**EU Code of Conduct on   
responsible FOOD business and marketing practices**

*A common aspirational path*

*towards achieving sustainable food systems*

* **Annual Report – Check list for EU associations -**

When signing the code, one of the commitments of EU associations is to provide “*on an annual basis, a report of their activities in support of this Code, which will be published on an open dedicated website*”.

In order to help EU associations to provide their annual report of activities, this document aims at providing a check list to guide associations.

* **General information**

|  |  |
| --- | --- |
| Name in full + acronym |  |
| Contact person with contact details |  |
| N° in the transparency register\* |  |
| Date of signature of the Code |  |
| Step of the food chain represented (ex: primary production, production, processing, trade, retail, …) |  |
| Who do you represent? (e.g. number of members, companies, SMEs) |  |

\* if available

**European Associations** pledge to**:**

* *endorse the aspirational objectives set out in this Code (where applicable)*
* Please confirm: YES
* *promote and disseminate this Code with(in) their constituency/ies;*
* Describe the dissemination and promotion activities taken. For ex.: Internal meetings (ex: working group, task force, board meeting, AGM), workshop, webinars, other events, communication, mailings, messages, documents, leaflets, website, newsletter, etc
* *encourage their members to align their sustainability actions and/or business practices to the aspirational objectives and targets of the Code and invite them, on a voluntary basis, to adhere to this Code, as appropriate;*
* Was it part of the messages delivered under the promotion activities?
* Any specific action? Ex: inclusion of the CoC in the vision/mission, roadmap/working programme, …
* Any indication that the message has been considered by members? If relevant, please give examples.
* Information transferred to the members
* *explore the possibility of developing sector-specific tools and resources in support of this Code;*
* Did your EU association explore the possibility of developing sector-specific tools and resources in support of this Code?
* How? Which type of tools? On which aspirational objective(s)? Any achievement?
* For example, did you collect best practices? did you allocate human resources? Budget? Etc.,
* *continue to engage in dialogue with other food chain/systems actors and EU and international policy-makers to forge (new) relationships, exchange good practices and discuss challenges encountered, learn from each other (studies, projects) and create better mutual understanding, and identify opportunities for collaboration and potential partnership.*
* Did you engage with other partners of the food chain?
* Can you give examples of engagements, which partners, on which aspirational objective(s), …