Suggested Terms of Reference for Aflatoxin Technical Working Groups

The following are suggested Terms of Reference for Aflatoxin Technical Working Groups ATWGs. These can form the basis for comprehensive TORs that each country ATWG, in collaboration with the Food Safety Authorities and CAADP Country Teams, will develop to guide responsibilities and expectations of the ATWG. The TORs for each country will vary because activities and interventions in countries are wide and peculiar to each country. Therefore, the list below is simply a starting point for developing specific country TORs.

1. Contribute to the identification of national priorities for aflatoxin control based on data and knowledge about:
	1. contamination and prevalence levels,
	2. associated economic impacts,
	3. policy and regulation gaps for the affected value chains,
	4. available control technologies from country-led aflatoxin situation analyses;
	5. available testing capacity (equipment, infrastructure and manpower) *for aflatoxin diagnosis*
2. Take part in the development of a broad National Agriculture Food Security Investment Plan (NAFSIP) – where NAFSIPs are not already in place;
3. Take part in designing specific comprehensive aflatoxin action plans and projects to be carried out in the NAFSIP;
4. Contribute to conducting independent technical review of the NAFSIP at country level;
5. Contribute in the appraisal and improvements of NAFSIPs for the implementation of aflatoxin programs and projects;
6. Mobilise resources for country projects and programmes identified in the NAFSIPs;
7. Facilitate aflatoxin related awareness, advocacy and training for better understanding of the PACA initiative and commitment of actors at the country level;
8. Promote enabling environment for implementation of aflatoxin prevention and control initiatives in the country
9. Support and facilitate, where applicable, PACA project implementation processes;
10. Facilitate and manage aflatoxin partnerships in countries. Closely liaise with RECs and AUC through the PACA Secretariat;
11. Facilitate PACA stakeholder meetings within countries;
12. Act as an education and advocacy group for the inclusion of aflatoxins issues in country priorities;
13. Where applicable, help identify and recruit consultants to undertake required PACA country-led aflatoxin situation analysis or components thereof;
14. Participate in PACA technical panel policy reviews;
15. Keep stock of aflatoxin contamination and exposure levels;
16. Keep stock of country initiatives that address aflatoxin issues;
17. Keep stock of country specific food safety and aflatoxin-related policies and regulations;
18. Keep stock of existing aflatoxin related technologies in countries;
19. Disseminate any appropriate PACA communication materials to relevant stakeholders including policy makers and government organs; and
20. Identify potential PACA country champions to advance the cause of aflatoxin control and aflatoxin-safe food for all.

# ATWG Team Composition

In order for ATWGs to be effective and manageable, PACA recommends that the group includes no more than 15people. Table 1 details the various members that could constitute the ATWG team. The ATWG members should be able to carry out the TORs detailed above.

To promote PACA principles of gender mainstreaming in all its activities, the ATWG should have a good representation of women. Additionally, the group could include one post-graduate student from relevant field of study who is under the age of 35; the student will be on an unpaid internship. The inclusion of a student in the ATWG will build capacity within countries and ensure that PACA and aflatoxin activities are sustained in emerging leaders.

Table 1: ATWG Team Composition—Roles and Responsibilities

ATWG Team members could include, but not be limited to:

|  |  |  |
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|  | **Member/organization representative** | **Possible Role in ATWG** |
| 1 | CAADP representative | To act as the communication channel from the ATWG to the Country CAADP Country Team. To champion aflatoxin issues in the CAADP Country Team. |
| 2 | ATWG coordinator | To act as the PACA country focal person. Responsible for organizing all ATWG meetings and coordinated actions to fulfill the TORs. To keep a record of all Aflatoxin interventions in country, policies and regulations. This person will work closely with the CAADP focal person representative, National Food Safety Authorities representative and PACA Secretariat. To disseminate all meeting notes to participants and PACA Secretariat. To collect all necessary information requested by the PACA Secretariat such as country policies and regulations |
| 3 | Food Safety Authorities Representatives* Food Safety Representative
* Plant Health Representative
* Animal Health Representative
 | To form the foundation of an ATWG within countries. To inform the ATWG on all relevant country policies and actions on Aflatoxin Control. To help mainstream decisions made by the ATWG in their relevant Ministries and Government Policies through various policy frameworks and tools.To act as the focal persons liaising with RECs on aflatoxin issues  |
| 3 | CGIAR representative | To backstop all technical matters on aflatoxins in the group. They will inform the group on the emerging and existing aflatoxin technologies for aflatoxin prevention and control |
| 4 | Academia representative |
| 5 | Private sector representative | To contribute to the aflatoxin intervention discussions from the view of private sector. To bring experiences on best practicesand challenges in addressing aflatoxin. To be sensitized about the technologies available and to disseminate the information to all private sector groups. |
| 6 | Ministry of Agriculture Representative | To present their respective ministry activities related to aflatoxin alleviation. To communicate with the other line ministries about their programs and initiatives in order to coordinate, link and harmonize all aflatoxin initiatives with the other line ministry efforts. |
| 7 | Ministry of Trade Representative |
| 8 | Ministry of Health Representative |
| 9 | Ministry of Environment Representative |
| 10 | Farmers Organization Representative | To contribute to the aflatoxin intervention discussions from the view of farmers. To disseminate all relevant information to farmers and to play a key role in awareness building on aflatoxin issues among the farmers. |
| 11 | Civil Society Representative | To contribute to the discussions in the ATWGs. To be informed of the regulations and issues on aflatoxin in order to act as a pressure group for policy change in the country. |
| 12 | ATWG Intern  | To learn about the aflatoxin issues at a policy level. To contribute to discussions. To assist the ATWG Coordinator in taking all meeting notes. To assist the ATWG Coordinator to collect all necessary information requested by the PACA Secretariat such as country policies and regulations.  |

# Selection Criteria for the ATWG Members

PACA suggests the following criteria to guide both the PACA Secretariat and CAADP Country Teams in selecting ATWG members.

1. CAADP ATWG focal person
* All TWGs should have a representative from the CAADP Country Team.
* The CAADP ATWG focal person should be an active member of the CAADP Country Team. Preferably, this candidate should be involved in SPS issues in the country.
1. ATWG Coordinator
* This person should be elected once the full Country Team is formed.
* The candidate should be committed to spending some time coordinating the group efforts.
* The person should be knowledgeable in aflatoxin issues in the country.
* The person should be conversant with PACA.
1. Food Safety Authorities Representatives
* Representatives should come from the recognized national Food Safety Authorities; from food safety, plant health and animal health
1. CGIAR and Academia Representative
* This person should be involved in aflatoxin research within their respective Institution.
* The person should be well networked in their field of work in order to effectively disseminate and share the ATWGs activities to other interested members in the aflatoxin research community.
1. Private Sector, Civil Society and Farmers Organization Representatives
* These persons should come from organizations representing farmers, civil society and the private sector.
* They should be from an organization that is recognized by the government.
* The representative from the organization should be above a middle manager.
1. Line Ministries
* The representative should be a middle manager or above.
* They should be willing to meet with the ATWG regularly.
* They should be well informed of the various policies in place in their ministry related to aflatoxin (where relevant).
1. Student/intern
* The candidate must be enrolled in a post-graduate program and in the process of completing a degree in a relevant field, such as plant pathology/mycotoxicology, food science/food safety, veterinary or medicine (feed or food toxicology), food policy, food security, agricultural economics/trade etc.
* The candidate should demonstrate keen interest in aflatoxin and or SPS issues.
* The candidate must have strong communication skills and ability to work in a team.

# PACA’s Support to Country Teams

The support from PACA to country teams or ATWGs will take the following forms:

1. Where possible support country teams in aflatoxin situation analyses including, but not limited to, deploying consultants(s)
2. Broker resource mobilization for country programs and projects that are based on NAFSIP or country strategies for aflatoxin control
3. Facilitate partnerships within and across country teams
4. Promote experience sharing on best practices among countries
5. Broker capacity building training and exposure visits to ATWG members, within and outside Africa
6. Enable country teams the use of PACA advocacy and awareness raising outlets
7. Empower country teams to contribute to decisions pertaining to country programs or projects supported by/through PACA.