing additional issues related to Codex web tools.

Programme

A member of the Communications and IT Team in the Codex Secretariat will deliver a presentation on the Codex web tools for approximately 40 minutes, and will respond to queries for 20 minutes.

A detailed description of the programme can be found in the next section.

Description

1. Benefits, requirements and functioning of the Online Commenting System (OCS)

15 mins, 4 slides

1.1. Description of OCS benefits compared to previous system to collect and distribute comments.
1.2. Background of user requirements.
1.3. Overview of system's main functions.

Expected output:

- Enable participants to use the OCS effectively.
- Understood the OCS benefits and requirements.
- Ability to perform OCS basic actions (login, get to document page, insert comment and proposed change, publish them, create sub-reviews and manage internal reviews).
- Evaluation of the OCS use for regional coordination purposes.

2. Benefits, requirements and functioning of Online Registration System (ORS)

10 mins, 3 slides

2.1. Description of ORS benefits, including analysis of participation to Codex meetings for statistical and financial purposes, automatic generation of list of participants for reports.
2.2. Description of different roles in the ORS (contact point, regional coordinators, host country secretariats, Codex secretariat, participants).
2.3. Possible further developments, based on recent experience (e.g. feedback from host country secretariats).

Expected output:

- The idea of where to locate and how to use Codex registration tool.
- Increased understanding of different roles in ORS.
- Evaluation about possible further developments and applications of ORS.

3. Web platform to collect information on member countries' food safety control systems

5 minutes, 2 slides

3.1. Description of where to locate the survey.
3.2. Need to insert information, which will be available in country profile in Codex website (click on "Publish").

Expected output:

- The idea of where to locate and how to use the survey.
- Increased understanding of survey's benefits and rationale.

4. Demonstrating main features of new website and Regional Committee websites

5 minutes, 2 slides

4.1. Overview of new homepage.
4.2. Description of Codex Regional Websites.

Expected output:

- Participants understand the mapping of the new homepage.
- The idea of where to locate and how to use Regional Websites.

5. Benefits of using online platform for electronic working groups (eWGs)

5 minutes, 2 slides

5.1. Description of policy to use eWG forum.
5.2. Where to locate FAQ, Rules and Quick links.

Expected output:

- Participants are shown the advantages of the eWG forum compared to email.
- Participants understand how to use online forum.

6. Additional issues on Codex web tools (optional)

Depending on the committee, specific issues may be discussed. This could be the case of CCNEA, where ad-hoc surveys have been developed.