



FAO/WHO GLOBAL FORUM OF FOOD SAFETY REGULATORS

Marrakesh, Morocco, 28-30 January 2002

GUIDELINES FOR THE SUBMISSION OF CONFERENCE ROOM DOCUMENTS

Country Reports

- 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 developed and developing countries. These reports will be submitted as Conference Room Documents at the Forum.
- Each document should focus specifically on one of the eight discussion topics as listed under Item 4 in the Provisional Agenda (GF 01/1). Member countries, international organizations and non-government organizations are invited to submit papers on as many of the topics as they choose.
- Conference Room Documents should be submitted in one or more of the official languages of the Forum i.e. Arabic, Chinese, English, French, Russian and Spanish.

Document format and content

The document should be a maximum of 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 distributed in their original language(s) during the Forum.

At the Chairperson's discretion, a delegate may be invited to speak on his/her country's or organization's experience for a maximum of five minutes during the Session.

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, French 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 eight titles given in the Provisional Agenda)

Title of Document

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

*The Joint Secretariat of the Global Forum of Food Safety Regulators
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: Food-Safety-GF@fao.org*

and to

*The Joint Secretariat of the Global Forum of Food Safety Regulators
c/o Food Safety Programme
World Health Organization
20, Avenue Appia
CH-1211 Geneva 27
Switzerland
Fax. No.: + 41 22 7914807
Email Address: Food-Safety-GF@who.int*

By no later than 28 December 2001.

For more information on the Forum, please visit the FAO Website at:
http://www.foodsafetyforum.org/global/index_en.htm