MEMORANDUM OF RESPONSIBILITIES TO BE ASSUMED BY
THE GOVERNMENT OF **[CO-HOST COUNTRY]** AND BY THE FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS FOR
THE **[SESSION NUMBER/NAME OF THE COMMITTEE/TASK FORCE]**

The following provisions set out the respective responsibilities to be assumed by the Government of the **[co-host country]**, hereinafter referred to as the "Host Government" and by the Food and Agriculture Organization of the United Nations, hereinafter referred to as "FAO", acting on its behalf and on behalf of the World Health Organization (WHO), to ensure the smooth conduct of the **[session number and name of the Committee/Task Force]**, hereinafter referred to as the "Session", which forms part of the Joint FAO/WHO Food Standards Programme of the Organization.

The Session will be held in **[venue]** from **[date of the session]**.

FAO will be responsible for organizing the Session, issuing all invitations and circulating the Provisional Agenda and working documents for the Session.

The Session will be conducted in **[working languages]**. The Host Government, in collaboration with the Government of the **[host country]**, will be responsible for providing interpreters whose *curricula* are to be cleared by the Chief FAO interpreter.

PART I - OPERATIONAL RESPONSIBILITIES OF FAO

A. Staff (at FAO's cost in accordance with FAO regulations)

FAO will:

1. Designate and make available the Secretary and Assistant Secretary of the Session, and other officers as may be required.
2. Bear all necessary costs of FAO staff provided, including salaries, subsistence allowances and travel to and from the Session.

B. Services

FAO will:

3. Arrange for the preparation of the draft report of the Session for adoption at the end of the Session.
4. Issue and distribute a report of the Session after its conclusion.

PART II - RESPONSIBILITIES OF THE HOST GOVERNMENT WITH REGARD TO PRIVILEGES AND IMMUNITIES FOR FAO/WHO AND PARTICIPANTS

The Host Government undertakes to:

5. Accord, for the purpose of the Session, to delegates and observers, and to FAO, its property, funds and assets as well as to FAO staff, all the privileges and immunities provided for in Article VIII, paragraph 4, and Article XVI, paragraph 2, of the Constitution and Rule XXXVIII-4 of the General Rules of the Organization, and specified in the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies. It shall also accord to WHO, its property, funds, assets and staff members, the privileges and immunities laid down in the latter convention.
6. Grant visas and all necessary facilities to delegates, observers and consultants attending the Session.

7. Hold FAO/WHO and their staff harmless in respect of any claims by delegates and observers or by other third parties arising out of the Session, except where it is agreed by the Host Government and FAO/WHO that the claim arises from gross negligence or wilful misconduct of such staff.

PART III - OPERATIONAL RESPONSIBILITIES OF THE HOST GOVERNMENT

A. Staff

The Host Government will:

8. Appoint a Liaison Officer who will be responsible for the coordination of local facilities and arrangements for the Session.

9. Make available photocopier machines and related assistance and services required for the conduct of the Session.

10. Make available, in coordination with the Government of the **[host country]**, qualified interpreters for the simultaneous interpretation into **[working languages]** and qualified translators for the translation of the draft report (for adoption at the end of the Session) and final reports of the Session (to report to the Commission) from **[working languages]**.

11. Ensure the visual identity for the meeting is in line with the policies of FAO and WHO.

12. Bear all necessary costs of the local staff provided, including salaries, overtime and subsistence allowances, if required, and travel to and from the Session.

B. Facilities and Equipment

The Host Government will provide for:

13. A meeting room equipped with seats and tables to accommodate approximately **[number of people]** people and fully equipped for simultaneous interpretation (see attached standards); appropriately equipped offices for the Secretariat.

14. The meeting format will be decided in coordination with the Host Government, FAO and WHO in accordance with each party's rules, guidelines and protocols in place at the time of the scheduled meeting and in line with the recommendations of the Codex Alimentarius Commission.[1]

Options may include a "traditional" in-presence or face-to-face meeting; a virtual meeting where delegates join via the internet through an online platform, or a hybrid event. The Host Government shall identify the platform for virtual participation (e.g. Zoom) in case it is not possible to convene a physical meeting in part or full.

C. Safety Measures

The Host Government shall:

15. On the basis of the prevailing conditions at the time of the Session take a risk-based approach to manage health and safety at all public events and activities throughout the event. To achieve this, appropriate policies and procedures are to be put in place to minimize the risk of endemic (and epidemic) health conditions (Prevention), and to respond in case any member of the delegation, staff or volunteer develops any of such conditions attributable to the event.

16. Provide first-aid facilities for delegates and staff.

[1] REP21/CAC para 12 iii

PART IV - RESPONSIBILITIES OF THE HOST GOVERNMENT WITH REGARD TO SECURITY FOR FAO/WHO AND PARTICIPANTS

The Host Government undertakes to:

17. Conduct a security risk assessment of the venue and provide adequate security and safety measures to reduce risks to participants of the Session to a level as low as reasonably possible.

18. Ensure that a security and safety contingency plan is in place.

19. Assign a Government security focal point who will liaise with the Host Secretariat to ensure that adequate coordination and management of security issues are in place.

In-person meeting

In this case all delegates are physically located in the same location.

The Host Government will provide:

- one conference room, with adequate seating and table space and fully equipped for simultaneous interpretation according to the attached standards (Annex C);
- suitable offices for the Codex Secretariat adequately furnished and equipped for the preparation, duplication and collation of documents;
- a sufficient number of personal computers with international keyboard equipped with Microsoft Windows, Adobe Acrobat and a web browser connected to the internet, printers, photocopying machines and other equipment as required;
- transport to the meeting site and return to FAO of any equipment not available in the country, should the Host Government request FAO's assistance in supplying it.

Supplies and Services

The Host Government will provide:

- office supplies, stationery and paper as required, badges, country flags and name plates;
- facilities for local reproduction of in-session documents, including draft reports, needed for the Session;
- a high-speed internet connection, for use by the Secretariat and all delegates, free of charge, in connection with the work of the Session;
- first-aid facilities for delegates and staff.

Transport

The Host Government will:

- provide transport within the **[co-host country]** for delegates, observers and staff as required for the conduct of the Session, and especially transport from the hotel to the meeting site, depending upon local circumstances.

Virtual meeting

A virtual meeting supposes that all delegates join virtually from different locations. The Chairperson and Assistant, Host Secretariat and/or Codex Secretariat may be together in the same locations.

The Host Government will allocate resources including:

- sufficient internet connectivity with dedicated bandwidth for the meeting;
- a support team to manage access to and participation of delegates to the virtual meeting platform;
- production/audio-visual/media infrastructure that ensures that the top table have broadcast-quality lighting, audio and video;
- support for on-screen editing of documents.

Hybrid meeting

A hybrid event is a gathering of at least one group of face-to-face participants that digitally connects with participants in another or multiple locations.
Hybrid events are essentially planned for two completely different audiences: virtual attendees and in-person participants. Both needs and expectations have to be considered. Hybrid technology integration has to be tested to make sure all elements are configured correctly and work as required.

Technology

In addition to the requirements for a physical and virtual meeting (see above), the Host Government will allocate resources (technology, equipment and staff) to ensure equitable participation regarding all aspects of the Session for those delegates physically present and those connecting remotely (e.g. access to interpretation, taking the floor, documentation).