

IFT Codex Team Member Guidelines

Overall IFT Goal: Drive IFT member engagement and amplify IFT voice and impact via IFT Codex Alimentarius Commission observer status. Specifically,

- Leverage unique IFT Codex Teams to evaluate scientific issues at Codex, provide input to Codex (via comments, Conference Room Documents (CRD's), EWG's and interventions during Codex Committee meetings), and communicate in response to Codex activities and issues to IFT Team Members
- Enhance IFT Member understanding of Codex and global regulatory landscape
- Provide opportunities for interested IFT members to engage in Codex work
- Enhance IFT scientific reputation via member Codex involvement
- Expand IFT global engagement on the Science of Food

IFT Codex Engagement:

What do team leaders need to communicate to team members and associate team members to drive engagement?

- Clearly define the objectives of IFT participation within Codex and the role of each team within Codex (IFT is currently involved in the following general subject committees: CCFA, CCFICS, CCPR, CCCF, CCFL, CCFNSDU,CCFH) for details see link [General Subject Committees | CODEXALIMENTARIUS FAO-WHO](#)
- Key engagement question: What is the benefit to the individual team member and to the companies and or institutions that the team member represents?
- Clearly articulate the qualifications and expectations for being a member of an IFT Codex Team (experience, time commitment, communication)
- Ask each existing team member if they are willing to commit to these expectations for a period of time. For new team members, stipulate the commitment up front before joining. IFT supports helping members gain experience, but volunteering with IFT for Codex cannot just be a vehicle for resume enhancement without an investment by the member.
- If a Codex Team Leader finds that an IFT Codex Team Member, without notice to them, misses either, two Circular Letter(CL) reviews/ comment submissions, IFT Codex team meetings or meetings with US Codex Office, or has no engagement with their general committee meeting, the Team Leader will notify the IFT Codex Coordinator and their status as a Team Member will be reviewed by the IFT Science and Policy team and potentially revoked so as to replace them with a member who will engage (this is defined by the IFT Team Leaders group and IFT SPI team).
- Team members should be encouraged to take a role within their team that requires their regular engagement throughout the year.

IFT Codex Team Leaders:

Meeting Preparation: Team Leaders and Members are expected to come to IFT Codex Team meetings or Codex Working Group (EWG) or Committee meetings being prepared to contribute to the Codex process for IFT by reviewing the agenda and associated documents. Suggested questions to ask oneself before a meeting are:

- How have things changed in the last year (if at all) regarding the Codex topic or agenda item related to scientific research or industry practice?
- How does a particular Codex proposal/document affect your industry/research/business?
- What academic research is available related to this topic and what scientific research articles can be shared with the team on the topic?

IFT Team Leader responsibilities:

- Schedule update meetings 2X per year with their respective teams to cover:
 - EWG's (encourage team member engagement here)
 - IFT Codex Activities/Initiatives
 - Team Member concerns
 - Discuss upcoming Committee Meeting Agendas and related Circular Letters (CL's)
- Attend IFT Team Leader meetings
- Attend pertinent US Codex Delegation presentations
- Read/review all relevant Codex documents being discussed and be familiar with ongoing Codex work in their area
- Interface with IFT Codex Coordinator
- Mentor new IFT Codex Team Members
- Work together with other IFT Codex Team Leaders (with or without connection by IFT Codex Coordinator)
- Attend Codex Committee meetings either in-person or virtually and encourage team member involvement.
- Lead IFT comment preparation related to their Codex Committee role
- Prepare final (1-2 page) summary for IFT Codex Newsletter publication within about 4 weeks of meeting, working with team member's input after Codex publishes the final report.
- Understand Codex Procedure Manual guidelines for Observers and other related Codex guidelines in order to assist team members

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- Communicate with US Codex Office about IFT Codex concerns, EWG activities and questions, etc., and share with the IFT Science and Policy team.
- Be familiar with Codex training materials and participate in relevant Codex webinars for your general committee
- As appropriate, provide information on available training for IFT members on Codex or through Codex (workshops, webinars, etc.)
- When interested, engage with IFT on regulatory questions related to but outside of Codex (e.g., USDA, FDA, EPA, EFSA, etc.)

IFT Codex Team Members

What are the qualifications to be an IFT Codex Team Member:

- **Be an active IFT Professional or Emeritus member, and**
- Either have experience working with Codex in some manner (e.g., use of Codex standards and guidelines as part of their job, participation on a US Codex Office team or on a Codex EWG), **or**
- Conduct academic instruction on a Codex general committee topic (e.g., Professor teaching Nutrition Science, Food Regulation, etc.), **or**
- Have or currently are engaged in some way with Codex relevant regulatory standards work in industry, government or academia, either regionally or internationally, **or**
- Have a relevant academic background or scientific expertise related to a Codex Committee core topic (e.g., Food Safety & Quality, Microbiology, Nutrition, Toxicology, Food Labeling, etc.), **or**
- Have experience within industry on food export to markets that use Codex Alimentarius as their regulatory basis, **or**
- Have been an active IFT Associate Codex Team Member for at least 18 months and are recommended by the IFT Team Leader.

What are the expectations of IFT Codex Team Members

- Active participation in IFT and specifically in IFT Codex team activities (e.g., Circular Letter reviews, EWG's, development of Codex Conference Room Documents), Codex webinars (e.g., Codex Food Allergen Webinar) or other active participation with Codex for IFT.
- Respond actively to IFT requests from Team Leader or Codex Coordinator. For example:
 - Review Codex documents for comments related to their Codex General Committee (e.g., communicate with Team Leader/IFT Codex Coordinator regarding document review requests (i.e., reviewed and found no issue for comment or identified X as a possible area of comment)
 - Potential EWG engagement (yes/no) opportunities
 - Participate with IFT if possible in US Codex Office review meetings on the Codex General Committee topic

IFT Associate Codex Team Members

Qualifications for being an IFT Codex Associate Member

- Be an IFT Professional Member or a Graduate level / Post-Doc student member
- Have worked on or are currently working on a research topic or industry project relevant to Codex currently
- Have volunteered or engaged with IFT on a significant activity/project
- Be willing to commit to work with a particular IFT Codex Team for at least 18 months and volunteer a few hours per quarter to the work as an Associate Codex Team Member

Beneficial additional experiences to participate as an Associate Codex Member

- Have taken coursework on Food or Agriculture related International Regulatory Affairs or International Economics
- Have participated in or written a research paper/thesis on a topic currently relevant to a Codex horizontal/general committee (e.g., Codex Committee on Contaminants in Food)
- Have or have had a job assignment/role/project within industry that requires leveraging knowledge of Codex or regional regulatory standards

Benefits to IFT members of being an IFT Codex Associate Member

- Gain experience working with a Codex Team Leader or Team Member on Codex Committee meeting agendas, specific agenda topics such as conducting literature searches for scientific papers related to the topic to share with the IFT Codex Team.
- Develop understanding of how Codex functions and the impact it has on the global regulatory/food law area
- Build awareness of how Codex impacts national regulatory standards development in different countries around the world
- Enhance their own scientific knowledge by helping with scientific literature reviews for the IFT Codex Team in preparation for a Codex meeting