



FOOD AND AGRICULTURE  
ORGANIZATION  
OF THE UNITED NATIONS



WORLD  
HEALTH  
ORGANIZATION

AC/INF 1

## **FAO/WHO Regional Conference on Food Safety for the Americas and the Caribbean**

San José, Costa Rica, 6-9 December 2005

### **GUIDELINES FOR THE SUBMISSION OF CONFERENCE ROOM DOCUMENTS**

- Countries and invited organizations are encouraged to submit short reports on a food safety issue(s) outlining successes and/or challenges faced, and how these may apply to, or impact upon, other countries in the region. These reports will be submitted as Conference Room Documents at the conference.
- Each document should focus specifically on one of the discussion topics as listed under Agenda Items 5-10 in the Provisional Agenda (AC 05/1). Member countries, international organizations and non-governmental organizations are invited to submit papers on as many of the topics as they choose.
- For Agenda Item 5 (Situation analysis of food safety systems in the Americas and the Caribbean), the following points should be included:
  - Legal framework, including basic laws, enabling regulations and appropriate implementation mechanisms;
  - Food standards and technical regulations;
  - Food-borne disease surveillance systems;
  - Coordination of activities of all organizations involved in food safety management;
  - Laboratory support services for all relevant food hazards;
  - Food inspection and enforcement mechanisms, at both domestic and international levels;
  - Product recall and re-export procedures;
  - Capacity for training in food safety matters;
  - Public/private partnerships for on-going training of food control and food industry officials and for consumer awareness raising;
  - Communication among all stakeholders;
  - Challenges faced and approaches used to effectively overcome challenges;
  - Extent of the use of the food chain approach (primary production, processing, distribution, etc).

**NOTE:** Information for this agenda item should be sent to the FAO/WHO secretariat by **30 August 2005** to allow time to incorporate inputs into the regional situation analysis paper.

- Conference Room Documents should be submitted in one or both of the official languages of the conference, i.e. English and Spanish.

### **Document format and content**

The document should be a maximum of five (5) A4 single-sided pages in length and include:

- an introduction, outlining the specific food safety issue to be discussed, along with background information;
- the main body of the discussion, quoting facts and figures where appropriate; and

- a summary/conclusion of the experience and any lessons to be learned.

The documents will be posted on the website of the conference and distributed in their original language(s) during the conference.

At the Chairperson's discretion, a delegate may be invited to speak on his/her country's or organization's experience during the appropriate session. In addition, delegations may utilize the content of their Conference Room Document in their interventions on the relevant conference theme.

To facilitate the Chairperson's choice of speakers, countries and organizations submitting conference Room Documents are also asked to submit a brief summary of their document. The summary should:

- be in English or Spanish;
- be no more than two paragraphs (maximum) in length and stand alone on a separate sheet of paper; and
- clearly state which country or organization is submitting the document and which topic it is related to. For example:

**(Country's or Organization's name) Conference Room Document**  
**Relevant Discussion Topic: (one of the six titles given in the Provisional Agenda)**  
**Title of Document**

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Countries and organizations wishing to submit Conference Room Documents should send them, preferably by email, to:

*The Joint Secretariat of the  
FAO/WHO Regional Conference on Food Safety for the Americas and the Caribbean  
c/o Food Quality and Standards Service  
Food and Agriculture Organization of the United Nations  
Viale delle Terme di Caracalla  
00100 Rome  
Italy  
Fax. No.: + 39 06 57054593  
Email Address: [Americas-Caribbean-Food-Safety-Conf@fao.org](mailto:Americas-Caribbean-Food-Safety-Conf@fao.org)*

and to

*The Joint Secretariat of the  
FAO/WHO Regional Conference on Food Safety for the Americas and the Caribbean  
c/o Department of Food Safety, Zoonoses and Foodborne Diseases  
World Health Organization  
20, Avenue Appia  
CH-1211 Geneva 27  
Switzerland  
Fax. No.: + 41 22 7914807  
Email Address: [foodsafety.americas@who.int](mailto:foodsafety.americas@who.int)*

**by no later than 1 November 2005.**

For more information on the FAO/WHO Regional Conference on Food Safety for the Americas and the Caribbean, please visit the conference website at: <http://www.foodsafetyforum.org/americas>.