

Joint FAO/WHO Food Standards Programme

CODEX ALIMENTARIUS COMMISSION
PROCEDURAL MANUAL
Sixteenth edition



World Health
Organization



Food and Agriculture
Organization of
the United Nations

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Sixteenth edition

WORLD HEALTH ORGANIZATION
FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Rome, 2006

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INTRODUCTION

The Procedural Manual of the Codex Alimentarius Commission is intended to help Member governments participate effectively in the work of the Joint FAO/WHO Food Standards Programme. The Manual is particularly useful for national delegations attending Codex meetings and for international organizations attending as observers. It will also be useful for Member governments which wish to participate in Codex work by correspondence.

Section I sets out the Commission's Statutes, Rules of Procedure and the other internal procedures necessary to achieve the Commission's objectives. These include the procedures for the elaboration of Codex Standards and related texts, general principles and some basic definitions.

Section II is devoted to guidelines for the efficient operation of Codex Committees and Task Forces. These Committees and Task Forces are organized and operated by Member Governments designated by the Commission. It describes how standards are set out in a uniform manner, describes a uniform reference system for Codex documents and working papers, and provides a number of general principles for formulating key sections of Codex standards and outlines the core functions of national Codex Contact Points.

Section III contains policy documents on risk analysis for application by the Commission and its subsidiary bodies.

Section IV lists the Commission's subsidiary bodies with their Terms of Reference and the Membership of the Commission.

General decisions of the Commission are reproduced in the Appendix.

This Sixteenth Edition of the Procedural Manual was prepared by the Secretariat following the Twenty-ninth Session of the Codex Alimentarius Commission, Rome, 2006. Further information concerning the Codex Alimentarius Commission and its Subsidiary Bodies can be obtained from the Secretary, Codex Alimentarius Commission, Joint FAO/WHO Food Standards Programme, FAO, 00153 Rome, Italy, and from the website at <http://www.codexalimentarius.net>.

SECTION I

- Statutes
- Rules of Procedure
- Elaboration Procedures
- General Principles
- Guidelines on Cooperation between the Codex Alimentarius Commission and International Intergovernmental Organizations in the Elaboration of Standards and Related Texts
- Principles Concerning the Participation of International Non-Governmental Organizations in the Work of the Codex Alimentarius Commission
- Definitions

CONTENTS OF THIS SECTION

The Statutes and Rules of Procedure of the Codex Alimentarius Commission were first established by FAO Conference and the World Health Assembly in 1961/63 when the Commission itself was established. The Statutes were revised in 1966 and in 2006. The Rules of Procedure have been amended on several occasions, the last time being in 2006. The Statutes form the legal basis of the Commission's work and provide its mandate or terms of reference. The Rules of Procedure describe the formal working procedures appropriate to an intergovernmental body.

The Procedure for the Elaboration of Codex Standards describes the way by which Codex standards are prepared and the various Steps in the process which ensure comprehensive review of draft standards by governments and other interested parties. It was comprehensively revised in 1993 to provide a uniform elaboration procedure for all Codex standards and related texts. The Procedure underwent a major revision in 2004 to introduce the strategic planning process and critical review.

The General Principles of the Codex Alimentarius define the scope and purpose of Codex Standards. This Section also contains Principles and Guidelines governing the relations between the Codex Alimentarius Commission and international observer organizations

This Section concludes with Definitions for the Purpose of the Codex Alimentarius which assist in the uniform interpretation of these texts.

STATUTES OF THE CODEX ALIMENTARIUS COMMISSION

ARTICLE 1

The Codex Alimentarius Commission shall, subject to Article 5 below, be responsible for making proposals to, and shall be consulted by, the Directors-General of the Food and Agriculture Organization (FAO) and the World Health Organization (WHO) on all matters pertaining to the implementation of the Joint FAO/WHO Food Standards Programme, the purpose of which is:

- (a) protecting the health of the consumers and ensuring fair practices in the food trade;
- (b) promoting coordination of all food standards work undertaken by international governmental and non governmental organizations;
- (c) determining priorities and initiating and guiding the preparation of draft standards through and with the aid of appropriate organizations;
- (d) finalizing standards elaborated under (c) above and publishing them in a Codex Alimentarius either as regional or world wide standards, together with international standards already finalized by other bodies under (b) above, wherever this is practicable;
- (e) amending published standards, as appropriate, in the light of developments.

ARTICLE 2

Membership of the Commission is open to all Member Nations and Associate Members of FAO and WHO which are interested in international food standards. Membership shall comprise such of these nations as have notified the Director-General of FAO or of WHO of their desire to be considered as Members.

ARTICLE 3

Any Member Nation or Associate Member of FAO or WHO which is not a Member of the Commission but has a special interest in the work of the Commission, may, upon request communicated to the Director-General of FAO or WHO, as appropriate, attend sessions of the Commission and of its subsidiary bodies and *ad hoc* meetings as observers.

ARTICLE 4

Nations which, while not Member Nations or Associate Members of FAO or WHO, are members of the United Nations, may be invited on their request to

Section I

attend meetings of the Commission as observers in accordance with the provisions of FAO and WHO relating to the grant of observer status to nations.

ARTICLE 5

The Commission shall report and make recommendations to the Conference of FAO and the appropriate body of WHO through their respective Directors-General. Copies of reports, including any conclusions and recommendations, will be circulated to interested Member Nations and international organizations for their information as soon as they become available.

ARTICLE 6

The Commission shall establish an Executive Committee whose composition should ensure an adequate representation of the various geographical areas of the world to which the Members of the Commission belong. Between sessions, the Executive Committee shall act as the Executive organ of the Commission.

ARTICLE 7

The Commission may establish such other subsidiary bodies as it deems necessary for the accomplishment of its task, subject to the availability of the necessary funds.

ARTICLE 8

The Commission may adopt and amend its own Rules of Procedure which shall come into force upon approval by the Directors-General of FAO and WHO, subject to such confirmation as may be prescribed by the procedures of these Organizations.

ARTICLE 9

The operating expenses of the Commission and of its subsidiary bodies, other than those for which a Member has accepted the Chair, shall be borne by the budget of the Joint FAO/WHO Food Standards Programme which shall be administered by FAO on behalf of the two Organizations in accordance with the financial regulations of FAO. The Directors-General of FAO and WHO shall jointly determine the respective portion of the costs of the Programme to be borne by each Organization and prepare the corresponding annual expenditure estimates for inclusion in the Regular Budgets of the two Organizations for approval by the appropriate governing bodies.

ARTICLE 10

All expenses (including those relating to meetings, documents and interpretation) involved in preparatory work on draft standards undertaken by Members of the Commission, either independently or upon recommendation of the Commission, shall be defrayed by the government concerned. Within the

approved budgetary estimates, the Commission may, however, recommend that a specified part of the costs of the preparatory work undertaken by the government on behalf of the Commission be recognized as operating expenses of the Commission.

**RULES OF PROCEDURE OF THE
CODEX ALIMENTARIUS COMMISSION**

RULE I MEMBERSHIP

1. Membership of the Joint FAO/WHO Codex Alimentarius Commission, hereinafter referred to as “the Commission”, is open to all Member Nations and Associate Members of FAO and/or WHO.
2. Membership shall comprise such eligible nations as have notified the Director-General of FAO or of WHO of their desire to be considered Members of the Commission.
3. Membership shall also comprise regional economic integration organizations members of either FAO or WHO that notify the Director-General of FAO or WHO of their desire to be considered Members of the Commission.
4. Each Member of the Commission shall communicate to the Director-General of FAO or of WHO the names of its representative and where possible other members of its delegation before the opening of each session of the Commission.

RULE II - MEMBER ORGANIZATIONS

1. A Member Organization shall exercise membership rights on an alternative basis with its Member States that are Members of the Commission in the areas of their respective competence.
2. A Member Organization shall have the right to participate in matters within its competence in any meetings of the Commission or its subsidiary bodies in which any of its Member States is entitled to participate. This is without prejudice to the possibility for the Member States to develop or support the position of the Member Organization in areas within its competence.
3. A Member Organization may exercise on matters within its competence, in any meetings of the Commission or any subsidiary body of the Commission in which it is entitled to participate in accordance with paragraph 2, a number of votes equal to the number of its Member States which are entitled to vote in such meetings and present at the time the vote is taken. Whenever a Member Organization exercises its right to vote, its Member States shall not exercise theirs, and conversely.
4. A Member Organization shall not be eligible for election or designation, nor to hold office in the Commission or any subsidiary body. A Member Organization shall not participate in voting for any elective places in the Commission and its subsidiary bodies.

5. Before any meeting of the Commission or a subsidiary body of the Commission in which a Member Organization is entitled to participate, the Member Organization or its Member States shall indicate in writing which, as between the Member Organization and its Member States, has competence in respect of any specific question to be considered in the meeting and which, as between the Member Organization and its Member States, shall exercise the right to vote in respect of each particular agenda item. Nothing in this paragraph shall prevent a Member Organization or its Member States from making a single declaration in the Commission and each subsidiary body in which a Member Organization is entitled to participate for the purposes of this paragraph, which declaration shall remain in force for questions and agenda items to be considered at all subsequent meetings, subject to such exceptions or modifications as may be indicated before any individual meeting.

6. Any Member of the Commission may request a Member Organization or its Member States to provide information as to which, as between the Member Organization and its Member States, has competence in respect of any specific question. The Member Organization or the Member States concerned shall provide this information on such request.

7. In cases where an agenda item covers both matters in respect of which competence has been transferred to the Member Organization and matters which lie within the competence of its Member States, both the Member Organization and its Member States may participate in the discussions. In such cases the meeting, in arriving at its decisions,¹ shall take into account only the intervention of the party which has the right to vote.²

8. For the purpose of determining a quorum, as specified in paragraph 7 of Rule VI, the delegation of a Member Organization shall be counted for a number equal to the number of its Member States which are entitled to participate in the meeting and are present at the time the quorum is sought, to the extent that it is entitled to vote under the relevant agenda item.

¹ The word 'decisions' should be understood to mean both voting and situations where a decision is taken by consensus.

² The above is without prejudice to the question of whether or not the views of the party not having the right to vote shall be reflected in the report of the meeting. Where the views of the party not having the right to vote are reflected in the report, the fact that they are the views of the party not having the right to vote shall also be reflected in the report.

RULE III OFFICERS

1. The Commission shall elect a Chairperson and three Vice-Chairpersons from among the representatives, alternates and advisers (hereinafter referred to as “delegates”) of the Members of the Commission; it being understood that no delegate shall be eligible without the concurrence of the head of his delegation. They shall be elected at each session and shall hold office from the end of the session at which they were elected until the end of the following regular session. The Chairperson and Vice-Chairpersons may remain in office only with the continuing endorsement of the respective Member of the Commission of which they were a delegate at the time of election. The Directors-General of FAO and WHO shall declare a position vacant when advised by the Member of the Commission that such endorsement has ceased. The Chairperson and Vice-Chairpersons shall be eligible for re-election twice, provided that by the end of their second term of office they have not served for a period of more than two years.

2. The Chairperson, or in his absence a Vice-Chairperson, shall preside at meetings of the Commission and exercise such other function as may be required to facilitate the work of the Commission. A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

3. When neither the Chairperson nor the Vice-Chairperson are able to serve and, on the request of the outgoing Chairperson, during elections for the Chairperson, the Directors-General of FAO and WHO shall appoint a staff member to act as Chairperson, until either a temporary Chairperson or a new Chairperson has been elected. Any temporary Chairperson so elected shall hold office until the Chairperson or one of the Vice-Chairpersons is able to serve again.

4. The Commission may appoint one or more rapporteurs from among the delegates of the Members of the Commission.

5. The Directors-General of FAO and WHO shall be requested to appoint from the staffs of their organizations a Secretary of the Commission and such other officials, likewise responsible to them, as may be necessary to assist the officers and the Secretary in performing all duties that the work of the Commission may require.

RULE IV COORDINATORS

1. The Commission may appoint a Coordinator from among the Members of the Commission for any of the geographic locations enumerated in Rule V.1 (hereinafter referred to as “regions”) or for any group of countries specifically enumerated by the Commission (hereinafter referred to as ‘groups of countries’), whenever it may find, on the basis of a proposal of a majority of the Members of

the Commission which constitute the region or group, that work for the Codex Alimentarius in the countries concerned so requires.

2. Appointment of Coordinators shall be made exclusively on the proposal of a majority of the Members of the Commission which constitute the region or group of countries concerned. In principle, they shall be nominated at each session of the relevant Coordinating Committee established under Rule XI.1(b)(ii), and appointed at the following regular session of the Commission. They shall hold office from the end of this session. Coordinators may be reappointed for a second term. The Commission shall make such arrangements as may be necessary in order to ensure continuity in the functions of the Coordinators.

3. The functions of the Coordinators shall be:

- (i) to assist and coordinate the work of the Codex Committees set up under Rule XI.1(b)(i) in their region or group of countries in the preparation of draft standards, guidelines and other recommendations for submission to the Commission;
- (ii) to assist the Executive Committee and the Commission, as required, by advising them of the views of countries and recognized regional intergovernmental and non-government organizations in their respective regions on matters under discussion or of interest.

RULE V EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the Chairperson and the Vice-Chairpersons of the Commission, and the Coordinators appointed on the basis of Rule IV together with seven further Members elected by the Commission at regular sessions from among the Members of the Commission, one each coming from the following geographic locations: Africa, Asia, Europe, Latin America and the Caribbean, Near East, North America, South-West Pacific. Not more than one delegate from any one country shall be a member of the Executive Committee. Members elected on a geographic basis shall hold office from the end of the session of the Commission at which they were elected until the end of the second succeeding regular session and shall be eligible for re-election if they have not served for more than two years in their current term, but after having served two consecutive terms shall be ineligible to hold such office for the next succeeding term.

2. The Executive Committee shall, between sessions of the Commission, act on behalf of the Commission as its executive organ. In particular, the Executive Committee may make proposals to the Commission regarding general orientation, strategic planning, and programming of the work of the

Commission, study special problems and shall assist in the management of the Commission's programme of standards development, namely by conducting a critical review of proposals to undertake work and monitoring the progress of standards development.

3. The Executive Committee shall consider specific matters referred to it by the Directors-General of FAO and WHO as well as the estimate of expenditure for the Commission's proposed programme of work as described in Rule XIII.1.

4. The Executive Committee may establish such sub-committees from among its Members as it may deem necessary to enable it to exercise its functions as effectively as possible. Such sub-committees should be limited in numbers, carry out preparatory work and report to the Executive Committee. The Executive Committee shall appoint one of the Vice-Chairpersons of the Commission to serve as chairpersons of any such sub-committee. Consideration should be given to an appropriate geographical balance in the membership of sub-committees.

5. The Chairperson and Vice-Chairpersons of the Commission shall be respectively the Chairperson and Vice-Chairpersons of the Executive Committee.

6. Sessions of the Executive Committee may be convened as often as necessary by the Directors-General of FAO and WHO, in consultation with the Chairperson. The Executive Committee shall normally meet immediately prior to each session of the Commission.

7. The Executive Committee shall report to the Commission.

RULE VI SESSIONS

1. The Commission shall in principle hold one regular session each year at the Headquarters of either FAO or WHO. Additional sessions shall be held as considered necessary by the Directors-General of FAO and WHO after consultation with the Chairperson of the Executive Committee.

2. Sessions of the Commission shall be convened and the place of the meeting shall be determined by the Directors-General of FAO and WHO after consultation where appropriate, with the authorities of the host country.

3. Notice of the date and place of each session of the Commission shall be communicated to all Members of the Commission at least two months before the session.

4. Each Member of the Commission shall have one representative, who may be accompanied by one or more alternates and advisers.

5. In plenary meetings of the Commission, the representative of a Member may designate an alternate who shall have the right to speak and vote in the name of his or her delegation on any question. Moreover, upon the request of the representative or any alternate so designated, the Chairperson may allow an adviser to speak on any particular point.
6. Meetings of the Commission shall be held in public, unless the Commission decides otherwise.
7. The majority of the Members of the Commission shall constitute a quorum for the purposes of making recommendations for amendments to the Statutes of the Commission and of adopting amendments of, or additions to, the present Rules in accordance with Rule XV.1. For all other purposes the majority of the Members of the Commission attending the session shall constitute a quorum, provided that such a majority shall be not less than 20 percent of the total membership of the Commission, nor less than 25 Members. In addition, in the case of amendment or adoption of a proposed standard for a given region or group of countries, the quorum of the Commission shall include one third of the Members belonging to the region or group of countries concerned.

RULE VII AGENDA

1. The Directors-General of FAO and WHO, after consultation with the Chairperson of the Commission or with the Executive Committee, shall prepare a Provisional Agenda for each session of the Commission.
2. The first item on the Provisional Agenda shall be the adoption of the Agenda.
3. Any Member of the Commission may request the Directors-General of FAO or WHO to include specific items in the Provisional Agenda.
4. The Provisional Agenda shall be circulated by the Directors-General of FAO or WHO to all Members of the Commission at least two months before the opening of the session.
5. Any Member of the Commission, and the Directors-General of FAO and WHO, may, after the dispatch of the Provisional Agenda, propose the inclusion of specific items in the Agenda with respect to matters of an urgent nature. These items shall be placed on a supplementary list, which, if time permits before the opening of the session, shall be dispatched by the Directors-General of FAO and WHO to all Members of the Commission, failing which the supplementary list shall be communicated to the Chairperson for submission to the Commission.
6. No items included in the Agenda by the governing bodies or the Directors-General of FAO and WHO shall be deleted therefrom. After the Agenda has

been adopted, the Commission may, by a two-thirds majority of the votes cast, amend the Agenda by the deletion, addition or modification of any other item.

7. Documents to be submitted to the Commission at any session shall be furnished by the Directors-General of FAO and WHO to all Members of the Commission, to the other eligible Nations attending the session as observers and to the non-member nations and international organizations invited as observers thereto, in principle at least two months prior to the session at which they are to be discussed.

RULE VIII VOTING AND PROCEDURES

1. Subject to the provisions of paragraph 3 of this Rule, each Member of the Commission shall have one vote. An alternate or adviser shall not have the right to vote except where substituting for the representative.

2. Except as otherwise provided in these rules, decisions of the Commission shall be taken by a majority of the votes cast.

3. At the request of a majority of the Members of the Commission constituting a given region or a group of countries that a standard be elaborated, the standard concerned shall be elaborated as a standard primarily intended for that region or group of countries. When a vote is taken on the elaboration, amendment or adoption of a draft standard primarily intended for a region or group of countries, only Members belonging to that region or group of countries may take part in the voting. The adoption of the standard may, however, take place only after submission of the draft text to all Members of the Commission for comments. The provisions of this paragraph shall not prejudice the elaboration or adoption of a corresponding standard with a different territorial scope.

4. Subject to the provisions of paragraph 5 of this Rule and paragraph 2 of Rule XII, any Member of the Commission may request a roll-call vote, in which case the vote of each Member shall be recorded.

5. Elections shall be decided by secret ballot, except that, where the number of candidates does not exceed the number of vacancies, the Chairperson may submit to the Commission that the election be decided by clear general consent. Any other matter shall be decided by secret ballot if the Commission so determines.

6. Formal proposals relating to items of the Agenda and amendments thereto shall be introduced in writing and handed to the Chairperson, who shall circulate them to representatives of Members of the Commission.

7. The provisions of Rule XII of the General Rules of FAO shall apply *mutatis mutandis* to all matters which are not specifically dealt with under Rule VIII of the present Rules.

RULE IX OBSERVERS

1. Any Member Nation and any Associate Member of FAO or WHO which is not a Member of the Commission but has a special interest in the work of the Commission, may, upon request communicated to the Director-General of FAO or WHO, attend sessions of the Commission and of its subsidiary bodies as an observer. It may submit memoranda and participate without vote in the discussion.

2. Nations which, while not Member Nations or Associate Members of FAO or WHO, are Members of the United Nations, may, upon their request and subject to the provisions relating to the granting of observer status to nations adopted by the Conference of FAO and the World Health Assembly, be invited to attend in an observer capacity sessions of the Commission and of its subsidiary bodies. The status of nations invited to such sessions shall be governed by the relevant provisions adopted by the Conference of FAO.

3. Any Member of the Commission may attend as an observer the sessions of the subsidiary bodies and may submit memoranda and participate without vote in the discussions.

4. Subject to the provisions of paragraphs 5 and 6 of this Rule, the Directors-General of FAO or WHO may invite intergovernmental and international non-governmental organizations to attend as observers sessions of the Commission and of its subsidiary bodies.

5. Participation of intergovernmental organizations in the work of the Commission and the relations between the Commission and such organizations shall be governed by the relevant provisions of the Constitutions of FAO or WHO, as well as by the applicable regulations of FAO or WHO on relations with intergovernmental organizations; such relations shall be handled by the Director-General of FAO or WHO, as appropriate.

6. Participation of international non-governmental organizations in the work of the Commission and the relations between the Commission and such organizations shall be governed by the relevant provisions of the Constitution of FAO or WHO, as well as by applicable regulations of FAO or WHO on relations with international non-governmental organizations. Such relations shall be handled by the Director-General of FAO or WHO, as appropriate, on the advice of the Executive Committee. The Commission shall develop and keep under review principles and criteria concerning the participation of

international non-governmental organizations in its work, consistent with the applicable regulations of FAO or WHO

RULE X RECORDS AND REPORTS

1. At each session the Commission shall approve a report embodying its views, recommendations and conclusions, including when requested a statement of minority views. Such other records for its own use as the Commission may on occasion decide shall also be maintained.
2. The report of the Commission shall be transmitted to the Directors-General of FAO and WHO at the close of each session, who shall circulate it to the Members of the Commission, to other countries and to organizations that were represented at the session, for their information, and upon request to other Member Nations and Associate Members of FAO and WHO.
3. Recommendations of the Commission having policy, programme or financial implications for FAO and/or WHO shall be brought by the Directors-General to the attention of the governing bodies of FAO and/or WHO for appropriate action.
4. Subject to the provisions of the preceding paragraph, the Directors-General of FAO and WHO may request Members of the Commission to supply the Commission with information on action taken on the basis of recommendations made by the Commission.

RULE XI SUBSIDIARY BODIES

1. The Commission may establish the following types of subsidiary bodies:
 - (a) subsidiary bodies which it deems necessary for the accomplishment of its work in the finalization of draft standards;
 - (b) subsidiary bodies in the form of:
 - (i) Codex Committees for the preparation of draft standards for submission to the Commission, whether intended for world-wide use, for a given region or for a group of countries specifically enumerated by the Commission.
 - (ii) Coordinating Committees for regions or groups of countries which shall exercise general coordination in the preparation of standards relating to such regions or groups of countries and such other functions as may be entrusted to them.
2. Subject to paragraph 3 below, membership in these subsidiary bodies shall consist, as may be determined by the Commission, either of such Members of the Commission as have notified the Directors-General of FAO or WHO of their

desire to be considered as Members thereof, or of selected Members designated by the Commission.

3. Membership of subsidiary bodies established under Rule XI.1(b)(i) for the preparation of draft standards intended primarily for a region or group of countries, shall be open only to Members of the Commission belonging to such a region or group of countries.

4. Representatives of members of subsidiary bodies shall, insofar as possible, serve in a continuing capacity and shall be specialists active in the fields of the respective subsidiary bodies.

5. Subsidiary bodies may only be established by the Commission except where otherwise provided in these Rules. Their terms of reference and reporting procedures shall be determined by the Commission.

6. Sessions of subsidiary bodies shall be convened by the Directors-General of FAO and WHO:

(a) in the case of bodies established under Rule XI.1(a), in consultation with the Chairperson of the Commission;

(b) in the case of bodies established under Rule XI.1(b)(i) (Codex Committees), in consultation with the chairperson of the respective Codex Committee and also, in the case of Codex Committees for the preparation of draft standards for a given region or group of countries, with the Coordinator, if a Coordinator has been appointed for the region or group of countries concerned;

(c) in the case of bodies established under Rule XI.1(b)(ii) (Coordinating Committees), in consultation with the Chairperson of the Coordinating Committee.

7. The Directors-General of FAO and WHO shall determine the place of meeting of bodies established under Rule XI.1(a) and Rule XI.1(b)(ii) after consultation, where appropriate, with the host country concerned and, in the case of bodies established under Rule XI.1(b)(ii), after consultation with the Coordinator for the region or group of countries concerned, if any.

8. Notice of the date and place of each session of bodies established under Rule XI.1(a) shall be communicated to all Members of the Commission at least two months before the session.

9. The establishment of subsidiary bodies under Rule XI.1(a) and Rule XI.1(b)(ii) shall be subject to the availability of the necessary funds, as shall the establishment of subsidiary bodies under Rule XI.1(b)(i) when any of their expenses are proposed to be recognized as operating expenses within the budget of the Commission in accordance with Article 10 of the Statutes of the

Commission. Before taking any decision involving expenditure in connection with the establishment of such subsidiary bodies, the Commission shall have before it a report from the Director-General of FAO and/or WHO, as appropriate, on the administrative and financial implications thereof.

10. The Members who shall be responsible for appointing Chairpersons of subsidiary bodies established under Rule XI.1(b)(i) and Rule XI.1(b)(ii) shall be designated at each session by the Commission and shall be eligible for re-designation. All other officers of subsidiary bodies shall be elected by the body concerned and shall be eligible for re-election.

11. The Rules of Procedure of the Commission shall apply *mutatis mutandis* to its subsidiary bodies.

RULE XII ELABORATION AND ADOPTION OF STANDARDS

1. Subject to the provisions of these Rules of Procedure, the Commission may establish the procedures for the elaboration of world-wide standards and of standards for a given region or group of countries, and, when necessary, amend such procedures.

2. The Commission shall make every effort to reach agreement on the adoption or amendment of standards by consensus. Decisions to adopt or amend standards may be taken by voting only if such efforts to reach consensus have failed.

RULE XIII BUDGET AND EXPENSES

1. The Directors-General of FAO and WHO shall prepare for consideration by the Commission at its regular sessions an estimate of expenditure based on the proposed programme of work of the Commission and its subsidiary bodies, together with information concerning expenditures for the previous financial period. This estimate, with such modifications as may be considered appropriate by the Directors-General in the light of recommendations made by the Commission, shall subsequently be incorporated in the Regular Budgets of the two Organizations for approval by the appropriate governing bodies.

2. The estimate of expenditure shall make provisions for the operating expenses of the Commission and the subsidiary bodies of the Commission established under Rule XI.1(a) and XI.1(b)(ii) and for the expenses relating to staff assigned to the Programme and other expenditures incurred in connection with the servicing of the latter.

3. The estimate of expenditure shall make provision for the travel expenses (including a daily subsistence allowance) of members of the Executive

Committee from developing countries for the purpose of participating in meetings of the Executive Committee.

4. The operating costs of subsidiary bodies established under Rule XI.1(b)(i) (Codex Committees) shall be borne by each Member accepting the Chair of such a body. The estimate of expenditure may include a provision for such costs involved in preparatory work as may be recognized as operating expenses of the Commission in accordance with the provisions of Article 10 of the Statutes of the Commission.

5. Except as provided for in Rule XIII.3, the estimate of expenditure shall make no provision for expenses, including travel, incurred by delegations of the Members of the Commission or of observers referred to in Rule IX, in connection with their attendance at sessions of the Commission or its subsidiary bodies. Should experts be invited by the Directors-General of FAO or WHO to attend sessions of the Commission and its subsidiary bodies in their individual capacity, their expenses shall be borne out of the regular budgetary funds available for the work of the Commission.

RULE XIV LANGUAGES

1. The languages of the Commission and of its subsidiary bodies set up under Rule XI.1(a) shall be not less than three of the working languages, as shall be determined by the Commission, which are working languages both of FAO and of the Health Assembly of WHO.

2. Notwithstanding the provisions of paragraph 1 above, other languages which are working languages either of FAO or of the Health Assembly of WHO may be added by the Commission if

(a) the Commission has before it a report from the Directors-General of FAO and WHO on the policy, financial and administrative implications of the addition of such languages; and

(b) the addition of such languages has the approval of the Directors-General of FAO and WHO.

3. Where a representative wishes to use a language other than a language of the Commission he shall himself provide the necessary interpretation and/or translation into one of the languages of the Commission.

4. Without prejudice to the provisions of paragraph 3 of this Rule, the languages of subsidiary bodies set up under Rule XI.1(b) shall include at least two of the languages of the Commission.

RULE XV AMENDMENTS AND SUSPENSION OF RULES

1. Amendments of or additions to these Rules may be adopted by a two thirds majority of the votes cast, provided that 24 hours' notice of the proposal for the amendment or addition has been given. Amendments of or additions to these Rules shall come into force upon approval by the Directors-General of FAO and WHO, subject to such confirmation as may be prescribed by the procedures of the two Organizations.

2. The Rules of the Commission, other than Rule I, Rule III.1, 2, 3 and 5, Rule V, Rule VI.2 and 7, Rule VII.1, 4 and 6, Rule VIII.1, 2 and 3, Rule IX, Rule X.3 and 4, Rule XI.5, 7 and 9, Rule XIII, Rule XV and Rule XVI, may be suspended by the Commission by a two thirds majority of the votes cast, provided that 24 hours' notice of the proposal for suspension has been given. Such notice may be waived if no representative of the Members of the Commission objects.

RULE XVI ENTRY INTO FORCE

1. In accordance with Article 8 of the Statutes of the Commission, these Rules of Procedure shall come into force upon approval by the Directors-General of FAO and WHO, subject to such confirmation as may be prescribed by the procedures of the two Organizations. Pending the coming into force of these Rules, they shall apply provisionally.

PROCEDURES FOR THE ELABORATION OF CODEX STANDARDS AND RELATED TEXTS

Note: These procedures apply to the elaboration of Codex standards and related texts (e.g. codes of practice, guidelines) adopted by the Codex Alimentarius Commission as recommendations for governments.

INTRODUCTION

The full procedure for the elaboration of Codex standards is as follows.

1. The Commission shall implement a unified approach in the area of standards development by taking its decisions, based on a strategic planning process (“standards management”) (See Part 1 of this document).
2. An on-going critical review shall ensure that proposals for new work and draft standards submitted to the Commission for adoption continue to meet the strategic priorities of the Commission and can be developed within a reasonable period of time, taking into account the requirements and availability of scientific expert advice (See Part 2 of this document).
3. The Commission decides, taking into account the outcome of the on-going critical review conducted by the Executive Committee, that a standard should be elaborated and also which subsidiary body or other body should undertake the work. Decisions to elaborate standards may also be taken by subsidiary bodies of the Commission in accordance with the above-mentioned outcome subject to subsequent approval by the Commission at the earliest possible opportunity. The Secretariat arranges for the preparation of a “proposed draft standard” which is circulated to governments for comments and is then considered in the light of these by the subsidiary body concerned which may present the text to the Commission as a “draft standard”. If the Commission adopts the “draft standard” it is sent to governments for further comments and in the light of these and after further consideration by the subsidiary body concerned, the Commission reconsiders the draft and may adopt it as a “Codex standard”. The procedure is described in Part 3 of this document.
4. The Commission or any subsidiary body, subject to the confirmation of the Commission may decide that the urgency of elaborating a Codex standard is such that an accelerated elaboration procedure should be followed. While taking this decision, all appropriate matters shall be taken into consideration, including the likelihood of new scientific information becoming available in the immediate future. The accelerated elaboration procedure is described in Part 4

of this document.

5. The Commission or the subsidiary body or other body concerned may decide that the draft be returned for further work at any appropriate previous Step in the Procedure. The Commission may also decide that the draft be held at Step 8.

6. The Commission may authorise, on the basis of two-thirds majority of votes cast, the omission of Steps 6 and 7, where such an omission is recommended by the Codex Committee entrusted with the elaboration of the draft. Recommendations to omit steps shall be notified to Members and interested international organizations as soon as possible after the session of the Codex Committee concerned. When formulating recommendations to omit Steps 6 and 7, Codex Committees shall take all appropriate matters into consideration, including the need for urgency, and the likelihood of new scientific information becoming available in the immediate future.

7. The Commission may at any stage in the elaboration of a standard entrust any of the remaining Steps to a Codex Committee or other body different from that to which it was previously entrusted.

8. It will be for the Commission itself to keep under review the revision of “Codex standards”. The procedure for revision should, *mutatis mutandis*, be that laid down for the elaboration of Codex standards, except that the Commission may decide to omit any other step or steps of that Procedure where, in its opinion, an amendment proposed by a Codex Committee is either of an editorial nature or of a substantive nature but consequential to provisions in similar standards adopted by the Commission at Step 8.

9. Codex standards and related texts are published and are sent to governments as well as to international organizations to which competence in the matter has been transferred by their Member States (see Part 5 of this document).

PART 1. STRATEGIC PLANNING PROCESS

1. Taking into account the “*Criteria for the Establishment of Work Priorities*”, the strategic plan shall state broad priorities against which individual proposals for standards (and revision of standards) can be evaluated during the critical review process.

2. The strategic plan shall cover a six-year period and shall be renewed every two years on a rolling basis.

PART 2. CRITICAL REVIEW

Proposals to Undertake New Work or to Revise a Standard

1. Prior to approval for development, each proposal for new work or revision of a standard, shall be accompanied by a project document, prepared by the Committee or Member proposing new work or revision of a standard, detailing :

- the purposes and the scope of the standard ;
- its relevance and timeliness ;
- the main aspects to be covered ;
- an assessment against the *Criteria for the establishment of work priorities* ;
- relevance to the Codex strategic objectives ;
- information on the relation between the proposal and other existing Codex documents;
- identification of any requirement for and availability of expert scientific advice ;
- identification of any need for technical input to the standard from external bodies so that this can be planned for;
- the proposed time-line for completion the new work, including the start date, the proposed date for adoption at Step 5, and the proposed date for adoption by the Commission ; the time frame for developing a standard should not normally exceed five years.

2. The decision to undertake new work or to revise standards shall be taken by the Commission taking into account a critical review conducted by the Executive Committee.

3. The critical review includes:

- examination of proposals for development/revision of standards, taking into account the "*Criteria for the Establishment of Work Priorities*", the strategic plan of the Commission and the required supporting work of independent risk assessment;
- identifying the standard setting needs of developing countries;
- advice on establishment and dissolution of committees and task forces, including *ad hoc* cross-committee task forces (in areas where work falls within several committee mandates); and

Elaboration procedures

- preliminary assessment of the need for expert scientific advice and the availability of such advice from FAO, WHO or other relevant expert bodies, and the prioritisation of that advice.

4. The decision to undertake new work or revision of individual maximum residue limits for pesticides or veterinary drugs, or the maintenance of the General Standard on Food Additives³, the General Standard on Contaminants and Toxins in Foods⁴, the Food Categorisation System and the International Numbering System, shall follow the procedures established by the Committees concerned and endorsed by the Commission.

Monitoring Progress of Standards Development

5. The Executive Committee shall review the status of development of draft standards against the time frame agreed by the Commission and shall report its findings to the Commission.

6. The Executive Committee may propose an extension of the time frame; cancellation of work; or propose that the work be undertaken by a Committee other than the one to which it was originally entrusted, including the establishment of a limited number of subsidiary bodies, if appropriate.

7. The critical review process shall ensure that progress in the development of standards is consistent with the envisaged time frame, that draft standards submitted to the Commission for adoption have been fully considered at Committee level.

8. Monitoring shall take place against the time line deemed necessary and revisions in the coverage of the standard shall need to be specifically endorsed by the Commission.

This shall therefore include:

- monitoring of progress in developing standards and advising what corrective action should be taken;
- examining proposed standards from Codex committees, before they are submitted to the Commission for adoption :
 - for consistency with the mandate of Codex, the decisions of the Commission, and existing Codex texts,

³ including related methods of analysis and sampling plans

⁴ including related methods of analysis and sampling plans

- to ensure that the requirements of the endorsement procedure have been fulfilled, where appropriate,
- for format and presentation, and
- for linguistic consistency.

PART 3. UNIFORM PROCEDURE FOR THE ELABORATION OF CODEX STANDARDS AND RELATED TEXTS

Steps 1, 2 and 3

- (1) The Commission decides, taking into account the outcome of the critical review conducted by the Executive Committee, to elaborate a World-wide Codex Standard and also decides which subsidiary body or other body should undertake the work. A decision to elaborate a World-wide Codex Standard may also be taken by subsidiary bodies of the Commission in accordance with the above mentioned outcome, subject to subsequent approval by the Commission at the earliest possible opportunity. In the case of Codex Regional Standards, the Commission shall base its decision on the proposal of the majority of Members belonging to a given region or group of countries submitted at a session of the Codex Alimentarius Commission.
- (2) The Secretariat arranges for the preparation of a proposed draft standard. In the case of Maximum Limits for Residues of Pesticides or Veterinary Drugs, the Secretariat distributes the recommendations for maximum limits, when available from the Joint Meetings of the FAO Panel of Experts on Pesticide Residues in Food and the Environment and the WHO Core Assessment Group on Pesticide Residues (JMPR), or the Joint FAO/WHO Expert Committee on Food Additives (JECFA). Any other relevant information regarding risk assessment work conducted by FAO and WHO should also be made available. In the cases of milk and milk products or individual standards for cheeses, the Secretariat distributes the recommendations of the International Dairy Federation (IDF).
- (3) The proposed draft standard is sent to Members of the Commission and interested international organizations for comment on all aspects including possible implications of the proposed draft standard for their economic interests.

Step 4

The comments received are sent by the Secretariat to the subsidiary body or other body concerned which has the power to consider such comments and to amend the proposed draft standard.

Step 5

The proposed draft standard is submitted through the Secretariat to the Executive Committee for critical review and to the Commission with a view to its adoption as a draft standard⁵. In taking any decision at this step, the Commission will give due consideration to the outcome of the critical review and to any comments that may be submitted by any of its Members regarding the implications which the proposed draft standard or any provisions thereof may have for their economic interests. In the case of Regional Standards, all Members of the Commission may present their comments, take part in the debate and propose amendments, but only the majority of the Members of the region or group of countries concerned attending the session can decide to amend or adopt the draft. In taking any decisions at this step, the Members of the region or group of countries concerned will give due consideration to any comments that may be submitted by any of the Members of the Commission regarding the implications which the proposed draft standard or any provisions thereof may have for their economic interests.

Step 6

The draft standard is sent by the Secretariat to all Members and interested international organizations for comment on all aspects, including possible implications of the draft standard for their economic interests.

Step 7

The comments received are sent by the Secretariat to the subsidiary body or other body concerned, which has the power to consider such comments and amend the draft standard.

Step 8

The draft standard is submitted through the Secretariat to the Executive Committee for critical review and to the Commission, together with any written proposals received from Members and interested international organizations for amendments at Step 8, with a view to its adoption as a Codex standard. In taking any decision at this step, the Commission will give due consideration to the outcome of the critical review and to any comments that may be submitted by

⁵ Without prejudice to the outcome of the critical review conducted by the Executive Committee and/or any decision that may be taken by the Commission at Step 5, the proposed draft standard may be sent by the Secretariat for government comments prior to its consideration at Step 5, when, in the opinion of the subsidiary body or other body concerned, the time between the relevant session of the Commission and the subsequent session of the subsidiary body or other body concerned requires such action in order to advance the work

any of its Members regarding the implications which the draft standard or any provisions thereof may have for their economic interests. In the case of Regional standards, all Members and interested international organizations may present their comments, take part in the debate and propose amendments but only the majority of Members of the region or group of countries concerned attending the session can decide to amend and adopt the draft.

PART 4. UNIFORM ACCELERATED PROCEDURE FOR THE ELABORATION OF CODEX STANDARDS AND RELATED TEXTS

Steps 1, 2 and 3

- (1) The Commission, on the basis of a two-thirds majority of votes cast, taking into account the outcome of the critical review conducted by the Executive Committee, shall identify those standards which shall be the subject of an accelerated elaboration process.⁶ The identification of such standards may also be made by subsidiary bodies of the Commission, on the basis of a two-thirds majority of votes cast, subject to confirmation at the earliest opportunity by the Commission.
- (2) The Secretariat arranges for the preparation of a proposed draft standard. In the case of Maximum Limits for Residues of Pesticides or Veterinary Drugs, the Secretariat distributes the recommendations for maximum limits, when available from the Joint Meetings of the FAO Panel of Experts on Pesticide Residues in Food and the Environment and the WHO Core Assessment Group on Pesticide Residues (JMPR), or the Joint FAO/WHO Expert Committee on Food Additives (JECFA). Any other relevant information regarding risk assessment work conducted by FAO and WHO should also be made available. In the cases of milk and milk products or individual standards for cheeses, the Secretariat distributes the recommendations of the International Dairy Federation (IDF).
- (3) The proposed draft standard is sent to Members of the Commission and interested international organizations for comment on all aspects including possible implications of the proposed draft standard for their economic interests. When standards are subject to an accelerated procedure, this fact shall be notified to the Members of the Commission and the interested international organizations.

Step 4

The comments received are sent by the Secretariat to the subsidiary body or

⁶ Relevant considerations could include, but need not be limited to, matters concerning new scientific information; new technology(ies); urgent problems related to trade or public health; or the revision or up-dating of existing standards.

other body concerned which has the power to consider such comments and to amend the proposed draft standard.

Step 5

In the case of standards identified as being subject to an accelerated elaboration procedure, the proposed draft standard is submitted through the Secretariat to the Executive Committee for critical review and to the Commission, together with any written proposals received from Members and interested international organizations for amendments, with a view to its adoption as a Codex standard. In taking any decision at this step, the Commission will give due consideration to the outcome of the critical review and to any comments that may be submitted by any of its Members regarding the implications which the proposed draft standard or any provisions thereof may have for their economic interests. In the case of Regional standards, all Members and interested international organizations may present their comments, take part in the debate and propose amendments but only the majority of Members of the region or group of countries concerned attending the session can decide to amend and adopt the proposed draft.

***PART 5. SUBSEQUENT PROCEDURE CONCERNING
PUBLICATION OF CODEX STANDARDS***

The Codex standard is published and issued to all Member States and Associate Members of FAO and/or WHO and to the international organizations concerned.

The above mentioned publications will constitute the *Codex Alimentarius*.

***SUBSEQUENT PROCEDURE CONCERNING PUBLICATION AND POSSIBLE
EXTENSION OF TERRITORIAL APPLICATION OF THE STANDARD***

The Codex Regional Standard is published and issued to all Member States and Associate Members of FAO and/or WHO and to the international organizations concerned.

It is open to the Commission to consider at any time the possible extension of the territorial application of a Codex Regional Standard or its conversion into a World-wide Codex Standard.

***GUIDE TO THE PROCEDURE FOR THE REVISION AND AMENDMENT OF
CODEX STANDARDS***

1. Proposals for the amendment or revision of Codex standards should be submitted to the Commission's Secretariat in good time (not less than three months) before the session of the Commission at which they are to be considered. The proposer of an amendment should indicate the reasons for the proposed amendment and should also state whether the proposed amendment had been previously submitted to and considered by the Codex committee

concerned and/or the Commission. If the proposed amendment has already been considered by the Codex committee and/or Commission, the outcome of the consideration of the proposed amendment should be stated.

2. Taking into account such information regarding the proposed amendment, as may be supplied in accordance with paragraph 1 above, and the outcome of the on-going critical review conducted by the Executive Committee, the Commission will decide whether the amendment or revision of a standard is necessary. If the Commission decides in the affirmative, and the proposer of the amendment is other than a Codex committee, the proposed amendment will be referred for consideration to the appropriate Codex committee, if such committee is still in existence. If such committee is not in existence, the Commission will determine how best to deal with the proposed amendment. If the proposer of the amendment is a Codex committee, it would be open to the Commission to decide that the proposed amendment be circulated to governments for comments prior to further consideration by the sponsoring Codex Committee. In the case of an amendment proposed by a Codex Committee, it will also be open to the Commission to adopt the amendment at Step 5 or Step 8 as appropriate, where in its opinion the amendment is either of an editorial nature or of a substantive nature but consequential to provisions in similar standards adopted by it at Step 8.
3. The procedure for amending or revising a Codex standard is laid down in paragraph 8 of the Introduction to the Procedure for the Elaboration of Codex Standards and Related Texts.
4. When the Commission has decided to amend or revise a standard, the unrevised standard will remain the applicable Codex standard until the revised standard has been adopted by the Commission.

***ARRANGEMENTS FOR THE AMENDMENT OF CODEX STANDARDS
ELABORATED BY CODEX COMMITTEES WHICH HAVE ADJOURNED SINE
DIE***

1. The need to consider amending or revising adopted Codex standards arises from time to time for a variety of reasons amongst which can be:
 - (a) changes in the evaluation of food additives, pesticides and contaminants;
 - (b) finalization of methods of analysis;
 - (c) editorial amendments of guidelines or other texts adopted by the Commission and related to all or a group of Codex standards e.g.

“Guidelines on Date Marking”, “Guidelines on Labelling of Non-retail Containers”, “Carry-over Principle”;

(d) consequential amendments to earlier Codex standards arising from Commission decisions on currently adopted standards of the same type of products;

(e) consequential and other amendments arising from either revised or newly elaborated Codex standards and other texts of general applicability which have been referenced in other Codex standards (Revision of General Principles of Food Hygiene, Codex Standard for the Labelling of Prepackaged Foods);

(f) technological developments or economic considerations e.g. provisions concerning styles, packaging media or other factors related to composition and essential quality criteria and consequential changes in labelling provisions;

2. The “Guide to the Procedure for the Revision and Amendment of Codex Standards” covers sufficiently amendments to Codex standards which have been elaborated by still active Codex Committees. In the case of amendments proposed to Codex standards elaborated by Codex Committees which have adjourned *sine die*, the procedure places an obligation on the Commission to “determine how best to deal with the proposed amendment”. In order to facilitate consideration of such amendments, the Commission has established more detailed guidance within the existing procedure for the amendment and revision of Codex standards.

3. In the case where Codex committees have adjourned *sine die*:

(a) the Secretariat keeps under review all Codex standards originating from Codex Committees adjourned *sine die* and to determine the need for any amendments arising from decisions of the Commission, in particular amendments of the type mentioned in para. 1(a), (b), (c), (d) and those of (e) if of an editorial nature. If a need to amend the standard appears appropriate then the Secretariat should prepare a text for adoption in the Commission;

(b) amendments of the type in para (f) and those of (e) of a substantive nature, the Secretariat in cooperation with the national secretariat of the adjourned Committee and, if possible, the Chairperson of that Committee, should agree on the need for such an amendment and prepare a working paper containing the wording of a proposed amendment and the reasons for proposing such amendment, and request comments from Member Governments: (a) on the need to proceed with such an amendment and (b) on the proposed amendment itself. If the majority of the replies received

from Member Governments is affirmative on both the need to amend the standard and the suitability of the proposed wording for the amendment or an alternative proposed wording, the proposal should be submitted to the Commission with a request to approve the amendment of the standard concerned. In cases where replies do not appear to offer an uncontroversial solution then the Commission should be informed accordingly and it would be for the Commission to determine how best to proceed.

GENERAL PRINCIPLES OF THE CODEX ALIMENTARIUS

PURPOSE OF THE CODEX ALIMENTARIUS

1. The Codex Alimentarius is a collection of internationally adopted food standards presented in a uniform manner. These food standards aim at protecting consumers' health and ensuring fair practices in the food trade. The Codex Alimentarius also includes provisions of an advisory nature in the form of codes of practice, guidelines and other recommended measures intended to assist in achieving the purposes of the Codex Alimentarius. The publication of the Codex Alimentarius is intended to guide and promote the elaboration and establishment of definitions and requirements for foods to assist in their harmonization and in doing so to facilitate international trade.

SCOPE OF THE CODEX ALIMENTARIUS

2. The Codex Alimentarius includes standards for all the principle foods, whether processed, semi-processed or raw, for distribution to the consumer. Materials for further processing into foods should be included to the extent necessary to achieve the purposes of the Codex Alimentarius as defined. The Codex Alimentarius includes provisions in respect of food hygiene, food additives, pesticide residues, contaminants, labelling and presentation, methods of analysis and sampling. It also includes provisions of an advisory nature in the form of codes of practice, guidelines and other recommended measures.

NATURE OF CODEX STANDARDS

3. Codex standards contain requirements for food aimed at ensuring for the consumer a sound, wholesome food product free from adulteration, correctly labelled and presented. A Codex standard for any food or foods should be drawn up in accordance with the Format for Codex Commodity Standards and contain, as appropriate, the criteria listed therein.

REVISION OF CODEX STANDARDS

4. The Codex Alimentarius Commission and its subsidiary bodies are committed to revision as necessary of Codex standards and related texts to ensure that they are consistent with and reflect current scientific knowledge and other relevant information. When required, a standard or related text shall be revised or removed using the same procedures as followed for the elaboration of a new standard. Each member of the Codex Alimentarius Commission is responsible for identifying, and presenting to the appropriate committee, any new scientific and other relevant information which may warrant revision of any existing Codex standards or related texts.

**GUIDELINES ON COOPERATION BETWEEN THE CODEX
ALIMENTARIUS COMMISSION AND INTERNATIONAL
INTERGOVERNMENTAL ORGANIZATIONS IN THE ELABORATION OF
STANDARDS AND RELATED TEXTS**

SCOPE AND APPLICATION

- 1) These guidelines establish the modalities of cooperation between the Codex Alimentarius Commission and international intergovernmental organizations when elaborating food standards or related texts.
- 2) These guidelines should be read in conjunction with the "Uniform Procedure for the Elaboration of Codex Standards and Related Texts".

TYPES OF COOPERATION

- 3) The Codex Alimentarius Commission may undertake the elaboration of any standard or related text in cooperation with another international intergovernmental body or organization.
- 4) Such cooperation may consist of:
 - a) Cooperation at the initial drafting stages of a Codex standard or related text;
 - b) Cooperation through mutual exchange of information and participation in meetings.

COOPERATING INTERNATIONAL INTERGOVERNMENTAL ORGANIZATION

- 5) The cooperating international intergovernmental organization shall have observer status with the Codex Alimentarius Commission.
- 6) The cooperating international intergovernmental organization shall have the same principles of membership⁷ that form the basis for membership in the

⁷ "The same principles of membership" shall be taken to mean that the membership of the organization is open to all Members and Associate Members of FAO and of WHO.

Codex Alimentarius Commission and equivalent principles of standards-setting⁸.

COOPERATION AT THE INITIAL DRAFTING STAGES OF A CODEX STANDARD OR RELATED TEXT⁹

- 7) The Commission, or a subsidiary body of the Commission subject to approval by the Commission and taking into account the Critical review conducted by the Executive Committee, as appropriate, may entrust the initial drafting of a proposed draft standard or related text to an international intergovernmental organisation with competence in the relevant field, in particular one of those referred to in Annex A of the World Trade Organization Agreement on the Application of Sanitary and Phytosanitary Measures (WTO/SPS Agreement), on a case-by case basis, provided that the willingness of the cooperating organization to undertake such work has been ascertained. Such texts shall be circulated at Step 3 of the « Uniform Procedure for the Elaboration of Codex Standards and Related Texts ». When appropriate, the international intergovernmental organisations referred to Annex A of the WTO/SPS Agreement shall be associated in the drafting of standards or related texts at Step 2 of the Elaboration Procedure. The Commission shall entrust the remaining steps to the relevant Codex subsidiary body within the Codex Elaboration Procedure.
- 8) The Commission, or a subsidiary body of the Commission, may use, in whole or in part, an international standard or related text developed by an international intergovernmental organization with competence in the relevant field as a basis for preparing a proposed draft standard or related text at Step 2 of the Elaboration Procedure, subject to concurrence of the cooperating organization. The proposed draft standard or related text shall be circulated at Step 3 of the "Uniform Procedure for the Elaboration of Codex Standards and Related Texts".

⁸ "Equivalent principles of standards-setting" refers to the General Decisions of the Commission set out in the Appendix to the Procedural Manual.

⁹ See also Article 1 of the Statutes of the Codex Alimentarius Commission, Step 2 of the Uniform Procedure for the Elaboration of Codex Standards and Related Texts, and the Terms of reference of the Codex Committee on Fresh Fruits and Vegetables.

COOPERATION THROUGH MUTUAL EXCHANGE OF INFORMATION AND PARTICIPATION IN MEETINGS

- 9) The Commission or a subsidiary body of the Commission may identify an international intergovernmental organization having specific expertise of particular importance to the work of the Commission. Such organization may be encouraged to actively participate in the elaboration of standards by the Commission and its subsidiary bodies.
- 10) The Commission or a subsidiary body of the Commission may invite a cooperating organization having specific expertise of particular importance to the work of the Commission to report about its relevant work at their sessions on an *ad hoc* or regular basis.
- 11) The Commission or a subsidiary body of the Commission may recommend that the Chairperson of the Commission, the Chairperson of the subsidiary body, or, if they are not available, a Vice-chairperson or the Secretary of the Commission, as appropriate, participate in meetings of the cooperating organization, subject to the concurrence of the cooperating organization.
- 12) The Commission or a subsidiary body of the Commission may recommend that the Chairperson or the Secretary of the Commission forward comments, opinions or other relevant information of the Commission to the cooperating organization as regards international standard setting work in areas of mutual interest.
- 13) The Codex Alimentarius Commission may recommend to the Directors-General of FAO and WHO the conclusion of an appropriate arrangement with the executive head of the cooperating organization with a view to agreeing upon specific modalities to facilitate continuing cooperation between the Commission and the cooperating organization, as set out in the paragraphs above.

**PRINCIPLES CONCERNING THE PARTICIPATION OF INTERNATIONAL
NON-GOVERNMENTAL ORGANIZATIONS IN THE WORK OF THE
CODEX ALIMENTARIUS COMMISSION**

1. PURPOSE

The purpose of collaboration with International Non-Governmental Organizations is to secure for the Codex Alimentarius Commission, expert information, advice and assistance from international non-governmental organizations and to enable organizations which represent important sections of public opinion and are authorities in their fields of professional and technical competence to express the views of their members and to play an appropriate role in ensuring the harmonizing of intersectoral interests among the various sectoral bodies concerned in a country, regional or global setting. Arrangements made with such organizations shall be designed to advance the purposes of the Codex Alimentarius Commission by securing maximum cooperation from International Non-Governmental Organizations in the execution of its programme.

2. TYPES OF RELATIONSHIP

Only one category of relationship shall be recognized, namely "Observer Status"; all other contacts, including working relations, shall be considered to be of an informal character.

3. ORGANIZATIONS ELIGIBLE FOR "OBSERVER STATUS"

The following shall be eligible for Observer Status:

- International Non-Governmental Organizations in consultative status, specialized consultative status or liaison status with FAO;
- International Non-Governmental Organizations having official relations with WHO; and
- International Non-Governmental Organizations that:
 - (a) are international in structure and scope of activity, and representative of the specialized field of interest in which they operate;
 - (b) are concerned with matters covering a part or all of the Commission's field of activity;
 - (c) have aims and purposes in conformity with the Statutes of the Codex Alimentarius Commission;

- (d) have a permanent directing body and Secretariat, authorized representatives and systematic procedures and machinery for communicating with its membership in various countries. Its members shall exercise voting rights in relation to its policies or action or shall have other appropriate mechanisms to express their views; and
- (e) have been established at least three years before they apply for observer status.

For the purpose of paragraph (a), International Non-Governmental Organizations shall be considered "international in structure and scope of activity" if they have members and carry out activities in at least three countries. The Directors-General of FAO and WHO may, upon the advice of the Executive Committee, grant observer status to Organizations not meeting this requirement if it is clear from their application that they would make a significant contribution to advancing the purposes of the Codex Alimentarius Commission.

4. PROCEDURE FOR OBTAINING "OBSERVER STATUS"

4.1 International Non-Governmental Organizations Having Status with FAO and/or Official Relations with WHO

"Observer status" shall be accorded to those International Non-Governmental Organizations in consultative status, specialized consultative status or liaison status with FAO or International Non-Governmental Organizations having official relations with WHO that inform the Secretary of the Codex Alimentarius Commission of their desire to participate in the work of the Commission and/or any or all of the Commission's subsidiary bodies¹⁰ on a regular basis. They may also request invitations to participate at specific sessions of the Commission or its subsidiary bodies on an *ad hoc* basis.

4.2 International Non-Governmental Organizations neither Having Status with FAO nor Official Relations with WHO

Before any form of formal relationship is established with a Non-Governmental Organization, such Organization shall supply the Secretary of the Commission with the information outlined in the Annex to these Procedures.

The Secretary of the Commission will verify the completeness of the information provided by the Organization, and will also perform an initial assessment of whether the Organization appears to meet the requirements indicated in Section 3 of these Principles. In case of doubts, he or she will

¹⁰ The term "subsidiary bodies" means any body established under Rule XI of the Commission's Rules of Procedure.

consult with the Directors-General of FAO and WHO and may seek further information and clarifications from the Organization as appropriate.

Upon satisfactory completion of the verification and assessment referred to in the previous paragraph, the Secretary of the Commission will submit the application and all relevant information received from the applicant to the Executive Committee for its advice, pursuant to Rule IX.6 of the Rules of Procedure of the Codex Alimentarius Commission.

The Secretary of the Commission will transmit the application, together with all relevant information received from the applicant and the advice of the Executive Committee, to the Directors-General who will decide whether an Organization is to be granted observer status. In case of rejection of an application, a re-application by the same Organization shall not normally be considered until two years have elapsed since the Directors-General's decision on the original application.

The Secretary of the Commission shall inform each Organization of the Directors-General's decision on its application, and shall provide a written explanation of the decision in case of rejection.

Observer Status at specific meetings will not normally be granted to individual organizations that are members of a larger organization authorized and that intends to represent them at these meetings.

5. PRIVILEGES AND OBLIGATIONS

International Non-governmental Organizations in Observer status shall have the following privileges and obligations:

5.1 Privileges of International Non-Governmental Organizations in "Observer Status"

An Organization in Observer Status:

(a) shall be entitled to send an observer (without the right to vote) to sessions of the Commission, who may be accompanied by advisers; to receive from the Secretary of the Commission, in advance of the session, all working documents and discussion papers; to circulate to the Commission its views in writing, without abridgement; and to participate in discussions when invited by the Chairperson¹¹;

¹¹ An invitation to a Codex meeting and representation thereof by an observer shall not imply the granting to an international non-governmental organization of a status different from that which it already enjoys.

(b) shall be entitled to send an observer (without the right to vote) to sessions of specified Subsidiary Bodies, who may be accompanied by advisers; to receive from the Secretaries of the Subsidiary Bodies, in advance of the session, all working documents and discussion papers; to circulate to these Bodies its views in writing, without abridgement; and to participate in discussions when invited by the Chairperson;

(c) may be invited by the Directors-General to participate in meetings or seminars on subjects organized under the Joint FAO/WHO Food Standards Programme which fall within its fields of interest, and if it does not so participate it may submit its views in writing to any such meeting or seminar;

(d) will receive documentation and information about meetings planned on subjects agreed upon with the Secretariat;

(e) may submit, under the authority of its governing body, written statements on matters before the Commission, in one of the languages of Commission, to the Secretary, who may communicate them to the Commission or the Executive Committee as appropriate.

5.2 Obligations of International Non-Governmental Organizations in "Observer Status"

An Organization in Observer Status shall undertake:

(a) to cooperate fully with the Codex Alimentarius Commission for the furtherance of the objectives of the Joint FAO/WHO Food Standards Programme;

(b) in cooperation with the Secretariat, to determine the ways and means of co-ordinating activities within the scope of the Joint FAO/WHO Food Standards Programme, with a view to avoiding duplication and overlapping;

(c) to contribute, as far as possible, and at the request of the Directors-General, to the promotion of a better knowledge and understanding of the Codex Alimentarius Commission and the Joint FAO/WHO Food Standards Programme through appropriate discussions or other forms of publicity;

(d) to send to the Secretary of the Commission on an exchange basis, its reports and publications concerned with matters covering all or part of the Commission's field of activity;

(e) to promptly report to the Secretary of the Commission changes in its structure and membership, important changes in its secretariat as well as any other important changes in the information provided in accordance with the Annex to the present Principles.

6. REVIEW OF "OBSERVER STATUS"

The Directors-General may terminate observer status if an Organization no longer meets the criteria that applied at the time it was granted observer status, or for reasons of exceptional nature, in accordance with the procedures set out in this section.

Without prejudice to the preceding paragraph, an international non-governmental organization in Observer Status which has neither attended any meetings nor provided any written comments during a period of four years shall be deemed not to have sufficient interest to warrant the continuance of such relationship.

If, in the view of the Directors-General, the conditions indicated in the previous paragraphs materialize, they shall inform the Organization concerned accordingly and invite it to submit its observations. The Directors-General will seek the advice of the Executive Committee and will submit any observation received from the Organization to it. The Directors-General, taking into account the advice of the Executive Committee and any observation submitted by the Organization, shall decide whether to terminate its observer status. A re-application from the same Organization shall not normally be considered until two years have elapsed since the Directors-General's decision to terminate its observer status.

The Secretary shall report to the Codex Alimentarius Commission on the relations between the Codex Alimentarius Commission and international nongovernmental organizations established in accordance with the present Procedures and shall provide a list of organizations granted Observer Status, with an indication of the membership that they represent. He or she shall also report to the Commission the termination of the observer status of any Organization.

The Commission shall periodically review these principles and procedures and shall consider, as necessary, any amendments which may seem desirable.

ANNEX: INFORMATION REQUIRED OF INTERNATIONAL NON-GOVERNMENTAL ORGANIZATIONS REQUESTING “OBSERVER STATUS”

- (a) Official name of the organization in different languages (with initials)
- (b) Full postal address, Telephone, Facsimile and Email, as well as Telex and website addresses as appropriate
- (c) Aims and subject fields (mandate) of organization, and methods of operation. (Enclose charter, constitution, by-laws, rules of procedures, etc.). Date of establishment
- (d) Member organizations (name and address of each national affiliate, method of affiliation, giving number of members where possible, and names of principal officers. If the organization has individual members, please indicate approximate number in each country. If the organization is of a federal nature and has international non-governmental organizations as members, please indicate whether any of those members already enjoy observer status with the Codex Alimentarius Commission)
- (e) Structure (assembly or conference; council or other form of governing body; type of general secretariat; commissions on special topics, if any; etc.)
- (f) Indication of source of funding (e.g., membership contributions, direct funding, external contributions, or grants)
- (g) Meetings (indicate frequency and average attendance; send report of previous meeting, including any resolutions passed) that are concerned with matters covering all or part of the Commission’s field of activity
- (h) Relations with other international organizations:
 - UN and its organs (indicate consultative status or other relationship, if any)
 - Other international organizations (document substantive activities)
- (i) Expected contribution to the Joint FAO/WHO Food Standards Programme
- (j) Past activities on behalf of, or in relation to, the Codex Alimentarius Commission and the Joint FAO/WHO Food Standards Programme (indicate any relationship by national affiliates with the Regional Coordinating Committees and/or the National Codex Contact Points or Committees for at least the last three years preceding the application)
- (k) Area of activity in which participation as an observer is requested (Commission and/or Subsidiary Bodies). If more than one organization with similar interests is requesting observer status in any field of activity, such organizations will be encouraged to form themselves into a federation or association for the purpose of participation. If the formation of such a single organization is not feasible, the application should explain why this is so.

Principles concerning NGO Participation

- (l) Previous applications for observer status with the Codex Alimentarius Commission, including those made by a member organization of the applicant organization. If successful, please indicate why and when observer status was terminated. If unsuccessful, please indicate the reasons you were given.
- (m) Languages (English, French or Spanish) in which documentation should be sent to the international non-governmental organization
- (n) Name, Function and address of the person providing the information
- (o) Signature and date

DEFINITIONS FOR THE PURPOSES OF THE CODEX ALIMENTARIUS

For the purposes of the Codex Alimentarius:

Food means any substance, whether processed, semi-processed or raw, which is intended for human consumption, and includes drink, chewing gum and any substance which has been used in the manufacture, preparation or treatment of “food” but does not include cosmetics or tobacco or substances used only as drugs.

Food hygiene comprises conditions and measures necessary for the production, processing, storage and distribution of food designed to ensure a safe, sound, wholesome product fit for human consumption.

Food additive means any substance not normally consumed as a food by itself and not normally used as a typical ingredient of the food, whether or not it has nutritive value, the intentional addition of which to food for a technological (including organoleptic) purpose in the manufacture, processing, preparation, treatment, packing, packaging, transport or holding of such food results, or may be reasonably expected to result, (directly or indirectly) in it or its by-products becoming a component of or otherwise affecting the characteristics of such foods. The term does not include “contaminants” or substances added to food for maintaining or improving nutritional qualities.

Contaminant means any substance not intentionally added to food, which is present in such food as a result of the production (including operations carried out in crop husbandry, animal husbandry and veterinary medicine), manufacture, processing, preparation, treatment, packing, packaging, transport or holding of such food or as a result of environmental contamination. The term does not include insect fragments, rodent hairs and other extraneous matter.

Pesticide means any substance intended for preventing, destroying, attracting, repelling, or controlling any pest including unwanted species of plants or animals during the production, storage, transport, distribution and processing of food, agricultural commodities, or animal feeds or which may be administered to animals for the control of ectoparasites. The term includes substances intended for use as a plant growth regulator, defoliant, desiccant, fruit thinning agent, or sprouting inhibitor and substances applied to crops either before or after harvest to protect the commodity from deterioration during storage and transport. The term normally excludes fertilizers, plant and animal nutrients, food additives, and animal drugs.

Pesticide Residue means any specified substance in food, agricultural commodities, or animal feed resulting from the use of a pesticide. The term

Definitions

includes any derivatives of a pesticide, such as conversion products, metabolites, reaction products, and impurities considered to be of toxicological significance.

Good Agricultural Practice in the Use of Pesticides (GAP) includes the nationally authorized safe uses of pesticides under actual conditions necessary for effective and reliable pest control. It encompasses a range of levels of pesticide applications up to the highest authorised use, applied in a manner which leaves a residue which is the smallest amount practicable.

Authorized safe uses are determined at the national level and include nationally registered or recommended uses, which take into account public and occupational health and environmental safety considerations.

Actual conditions include any stage in the production, storage, transport, distribution and processing of food commodities and animal feed.

Codex maximum limit for pesticide residues (MRLP) is the maximum concentration of a pesticide residue (expressed as mg/kg), recommended by the Codex Alimentarius Commission to be legally permitted in or on food commodities and animal feeds. MRLs are based on GAP data and foods derived from commodities that comply with the respective MRLs are intended to be toxicologically acceptable.

Codex MRLs, which are primarily intended to apply in international trade, are derived from estimations made by the JMPR following:

- (a) toxicological assessment of the pesticide and its residue; and
- (b) review of residue data from supervised trials and supervised uses including those reflecting national good agricultural practices. Data from supervised trials conducted at the highest nationally recommended, authorized or registered uses are included in the review. In order to accommodate variations in national pest control requirements, Codex MRLs take into account the higher levels shown to arise in such supervised trials, which are considered to represent effective pest control practices.

Consideration of the various dietary residue intake estimates and determinations both at the national and international level in comparison with the ADI, should indicate that foods complying with Codex MRLs are safe for human consumption.

Veterinary drug means any substance applied or administered to any food producing animal, such as meat or milk producing animals, poultry, fish or bees, whether used for therapeutic, prophylactic or diagnostic purposes or for modification of physiological functions or behaviour.

Residues of veterinary drugs include the parent compounds and/or their metabolites in any edible portion of the animal product, and include residues of associated impurities of the veterinary drug concerned.

Codex maximum limit for residues of veterinary drugs (MRLVD) is the maximum concentration of residue resulting from the use of a veterinary drug (expressed in mg/kg or µg/kg on a fresh weight basis) that is recommended by the Codex Alimentarius Commission to be legally permitted or recognized as acceptable in or on a food.

It is based on the type and amount of residue considered to be without any toxicological hazard for human health as expressed by the Acceptable Daily Intake (ADI), or on the basis of a temporary ADI that utilizes an additional safety factor. It also takes into account other relevant public health risks as well as food technological aspects.

When establishing an MRL, consideration is also given to residues that occur in food of plant origin and/or the environment. Furthermore, the MRL may be reduced to be consistent with good practices in the use of veterinary drugs and to the extent that practical analytical methods are available.

Good Practice in the Use of Veterinary Drugs (GPVD) is the official recommended or authorized usage including withdrawal periods, approved by national authorities, of veterinary drugs under practical conditions.

Processing aid means any substance or material, not including apparatus or utensils, and not consumed as a food ingredient by itself, intentionally used in the processing of raw materials, foods or its ingredients, to fulfil a certain technological purpose during treatment or processing and which may result in the non-intentional but unavoidable presence of residues or derivatives in the final product.

Traceability/Product Tracing: the ability to follow the movement of a food through specified stage(s) of production, processing and distribution.

DEFINITIONS OF RISK ANALYSIS TERMS RELATED TO FOOD SAFETY

Hazard: A biological, chemical or physical agent in, or condition of, food with the potential to cause an adverse health effect.

Risk: A function of the probability of an adverse health effect and the severity of that effect, consequential to a hazard(s) in food.

Risk Analysis: A process consisting of three components : risk assessment, risk management and risk communication.

Definitions

Risk Assessment: A scientifically based process consisting of the following steps: (i) hazard identification, (ii) hazard characterization, (iii) exposure assessment, and (iv) risk characterization.

Risk Management: The process, distinct from risk assessment, of weighing policy alternatives, in consultation with all interested parties, considering risk assessment and other factors relevant for the health protection of consumers and for the promotion of fair trade practices, and, if needed, selecting appropriate prevention and control options.

Risk Communication: The interactive exchange of information and opinions throughout the risk analysis process concerning risk, risk-related factors and risk perceptions, among risk assessors, risk managers, consumers, industry, the academic community and other interested parties, including the explanation of risk assessment findings and the basis of risk management decisions.

Risk Assessment Policy: Documented guidelines on the choice of options and associated judgements for their application at appropriate decision points in the risk assessment such that the scientific integrity of the process is maintained.

Risk Profile: The description of the food safety problem and its context.

Risk Characterization: The qualitative and/or quantitative estimation, including attendant uncertainties, of the probability of occurrence and severity of known or potential adverse health effects in a given population based on hazard identification, hazard characterization and exposure assessment.

Risk Estimate: The quantitative estimation of risk resulting from risk characterization.

Hazard Identification: The identification of biological, chemical, and physical agents capable of causing adverse health effects and which may be present in a particular food or group of foods.

Hazard Characterization: The qualitative and/or quantitative evaluation of the nature of the adverse health effects associated with biological, chemical and physical agents which may be present in food. For chemical agents, a dose-response assessment should be performed. For biological or physical agents, a dose-response assessment should be performed if the data are obtainable.

Dose-Response Assessment: The determination of the relationship between the magnitude of exposure (dose) to a chemical, biological or physical agent and the severity and/or frequency of associated adverse health effects (response).

Exposure Assessment: The qualitative and/or quantitative evaluation of the likely intake of biological, chemical, and physical agents via food as well as exposures from other sources if relevant.

Food Safety Objective (FSO): The maximum frequency and/or concentration of a hazard in a food at the time of consumption that provides or contributes to the appropriate level of protection (ALOP).

Performance Criterion (PC): The effect in frequency and/or concentration of a hazard in a food that must be achieved by the application of one or more control measures to provide or contribute to a PO or an FSO.

Performance Objective (PO): The maximum frequency and/or concentration of a hazard in a food at a specified step in the food chain before the time of consumption that provides or contributes to an FSO or ALOP, as applicable.

SECTION II

- Guidelines for Codex Committees and Task Forces
- Criteria for Work Priorities and for Establishing Subsidiary Bodies
- Guidelines for the Inclusion of Specific Provisions in Codex Standards
- Reference System for Documents
- Format for Codex Commodity Standards
- Relations between Codex Committees
- Core Functions of Codex Contact Points

Contents of this section

This Section of the Procedural Manual sets out the working procedures of the subsidiary bodies of the Codex Alimentarius Commission.

The Guidelines for Codex Committees and Task Forces describe the organization and conduct of meetings and the preparation and distribution of working papers and reports. A section describes the criteria for the establishment of work priorities and for establishing new subsidiary bodies.

The Format for Codex standards and an explanatory note on how Committees and Task Forces should draft Codex standards are described here.

To ensure that the appropriate sections of Codex commodity standards have been reviewed for food safety, nutrition, consumer protection and food analysis, a section on the Relations between Commodity Committees and General Committees is included for guidance to Codex Committees and Task Forces.

A section on Core Functions of Codex Contact Points lists the main tasks of Codex Contact Points at the national level.

**GUIDELINES FOR CODEX COMMITTEES AND *Ad Hoc*
INTERGOVERNMENTAL TASK FORCES**

***GUIDELINES TO HOST GOVERNMENTS OF CODEX
COMMITTEES AND Ad Hoc INTERGOVERNMENTAL TASK
FORCES***

INTRODUCTION

By virtue of Article 7 of the Statutes of the Codex Alimentarius Commission and Rule XI.1(b) of its Rules of Procedure, the Commission has established a number of Codex Committees and *ad hoc* Intergovernmental Task Forces to prepare standards in accordance with the Procedure for the Elaboration of Codex Standards and Coordinating Committees to exercise general coordination of its work in specific regions or groups of countries. The Rules of Procedure of the Commission shall apply, *mutatis mutandis*, to Codex Committees, Coordinating Committees and *ad hoc* Intergovernmental Task Forces. The Guidelines applying to Codex Committees, as described in this Section, apply also to Coordinating Committees and to Codex *ad hoc* Intergovernmental Task Forces.

COMPOSITION OF CODEX COMMITTEES

MEMBERSHIP

Membership of Codex Committees is open to Members of the Commission who have notified the Director-General of FAO or WHO of their desire to be considered as members thereof or to selected members designated by the Commission. Membership of Regional Coordinating Committees is open only to Members of the Commission belonging to the region or group of countries concerned.

OBSERVERS

Any other Member of the Commission or any Member or Associate Member of FAO or WHO which has not become a Member of the Commission may participate as an observer at any Codex Committee if it has notified the Director-General of FAO or WHO of its wish to do so. Such countries may participate fully in the discussions of the Committee and shall be provided with the same opportunities as other Members to express their point of view (including the submission of memoranda), but without the right to vote or to move motions either of substance or of procedure. International organizations which have formal relations with either FAO or WHO should also be invited to

attend in an observer capacity sessions of those Codex Committees which are of interest to them.

ORGANIZATION AND DUTIES

CHAIRPERSON

The Codex Alimentarius Commission will designate a member country of the Commission, which has indicated its willingness to accept financial and all other responsibility, as having responsibility for appointing a chairperson of the Committee. The member country concerned is responsible for appointing the chairperson of the Committee from among its own nationals. Should this person for any reason be unable to take the chair, the member country concerned shall designate another person to perform the functions of the chairperson for as long as the chairperson is unable to do so. A Committee may appoint at any session one or more rapporteurs from among the delegates present.

SECRETARIAT

A member country to which a Codex Committee has been assigned is responsible for providing all conference services including the secretariat. The secretariat should have adequate administrative support staff able to work easily in the languages used at the session and should have at its disposal adequate word processing and document reproducing equipment. Interpretation, preferably simultaneous, should be provided from and into all languages used at the session, and if the report of the session is to be adopted in more than one of the working languages of the Committee, then the services of a translator should be available. The Committee secretariat and the Joint FAO/WHO (Codex) Secretariat are charged with the preparation of the draft report in consultation with the rapporteurs, if any.

DUTIES AND TERMS OF REFERENCE

The duties of a Codex Committee shall include:

- (a) the drawing up of a list of priorities as appropriate, among the subjects and products within its terms of reference,
- (b) consideration of the types of safety and quality elements (or recommendations) to be covered, whether in standards for general application or in reference to specific food products,
- (c) consideration of the types of product to be covered by standards, e.g., whether materials for further processing into food should be covered,
- (d) preparation of draft Codex standards within its terms of reference,

- (e) reporting to each session of the Commission on the progress of its work and, where necessary, on any difficulties caused by its terms of reference, together with suggestions for their amendment.
- (f) the review and, as necessary, revision of existing standards and related texts on a scheduled, periodic basis to ensure that the standards and related texts within its terms of reference are consistent with current scientific knowledge and other relevant information.

SESSIONS

DATE AND PLACE

A member country to which a Codex Committee has been assigned is consulted by the Directors-general of FAO and WHO before they determine when and where a session of this Committee shall be convened.

The member country should consider arrangements for holding Codex sessions in developing countries.

INVITATIONS AND PROVISIONAL AGENDA

Sessions of Codex Committees and Coordinating Committees will be convened by the Directors-General of FAO and WHO in consultation with the chairperson of the respective Codex Committee. The letter of invitation and provisional agenda shall be prepared by the Secretary, Codex Alimentarius Commission, Joint FAO/WHO Food Standards Programme, FAO, Rome, in consultation with the chairperson of the Committee for issue by the Directors-General to all Members and Associate Members of FAO and WHO or, in the case of Coordinating Committees, to the countries of the region or group of countries concerned, Codex Contact Points and interested international organizations in accordance with the official mailing lists of FAO and WHO. Chairpersons should, before finalizing the drafts, inform and consult with the national Codex Contact Point where one has been established, and, if necessary, obtain clearance from the national authorities concerned (Ministry of Foreign Affairs, Ministry of Agriculture, Ministry of Health, or as the case may be). The invitation and Provisional Agenda will be translated and distributed by FAO/WHO in the working languages of the Commission at least four months before the date of the meeting.

Invitations should include the following:

- (a) title of the Codex Committee,
- (b) time and date of opening and date of closing of the session,
- (c) place of the session,

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- (d) languages to be used and arrangements for interpretation, i.e., whether simultaneous or not,
- (e) if appropriate, information on hotel accommodation,
- (f) request for the names of the chief delegate and other members of the delegation, and for information on whether the chief delegate of a government will be attending as a representative or in the capacity of an observer.

Replies to invitations will normally be requested to be sent to reach the chairperson as early as possible and in any case not less than 30 days before the session. A copy should be sent also to the Secretary, Codex Alimentarius Commission, Joint FAO/WHO Food Standards Programme, FAO, Rome. It is of the utmost importance that by the date requested a reply to invitations should be sent by all those governments and international organizations which intend to participate. The reply should specify the number of copies and the language of the documents required.

The Provisional Agenda should state the time, date and place of the meeting and should include the following items:

- (a) adoption of the agenda,
- (b) if considered necessary, election of rapporteurs,
- (c) items relating to subject matter to be discussed, including, where appropriate, the step in the Commission's Procedure for the Elaboration of Standards at which the item is being dealt with at the session. There should also be reference to the Committee papers relevant to the item,
- (d) any other business,
- (e) consideration of date and place of next session,
- (f) adoption of draft report.

The work of the Committee and the length of the meeting should be so arranged as to leave sufficient time at the end of the session for a report of the Committee's transactions to be agreed.

ORGANIZATION OF WORK

A Codex or Coordinating Committee may assign specific tasks to countries, groups of countries or to international organizations represented at meetings of the Committee and may ask member countries and international organizations for views on specific points.

Ad hoc working groups established to accomplish specific tasks shall be

disbanded once the tasks have been accomplished as determined by the Committee.

A Codex or Coordinating Committee may not set up standing sub-committees, whether open to all Members of the Commission or not, without the specific approval of the Commission.

PREPARATION AND DISTRIBUTION OF PAPERS

Papers for a session should be sent by the chairperson of the Codex Committee concerned at least two months before the opening of the session to the following:

- (i) all Codex Contact Points,
- (ii) chief delegates of member countries, of observer countries and of international organizations, and
- (iii) other participants on the basis of replies received. Twenty copies of all papers in each of the languages used in the Committee concerned should be sent to the Secretary, Codex Alimentarius Commission, Joint FAO/WHO Food Standards Programme, FAO, Rome.

Papers for a session prepared by participants must be drafted in one of the working languages of the Commission, which should, if possible, be one of the languages used in the Codex Committee concerned. These papers should be sent to the chairperson of the Committee, with a copy to the Secretary, Codex Alimentarius Commission, Joint FAO/WHO Food Standards Programme, FAO, Rome, in good time to be included in the distribution of papers for the session.

Documents circulated at a session of a Codex Committee other than draft documents prepared at the session and ultimately issued in a final form, should subsequently receive the same distribution as other papers prepared for the Committee.

Codex Contact Points will be responsible for ensuring that papers¹² are circulated to those concerned within their own country and for ensuring that all necessary action is taken by the date specified.

Consecutive reference numbers in suitable series should be assigned to all documents of Codex Committees. The reference number should appear at the top right-hand corner of the first page together with a statement of the language in which the document was prepared and the date of its preparation. A clear statement should be made of the provenance (origin or author country) of the

¹² See Uniform System of References for Codex Documents.

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paper immediately under the title. The text should be divided into numbered paragraphs. At the end of these guidelines is a series of references for Codex documents adopted by the Codex Alimentarius Commission for its own sessions and those of its subsidiary bodies.

Members of the Codex Committees should advise the Committee chairperson through their Codex Contact Point of the number of copies of documents normally required.

Working papers of Codex Committees may be circulated freely to all those assisting a delegation in preparing for the business of the Committee; they should not, however, be published. There is, however, no objection to the publication of reports of the meetings of Committees or of completed draft standards.

GUIDELINES ON THE CONDUCT OF MEETINGS OF CODEX COMMITTEES AND AD HOC INTERGOVERNMENTAL TASK FORCES

INTRODUCTION

By virtue of Article 7 of the Statutes of the Codex Alimentarius Commission and Rule XI.1(b) of its Rules of Procedure, the Commission has established a number of Codex Committees and *ad hoc* Intergovernmental Task Forces to prepare standards in accordance with the Procedure for the Elaboration of Codex Standards and Coordinating Committees to exercise general coordination of its work in specific regions or groups of countries. The Rules of Procedure of the Commission shall apply, *mutatis mutandis*, to Codex Committees, Coordinating Committees and *ad hoc* Intergovernmental Task Forces. The Guidelines applying to the conduct of meetings of Codex Committees as described in this Section apply also to those of Coordinating Committees and to those of Codex *ad hoc* Intergovernmental Task Forces.

CONDUCT OF MEETINGS

Meetings of Codex and Coordinating Committees shall be held in public unless the Committee decides otherwise. Member countries responsible for Codex and Coordinating Committees shall decide who should open meetings on their behalf.

Meetings should be conducted in accordance with the Rules of Procedure of the *Codex Alimentarius* Commission.

Only the chief delegates of members, or of observer countries or of international organizations have the right to speak unless they authorize other members of their delegations to do so.

The representative of a regional economic integration organization shall provide the chairperson of the Committee, before the beginning of each session, with a written statement outlining where the competence lies between this organization and its members for each item, or subparts thereof, as appropriate, of the provisional agenda, pursuant to the Declaration of Competence submitted according to Rule II of the Rules of Procedure of the Codex Alimentarius Commission by this organization. In areas of shared ("mixed") competence between this organization and its members, this statement shall make clear which party has the voting right.

Delegations and delegations from observer countries who wish their opposition to a decision of the Committee to be recorded may do so, whether the decision has been taken by a vote or not, by asking for a statement of their position to be contained in the report of the Committee. This statement should not merely use

a phrase such as: “The delegation of X reserved its position” but should make clear the extent of the delegation’s opposition to a particular decision of the Committee and state whether they were simply opposed to the decision or wished for a further opportunity to consider the question.

REPORTS

In preparing reports, the following points shall be borne in mind:

- (a) decisions should be clearly stated; action taken in regard to economic impact statements should be fully recorded; all decisions on draft standards should be accompanied by an indication of the step in the Procedure that the standards have reached;
- (b) if action has to be taken before the next meeting of the Committee, the nature of the action, who is to take it and when the action must be completed should be clearly stated;
- (c) where matters require attention by other Codex Committees, this should be clearly stated;
- (d) if the report is of any length, summaries of points agreed and the action to be taken should be included at the end of the report, and in any case, a section should be included at the end of the report showing clearly in summary form:
 - standards considered at the session and the steps they have reached;
 - standards at any step of the Procedure, the consideration of which has been postponed or which are held in abeyance and the steps which they have reached;
 - new standards proposed for consideration, the probable time of their consideration at Step 2 and the responsibility for drawing up the first draft.

The following appendices should be attached to the report:

- (a) list of participants with full postal addresses,
- (b) draft standards with an indication of the step in the Procedure which has been reached.

The Joint FAO/WHO Secretariat should ensure that, as soon as possible and in any event not later than one month after the end of the session, copies of the final report, as adopted in the languages of the Committee, are sent to all members and observers of the Commission.

Circular Letters should be attached to the report, as required, requesting comments on Proposed Draft or Draft Standards or Related Texts at Step 5, 8 or Step 5 (Accelerated), with the indication of the date by which comments or proposed amendments must be received in writing, so as to allow such comments to be considered by the Commission.

DRAWING UP OF CODEX STANDARDS

A Codex Committee, in drawing up standards and related texts, should bear in mind the following:

- (a) the guidance given in the General Principles of the Codex Alimentarius;
- (b) that all standards and related texts should have a preface containing the following information:
 - the description of the standard or related text,
 - a brief description of the scope and purpose(s) of the standard or related text,
 - references including the step which the standard or related text has reached in the Commission's Procedures for the Elaboration of Standards, together with the date on which the draft was approved,
 - matters in the draft standard or related text requiring endorsement or action by other Codex Committees.
- (c) that for standards or any related text for a product which includes a number of sub-categories, the Committee should give preference to the development of a general standard or related text with specific provisions as necessary for sub-categories.

GUIDELINES TO CHAIRPERSONS OF CODEX COMMITTEES AND AD HOC INTERGOVERNMENTAL TASK FORCES

INTRODUCTION

By virtue of Article 7 of the Statutes of the Codex Alimentarius Commission and Rule XI.1(b) of its Rules of Procedure, the Commission has established a number of Codex Committees and *ad hoc* Intergovernmental Task Forces to prepare standards in accordance with the Procedure for the Elaboration of Codex Standards and Coordinating Committees to exercise general coordination of its work in specific regions or groups of countries. The Rules of Procedure of the Commission shall apply, *mutatis mutandis*, to Codex Committees, Coordinating Committees and *ad hoc* Intergovernmental Task Forces. The Guidelines applying to the Chairpersons of Codex Committees as described in this Section apply also to those of Coordinating Committees and to those of Codex *ad hoc* Intergovernmental Task Forces.

DESIGNATION

The Codex Alimentarius Commission will designate a member country of the Commission, which has indicated its willingness to accept financial and all other responsibility, as having responsibility for appointing a chairperson of the Committee. The member country concerned is responsible for appointing the chairperson of the Committee from among its own nationals. Should this person for any reason be unable to take the chair, the member country concerned shall designate another person to perform the functions of the chairperson for as long as the chairperson is unable to do so.

CRITERIA FOR THE APPOINTMENT OF CHAIRPERSONS

By virtue of Article 7 of its Statutes, the Commission may establish such subsidiary bodies as it deems necessary for the accomplishment of its task.

The Member countries who shall be designated, under Rule XI.10, as responsible for appointing Chairpersons of subsidiary bodies established under Rule XI.1(b)(i) and Rule XI.1(b)(ii), shall retain the right to appoint a chairperson of their choice.

The following criteria may be considered during the selection of the appointee:

- to be a national of the member country responsible for appointing the chairperson of the Committee;
- to have a general knowledge in the fields of the subsidiary body concerned and to be able to understand and analyse technical issues;
- insofar as possible, to be able to serve in a continuing capacity;
- to be familiar with the system of Codex and its rules, and to have experience in the work of relevant international, governmental or non-governmental organizations;
- to be able to communicate clearly both orally and in writing in one of the working languages of the Commission;
- to have demonstrated ability in chairing meetings with objectivity and impartiality, and in facilitating consensus building;
- to exercise tact and sensitivity to issues of particular importance to members of the Commission;
- not to engage and/or not to have engaged in activities which could give rise to a conflict of interest on any item on the agenda of the Committee.

CONDUCT OF MEETINGS

The chairperson should invite observations from members of the Committee concerning the Provisional Agenda and in the light of such observations formally request the Committee to adopt the Provisional Agenda or the amended agenda.

Meetings should be conducted in accordance with the Rules of Procedure of the Codex Alimentarius Commission. Attention is particularly drawn to Rule VIII.7 which reads: “The provisions of Rule XII of the General Rules of FAO shall apply *mutatis mutandis* to all matters which are not specifically dealt with under Rule VIII of the present Rules.”

Rule XII of the General Rules of FAO, a copy of which will be supplied to all chairpersons of Codex and Coordinating Committees, gives full instructions on the procedures to be followed in dealing with voting, points of order, adjournment and suspension of meetings, adjournment and closure of discussions on a particular item, reconsideration of a subject already decided and the order in which amendments should be dealt with.

Chairpersons of Codex Committees should ensure that all questions are fully discussed, in particular statements concerning possible economic implications of standards under consideration at Steps 4 and 7.

Chairpersons should also ensure that the written comments, received in a timely manner, of members and observers not present at the session are considered by the Committee; that all issues are put clearly to the Committee. This can usually best be done by stating what appears to be the generally acceptable view and asking delegates whether they have any objection to its being adopted.

Chairpersons should use the statement submitted by the representatives of the regional economic integration organizations on the matters of respective competence between these organizations and their members in the conduct of meetings, including assessing of the situation with regard to the party which has the right to vote.

CONSENSUS¹³

The chairpersons should always try to arrive at a consensus and should not ask the Committee to proceed to voting if agreement on the Committee's decision can be secured by consensus.

The *Procedure for the Elaboration of Codex Standards and Related Texts* allows for full discussion and exchange of views on the issue under consideration, in order to ensure the transparency of the process and arrive at compromises that would facilitate consensus.

Much of the responsibility for facilitating the achievement of consensus would lie in the hands of the Chairpersons.

When working out the means of progressing the work of a Committee, the chairperson should consider:

- (a) the need for timely progress in developing standards ;
- (b) the need to achieve consensus among the members as to the content of, and justification for, proposed standards;
- (c) the importance of achieving consensus at all stages of the elaboration of standards and that draft standards should, as a matter of principle, be submitted to the Commission for adoption only where consensus has been achieved at the technical level.

The chairperson should also consider implementing the following measures in order to facilitate consensus building in the elaboration of standards at the Committee stage:

¹³ Reference is made to the *Measures to facilitate consensus* (see Appendix: General Decisions of the Codex Alimentarius Commission).

- (a) ensuring that: (i) the scientific basis is well established on current data including, wherever possible, scientific data and intake and exposure information from the developing countries; (ii) where data from developing countries are not available, an explicit request for collecting and making available such data is made; and (iii) where necessary, further studies are carried out in order to clarify controversial issues;
- (b) ensuring that issues are thoroughly discussed at meetings of the Committees concerned;
- (c) organizing informal meetings of the parties concerned where disagreements arise, provided that the objectives of any such meetings are clearly defined by the Committee concerned and that participation is open to all interested delegations and observers in order to preserve transparency;
- (d) requesting the Commission, where possible, for a redefinition of the scope of the subject matter being considered for the elaboration of standards in order to cut out issues on which consensus cannot be reached;
- (e) ensuring that matters are not progressed from step to step until all relevant concerns are taken into account and adequate compromises worked out¹⁴;
- (f) facilitating increased involvement and participation of developing countries.

¹⁴ This does not preclude square bracketing of parts of a text in the early stages of the elaboration of a standard, where there is consensus on the large majority of the text.

GUIDELINES ON PHYSICAL WORKING GROUPS

INTRODUCTION

Working groups should be *ad hoc*, open to all members, take into account the problems of developing country participation and only be established where there is consensus in the Committee to do so and other strategies have been considered.

The Rules of Procedure and the guidelines governing the work of a Codex Committee shall apply, *mutatis mutandis*, to the working groups this Committee establishes, unless stated otherwise in these Guidelines.¹⁵

The Guidelines applying to physical working groups (hereinafter, "working groups") established by Codex Committees as described in these guidelines apply also to those established by Regional Coordinating Committees and by Codex *ad hoc* Intergovernmental Task Forces.

COMPOSITION OF WORKING GROUPS

MEMBERSHIP

Membership of a working group is notified to the chairperson of the Codex Committee and to the host country secretariat of the Committee.

When establishing a working group, a Codex Committee should ensure, as far as possible, that the membership is representative of the membership of the Commission.

OBSERVERS

Observers should notify the Chairperson of the Codex Committee and to the host country secretariat of the Committee of their wish to participate in a working group. Observers may participate in all sessions and activities of a working group, unless otherwise specified by the Committee members.

ORGANIZATION AND DUTIES

A Codex Committee may decide that the working groups will be managed by the Host Government Secretariat, or by another member of the Commission, having volunteered to undertake this responsibility and having been accepted by the Committee (hereinafter "the Host").

¹⁵ The provisions of the "Guidelines to Host Governments of Codex Committees and *ad hoc* Intergovernmental Task Forces", the "Guidelines on the Conduct of Meetings of Codex Committees and *ad hoc* Intergovernmental Task Forces" and the "Guidelines to Chairpersons of Codex Committees and *ad hoc* Intergovernmental Task Forces" are especially relevant in this matter.

CHAIRPERSON

The Host is responsible for appointing the chairperson of the working group. While selecting of the appointee, the Host may consider applying, where relevant, the *Codex Criteria for the Appointment of Chairpersons*¹⁶.

SECRETARIAT

The Host is responsible for providing all conference services, including the secretariat, for the working group and should meet all the requirements agreed upon by the Committee, when the working group was established.

DUTIES AND TERMS OF REFERENCE

The terms of reference of the working group shall be established by the Committee during its plenary session, shall be limited to the immediate task at hand and normally shall not be subsequently modified.

The terms of reference shall clearly state the objective(s) to be achieved by the establishment of the working group and the language(s) to be used. Interpretation and translation services should be provided in all languages of the Committee, unless decided otherwise by the Committee.

The terms of reference shall clearly state the time frame by which the work is expected to be completed. The proposals/recommendations of a working group shall be presented to the Committee for consideration.

They shall not be binding on the Committee.

The working group shall be dissolved after the specified work has been completed or when the time limit allocated for the work has expired or at any other point in time, if the Codex Committee which has established it, so decides.

No decision on behalf of the Committee, nor vote, either on point of substance or of procedure, shall take place in working groups.

SESSIONS

DATE

A session of a working group may be held at any time, in-between two sessions or in conjunction with the session of the Committee, which has established it.

When convened in-between two sessions of the Committee, the session of the working group should be scheduled as to allow the working group to report to the Committee well in advance of the next meeting so that countries and other

¹⁶ Reference is made to the Guidelines to Chairpersons of Codex Committees and ad hoc Intergovernmental Task Forces.

interested parties, that were not members of the working group, can comment on the proposals that the working group might put to the Committee.

When convened during a session of a Committee, a working group should be scheduled so as to allow participation of all delegations present at the session.

WORKING GROUP NOTIFICATION AND PROVISIONAL AGENDA

Sessions of a working group shall be convened by the Chairperson designated by the Host.

If the working group is scheduled in-between two sessions of the Committee, a notice of the working group meeting and provisional agenda shall be prepared, translated and distributed by the Host. It shall be issued to all Members and Observers who have expressed the willingness to attend the meeting. These documents should be distributed as far in advance of the meeting as possible.

ORGANIZATION OF WORK

Written comments will be circulated to all concerned by the secretariat of the Host.

PREPARATION AND DISTRIBUTION OF PAPERS

The secretariat of the Host should circulate the papers at least two months before the opening of the session.

Paper for the session prepared by the participants should be sent to the secretariat of the Host, in good time.

CONCLUSIONS

The Secretariat of the Host should, as soon as possible after the end of the session of a working group, send a copy of the final conclusions, in the form of either a discussion paper or a working document, and the list of participants, to the Joint FAO/WHO Secretariat and to the host country secretariat of the Committee.

Conclusions of a working group shall be distributed to all Codex Contact Points and observers by the Joint FAO/WHO Secretariat in time to allow full consideration of the working group's recommendations.

The Joint FAO/WHO Secretariat should ensure that these conclusions are included in the distribution of papers for the next session of the Codex Committee.

The working group shall report, through its Chairperson, on the progress of its work at the next session of the Committee, which has established the working group.

GUIDELINES ON ELECTRONIC WORKING GROUPS

INTRODUCTION

The search for world-wide consensus and for greater acceptability of Codex Standards requires the involvement of all the Members of Codex and the active participation of developing countries.

Special efforts are needed to enhance the participation of developing countries in Codex Committees, by increased use of written communications, especially through remote participation via email, internet and other modern technologies, in the work done between sessions of Committees.

Codex Committees, when deciding to undertake work between sessions, should give the first priority to considering the establishment of electronic working groups.

The Rules of Procedure and the guidelines governing the work of a Committee shall apply, *mutatis mutandis*, to the electronic working groups this Committee establishes, unless stated otherwise in these Guidelines.¹⁷

The Guidelines applying to electronic working groups established by Codex Committees, as described in these Guidelines, apply also to those established by Regional Coordinating Committees and by Codex *ad hoc* Intergovernmental Task Forces.

COMPOSITION OF ELECTRONIC WORKING GROUPS

MEMBERSHIP

Membership of an electronic working group is notified the chairperson of the Codex Committee and to the host country secretariat of the Committee.

When establishing an electronic working group, a Codex Committee should ensure, as far as possible, that the membership is representative of the membership of the Commission.

OBSERVERS

Observers should notify the Chairperson of the Committee and to the host country secretariat of the Committee, of their wish to participate in a working

¹⁷ The provisions of the "Guidelines to Host Governments of Codex Committees and *ad hoc* Intergovernmental Task Forces", the "Guidelines on the Conduct of Meetings of Codex Committees and *ad hoc* Intergovernmental Task Forces", the "Guidelines to Chairpersons of Codex Committees and *ad hoc* Intergovernmental Task Forces" and the "Guidelines on Physical Working Groups" are especially relevant in this matter.

group. Observers may participate in all the activities of an electronic working group, unless otherwise specified by Committee members.

ORGANIZATION AND DUTIES

Codex Committees may decide that the electronic working group will be managed by the Host Government Secretariat, or by another member of the Commission, having volunteered to undertake this responsibility and having been accepted by the Committee (hereinafter "the Host"). The Host should be notified of the participants in an electronic working group by Codex Members through their Codex Contact Points and by Observer organizations.

MANAGEMENT

The Host is responsible for the management of the electronic working group for which it has been appointed.

The business of an electronic working group is transacted exclusively by electronic means.

SECRETARIAT

The Host is responsible for providing the secretariat of the electronic working group with all services needed for its functioning, including suitable Information Technology (IT) equipment, and should meet all the requirements agreed upon by the Committee.

DUTIES AND TERMS OF REFERENCE

The terms of reference of the electronic working group shall be established by the Committee during its plenary session, shall be limited to the immediate task at hand and normally shall not be subsequently modified.

The terms of reference shall clearly state the objective(s) to be achieved by the establishment of the electronic working group and the language(s) to be used. Interpretation and translation services should be provided in all languages of the Committee, unless decided otherwise by the Committee.

The terms of reference shall clearly state the time frame by which the work is expected to be completed.

The electronic working group shall be dissolved after the specified work has been completed or when the time limit allocated for the work has expired or at any other point in time, if the Codex Committee which has established it, so decides.

No decision on behalf of the Committee, nor vote, either on point of substance or of procedure, shall take place in electronic working groups.

ELECTRONIC WORKING GROUP NOTIFICATION AND PROGRAMME OF WORK

A notice indicating when the electronic working group starts to operate and a programme of work shall be prepared, translated and distributed by the Host to all Members and Observers who have expressed the willingness to contribute.

ORGANIZATION OF WORK

Circulation of drafts and calls for comments shall include a request for the names, positions and e-mail addresses of all the persons willing to contribute to the business of the electronic working group.

Comments from participants should be submitted exclusively by electronic means. These submissions shall be circulated to all concerned by the Host.

Any participant should be made aware of the materials contributed by all others.

An update on the progress of its work shall be presented by the Host at each session of the Codex Committee which has established it, indicating the number of countries having sent contributions by mail. A compilation of these contributions should be made available.

PREPARATION AND DISTRIBUTION OF MATERIALS

Materials should be sent to the secretariat of the Host, in good time.

The Host is responsible for the distribution of all the materials submitted by a participant during the business of the electronic working group to all other participants of the electronic working group.

Attention should be given to constraints of a technical nature (file sizes and formats, limited band width, ...) and special care should be taken to ensure the widest distribution of all the available materials.

CONCLUSIONS

As soon as possible after the end of the business of an electronic working group, the secretariat of the Host should send a copy of the final conclusions, in the form of either a discussion paper or a working document and of the list of participants to the Joint FAO/WHO Secretariat and to the host country secretariat of the Committee.

The conclusions of an electronic working group and the list of participants shall be distributed to Codex Contact Points and observers by the Joint FAO/WHO Secretariat in time to allow full consideration of the electronic working group's recommendations.

The Joint FAO/WHO Secretariat should ensure that these conclusions are included in the distribution of papers for the next session of the Codex Committee, which has established the electronic working group.

CRITERIA FOR THE ESTABLISHMENT OF WORK PRIORITIES

When a Codex Committee proposes to elaborate a standard, code of practice or related text within its terms of reference, it should first consider the priorities established by the Commission in the Strategic Plan, the relevant outcomes of the critical review conducted by the Executive Committee, and the prospect of completing the work within a reasonable period of time. It should also assess the proposal against the criteria set out below.

If the proposal falls in an area outside the Committee's terms of reference the proposal should be reported to the Commission in writing together with proposals for such amendments to the Committee's terms of reference as may be required.

CRITERIA

GENERAL CRITERION

Consumer protection from the point of view of health, food safety, ensuring fair practices in the food trade and taking into account the identified needs of developing countries.

CRITERIA APPLICABLE TO GENERAL SUBJECTS

- (a) Diversification of national legislations and apparent resultant or potential impediments to international trade.
- (b) Scope of work and establishment of priorities between the various sections of the work.
- (c) Work already undertaken by other international organizations in this field and/or suggested by the relevant international intergovernmental body(ies).

CRITERIA APPLICABLE TO COMMODITIES

- (a) Volume of production and consumption in individual countries and volume and pattern of trade between countries.
- (b) Diversification of national legislations and apparent resultant or potential impediments to international trade.
- (c) International or regional market potential.
- (d) Amenability of the commodity to standardisation.
- (e) Coverage of the main consumer protection and trade issues by existing or proposed general standards.

(f) Number of commodities which would need separate standards indicating whether raw, semi-processed or processed.

(g) Work already undertaken by other international organizations in this field and/or suggested by the relevant international intergovernmental body(ies).

CRITERIA FOR THE PRIORITIZATION PROCESS OF COMPOUNDS FOR EVALUATION BY JMPR

1. GENERAL CRITERIA

1.1 Criteria for Inclusion of Compounds on the Priority List

Before a pesticide can be considered for the Priority List it:

- i must be registered for use in a member country;
- ii must be available for use as a commercial product;
- iii must not have been already accepted for consideration; and
- iv must give rise to residues in or on a food or feed commodity moving in international trade, the presence of which is (or may be) a matter of public health concern and thus create (or have the potential to create) problems in international trade.

1.2 Criteria for Selecting Food Commodities for which Codex MRLs or EMRLs Should Be Established

The commodity for which the establishment of a Codex MRL or EMRL is sought should be such that it may form a component in international trade. A higher priority will be given to commodities that represent a significant proportion of the diet.

Note

Before proposing a pesticide/commodity for prioritization, it is recommended that governments check if the pesticide is already in the Codex system. Pesticide/commodity combinations that are already included in the Codex system or under consideration are found in a working document prepared for and used as a basis of discussion at each Session of the Codex Committee on Pesticide Residues. Consult the document of the latest session to see whether or not a given pesticide has already been considered.

2. CRITERIA FOR PRIORITISATION

2.1 New Chemicals

When prioritizing new chemicals for evaluation by the JMPR, the Committee will consider the following criteria:

Work priorities

1. If the chemical has a reduced acute and/or chronic toxicity risk to humans compared with other chemicals in its classification (insecticide, fungicide, herbicide);
2. The date when the chemical was nominated for evaluation;
3. Commitment by the sponsor of the compound to provide supporting data for review with a firm date for data submission;
4. The availability of regional/national reviews and risk assessments, and coordination with other regional/national lists; and
5. Allocating priorities to new chemicals, so that at least 50% of evaluations are for new chemicals, if possible.

Note

In order to satisfy the criterion that the proposed new chemical is a “safer” or “reduced risk” replacement chemical, the nominating country is required to provide:

- i the name(s) of the chemicals for which the proposed chemical is likely to be an alternative;
- ii a comparison of the acute and chronic toxicities of the proposed chemical with other chemicals in its classification (insecticide, fungicide, herbicide);
- iii a summary of acute and chronic dietary exposure calculations encompassing the range of diets considered by CCPR; and
- iv other relevant information to support classification of the proposed chemical as a safer alternative chemical.

2.2 Periodic Re-Evaluation

When prioritizing chemicals for periodic re-evaluation by the JMPR, the Committee will consider the following criteria:

1. If the intake and/or toxicity profile indicate some level of public health concern;
2. Chemicals that have not been reviewed toxicologically for more than 15 years and/or not having a significant review of maximum residue limits for 15 years;
3. The year the chemical is listed in the list for Candidate Chemicals for Periodic Re-evaluation –Not Yet Scheduled;

4. The date that data will be submitted;
5. Whether the CCPR has been advised by a national government that the chemical has been responsible for trade disruption;
6. If there is a closely related chemical that is a candidate for periodic re-evaluation that can be evaluated concurrently; and
7. The availability of current labels arising from recent national re-evaluations.

2.3 Evaluations

When prioritizing proposed toxicological or residue evaluations by the JMPR the Committee will consider the following criteria:

1. The date the request was received;
2. Commitment by the sponsor to provide the required data for review with a firm date of submission;
3. Whether the data is submitted under the 4-year rule for evaluations; and
4. The nature of the data to be submitted, and the reason for its submission; for example, a request from CCPR.

Note:

Where a pesticide has already been evaluated by the JMPR and MRLs, EMRLs or GLs have been established, new evaluations may be initiated if one or more of the following situations arise:

- i New toxicological data becomes available to indicate a significant change in the ADI or ARfD.
- ii The JMPR may note a data deficiency in a Periodic Re-evaluation or New Chemical evaluation. In response, national governments or other interested parties may pledge to supply the information to the appropriate Joint Secretary of the JMPR with a copy for consideration by the CCPR. Following scheduling in the JMPR tentative schedule, the data should be submitted subsequently to the appropriate Joint Secretary of the JMPR.
- iii The CCPR may place a chemical under the four-year rule, in which case the government or industry should indicate support for the specific MRLs to the FAO Joint Secretary of the JMPR. Following scheduling in the JMPR tentative schedule, any data in support of maintenance of the MRL(s) would be submitted to the FAO Joint Secretary of the JMPR.
- iv A government member may seek to expand the use of an existing Codex chemical: that is, obtain MRLs for one or more new commodities where some MRLs already exist for other commodities. Such requests should be directed to the FAO Joint Secretary of the JMPR and submitted for consideration by the CCPR. Following scheduling in the JMPR tentative schedule, the data would be submitted to the FAO Joint Secretary of the JMPR.
- v A government member may seek to review a MRL due to a change in GAP. For example a new GAP may necessitate a larger MRL. In this case the request should be made to the FAO Joint Secretary with a copy for consideration by the Committee. Following scheduling in the JMPR tentative schedule, the data would be submitted to the FAO Joint Secretary of the JMPR.
- vi The CCPR may request a clarification or reconsideration of a recommendation from the JMPR. In such cases the relevant Joint Secretary will schedule the request for the next JMPR.
- vii A serious public health concern may emerge in relation to a particular pesticide for which MRLs exist. In such cases government members should notify the WHO Joint Secretary of the JMPR promptly and provide appropriate data to the WHO Joint Secretary.

CRITERIA FOR THE ESTABLISHMENT OF SUBSIDIARY BODIES OF THE CODEX ALIMENTARIUS COMMISSION

When there is a proposal for the elaboration of a standard, code of practice or related text in an area not covered by the terms of reference of any existing subsidiary body¹⁸, or the revision of standards, codes of practice or other texts elaborated by subsidiary bodies adjourned *sine die*, such a proposal should be accompanied by a written statement to the Commission explaining its justification in light of the Commission's Medium-Term Objectives and containing, as far as practicable, the information contained in the Criteria for the Establishment of Work Priorities.

Should the Commission decide to establish a Subsidiary Body for the purpose of elaborating an appropriate draft standard or related text or for the purpose of revising an existing standard(s) or related text(s), first consideration should be given to the establishment of an *ad hoc* Intergovernmental Task Force under Rule XI.1(b)(i) of the Commission's Rules of Procedure under the following conditions:

1. TERMS OF REFERENCE

- the terms of reference of the proposed *ad hoc* Intergovernmental Task Force shall be limited to the immediate task at hand and normally shall not be subsequently modified;
- the terms of reference shall clearly state the objective(s) to be achieved by the establishment of the *ad hoc* Intergovernmental Task Force;
- the terms of reference shall clearly state either (i) the number of sessions to be convened, or (ii) the date (year) by which the work is expected to be completed, which in any case shall not exceed five years.

2. REPORTING

The *ad hoc* Intergovernmental Task Force shall report to the Codex Alimentarius Commission and to the Executive Committee on the progress of its work. The reports of the *ad hoc* Intergovernmental Task Force shall be transmitted to all Members of the Commission and interested international organization.

¹⁸ The Commission may wish to consider extending the Terms of Reference of an appropriate existing body to accommodate the proposal.

3. OPERATING EXPENSES

No provision shall be made concerning the operating expenditures of the *ad hoc* Intergovernmental Task Force in the estimate of expenditures of the Joint FAO/WHO Food Standards Programme, except insofar as costs involved in preparatory work are recognized as operating expenses of the Commission in accordance with Article 10 of its Statutes.

4. HOST GOVERNMENT ARRANGEMENTS

The Commission, at the time of the establishment of the *ad hoc* Intergovernmental Task Force, shall ascertain that there will be appropriate host government arrangements adequate to ensure the functioning of the Task Force for the duration of its assignment.¹⁹

5. WORKING PROCEDURES

Ad hoc Intergovernmental Task Forces shall be open to all Members of the Commission and the Rules of Procedure of the Codex Alimentarius Commission and the Uniform Procedure for the Elaboration of Codex Standards and Related Texts shall apply *mutatis mutandis* to *ad hoc* Intergovernmental Task Forces.

6. DISSOLUTION

The *ad hoc* Intergovernmental Task Force shall be dissolved after the specified work has been completed or when the number of sessions or the time limit allocated for the work has expired.

¹⁹ This may involve Host Government arrangements with one or more Members of the Commission.

GUIDELINES FOR THE INCLUSION OF SPECIFIC PROVISIONS IN CODEX STANDARDS AND RELATED TEXTS

GUIDELINES ON THE ELABORATION AND/OR REVISION OF CODES OF HYGIENIC PRACTICE FOR SPECIFIC COMMODITIES

The establishment of additional food hygiene requirements for specific food items or food groups should be limited to the extent necessary to meet the defined objectives of individual codes.

Codex Codes of Hygienic Practice should serve the primary purpose of providing advice to governments on the application of food hygiene provisions within the framework of national and international requirements.

The Revised Recommended International Code of Practice - General Principles of Food Hygiene (including the Guidelines for the Application of the Hazard Analysis Critical Control Point (HACCP) System) and the Revised Principles for the Establishment and Application of Microbiological Criteria for Foods are the base documents in the field of food hygiene.

All Codex Codes of Hygienic Practice applicable to specific food items or food groups shall refer to the General Principles of Food Hygiene and shall only contain material additional to the General Principles which is necessary to take into account the particular requirements of the specific food item or food group.

Provisions in Codex Codes of Hygienic Practice should be drafted in a sufficiently clear and transparent manner such that extended explanatory material is not required for their interpretation.

The above considerations should also apply to Codex Codes of Practice which contain provisions relating to food hygiene.

PRINCIPLES FOR THE ESTABLISHMENT OF CODEX METHODS OF ANALYSIS

PURPOSE OF CODEX METHODS OF ANALYSIS

The methods are primarily intended as international methods for the verification of provisions in Codex standards. They should be used for reference, in calibration of methods in use or introduced for routine examination and control purposes.

METHODS OF ANALYSIS

Definition of types of methods of analysis

(a) Defining Methods (Type I)

Definition: A method which determines a value that can only be arrived at in terms of the method per se and serves by definition as the only method for establishing the accepted value of the item measured.

Examples: Howard Mould Count, Reichert-Meissl value, loss on drying, salt in brine by density.

(b) Reference Methods (Type II)

Definition: A Type II method is the one designated Reference Method where Type I methods do not apply. It should be selected from Type III methods (as defined below). It should be recommended for use in cases of dispute and for calibration purposes.

Example: Potentiometric method for halides.

(c) Alternative Approved Methods (Type III)

Definition: A Type III Method is one which meets the criteria required by the Codex Committee on Methods of Analysis and Sampling for methods that may be used for control, inspection or regulatory purposes.

Example: Volhard Method or Mohr Method for chlorides

(d) Tentative Method (Type IV)

Definition: A Type IV Method is a method which has been used traditionally or else has been recently introduced but for which the criteria required for acceptance by the Codex Committee on Methods of Analysis and Sampling have not yet been determined.

Examples: chlorine by X-ray fluorescence, estimation of synthetic colours in foods.

General Criteria for the Selection of Methods of Analysis

- (a) Official methods of analysis elaborated by international organizations occupying themselves with a food or group of foods should be preferred.
- (b) Preference should be given to methods of analysis the reliability of which have been established in respect of the following criteria, selected as appropriate:
 - (i) specificity
 - (ii) accuracy

- (iii) precision; repeatability intra-laboratory (within laboratory), reproducibility inter-laboratory (within laboratory and between laboratories)
 - (iv) limit of detection
 - (v) sensitivity
 - (vi) practicability and applicability under normal laboratory conditions
 - (vii) other criteria which may be selected as required.
- (c) The method selected should be chosen on the basis of practicability and preference should be given to methods which have applicability for routine use.
- (d) All proposed methods of analysis must have direct pertinence to the Codex Standard to which they are directed.
- (e) Methods of analysis which are applicable uniformly to various groups of commodities should be given preference over methods which apply only to individual commodities.

General Criteria for the Selection of Methods of Analysis using the Criteria Approach

In the case of Codex Type II and Type III methods, method criteria may be identified and values quantified for incorporation into the appropriate Codex commodity standard. Method criteria which are developed will include the criteria in section Methods of Analysis, paragraph (c) above together with other appropriate criteria, e.g., recovery factors.”

General Criteria for the Selection of Single-Laboratory Validated Methods of Analysis

Inter-laboratory validated methods are not always available or applicable, especially in the case of multi-analyte/multi substrate methods and new analytes. The criteria to be used to select a method are included in the General Criteria for the Selection of Methods of Analysis. In addition the single-laboratory validated methods must fulfil the following criteria:

- i. the method is validated according to an internationally recognized protocol (e.g. those referenced in the harmonized IUPAC Guidelines for Single-Laboratory Validation of Methods of Analysis)
- ii. the use of the method is embedded in a quality system in compliance with the ISO/IEC 17025: 1999 Standard or Principles of Good Laboratory Practice;

Specific provisions in Codex texts

The method should be complemented with information on accuracy demonstrated for instance with:

- regular participation in proficiency schemes, where available;
- calibration using certified reference materials, where applicable;
- recovery studies performed at the expected concentration of the analytes;
- verification of result with other validated method where available

WORKING INSTRUCTIONS FOR THE IMPLEMENTATION OF THE CRITERIA APPROACH IN CODEX

Any Codex Commodity Committee may continue to propose an appropriate method of analysis for determining the chemical entity, or develop a set of criteria to which a method used for the determination must comply. In some cases a Codex Commodity Committee may find it easier to recommend a specific method and request the Codex Committee on Methods of Analysis and Sampling (CCMAS) to “convert” that method into appropriate criteria. The Criteria will then be considered by the CCMAS for endorsement and will, after the endorsement, form part of the commodity standard replacing the recommended method of analysis. If a Codex Commodity Committee wishes to develop the criteria by itself rather than allowing the CCMAS to do so, it should follow instructions given for the development of specific criteria as outlined below. These criteria must be approved for the determination in question.

However, the primary responsibility for supplying methods of analysis and criteria resides with the Commodity Committee. If the Commodity Committee fails to provide a method of analysis or criteria despite numerous requests, then the CCMAS may supply an appropriate method and “convert” that method into appropriate criteria.

The minimum “approved” Codex analytical characteristics will include the following numeric criteria as well as the general criteria for methods laid down in the *Analytical Terminology for Codex Use*:

- precision (within and between laboratories, but generated from collaborative trial data rather than measurement uncertainty considerations)
- recovery
- selectivity (interference effects etc.)
- applicability (matrix, concentration range and preference given to 'general' methods)
- detection/determination limits if appropriate for the determination being considered

- linearity

CCMAS will generate the data corresponding to the above criteria.

***CONVERSION OF SPECIFIC METHODS OF ANALYSIS TO METHOD
CRITERIA BY THE CCMAS***

When a Codex Commodity Committee submits a Type II or Type III method to CCMAS for endorsement, it should also submit information on the criteria listed below to enable the CCMAS to convert it into suitable generalized analytical characteristics:

- accuracy
- applicability (matrix, concentration range and preference given to 'general' methods)
- detection limit
- determination limit
- precision; repeatability intra-laboratory (within laboratory), reproducibility inter-laboratory (within laboratory and between laboratories), but generated from collaborative trial data rather than measurement uncertainty considerations
- recovery
- selectivity
- sensitivity
- linearity

These terms are defined in the Analytical Terminology for Codex Use, as are other terms of importance.

The CCMAS will assess the actual analytical performance of the method which has been determined in its validation. This will take account of the appropriate precision characteristics obtained in collaborative trials which may have been carried out on the method together with results from other development work carried out during the course of the method development. The set of criteria that are developed will form part of the report of the CCMAS and will be inserted in the appropriate Codex Commodity Standard.

In addition, the CCMAS will identify numeric values for the criteria for which it would wish such methods to comply.

ASSESSMENT OF THE ACCEPTABILITY OF THE PRECISION CHARACTERISTICS OF A METHOD OF ANALYSIS

The calculated repeatability and reproducibility values can be compared with existing methods and a comparison made. If these are satisfactory then the method can be used as a validated method. If there is no method with which to compare the precision parameters then theoretical repeatability and reproducibility values can be calculated from the Horwitz equation. (M. Thompson, *Analyst*, 2000, **125**, 385-386).

ANALYTICAL TERMINOLOGY FOR CODEX USE

Result: The final value reported for a measured or computed quantity, after performing a measuring procedure including all sub-procedures and evaluations.

Notes:

When a result is given, it should be made clear whether it refers to:

- the indication [signal];
- the uncorrected result;
- the corrected result; and
- whether several values were averaged.

A complete statement of the result of a measurement includes information about the uncertainty of measurement.

Selectivity: Selectivity is the extent to which a method can determine particular analyte(s) in mixtures or matrices without interferences from other components of similar behaviour.

Selectivity is the recommended term in analytical chemistry to express the extent to which a particular method can determine analyte(s) in the presence of interferences from other components. Selectivity can be graded. The use of the term specificity for the same concept is to be discouraged as this often leads to confusion.

Accuracy: The closeness of agreement between a test result and the accepted reference value.

Note:

The term accuracy, when applied to a set of test results, involves a combination of random components and a common systematic error or bias component.

Trueness: The closeness of agreement between the average value obtained from a series of test results and an accepted reference value.

Notes:

- 1 The measure of trueness is usually expressed in terms of bias.
- 2 Trueness has been referred to as “accuracy of the mean”. This usage is not recommended.

Bias: The difference between the expectation of the test results and an accepted reference value.

Notes:

Bias is the total systematic error as contrasted to random error. There may be one or more systematic error components contributing to bias. A larger systematic difference from the accepted reference value is reflected by a larger bias value.

When the systematic error component(s) must be arrived at by a process that includes random error, the random error component is increased by propagation of error considerations and reduced by replication.

Precision: The closeness of agreement between independent test results obtained under stipulated conditions.

Notes:

Precision depends only on the distribution of random errors and does not relate to the true value or to the specified value.

The measure of precision is usually expressed in terms of imprecision and computed as a standard deviation of the test results. Less precision is reflected by a larger standard deviation.

“Independent test results” means results obtained in a manner not influenced by any previous result on the same or similar test object. Quantitative measures of precision depend critically on the stipulated conditions. Repeatability and reproducibility conditions are particular sets of extreme conditions.

Repeatability [Reproducibility]: Precision under repeatability [reproducibility] conditions.

Repeatability conditions: Conditions where independent test results are obtained with the same method on identical test items in the same laboratory by the same operator using the same equipment within short intervals of time.

Reproducibility conditions: Conditions where test results are obtained with the same method on identical test items in different laboratories with different operators using different equipment.

Notes:

When different methods give test results that do not differ significantly, or when different methods are permitted by the design of the experiment, as in a proficiency study or a material-certification study for the establishment of a consensus value of a reference material, the term “reproducibility” may be applied to the resulting parameters. The conditions must be explicitly stated.

Repeatability [Reproducibility] standard deviation: The standard deviation of test results obtained under repeatability [reproducibility] conditions.

Notes:

Repeatability [Reproducibility] standard deviation is a measure of the dispersion of the distribution of test results under repeatability [reproducibility] conditions.

Similarly “repeatability [reproducibility] variance” and “repeatability [reproducibility] coefficient of variation” could be defined and used as measures of the dispersion of test results under repeatability [reproducibility] conditions.

Repeatability [Reproducibility] limit: The value less than or equal to which the absolute difference between two test results obtained under repeatability [reproducibility] conditions may be expected to be with a probability of 95%.

Notes:

The symbol used is r [R].

When examining two single test results obtained under repeatability [reproducibility] conditions, the comparison should be made with the repeatability [reproducibility] limit r [R] = 2.8 sr[sR].

When groups of measurements are used as the basis for the calculation of the repeatability [reproducibility] limits (now called the critical difference), more complicated formulae are required that are given in ISO 5725-6:1994, 4.2.1 and 4.2.2.

Interlaboratory Study: A study in which several laboratories measure a quantity in one or more “identical” portions of homogeneous, stable materials under documented conditions, the results of which are compiled into a single document.

Notes:

The larger the number of participating laboratories, the greater the confidence that can be placed in the resulting estimates of the statistical parameters. The

IUPAC-1987 protocol (Pure & Appl. Chem., **66**, 1903-1911(1994)) requires a minimum of eight laboratories for method-performance studies.

Method-Performance Study: An interlaboratory study in which all laboratories follow the same written protocol and use the same test method to measure a quantity in sets of identical test samples. The reported results are used to estimate the performance characteristics of the method. Usually these characteristics are within-laboratory and among-laboratories precision, and when necessary and possible, other pertinent characteristics such as systematic error, recovery, internal quality control parameters, sensitivity, limit of determination, and applicability.

Notes:

The materials used in such a study of analytical quantities are usually representative of materials to be analyzed in actual practice with respect to matrices, amount of test component (concentration), and interfering components and effects. Usually the analyst is not aware of the actual composition of the test samples but is aware of the matrix.

The number of laboratories, number of test samples, number of determinations, and other details of the study are specified in the study protocol. Part of the study protocol is the procedure which provides the written directions for performing the analysis.

The main distinguishing feature of this type of study is the necessity to follow the same written protocol and test method exactly.

Several methods may be compared using the same test materials. If all laboratories use the same set of directions for each method and if the statistical analysis is conducted separately for each method, the study is a set of method-performance studies. Such a study may also be designated as a method-comparison study.

Laboratory-Performance (Proficiency) Study: An interlaboratory study that consists of one or more measurements by a group of laboratories on one or more homogeneous, stable, test samples by the method selected or used by each laboratory. The reported results are compared with those from other laboratories or with the known or assigned reference value, usually with the objective of improving laboratory performance.

Notes:

Laboratory-performance studies can be used to support accreditation of laboratories or to audit performance. If a study is conducted by an organization with some type of management control over the participating laboratories—organizational, accreditation, regulatory, or contractual—the method may be specified or the selection may be limited to a list of approved or equivalent

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methods. In such situations, a single test sample is insufficient to judge performance.

A laboratory-performance study may be used to select a method of analysis that will be used in a method-performance study. If all laboratories, or a sufficiently large subgroup, of laboratories, use the same method, the study may also be interpreted as a method-performance study, provided that the test samples cover the range of concentration of the analyte.

Laboratories of a single organization with independent facilities, instruments, and calibration materials, are treated as different laboratories.

Material-Certification Study: An interlaboratory study that assigns a reference value (“true value”) to a quantity (concentration or property) in the test material, usually with a stated uncertainty.

Note:

A material-certification study often utilizes selected reference laboratories to analyze a candidate reference material by a method(s) judged most likely to provide the least-biased estimates of concentration (or of a characteristic property) and the smallest associated uncertainty.

Applicability: The analytes, matrices, and concentrations for which a method of analysis may be used satisfactorily to determine compliance with a Codex standard.

Note:

In addition to a statement of the range of capability of satisfactory performance for each factor, the statement of applicability (scope) may also include warnings as to known interference by other analytes, or inapplicability to certain matrices and situations.

Sensitivity: Change in the response divided by the corresponding change in the concentration of a standard (calibration) curve; i.e., the slope, s_i , of the analytical calibration curve.

Note:

This term has been used for several other analytical applications, often referring to capability of detection, to the concentration giving 1% absorption in atomic absorption spectroscopy, and to ratio of found positives to known, true positives in immunological and microbiological tests. Such applications to analytical chemistry should be discouraged.

A method is said to be sensitive if a small change in concentration, c , or quantity, q , causes a large change in the measure, x ; that is, when the derivative dx/dc or dx/dq is large.

Although the signal may vary with the magnitude of c_i or q_i , the slope, s_i , is usually constant over a reasonable range of concentrations. s_i may also be a function of the c or q of other analytes present in the sample.

Ruggedness: The ability of a chemical measurement process to resist changes in results when subjected to minor changes in environmental and procedural variables, laboratories, personnel, etc.

TERMS TO BE USED IN THE CRITERIA APPROACH

Detection Limit: The detection limit is conventionally defined as field blank + 3σ , where σ is the standard deviation of the field blank value signal (IUPAC definition).

However, an alternative definition which overcomes most of the objections to the above approach (i.e. the high variability at the limit of measurement can never be overcome) is to base it on the rounded value of the reproducibility relative standard deviation when it goes out of control (where $3\sigma_R = 100\%$; $\sigma_R = 33\%$, rounded to 50% because of the high variability). Such a value is directly related to the analyte and to the measurement system and is not based on the local measurement system.

Determination limit: As for detection limit except that 6 or 10 is required rather than 3.

However, an alternative definition that corresponds to that proposed for the detection limit is to use $\sigma_R = 25\%$. This value does not differ much from that assigned to the detection limit because the upper limit of the detection limit merges indistinguishably into the lower limit of the determination limit.

Recovery: Proportion of the amount of analyte present or added to the test material which is extracted and presented for measurement.

Selectivity: Selectivity is the extent to which a method can determine particular analyte(s) in mixtures or matrices without interferences from other components of similar behaviour.

Selectivity is the recommended term in analytical chemistry to express the extent to which a particular method can determine analyte(s) in the presence of interferences from other components. Selectivity can be graded. The use of the term specificity for the same concept is to be discouraged as this often leads to confusion.

Linearity: The ability of a method of analysis, within a certain range, to provide an instrumental response or results proportional to the quantity of analyte to be determined in the laboratory sample. This proportionality is expressed by an a priori defined mathematical expression. The linearity limits are the experimental limits of concentrations between which a linear calibration model

can be applied with a known confidence level (generally taken to be equal to 1%).

PRINCIPLES FOR THE ESTABLISHMENT OR SELECTION OF CODEX SAMPLING PROCEDURES

PURPOSE OF CODEX METHODS OF SAMPLING

Codex Methods of Sampling are designed to ensure that fair and valid sampling procedures are used when food is being tested for compliance with a particular Codex commodity standard. The sampling methods are intended for use as international methods designed to avoid or remove difficulties which may be created by diverging legal, administrative and technical approaches to sampling and by diverging interpretation of results of analysis in relation to lots or consignments of foods, in the light of the relevant provision(s) of the applicable Codex standard.

METHODS OF SAMPLING

Types of Sampling Plans and Procedures

(a) Sampling Plans for Commodity Defects:

These are normally applied to visual defects (e.g. loss of colour, mis-graded for size, etc.) and extraneous matter. They will normally be attributes plans, and plans such as those included in the *FAO/WHO Codex Alimentarius Sampling Plans for Prepackaged Foods (AQL 6.5)*²⁰ may be applied.

(b) Sampling Plans for Net Contents:

These are sampling plans which apply to pre-packaged foods generally and are intended to serve to check compliance of lots or consignments with provisions for net contents.

(c) Sampling Plans for Compositional Criteria:

Such plans are normally applied to analytically determined compositional criteria (e.g., loss on drying in white sugar, etc.). They are predominantly based on variable procedures with unknown standard deviation.

(d) Specific Sampling Plans for Health-related Properties:

Such plans are generally applied to heterogeneous conditions, e.g., in the assessment of microbiological spoilage, microbial by-products or sporadically occurring chemical contaminants.

²⁰

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General Instructions for the Selection of Methods of Sampling

(a) Official methods of sampling as elaborated by international organizations occupying themselves with a food or a group of foods are preferred. Such methods, when attracted to Codex standards, may be revised using Codex recommended sampling terms (to be elaborated).

(b) The appropriate Codex Commodity Committee should indicate, before it elaborates any sampling plan, or before any plan is endorsed by the Codex Committee on Methods of Analysis and Sampling, the following:

- (i) the basis on which the criteria in the Codex Commodity standards have been drawn up (e.g. whether on the basis that every item in a lot, or a specified high proportion, shall comply with the provision in the standard or whether the average of a set of samples extracted from a lot must comply and, if so, whether a minimum or maximum tolerance, as appropriate, is to be given);
- (ii) whether there is to be any differentiation in the relative importance of the criteria in the standards and, if so, what is the appropriate statistical parameter each criterion should attract, and hence, the basis for judgement when a lot is in conformity with a standard.

(c) Instructions on the procedure for the taking of samples should indicate the following:

- (i) the measures necessary in order to ensure that the sample taken is representative of the consignment or of the lot;
- (ii) the size and the number of individual items forming the sample taken from the lot or consignment;
- (iii) the administrative measures for taking and handling the sample.

(d) The sampling protocol may include the following information:

- (i) the statistical criteria to be used for acceptance or rejection of the lot on the basis of the sample;
- (ii) the procedures to be adopted in cases of dispute.

GENERAL CONSIDERATIONS

(a) The Codex Committee on Methods of Analysis and Sampling should maintain closest possible relations with all interested organizations working on methods of analysis and sampling.

(b) The Codex Committee on Methods of Analysis and Sampling should organize its work in such a manner as to keep under constant review all methods of analysis and sampling published in the Codex Alimentarius.

(c) In the Codex methods of analysis, provision should be made for variations in reagent concentrations and specifications from country to country.

(d) Codex methods of analysis which have been derived from scientific journals, theses, or publications, either not readily available or available in languages other than the official languages of FAO and WHO, or which for other reasons should be printed in the Codex Alimentarius *in extenso*, should follow the standard layout for methods of analysis as adopted by the Codex Committee on Methods of Analysis and Sampling.

(e) Methods of analysis which have already been printed as official methods of analysis in other available publications and which are adopted as Codex methods need only be quoted by reference in the Codex Alimentarius.

***THE USE OF ANALYTICAL RESULTS: SAMPLING PLANS,
RELATIONSHIP BETWEEN THE ANALYTICAL RESULTS, THE
MEASUREMENT UNCERTAINTY, RECOVERY FACTORS AND
PROVISIONS IN CODEX STANDARDS***

ISSUES INVOLVED

There are a number of analytical and sampling considerations which prevent the uniform implementation of legislative standards. In particular, different approaches may be taken regarding sampling procedures, the use of measurement uncertainty and recovery corrections.

At present there is no official guidance on how to interpret analytical results in the framework of Codex. Significantly different decisions may be taken after analysis of the “same sample”. For example some countries use an “every-item-must-comply” sampling regime, others use an “average of a lot” regime, some deduct the measurement uncertainty associated with the result, others do not, some countries correct analytical results for recovery, others do not. This interpretation may also be affected by the number of significant figures included in any commodity specification.

It is essential that analytical results be ~~are~~ interpreted in the same way if there is to be harmonization in the framework of Codex.

It is stressed that this is not an analysis or sampling problem as such but an administrative problem which has been highlighted as the result of recent activities in the analytical sector, most notably the development of International Guidelines on the Use of Recovery Factors when Reporting Analytical Results and various Guides prepared dealing with Measurement Uncertainty.

RECOMMENDATIONS

It is recommended that when a Codex Commodity Committee discusses and agrees on a commodity specification and the analytical methods concerned, it states the following information in the Codex Standard:

1. Sampling Plans

The appropriate sampling plan, as outlined in the Guidelines for Sampling (CAC/GL 50-2004), Section 2.1.2 Guidelines on Sampling to control conformity of products with the specification. This should state:

- whether the specification applies to every item in a lot, or to the average in a lot, or the proportion non-conforming;
- the appropriate acceptable quality level to be used;
- the acceptance conditions of a lot controlled, in relation to the qualitative/quantitative characteristic determined on the sample.

2. Measurement Uncertainty

An allowance is to be made for the measurement uncertainty when deciding whether or not an analytical result falls within the specification. This requirement may not apply in situations when a direct health hazard is concerned, such as for food pathogens.

3. Recovery

Analytical results are to be expressed on a recovery corrected basis where appropriate and relevant, and when corrected it has to be so stated.

If a result has been corrected for recovery, the method by which the recovery was taken into account should be stated. The recovery rate is to be quoted wherever possible.

When laying down provisions for standards, it will be necessary to state whether the result obtained by a method used for analysis within conformity checks shall be expressed on an recovery-corrected basis or not..

4. Significant Figures

The units in which the results are to be expressed and the number of significant figures to be included in the reported result.

UNIFORM SYSTEM OF REFERENCES FOR CODEX DOCUMENTS

In referencing Codex documents, the Document Reference given in the table below appear first, followed by the year in which the session will be held, the session number, and finally the consecutive number of the document.

For example, documents prepared for the 20th session of the Codex Committee on General Principles meeting in 2004, are identified by the series CX/GP 04/20/1, 2, 3 etc.

Prior to 2003, most documents are identified by the Document Reference, year, and series number only (except for the Executive Committee).

Statutory Bodies	Document Reference
Codex Alimentarius Commission	ALINORM
Executive Committee	CX/EXEC
Subsidiary Bodies	
Codex Committees	
General Principles	CX/GP
Food Additives	CX/FA
Contaminants	CX/CF
Food Hygiene	CX/FH
Food Labelling	CX/FL
Methods of Analysis and Sampling	CX/MAS
Pesticide Residues	CX/PR
Residues of Veterinary Drugs in Foods	CX/RVDF
Food Import and Export Inspection and Certification Systems	CX/FICS
Nutrition and Foods for Special Dietary Uses	CX/NFSDU
Cereals, Pulses and Legumes	CX/CPL

Cocoa Products and Chocolate	CX/CPC
Fats and Oils	CX/FO
Fish and Fishery Products	CX/FFP
Milk and Milk Products	CX/MMP
Meat Hygiene	CX/MH
Natural Mineral Waters	CX/NMW
Processed Fruits and Vegetables	CX/PFV
Sugars	CX/S
Vegetable Proteins	CX/VP
Fresh Fruits and Vegetables	CX/FFV
FAO/WHO Regional Coordinating Committees	
Africa	CX/AFRICA
Asia	CX/ASIA
Europe	CX/EURO
Latin America and the Caribbean	CX/LAC
Near East	CX/NEA
North America and the South West Pacific	CX/NASWP
<i>Ad hoc</i> Intergovernmental Task Forces	
Foods derived from Biotechnology	CX/FBT
Antimicrobial Resistance	CX/AMR
Processing and Handling of Quick Frozen Foods	CX/QFF
Statutory Bodies Abolished, Dissolved or Renamed	
(for archival reference only)	
Codex Committee on Edible Ices	CX/IE
Codex Committee on Soups and Broths	CX/SB

Document reference system

Codex Committee on Processed Meat and Poultry Products	CX/PMPP
Codex Committee on Food Additives and Contaminants	CX/FAC
<i>Ad hoc</i> Intergovernmental Task Force on Animal Feeding	CX/AF
<i>Ad hoc</i> Intergovernmental Task Force on Fruit and Vegetable Juices	CX/FJ
Joint Codex/IOOC Meeting on the Standardization of Table Olives	CX/TO
Joint ECE/Codex Alimentarius Group of Experts on the Standardization of Fruit Juices	CX/FJ
Joint ECE/Codex Alimentarius Group of Experts on the Standardization of Quick Frozen Foods	CX/QFF

FORMAT FOR CODEX COMMODITY STANDARDS

INTRODUCTION

The Format is also intended for use as a guide by the subsidiary bodies of the Codex Alimentarius Commission in presenting their standards, with the object of achieving, as far as possible, a uniform presentation of commodity standards. The Format also indicates the statements which should be included in standards as appropriate under the relevant headings of the standard. The sections of the Format require to be completed in a standard only insofar as such provisions are appropriate to an international standard for the food in question.

NAME OF THE STANDARD

SCOPE

DESCRIPTION

ESSENTIAL COMPOSITION AND QUALITY FACTORS

FOOD ADDITIVES

CONTAMINANTS

HYGIENE

WEIGHTS AND MEASURES

LABELLING

METHODS OF ANALYSIS AND SAMPLING

NOTES ON THE HEADINGS

NAME OF THE STANDARD

The name of the standard should be clear and as concise as possible. It should usually be the common name by which the food covered by the standard is known or, if more than one food is dealt with in the standard, by a generic name covering them all. If a fully informative title should be inordinately long, a subtitle could be added.

SCOPE

This section should contain a clear, concise statement as to the food or foods to which the standard is applicable unless this is self-explanatory in the name of the standard. In the case of a general standard covering more than one specific product, it should be made clear as to which specific products the standard applies.

DESCRIPTION

This section should contain a definition of the product or products with an indication, where appropriate, of the raw materials from which it is derived and any necessary references to processes of manufacture. It may also include references to types and styles of product and to type of pack. There may also be additional definitions when these are required to clarify the meaning of the standard.

ESSENTIAL COMPOSITION AND QUALITY FACTORS

This section should contain all quantitative and other requirements as to composition including, where necessary, identity characteristics, provisions on packing media and requirements as to compulsory and optional ingredients. It should also include quality factors which are essential for the designation, definition or composition of the product concerned. Such factors could include the quality of the raw material, with the object of protecting the health of the consumer, provisions on taste, odour, colour and texture which may be apprehended by the senses, and basic quality criteria for the finished products, with the object of preventing fraud. This section may refer to tolerances for defects, such as blemishes or imperfect material, but this information should be contained in an appendix to the standard or in another advisory text.

FOOD ADDITIVES

This section should contain the names of the additives permitted and, where appropriate, the maximum amount permitted in the food. It should be prepared in accordance with guidance given in the section on Food Additives and Contaminants in the *Relations between Commodity Committees and General Committees*, and may take the following form:

“The following provisions in respect of food additives and their specifications as contained in section of the Codex Alimentarius are subject to endorsement [have been endorsed] by the Codex Committee on Food Additives .”

Then should follow a tabulation, viz.:

“Name of additive, maximum level (in percentage or mg/kg).”

CONTAMINANTS

Pesticide Residues:

This section should include, by reference, any levels for pesticide residues that have been established by the Codex Alimentarius Commission for the product concerned.²¹

Other Contaminants:

In addition, this section should contain the names of other contaminants and where appropriate the maximum level permitted in the food, and the text to appear in the standard may take the following form:

“The following provisions in respect of contaminants, other than pesticide residues, are subject to endorsement [have been endorsed] by the Codex Committee on Contaminants in Foods.”

Then should follow a tabulation, viz.:

“Name of contaminant, maximum level (in percentage or mg/kg).”

HYGIENE

Any specific mandatory hygiene provisions considered necessary should be included in this section. They should be prepared in accordance with the guidance given in the section on Food Hygiene in the *Relations between Commodity Committees and General Committees*. Reference should also be made to applicable codes of hygienic practice. Any parts of such codes, including in particular any end-product specifications, should be set out in the standard, if it is considered necessary that they should be made mandatory. The following statement should also appear:

“The following provisions in respect of the food hygiene of this product are subject to endorsement [have been endorsed] by the Codex Committee on Food Hygiene.”

WEIGHTS AND MEASURES

This section should include all provisions, other than labelling provisions, relating to weights and measures, e.g. where appropriate, fill of container, weight, measure or count of units determined by an appropriate method of sampling and analysis. Weights and measures should be expressed in S.I. units. In the case of standards which include provisions for the sale of products in

²¹ N.B. This Procedure has not been followed for practical reasons. Codex maximum limits for pesticide residues are published separately in Volume 2 of the *Codex Alimentarius*.

standardized amounts, e.g. multiples of 100 grams, S.I. units should be used, but this would not preclude additional statements in the standards of these standardized amounts in approximately similar amounts in other systems of weights and measures.

LABELLING

This section should include all the labelling provisions contained in the standard and should be prepared in accordance with the guidance given in the section on Food Labelling in the *Relations between Commodity Committees and General Committees*. Provisions should be included by reference to the General Standard for the Labelling of Prepackaged Foods. The section may also contain provisions which are exemptions from, additions to, or which are necessary for the interpretation of the General Standard in respect of the product concerned provided that these can be justified fully. The following statement should also appear:

“The following provisions in respect of the labelling of this product are subject to endorsement [have been endorsed] by the Codex Committee on Food Labelling.”

METHODS OF ANALYSIS AND SAMPLING

This section should include, either specifically or by reference, all methods of analysis and sampling considered necessary and should be prepared in accordance with the guidance given in the section on Methods of Analysis and Sampling in the *Relations between Commodity Committees and General Committees*. If two or more methods have been proved to be equivalent by the Codex Committee on Methods of Analysis and Sampling, these could be regarded as alternative and included in this section either specifically or by reference. The following statement should also appear:

“The methods of analysis and sampling described hereunder are to be endorsed [have been endorsed] by the Codex Committee on Methods of Analysis and Sampling.”²²

²² Methods of analysis should be indicated as being “defining”, “reference”, “alternative approved” or “tentative” methods, as appropriate.

RELATIONS BETWEEN COMMODITY COMMITTEES AND GENERAL COMMITTEES

Codex Committees may ask the advice and guidance of committees having responsibility for matters applicable to all foods on any points coming within their province.

The Codex Committees on Food Labelling; Food Additives; Contaminants in Foods; Methods of Analysis and Sampling; Food Hygiene; Nutrition and Foods for Special Dietary Uses; and Food Import and Export Inspection and Certification Systems may establish general provisions on matters within their terms of reference. These provisions should only be incorporated into Codex Commodity Standards by reference unless there is a need for doing otherwise.

Codex Commodity standards shall contain sections on hygiene, labelling and methods of analysis and sampling and these sections should contain all of the relevant provisions of the standard. Provisions of Codex General Standards, Codes or Guidelines shall only be incorporated into Codex Commodity Standards by reference unless there is a need for doing otherwise. Where Codex Committees are of the opinion that the general provisions are not applicable to one or more commodity standards, they may request the responsible Committees to endorse deviations from the general provisions of the Codex Alimentarius. Such requests should be fully justified and supported by available scientific evidence and other relevant information. Sections on hygiene, labelling, and methods of analysis and sampling which contain specific provisions or provisions supplementing the Codex General Standards, Codes or Guidelines shall be referred to the responsible Codex Committees at the most suitable time during Steps 3, 4 and 5 of the Procedure for the Elaboration of Codex Standards and Related Texts, though such reference should not be allowed to delay the progress of the standard to the subsequent steps of the Procedure.

Subject and commodity Committees should refer to the principles and guidelines developed by the Codex Committee on Food Import and Export Inspection and Certification Systems when developing provisions and/or recommendations on inspection and certification and make any appropriate amendments to the standards, guidelines and codes within the responsibility of the individual committees at the earliest convenient time.

FOOD LABELLING

The provisions on food labelling should be included by reference to the Codex General Standard for the Labelling of Prepackaged Foods (CODEX STAN 1-1985). Exemptions from, or additions to, the General Standard which are

necessary for its interpretation in respect of the product concerned should be justified fully, and should be restricted as much as possible.

Information specified in each draft standard should normally be limited to the following:

- a statement that the product shall be labelled in accordance with the Codex General Standard for the Labelling of Prepackaged Foods (CODEX STAN 1-1985)
- the specified name of the food
- date marking and storage instructions (only if the exemption foreseen in Section 4.7.1 of the General Standard is applied)

Where the scope of the Codex Standard is not limited to prepackaged foods, a provision for labelling of non retail containers may be included.

In such cases the provision may specify that:

“Information on ...²³ shall be given either on the container or in accompanying documents, except that the name of the product, lot identification, and the name and address of the manufacturer or packer shall appear on the container.²⁴

However, lot identification, and the name and address of the manufacturer or packer may be replaced by an identification mark provided that such a mark is clearly identifiable with the accompanying documents.”

In respect of date marking (Section 4.7 of the General Standard), a Codex Committee may, in exceptional circumstances, determine another date or dates as defined in the General Standard, either to replace or to accompany the date of minimum durability, or alternatively decide that no date marking is necessary. In such cases, a full justification for the proposed action should be submitted to the Codex Committee on Food Labelling.

FOOD ADDITIVES AND CONTAMINANTS

Codex commodity committees should prepare a section on food additives in each draft commodity standard and this section should contain all the provisions in the standard relating to food additives. The section should include the names

²³ Codex Committees should decide which provisions are to be included.

²⁴ Codex Committees may decide that further information is required on the container. In this regard, special attention should be given to the need for storage instructions to be included on the container.

of those additives which are considered to be technologically necessary or which are widely permitted for use in the food within maximum levels where appropriate.

All provisions in respect of food additives (including processing aids) and contaminants contained in Codex commodity standards should be referred to the Codex Committee on Food Additives or on Contaminants in Foods, as appropriate, preferably after the Standards have been advanced to Step 5 of the Procedure for the Elaboration of Codex Standards or before they are considered by the Commodity Committee concerned at Step 7, though such reference should not be allowed to delay the progress of the Standard to the subsequent Steps of the Procedure.

All provisions in respect of food additives will require to be endorsed by the Codex Committee on Food Additives, on the basis of technological justification submitted by the commodity committees and of the recommendations of the Joint FAO/WHO Expert Committee on Food Additives concerning the safety-in-use (acceptable daily intake (ADI) and other restrictions) and an estimate of the potential and, where possible, the actual intake of the food additives.

In preparing working papers for the Codex Committee on Food Additives, the Secretariat should make a report to the Committee concerning the endorsement of provisions for food additives (including processing aids). Provisions for food additives should indicate the International Numbering System (INS) number, the ADI, technological justification, proposed level, and whether the additive was previously endorsed (or temporarily endorsed).

When commodity standards are sent to governments for comment at Step 3, they should contain a statement that the provisions “in respect of food additives and contaminants are subject to endorsement by the Codex Committees on Food Additives or on Contaminants in Foods and to incorporation into the General Standard for Food Additives or the General Standard for Contaminants and Toxins in Foods.”

When establishing provisions for food additives, Codex committees should follow the Preamble of the General Standard for Food Additives. Full explanation should be provided for any departure from the above recommendations.

When an active commodity committee exists, proposals for the use of additives in any commodity standard under consideration should be prepared by the committee concerned, and forwarded to the Codex Committee on Food Additives for endorsement. When the Codex Committee on Food Additives decides not to endorse specific additives provisions (use of the additive, or level in the end-product), the reason should be clearly stated. The section under consideration should be referred back to the Committee concerned if further

information is needed, or for information if the Codex Committee on Food Additives decides to amend the provision.

When no active commodity committee exists, proposals for new additive provisions or amendment of existing provisions should be forwarded directly by member countries to the Codex Committee on Food Additives .

Good Manufacturing Practice means that:

- the quantity of the additive added to food does not exceed the amount reasonably required to accomplish its intended physical nutritional or other technical effect in food;
- the quantity of the additive that becomes a component of food as a result of its use in the manufacturing, processing or packaging of a food and which is not intended to accomplish any physical, or other technological effect in the food itself, is reduced to the extent reasonably possible;
- the additive is of appropriate food grade quality and is prepared and handled in the same way as a food ingredient. Food grade quality is achieved by compliance with the specifications as a whole and not merely with individual criteria in terms of safety.

FOOD HYGIENE

Commodity Committees should use in the commodity standards the following text:

- It is recommended that the products covered by the provisions of this standard be prepared and handled in accordance with the appropriate sections of the Recommended International Code of Practice - General Principles of Food Hygiene (CAC/RCP 1-1969, Rev 4-2003), and other relevant Codex texts such as Codes of Hygienic Practice and Codes of Practice.
- The products should comply with any microbiological criteria established in accordance with the Principles for the Establishment and Application of Microbiological Criteria for Foods (CAC/GL 21-1997).

METHODS OF ANALYSIS AND SAMPLING

NORMAL PRACTICE

Except for methods of analysis and sampling associated with microbiological criteria, when Codex committees have included provisions on methods of analysis or sampling in a Codex commodity standard, these should be referred to the Codex Committee on Methods of Analysis and Sampling at Step 4, to ensure Government comments at the earliest possible stage in the development

of the standard. A Codex Committee should, whenever possible, provide to the Codex Committee on Methods of Analysis and Sampling information, for each individual analytical method proposed, relating to specificity, accuracy, precision (repeatability, reproducibility) limit of detection, sensitivity, applicability and practicability, as appropriate. Similarly a Codex Committee should, whenever possible, provide to the Codex Committee on Methods of Analysis and Sampling information for each sampling plan relating to the scope or field of application, the type of sampling (e.g. bulk or unit), sample sizes, decision rules, details of plans (e.g. "Operating characteristic" curves), inferences to be made to lots or processes, levels of risk to be accepted and pertinent supportive data.

Other criteria may be selected as required. Methods of analysis should be proposed by the Commodity Committees in consultation if necessary with an expert body.

At Step 4 Codex Commodity Committees should discuss and report to the Codex Committee on Methods of Analysis and Sampling on matters connected with:

- Provisions in Codex standards which require analytical or statistical procedure;
- Provisions for which elaboration of specific methods of analysis or sampling are required;
- Provisions which are defined by the use of Defining Methods (Type I);
- All proposals to the extent possible should be supported by appropriate documentation; especially for Tentative Methods (Type IV);
- Any request for advice or assistance.

The Codex Committee on Methods of Analysis and Sampling should undertake a coordinating role in matters relating to the elaboration of Codex methods of analysis and sampling. The originating committee is, however, responsible for carrying out the Steps of the Procedure.

When it is necessary, the Codex Committee on Methods of Analysis and Sampling should try to ensure elaboration and collaborative testing of methods by other recognized bodies with expertise in the field of analysis.

The Codex Committee on Methods of Analysis and Sampling will assess the actual analytical performance of the method which has been determined in its validation. This will take account of the appropriate precision characteristics obtained in collaborative trials which may have been carried out on the method together with results from other development work carried out during the course of the method development. The set of criteria that are developed will form part

of the report of the endorsement by the Codex Committee on Methods of Analysis and Sampling and will be inserted in the appropriate Codex Commodity Standard.

In addition, the Codex Committee on Methods of Analysis and Sampling will identify numeric values for the criteria for which it would wish such methods to comply.

METHODS OF ANALYSIS AND SAMPLING OF GENERAL APPLICATION TO FOODS

When the Codex Committee on Methods of Analysis and Sampling itself elaborates methods of analysis and sampling which are of general application to foods, it is responsible for carrying out the steps of the Procedure.

METHODS OF ANALYSIS OF FOOD ADDITIVES AS SUCH

Methods of analysis included in Codex Advisory Food Additives Specifications, for the purpose of verifying the criteria of purity and identity of the food additive, need not be referred to the Codex Committee on Methods of Analysis and Sampling for endorsement. The Codex Committee on Food Additives is responsible for carrying out the steps of the Procedure.

METHODS OF ANALYSIS OF PESTICIDE RESIDUES IN FOOD

The methods for determining the levels of pesticide residues in food need not be referred to the Codex Committee on Methods of Analysis and Sampling for endorsement. The Codex Committee on Pesticide Residues is responsible for carrying out the steps of the Procedure.

MICROBIOLOGICAL METHODS OF ANALYSIS AND SAMPLING

When Codex committees have included provisions on microbiological methods of analysis and sampling for the purpose of verifying hygiene provisions, they should be referred to the Codex Committee on Food Hygiene at the most suitable time during Steps 3, 4 and 5 of the Procedure for the Elaboration of Codex Standards, which will ensure that government comments on the methods of analysis and sampling are available to the Codex Committee on Food Hygiene. The procedure to be followed will be as in the normal practice described above, substituting the Codex Committee on Food Hygiene for the Codex Committee on Methods of Analysis and Sampling. Microbiological methods of analysis and sampling elaborated by the Codex Committee on Food Hygiene for inclusion in Codex commodity standards for the purpose of verifying hygiene provisions need not be referred to the Codex Committee on Methods of Analysis and Sampling for endorsement.

CORE FUNCTIONS OF CODEX CONTACT POINTS

<p>The operation of Codex Contact Points will differ in each country depending on national legislation, government structures and practices.</p>
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CODEX CONTACT POINTS:

1. Act as the link between the Codex Secretariat and Member countries;
2. Coordinate all relevant Codex activities within their own countries;
3. Receive all Codex final texts (standards, codes of practice, guidelines and other advisory texts) and working documents of Codex sessions and ensure that they are circulated to those concerned within their own countries;
4. Send comments on Codex documents or proposals to the Codex Alimentarius Commission or its subsidiary bodies and/or the Codex Secretariat;
5. Work in close cooperation with the national Codex committee, where such a committee has been established. The Codex Contact Point acts as the liaison point with the food industry, consumers, traders and all other concerned to ensure that the government is provided with an appropriate balance of policy and technical advice upon which to base decisions relating to issues raised in the context of the Codex work;
6. Act as a channel for the exchange of information and coordination of activities with other Codex Members;
7. Receive the invitation to Codex sessions and inform the relevant chairpersons and the Codex Secretariat of the names of participants from their own countries;
8. Maintain a library of Codex final texts; and
9. Promote Codex activities throughout their own countries.

SECTION III

- Working Principles for Risk Analysis
- Risk Analysis Principles Applied by the Codex Committee on Food Additives and Contaminants
- CCFAC Policy for Exposure Assessment of Contaminants and Toxins in Foods or Food Groups

CONTENTS OF THIS SECTION

This Section contains risk analysis policy documents adopted by the Commission, which apply to and guide the work of the Commission and its subsidiary bodies. The Working Principles for Risk Analysis for Application in the Framework of the Codex Alimentarius were adopted by the Commission in 2003.

The Risk Analysis Principles Applied by the Codex Committee on Food Additives and Contaminants and the CCFAC Policy for Exposure Assessment of Contaminants and Toxins in Foods or Food Groups were adopted by the Commission in 2005. These documents currently guide the work of the Codex Committees on Food Additives and on Contaminants in Foods.

WORKING PRINCIPLES FOR RISK ANALYSIS FOR APPLICATION IN THE FRAMEWORK OF THE CODEX ALIMENTARIUS

SCOPE

1. These principles for risk analysis are intended for application in the framework of the Codex Alimentarius.
2. The objective of these Working Principles is to provide guidance to the Codex Alimentarius Commission and the joint FAO/WHO expert bodies and consultations, so that food safety and health aspects of Codex standards and related texts are based on risk analysis.
3. Within the framework of the Codex Alimentarius Commission and its procedures, the responsibility for providing advice on risk management lies with the Commission and its subsidiary bodies (risk managers), while the responsibility for risk assessment lies primarily with the joint FAO/WHO expert bodies and consultations (risk assessors).

RISK ANALYSIS - GENERAL ASPECTS

4. The risk analysis used in Codex should be:
 - applied consistently;
 - open, transparent and documented;
 - conducted in accordance with both the *Statements of Principle Concerning the Role of Science in the Codex Decision-Making Process and the Extent to Which Other Factors are Taken into Account* and the *Statements of Principle Relating to the Role of Food Safety Risk Assessment*²⁵; and
 - evaluated and reviewed as appropriate in the light of newly generated scientific data.
5. The risk analysis should follow a structured approach comprising the three distinct but closely linked components of risk analysis (risk assessment, risk management and risk communication) as defined by the Codex Alimentarius Commission²⁶, each component being integral to the overall risk analysis.
6. The three components of risk analysis should be documented fully and systematically in a transparent manner. While respecting legitimate concerns to

²⁵ See Appendix: General Decisions of the Commission

²⁶ See Definitions of Risk Analysis Terms Related to Food Safety.

preserve confidentiality, documentation should be accessible to all interested parties²⁷.

7. Effective communication and consultation with all interested parties should be ensured throughout the risk analysis.

8. The three components of risk analysis should be applied within an overarching framework for management of food related risks to human health.

9. There should be a functional separation of risk assessment and risk management, in order to ensure the scientific integrity of the risk assessment, to avoid confusion over the functions to be performed by risk assessors and risk managers and to reduce any conflict of interest. However, it is recognized that risk analysis is an iterative process, and interaction between risk managers and risk assessors is essential for practical application.

10. When there is evidence that a risk to human health exists but scientific data are insufficient or incomplete, the Codex Alimentarius Commission should not proceed to elaborate a standard but should consider elaborating a related text, such as a code of practice, provided that such a text would be supported by the available scientific evidence.

11. Precaution is an inherent element of risk analysis. Many sources of uncertainty exist in the process of risk assessment and risk management of food related hazards to human health. The degree of uncertainty and variability in the available scientific information should be explicitly considered in the risk analysis. Where there is sufficient scientific evidence to allow Codex to proceed to elaborate a standard or related text, the assumptions used for the risk assessment and the risk management options selected should reflect the degree of uncertainty and the characteristics of the hazard.

12. The needs and situations of developing countries should be specifically identified and taken into account by the responsible bodies in the different stages of the risk analysis.

RISK ASSESSMENT POLICY

13. Determination of risk assessment policy should be included as a specific component of risk management.

14. Risk assessment policy should be established by risk managers in advance of risk assessment, in consultation with risk assessors and all other interested

²⁷ For the purpose of the present document, the term “interested parties” refers to “risk assessors, risk managers, consumers, industry, the academic community and, as appropriate, other relevant parties and their representative organizations” (see definition of “Risk Communication”)

parties. This procedure aims at ensuring that the risk assessment is systematic, complete, unbiased and transparent.

15. The mandate given by risk managers to risk assessors should be as clear as possible.

16. Where necessary, risk managers should ask risk assessors to evaluate the potential changes in risk resulting from different risk management options.

RISK ASSESSMENT²⁸

17. The scope and purpose of the particular risk assessment being carried out should be clearly stated and in accordance with risk assessment policy. The output form and possible alternative outputs of the risk assessment should be defined

18. Experts responsible for risk assessment should be selected in a transparent manner on the basis of their expertise, experience, and their independence with regard to the interests involved. The procedures used to select these experts should be documented including a public declaration of any potential conflict of interest. This declaration should also identify and detail their individual expertise, experience and independence. Expert bodies and consultations should ensure effective participation of experts from different parts of the world, including experts from developing countries.

19. Risk assessment should be conducted in accordance with the Statements of Principle Relating to the Role of Food Safety Risk Assessment and should incorporate the four steps of the risk assessment, i.e. hazard identification, hazard characterization, exposure assessment and risk characterization.

20. Risk assessment should be based on all available scientific data. It should use available quantitative information to the greatest extent possible. Risk assessment may also take into account qualitative information.

21. Risk assessment should take into account relevant production, storage and handling practices used throughout the food chain including traditional practices, methods of analysis, sampling and inspection and the prevalence of specific adverse health effects.

22. Risk assessment should seek and incorporate relevant data from different parts of the world, including that from developing countries. These data should particularly include epidemiological surveillance data, analytical and exposure data. Where relevant data are not available from developing countries, the Commission should request that FAO/WHO initiate time-bound studies for this

²⁸ Reference is made to the Statements of Principle Relating to the Role of Food Safety Risk Assessment: See Appendix: General Decisions of the Commission.

purpose. The conduct of the risk assessment should not be inappropriately delayed pending receipt of these data; however, the risk assessment should be reconsidered when such data are available.

23. Constraints, uncertainties and assumptions having an impact on the risk assessment should be explicitly considered at each step in the risk assessment and documented in a transparent manner. Expression of uncertainty or variability in risk estimates may be qualitative or quantitative, but should be quantified to the extent that is scientifically achievable.

24. Risk assessments should be based on realistic exposure scenarios, with consideration of different situations being defined by risk assessment policy. They should include consideration of susceptible and high-risk population groups. Acute, chronic (including long-term), cumulative and/or combined adverse health effects should be taken into account in carrying out risk assessment, where relevant.

25. The report of the risk assessment should indicate any constraints, uncertainties, assumptions and their impact on the risk assessment. Minority opinions should also be recorded. The responsibility for resolving the impact of uncertainty on the risk management decision lies with the risk manager, not the risk assessors.

26. The conclusion of the risk assessment including a risk estimate, if available, should be presented in a readily understandable and useful form to risk managers and made available to other risk assessors and interested parties so that they can review the assessment.

RISK MANAGEMENT

27. While recognizing the dual purposes of the Codex Alimentarius are protecting the health of consumers and ensuring fair practices in the food trade, Codex decisions and recommendations on risk management should have as their primary objective the protection of the health of consumers. Unjustified differences in the level of consumer health protection to address similar risks in different situations should be avoided.

28. Risk management should follow a structured approach including preliminary risk management activities²⁹, evaluation of risk management options, monitoring and review of the decision taken. The decisions should be based on

²⁹ For the purpose of these Principles, preliminary risk management activities are taken to include: identification of a food safety problem; establishment of a risk profile; ranking of the hazard for risk assessment and risk management priority; establishment of risk assessment policy for the conduct of the risk assessment; commissioning of the risk assessment; and consideration of the result of the risk assessment.

risk assessment, and taking into account, where appropriate, other legitimate factors relevant for the health protection of consumers and for the promotion of fair practices in food trade, in accordance with the Criteria for the Consideration of the Other Factors Referred to in the Second Statement of Principles³⁰.

29. The Codex Alimentarius Commission and its subsidiary bodies, acting as risk managers in the context of these Working Principles, should ensure that the conclusion of the risk assessment is presented before making final proposals or decisions on the available risk management options, in particular in the setting of standards or maximum levels, bearing in mind the guidance given in paragraph 10.

30. In achieving agreed outcomes, risk management should take into account relevant production, storage and handling practices used throughout the food chain including traditional practices, methods of analysis, sampling and inspection, feasibility of enforcement and compliance, and the prevalence of specific adverse health effects.

31. The risk management process should be transparent, consistent and fully documented. Codex decisions and recommendations on risk management should be documented, and where appropriate clearly identified in individual Codex standards and related texts so as to facilitate a wider understanding of the risk management process by all interested parties.

32. The outcome of the preliminary risk management activities and the risk assessment should be combined with the evaluation of available risk management options in order to reach a decision on management of the risk.

33. Risk management options should be assessed in terms of the scope and purpose of risk analysis and the level of consumer health protection they achieve. The option of not taking any action should also be considered.

34. In order to avoid unjustified trade barriers, risk management should ensure transparency and consistency in the decision-making process in all cases. Examination of the full range of risk management options should, as far as possible, take into account an assessment of their potential advantages and disadvantages. When making a choice among different risk management options, which are equally effective in protecting the health of the consumer, the Commission and its subsidiary bodies should seek and take into consideration the potential impact of such measures on trade among its Member countries and select measures that are no more trade-restrictive than necessary.

35. Risk management should take into account the economic consequences and the feasibility of risk management options. Risk management should also recog-

³⁰

See Appendix: General Decisions of the Commission.

nize the need for alternative options in the establishment of standards, guidelines and other recommendations, consistent with the protection of consumers' health. In taking these elements into consideration, the Commission and its subsidiary bodies should give particular attention to the circumstances of developing countries.

36. Risk management should be a continuing process that takes into account all newly generated data in the evaluation and review of risk management decisions. Food standards and related texts should be reviewed regularly and updated as necessary to reflect new scientific knowledge and other information relevant to risk analysis.

RISK COMMUNICATION

37. Risk communication should :

- i) promote awareness and understanding of the specific issues under consideration during the risk analysis ;
- ii) promote consistency and transparency in formulating risk management options/recommendations;
- iii) provide a sound basis for understanding the risk management decisions proposed;
- iv) improve the overall effectiveness and efficiency of the risk analysis ;
- v) strengthen the working relationships among participants;
- vi) foster public understanding of the process, so as to enhance trust and confidence in the safety of the food supply;
- vii) promote the appropriate involvement of all interested parties; and
- viii) exchange information in relation to the concerns of interested parties about the risks associated with food.

38. Risk analysis should include clear, interactive and documented communication, amongst risk assessors (Joint FAO/WHO expert bodies and consultations) and risk managers (Codex Alimentarius Commission and its subsidiary bodies), and reciprocal communication with member countries and all interested parties in all aspects of the process.

39. Risk communication should be more than the dissemination of information. Its major function should be to ensure that all information and opinion required for effective risk management is incorporated into the decision making process.

40. Risk communication involving interested parties should include a transparent explanation of the risk assessment policy and of the assessment of risk, including the uncertainty. The need for specific standards or related texts and

the procedures followed to determine them, including how the uncertainty was dealt with, should also be clearly explained. It should indicate any constraints, uncertainties, assumptions and their impact on the risk analysis, and minority opinions that had been expressed in the course of the risk assessment (see para. 25).

41. The guidance on risk communication in this document is addressed to all those involved in carrying out risk analysis within the framework of Codex Alimentarius. However, it is also of importance for this work to be made as transparent and accessible as possible to those not directly engaged in the process and other interested parties while respecting legitimate concerns to preserve confidentiality (see para. 6).

**RISK ANALYSIS PRINCIPLES APPLIED BY THE CODEX COMMITTEE
ON FOOD ADDITIVES AND CONTAMINANTS**

SECTION 1. SCOPE

- 1) This document addresses the respective applications of risk analysis principles by the Codex Committee on Food Additives and Contaminants (CCFAC) and the Joint FAO/WHO Expert Committee on Food Additives (JECFA). For matters which cannot be addressed by JECFA, this document does not preclude the possible consideration of recommendations arising from other internationally recognized expert bodies, as approved by the Commission.
- 2) This document should be read in conjunction with the *Working Principles for Risk Analysis for Application in the Framework of the Codex Alimentarius*.

SECTION 2. CCFAC and JECFA

- 3) CCFAC and JECFA recognize that communication between risk assessors and risk managers is critical to the success of their risk analysis activities.
- 4) CCFAC and JECFA should continue to develop procedures to enhance communication between the two committees.
- 5) CCFAC and JECFA should ensure that their contributions to the risk analysis process involve all interested parties and are fully transparent and thoroughly documented. While respecting legitimate concerns to preserve confidentiality, documentation should be made available, upon request, in a timely manner to all interested parties.
- 6) JECFA, in consultation with CCFAC, should continue to explore developing minimum quality criteria for data requirements necessary for JECFA to perform risk assessments. These criteria are used by CCFAC in preparing its Priority List for JECFA. The JECFA Secretariat should consider whether these minimum quality criteria for data have been met when preparing the provisional agenda for meetings of JECFA.

SECTION 3. CCFAC

- 7) CCFAC is primarily responsible for recommending risk management proposals for adoption by the CAC.

- 8) CCFAC shall base its risk management recommendations to the CAC on JECFA's risk assessments, including safety assessments³¹, of food additives, naturally occurring toxicants, and contaminants in food.
- 9) In cases where JECFA has performed a safety assessment and CCFAC or the CAC determines that additional scientific guidance is necessary, CCFAC or CAC may make a more specific request to JECFA to obtain the scientific guidance necessary for a risk management decision.
- 10) CCFAC's risk management recommendations to the CAC with respect to food additives shall be guided by the principles described in the Preamble and relevant annexes of the Codex General Standard for Food Additives.
- 11) CCFAC's risk management recommendations to the CAC with respect to contaminants and naturally occurring toxicants shall be guided by the principles described in the Preamble and relevant annexes of the Codex General Standard for Contaminants and Naturally Occurring Toxins in Food.
- 12) CCFAC's risk management recommendations to the CAC that involve health and safety aspects of food standards shall be based on JECFA's risk assessments and other legitimate factors relevant to the health protection of consumers and to ensuring fair practices in food trade in accordance with the *Criteria for the Consideration of the Other Factors Referred to in the Second Statement of Principles*.
- 13) CCFAC's risk management recommendations to the CAC shall take into account the relevant uncertainties and safety factors described by JECFA.
- 14) CCFAC shall endorse maximum use levels only for those additives for which 1) JECFA has established specifications of identity and purity and 2) JECFA has completed a safety assessment or has performed a quantitative risk assessment.
- 15) CCFAC shall endorse maximum levels only for those contaminants for which 1) JECFA has completed a safety assessment or has performed a quantitative risk assessment and 2) the level of the contaminant in food can be determined through appropriate sampling plans and analysis methods, as adopted by Codex. CCFAC should take into consideration the analytical capabilities of developing countries unless public health considerations require otherwise.

³¹ A Safety Assessment is defined as a scientifically-based process consisting of: 1) the determination of a NOEL (No Observed Effect Level) for a chemical, biological, or physical agent from animal feeding studies and other scientific considerations; 2) the subsequent application of safety factors to establish an ADI or tolerable intake; and 3) comparison of the ADI or tolerable intake with probable exposure to the agent (Temporary definition to be modified when JECFA definition is available).

- 16) CCFAC shall take into account differences in regional and national food consumption patterns and dietary exposure as assessed by JECFA when recommending maximum use levels for additives or maximum levels for contaminants and naturally occurring toxicants in food.
- 17) Before finalising proposals for maximum levels for contaminants and naturally occurring toxicants, CCFAC shall seek the scientific advice of JECFA about the validity of the analysis and sampling aspects, about the distribution of concentrations of contaminants and naturally occurring toxicants in foods and about other relevant technical and scientific aspects, including dietary exposure, as necessary to provide for a suitable scientific basis for its advice to CCFAC.
- 18) When establishing its standards, codes of practice, and guidelines, CCFAC shall clearly state when it applies any other legitimate factors relevant to the health protection of consumers and to ensuring fair practices in food trade in accordance with the *Criteria for the Consideration of the Other Factors Referred to in the Second Statement of Principles*, in addition to JECFA's risk assessment, and specify its reasons for doing so.
- 19) CCFAC's risk communication with JECFA includes prioritising substances for JECFA review with the view towards obtaining the best available risk assessment for purposes of elaborating safe conditions of use for food additives and elaborating safe maximum levels or codes of practice for contaminants and naturally occurring toxicants in food.
- 20) CCFAC shall consider the following when preparing its priority list of substances for JECFA review:
 - Consumer protection from the point of view of health and prevention of unfair trade practices;
 - CCFAC's Terms of Reference;
 - JECFA's Terms of Reference;
 - The Codex Alimentarius Commission's Strategic Plan , its relevant plans of work and *Criteria for the Establishment of Work Priorities*;
 - The quality, quantity, adequacy, and availability of data pertinent to performing a risk assessment, including data from developing countries;
 - The prospect of completing the work in a reasonable period of time;
 - The diversity of national legislation and any apparent impediments to international trade;
 - The impact on international trade (i.e., magnitude of the problem in international trade);
 - The needs and concerns of developing countries; and,

- Work already undertaken by other international organizations;
- 21) When referring substances to JECFA, CCFAC shall provide background information and clearly explain the reasons for the request when chemicals are nominated for evaluation;
- 22) CCFAC may also refer a range of risk management options, with a view toward obtaining JECFA's guidance on the attendant risks and the likely risk reductions associated with each option.
- 23) CCFAC requests JECFA to review any methods and guidelines being considered by CCFAC for assessing maximum use levels for additives or maximum levels for contaminants and naturally occurring toxicants. CCFAC makes any such request with a view toward obtaining JECFA's guidance on the limitations, applicability, and appropriate means for implementation of a method or guideline for CCFAC's work.

SECTION 4. JECFA

- 24) JECFA is primarily responsible for performing the risk assessments upon which CCFAC and ultimately the CAC base their risk management decisions.
- 25) JECFA's scientific experts should be selected on the basis of their competence and independence, taking into account geographical representation to ensure that all regions are represented.
- 26) JECFA should strive to provide CCFAC with science-based risk assessments that include the four components of risk assessment as defined by CAC and safety assessments that can serve as the basis for CCFAC's risk-management discussions. For contaminants and naturally occurring toxicants, JECFA should determine to the extent possible the risks associated with various levels of intake. Because of the lack of appropriate information, including data in humans, however, this may be possible in only a few cases for the foreseeable future. For additives, JECFA should continue to use its safety assessment process for establishing ADIs.
- 27) JECFA should strive to provide CCFAC with science-based quantitative risk assessments and safety assessments for food additives, contaminants, and naturally occurring toxicants in a transparent manner.
- 28) JECFA should provide CCFAC with information on the applicability and any constraints of the risk assessment to the general population to particular sub-populations and should as far as possible identify potential risks to populations of potentially enhanced vulnerability (e.g., children, women of child-bearing age, the elderly).
- 29) JECFA should also strive to provide CCFAC with specifications of identity and purity essential to assessing risk associated with the use of additives.

- 30) JECFA should strive to base its risk assessments on global data, including data from developing countries. These data should include epidemiological surveillance data and exposure studies.
- 31) JECFA is responsible for evaluating exposure to additives, contaminants, and naturally occurring toxicants.
- 32) When evaluating intake of additives or contaminants and naturally occurring toxicants during its risk assessment, JECFA should take into account regional differences in food consumption patterns.
- 33) JECFA should provide to CCFAC its scientific views on the validity and the distribution aspects of the available data regarding contaminants and naturally occurring toxicants in foods which have been used for exposure assessments, and should give details on the magnitude of the contribution to the exposure from specific foods as may be relevant for risk management actions or options of CCFAC.
- 34) JECFA should communicate to CCFAC the magnitude and source of uncertainties in its risk assessments. When communicating this information, JECFA should provide CCFAC with a description of the methodology and procedures by which JECFA estimated any uncertainty in its risk assessment.
- 35) JECFA should communicate to CCFAC the basis for all assumptions used in its risk assessments including default assumptions used to account for uncertainties.
- 36) JECFA's risk assessment output to CCFAC is limited to presenting its deliberations and the conclusions of its risk assessments and safety assessments in a complete and transparent manner. JECFA's communication of its risk assessments should not include the consequences of its analyses on trade or other non-public health consequence. Should JECFA include risk assessments of alternative risk management options, JECFA should ensure that these are consistent with the Working Principles for Risk Analysis for the Application in the Framework of the Codex Alimentarius and Risk Analysis Principles applied by the Codex Committee on Food Additives and Contaminants.
- 37) When establishing the agenda for a JECFA meeting, the JECFA Secretariat work closely with CCFAC to ensure that CCFAC's risk management priorities are addressed in a timely manner. With respect to food additives, the JECFA Secretariat should normally give first priority to compounds that have been assigned a temporary ADI, or equivalent. Second priority should normally be given to food additives or groups of additives that have previously been evaluated and for which an ADI, or equivalent, has been estimated, and for which new information is available. Third priority should normally be given to food additives that have not been previously evaluated.

With respect to contaminants and naturally occurring toxicants, the JECFA Secretariat should give priority to substances that present both a significant risk to public health and are a known or expected problem in international trade.

- 38) When establishing the agenda for a JECFA meeting, the JECFA Secretariat should give priority to substances that are known or expected problems in international trade or that present an emergency or imminent public health risk.

CCFAC POLICY FOR EXPOSURE ASSESSMENT OF CONTAMINANTS AND TOXINS IN FOODS OR FOOD GROUPS

SECTION 1. INTRODUCTION

1. Maximum Limits (MLs) do not need to be set for all foods that contain a contaminant or a toxin. The Preamble of the Codex General Standard for Contaminants and Toxins in Foods (GSCF) states in Section 1.3.2 that “maximum levels (MLs) shall only be set for those foods in which the contaminant may be found in amounts that are significant for the total exposure of the consumer. They should be set in such a way that the consumer is adequately protected”. Setting standards for foods that contribute little to dietary exposure would mandate enforcement activities that do not contribute significantly to health outcomes.
2. Exposure assessment is one of the four components of risk assessment within the risk analysis framework adopted by Codex as the basis for all standard-setting processes. The estimated contribution of specific foods or food groups to the total dietary exposure to a contaminant as it relates to a quantitative health hazard endpoint (e.g., PMTDI, PTWI) provides further information needed for the setting of priorities for the risk management of specific foods/food groups. Exposure assessments must be guided by clearly articulated policies elaborated by Codex with the aim of increasing the transparency of risk management decisions.
3. The purpose of this Annex is to outline steps in contaminant data selection and analysis undertaken by JECFA when requested by CCFAC to conduct a dietary exposure assessment.
4. The following components highlight aspects of JECFA’s exposure assessment of contaminants and toxins that contribute to ensuring transparency and consistency of science-based risk assessments. Exposure assessments of contaminants and toxins in foods are performed by JECFA at the request of CCFAC. CCFAC will take this information into account when considering risk management options and making recommendations regarding contaminants and toxins in foods.

SECTION 2. ESTIMATION OF TOTAL DIETARY EXPOSURE TO A CONTAMINANT OR TOXIN FROM FOODS/FOOD GROUPS

5. JECFA uses available data from member countries and from GEMS/Food Operating Program for analytical laboratories system on contaminant levels in foods and the amount of foods consumed to estimate total dietary exposure to a contaminant or toxin. This is expressed as a percentage of the

tolerable intake (e.g., PTDI, PTWI, or other appropriate toxicological reference point). For a carcinogen with no clear threshold, JECFA uses available data on intake combined with data on carcinogenic potency to estimate potential population risks.

6. Median/mean contaminant levels in foods are determined from available analytical data submitted by countries and from other sources. These data are combined with information available for the GEMS/Food Regional diets to generate dietary exposure estimates for regions in the world. JECFA provides an estimate as to which of the GEMS/Food Regional diets are likely to approach or exceed the tolerable intake.
7. In some cases, available national contaminant and/or individual food consumption data may be used by JECFA to provide more accurate estimates of total dietary exposure, particularly for vulnerable groups such as children.
8. JECFA performs exposure assessments if requested by CCFAC using the GEMS/Food Regional Diets and, if needed, available national consumption data to estimate the impact on dietary exposure of proposed alternative maximum levels to inform CCFAC about these risk management options.

SECTION 3. IDENTIFICATION OF FOODS/FOOD GROUPS THAT CONTRIBUTE SIGNIFICANTLY TO TOTAL DIETARY EXPOSURE OF THE CONTAMINANT OR TOXIN

9. From dietary exposure estimates JECFA identifies foods/food groups that contribute significantly to the exposure according to CCFAC's criteria for selecting food groups that contribute to exposure.
10. The CCFAC determines criteria for selecting foods/food groups that contribute significantly to total dietary exposure of a contaminant or toxin. These criteria are based upon the percentage of the tolerable intake (or similar health hazard endpoint) that is contributed by a given food/food group and the number of geographic regions (as defined by the GEMS/Food Regional diets) for which dietary exposures exceed that percentage.
11. The criteria are as follows:
 - a) Foods or food groups for which exposure to the contaminant or toxin contributes approximately 10%³² or more of the tolerable intake (or similar health hazard endpoint) in one of the GEMS/Food Regional diets;

or,

³² Rounded to the nearest 1/10th of a percent.

- b) Foods or food groups for which exposure to the contaminant or toxin contributes approximately 5% or more of the tolerable intake (or similar health hazard endpoint) in two or more of the GEMS/Food Regional diets;

or,

- c) Foods or food groups that may have a significant impact on exposure for specific groups of consumers, although exposure may not exceed 5% of the tolerable intake (or similar health hazard endpoint) in any of the GEMS/Food Regional diets. These would be considered on a case-by-case basis.

SECTION 4. GENERATION OF DISTRIBUTION CURVES FOR CONCENTRATIONS OF THE CONTAMINANT IN SPECIFIC FOODS/FOOD GROUPS (CONCURRENT WITH SECTION 2, OR SUBSEQUENT STEP)

- 12. If requested by CCFAC, JECFA uses available analytical data on contaminant or toxin levels in foods/food groups identified as significant contributors to dietary exposure to generate distribution curves of contaminant concentrations in individual foods. CCFAC will take this information into account when considering risk management options and, if appropriate, for proposing the lowest achievable levels for contaminants/toxins in food on a global basis.
- 13. Ideally, individual data from composite samples or aggregated analytical data would be used by JECFA to construct the distribution curves. When such data are not available, aggregated data would be used (for example mean and geometric standard deviation). However, methods to construct distribution curves using aggregated data would need to be validated by JECFA.
- 14. In presenting the distribution curves to CCFAC, JECFA should, to the extent possible, provide a comprehensive overview of the ranges of contamination of foods (i.e., both the maximum and outlier values) and of the proportion of foods/food groups that contain contaminants/toxins at those levels.

SECTION 5. ASSESSMENT OF THE IMPACT OF AGRICULTURAL AND PRODUCTION PRACTICES ON CONTAMINANT LEVELS IN FOODS/FOOD GROUPS (CONCURRENT WITH SECTION 2, OR SUBSEQUENT STEP)

- 15. If requested by CCFAC, JECFA assesses the potential impact of different agricultural and production practices on contaminant levels in foods to the extent that scientific data are available to support such assessments.

CCFAC takes this information into account when considering risk management options and for proposing Codes of Practice.

16. Taking this information into account, CCFAC proposes risk management decisions. To refine them, CCFAC may request JECFA to undertake a second assessment to consider specific exposure scenarios based on proposed risk management options. The methodology for assessing potential contaminant exposure in relation to proposed risk management options needs to be further developed by JECFA.

SECTION IV

- Subsidiary Bodies
- Membership
- Organigram

Contents of this section

This Section contains factual information about the Codex Alimentarius Commission, including a list of the Commission's Sessions and sessions of the Executive Committee.

The list of the Commission's Subsidiary Bodies gives the Terms of Reference of all Codex Committees established under Rule XI.1 of the Commission's Rules of Procedure. Each body (including the Commission and the Executive Committee) is also identified by its unique reference code used in all official correspondence. The meetings of each subsidiary body are listed. The structure of the Commission's subsidiary bodies is shown diagrammatically on the inside back cover.

The countries and organizations which form the Commission's Membership are listed (as of October 2006). The Secretariat of the Joint FAO/WHO Food Standards Programme provides up-dated information on national Codex Contact Points at regular intervals, namely on its website: <http://www.codexalimentarius.net>.

SESSIONS OF THE CODEX ALIMENTARIUS COMMISSION

(CX-701)³³

SESSION	PLACE AND DATES
1 st	Rome, Italy, 25 June - 3 July 1963
2 nd	Geneva, Switzerland, 28 September - 7 October 1964
3 rd	Rome, Italy, 19-28 October 1965
4 th	Rome, Italy, 7-14 November 1966
5 th	Rome, Italy, 20 February - 1 March 1968
6 th	Geneva, Switzerland, 4-14 March 1969
7 th	Rome, Italy, 7-17 April 1970
8 th	Geneva, Switzerland, 30 June - 9 July 1971
9 th	Rome, Italy, 6-17 November 1972
10 th	Rome, Italy, 1-11 July 1974
11 th	Rome, Italy, 29 March - 9 April 1976
12 th	Rome, Italy, 17-28 April 1978
13 th	Rome, Italy, 3-14 December 1979
14 th	Geneva, Switzerland, 29 June - 10 July 1981
15 th	Rome, Italy 4-15 July 1983
16 th	Geneva Switzerland, 1-12 July 1985
17 th	Rome, Italy, 29 June - 10 July 1987
18 th	Geneva, Switzerland, 3-12 July 1989
19 th	Rome, Italy, 1-10 July 1991
20 th	Geneva, Switzerland, 28 June - 7 July 1993
21 st	Rome, Italy, 3-8 July 1995
22 nd	Geneva, Switzerland, 23-28 June 1997
23 rd	Rome, Italy, 28 June - 3 July 1999
24 th	Geneva, Switzerland, 2-7 July 2001
25 th	Geneva, Switzerland, 13-15 February 2003 ³⁴
26 th	Rome, Italy, 30 June – 7 July 2003
27 th	Geneva, Switzerland, 28 June - 3 July 2004
28 th	Rome, Italy, 4-9 July 2005
29 th	Geneva, Switzerland, 3-7 July 2006

³³ The reference code, followed by the number of the session, used in official correspondence.

³⁴ Extraordinary session.

**SESSIONS OF THE EXECUTIVE COMMITTEE OF THE
CODEX ALIMENTARIUS COMMISSION**

(CX-702)

SESSION	PLACE AND DATES
1 st	Rome, Italy, 3 July 1963
2 nd	Washington D.C., USA, 25-26 May 1964
3 rd	Geneva, Switzerland, 25-26 September 1964
4 th	Geneva, Switzerland, 7 October 1964
5 th	Rome, Italy, 3-4 June 1965
6 th	Rome, Italy, 18 October 1965
7 th	Rome, Italy, 28 October 1965
8 th	Rome, Italy, 14-16 June 1966
9 th	Rome, Italy, 4 November 1966
10 th	Rome, Italy, 16-18 May 1967
11 th	Rome, Italy, 19 February 1968
12 th	Rome, Italy, 5-7 June 1968
13 th	Geneva, Switzerland, 3 March 1969
14 th	Rome, Italy, 17-19 September 1969
15 th	Rome, Italy, 3 April 1970
16 th	Geneva, Switzerland, 9-11 February 1971
17 th	Geneva, Switzerland, 25 June 1971
18 th	Rome, Italy, 15-18 May 1972
19 th	Geneva, Switzerland, 3-5 July 1973
20 th	Rome, Italy, 28 June 1974
21 st	Geneva, Switzerland, 17-19 June 1975
22 nd	Rome, Italy, 23-24 March 1976
23 rd	Geneva, Switzerland, 12-15 July 1977
24 th	Rome, Italy, 13-14 April 1978
25 th	Geneva, Switzerland, 10-13 July 1979
26 th	Rome, Italy, 26-27 November 1979
27 th	Geneva, Switzerland, 13-17 October 1980
28 th	Geneva, Switzerland, 25-26 June 1981
29 th	Geneva, Switzerland, 12-16 July 1982
30 th	Rome, Italy, 30 June – 1 July 1983
31 st	Geneva, Switzerland, 25-29 June 1984
32 nd	Geneva, Switzerland, 27-28 June 1985
33 rd	Rome, Italy, 30 June – 4 July 1986

SESSION	PLACE AND DATES
34 th	Rome, Italy, 25-26 June 1987
35 th	Geneva, Switzerland, 4-8 July 1988
36 th	Geneva, Switzerland, 29-30 June 1989
37 th	Rome, Italy, 3-6 July 1990
38 th	Rome, Italy, 27-28 June 1991
39 th	Geneva, Switzerland, 30 June-3 July 1992
40 th	Geneva, Switzerland, 24-25 June 1993
41 st	Rome, Italy, 28-30 June 1994
42 nd	Rome, Italy, 28-30 June 1995
43 rd	Geneva, Switzerland, 4-7 June 1996
44 th	Geneva, Switzerland, 19-20 June 1997
45 th	Rome, Italy, 3-5 June 1998
46 th	Rome, Italy, 24-25 June 1999
47 th	Geneva, Switzerland, 28-30 June 2000
48 th	Geneva, Switzerland, 28-29 June 2001
49 th	Geneva, Switzerland, 26-27 September 2001 ³⁵
50 th	Rome, Italy, 26-28 June 2002
51 st	Geneva, Switzerland, 10-11 February 2003 ³⁵
52 nd	Rome, Italy, 26-27 June 2003
53 rd	Geneva, Switzerland, 4-6 February 2004
54 th	Geneva, Switzerland, 24-26 June 2004
55 th	Rome, Italy, 9-11 February 2005
56 th	Rome, Italy, 30 June-2 July 2005
57 th	Geneva, Switzerland, 6-9 December 2005
58 th	Rome, Italy, 28 June – 1 July 2006

³⁵

Extraordinary session.

SUBSIDIARY BODIES OF THE CODEX ALIMENTARIUS COMMISSION

SUBSIDIARY BODY UNDER RULE XI.1(a)

JOINT FAO/WHO COMMITTEE OF GOVERNMENT EXPERTS ON THE CODE OF PRINCIPLES CONCERNING MILK AND MILK PRODUCTS (CX-703)

Established by FAO and WHO in 1958 and integrated into the Joint FAO/WHO Food Standards Programme in 1962 as a subsidiary body of the Codex Alimentarius Commission under Rule XI.1(a). Re-named “Codex Committee on Milk and Milk Products” in 1993 and re-established as a subsidiary body under Rule XI.1(b)(i) (see *Rules of Procedure* in Section I).

Sessions

1 st	Rome, Italy, 8-12 September 1958
2 nd	Rome, Italy, 13-17 April 1959
3 rd	Rome, Italy, 22-26 February 1960
4 th	Rome, Italy, 6-10 March 1961
5 th	Rome, Italy, 2-6 April 1962
6 th	Rome, Italy, 17-21 June 1963
7 th	Rome, Italy, 4-8 May 1964
8 th	Rome, Italy, 24-29 May 1965
9 th	Rome, Italy, 20-25 June 1966
10 th	Rome, Italy, 25-31 August 1967
11 th	Rome, Italy, 10-15 June 1968
12 th	Rome, Italy, 7-12 July 1969
13 th	Rome, Italy, 15-20 June 1970
14 th	Rome, Italy, 6-11 September 1971
15 th	Rome, Italy, 25-30 September 1972
16 th	Rome, Italy, 10-15 September 1973
17 th	Rome, Italy, 14-19 April 1975
18 th	Rome, Italy, 13-18 September 1976
19 th	Rome, Italy, 12-17 June 1978
20 th	Rome, Italy, 26-30 April 1982
21 st	Rome, Italy, 2-6 June 1986
22 nd	Rome, Italy, 5-9 November 1990

Terms of Reference:

To establish international codes and standards concerning milk and milk products.

SUBSIDIARY BODIES UNDER RULE XI.1(b)(i)

CODEX COMMITTEE ON GENERAL PRINCIPLES (CX-716)

Host Government: France

Sessions:

1 st	Paris, 4-8 October 1965
2 nd	Paris, 16-19 October 1967
3 rd	Paris, 9-13 December 1968
4 th	Paris, 4-8 March 1974
5 th	Paris, 19-23 January 1976
6 th	Paris, 15-19 October 1979
7 th	Paris, 6-10 April 1981
8 th	Paris, 24-28 November 1986
9 th	Paris, 24-28 April 1989
10 th	Paris, 7-11 September 1992
11 th	Paris, 25-29 April 1994
12 th	Paris, 25-28 November 1996
13 th	Paris, 7-11 September 1998
14 th	Paris, 19-23 April 1999
15 th	Paris, 10-14 April 2000
16 th	Paris, 23-27 April 2001
17 th	Paris, 15-19 April 2002
18 th	Paris, 7-11 April 2003
19 th	Paris, 17-21 November 2003 ³⁶
20 th	Paris, 3-7 May 2004
21 st	Paris, 8-12 November 2004 ³⁶
22 nd	Paris, 11-15 April 2005
23 rd	Paris, 10-14 April 2006

Terms of Reference:

To deal with such procedural and general matters as are referred to it by the Codex Alimentarius Commission. Such matters have included the

³⁶ Extraordinary Session

Subsidiary bodies

establishment of the General Principles which define the purpose and scope of the Codex Alimentarius, the nature of Codex standards and the forms of acceptance by countries of Codex standards; the development of Guidelines for Codex Committees; the development of a mechanism for examining any economic impact statements submitted by governments concerning possible implications for their economies of some of the individual standards or some of the provisions thereof; the establishment of a Code of Ethics for the International Trade in Food.

CODEX COMMITTEE ON FOOD ADDITIVES (CX-711)

Renamed as Codex Committee on Food Additives and Contaminants by the 17th Session of the Commission; renamed again by the 29th Session of the Commission as Codex Committee on Food Additives, due to the creation of a Committee on Contaminants in Foods (CX-735)

Host Government: China (since 39th Session), Netherlands (1st to 38th Sessions)

Sessions:

1 st	The Hague, 19-22 May 1964
2 nd	The Hague, 10-14 May 1965
3 rd	The Hague, 9-13 May 1966
4 th	The Hague, 11-15 September 1967
5 th	Arnhem, 18-22 March 1968
6 th	Arnhem, 15-22 October 1969
7 th	The Hague, 12-16 October, 1970
8 th	Wageningen, 29 May - 2 June 1972
9 th	Wageningen, 10-14 December 1973
10 th	The Hague, 2-7 June 1975
11 th	The Hague, 31 May - 6 June 1977
12 th	The Hague, 10-16 October 1978
13 th	The Hague, 11-17 September 1979
14 th	The Hague, 25 Nov. - 1 Dec. 1980
15 th	The Hague, 16-22 March 1982
16 th	The Hague, 22-28 March 1983
17 th	The Hague, 10-16 April 1984
18 th	The Hague, 5-11 November 1985
19 th	The Hague, 17-23 March 1987
20 th	The Hague, 7-12 March 1988
21 st	The Hague, 13-18 March 1989
22 nd	The Hague, 19-24 March 1990
23 rd	The Hague, 4-9 March 1991
24 th	The Hague, 23-28 March 1992

25 th	The Hague, 22-26 March 1993
26 th	The Hague, 7-11 March 1994
27 th	The Hague, 20-24 March 1995
28 th	Manila, Philippines, 18-22 March 1996
29 th	The Hague, 17-21 March 1997
30 th	The Hague, 9-13 March 1998
31 st	The Hague, 22-26 March 1999
32 nd	Beijing, China, 20-24 March 2000
33 rd	The Hague, 12-16 March 2001
34 th	Rotterdam, 11-15 March 2002
35 th	Arusha, Tanzania, 17-21 March 2003
36 th	Rotterdam, 22-26 March 2004
37 th	The Hague, 25-29 April 2005
38 th	The Hague, 24-28 April 2006

Terms of reference:

- (a) to establish or endorse permitted maximum levels for individual food additives;
- (b) to prepare priority lists of food additives for risk assessment by the Joint FAO/WHO Expert Committee on Food Additives;
- (c) to assign functional classes to individual food additives;
- (d) to recommend specifications of identity and purity for food additives for adoption by the Commission;
- (e) to consider methods of analysis for the determination of additives in food; and
- (f) to consider and elaborate standards or codes for related subjects such as the labelling of food additives when sold as such.

CODEX COMMITTEE ON CONTAMINANTS IN FOODS (CX-735)

Host Government: Netherlands

Terms of reference:

- (a) to establish or endorse permitted maximum levels or guidelines levels for contaminants and naturally occurring toxicants in food and feed;
- (b) to prepare priority lists of contaminants and naturally occurring toxicants for risk assessment by the Joint FAO/WHO Expert Committee on Food Additives;

Subsidiary bodies

- (c) to consider methods of analysis and sampling for the determination of contaminants and naturally occurring toxicants in food and feed;
- (d) to consider and elaborate standards or codes of practice for related subjects; and
- (e) to consider other matters assigned to it by the Commission in relation to contaminants and naturally occurring toxicants in food and feed.

CODEX COMMITTEE ON FOOD HYGIENE (CX-712)

Host Government: U.S.A.

Sessions:

1 st	Washington D.C., 27-28 May 1964
2 nd	Rome, 14-16 June 1965
3 rd	Rome, 31 May - 3 June 1966
4 th	Washington D.C., 12-16 June 1967
5 th	Washington D.C., 6-10 May 1968
6 th	Washington D.C., 5-9 May 1969
7 th	Washington D.C., 25-29 May 1970
8 th	Washington D.C., 14-18 June 1971
9 th	Washington D.C., 19-23 June 1972
10 th	Washington D.C., 14-18 May 1973
11 th	Washington D.C., 10-14 June 1974
12 th	Washington D.C., 12-16 May 1975
13 th	Rome, 10-14 May 1976
14 th	Washington D.C., 29 August - 2 September 1977
15 th	Washington D.C., 18-22 September 1978
16 th	Washington D.C., 23-27 July 1979
17 th	Washington D.C., 17-21 November 1980
18 th	Washington D.C., 22-26 February 1982
19 th	Washington D.C., 26-30 September 1983
20 th	Washington D.C., 1-5 October 1984
21 st	Washington D.C., 23-27 September 1985
22 nd	Washington D.C., 20-24 October 1986
23 rd	Washington D.C., 21-25 March 1988
24 th	Washington D.C., 16-20 October 1989
25 th	Washington D.C., 28 October - 1 November 1991
26 th	Washington D.C., 1-5 March 1993
27 th	Washington D.C., 17-21 October 1994

28 th	Washington D.C., 27 November - 1 December 1995
29 th	Washington D.C., 21-25 October 1996
30 th	Washington D.C., 20-24 October 1997
31 st	Orlando, Florida, 26-30 October 1998
32 nd	Washington D.C., 29 November - 4 December 1999
33 rd	Washington D.C., 23-28 October 2000
34 th	Bangkok, Thailand, 8-13 October 2001
35 th	Orlando, Florida, 27 January-1 February 2003
36 th	Washington D.C., 29 March-3 April 2004
37 th	Buenos Aires, Argentina, 14-19 March 2005
38 th	Houston, United States, 4-9 December 2006

Terms of reference:

- (a) to draft basic provisions on food hygiene applicable to all food³⁷;
- (b) to consider, amend if necessary and endorse provisions on hygiene prepared by Codex commodity committees and contained in Codex commodity standards, and
- (c) to consider, amend if necessary, and endorse provisions on hygiene prepared by Codex commodity committees and contained in Codex codes of practice unless, in specific cases, the Commission has decided otherwise, or
- (d) to draft provisions on hygiene applicable to specific food items or food groups, whether coming within the terms of reference of a Codex commodity committee or not;
- (e) to consider specific hygiene problems assigned to it by the Commission;
- (f) to suggest and prioritize areas where there is a need for microbiological risk assessment at the international level and to develop questions to be addressed by the risk assessors;
- (g) to consider microbiological risk management matters in relation to food hygiene, including food irradiation, and in relation to the risk assessment of FAO and WHO.

³⁷ The term “hygiene” includes, where necessary, microbiological specifications for food and associated methodology.

CODEx COMMITTEE ON FOOD LABELLING (CX-714)

Host Government: Canada

Sessions:

1 st	Ottawa, 21-25 June 1965
2 nd	Ottawa, 25-29 July 1966
3 rd	Ottawa, 26-30 June 1967
4 th	Ottawa, 23-28 September 1968
5 th	Rome, 6 April 1970
6 th	Geneva, 28-29 June 1971
7 th	Ottawa, 5-10 June 1972
8 th	Ottawa, 28 May - 1 June 1973
9 th	Rome, 26-27 June 1974
10 th	Ottawa, 26-30 May 1975
11 th	Rome, 25-26 March 1976
12 th	Ottawa, 16-20 May 1977
13 th	Ottawa, 16-20 July 1979
14 th	Rome, 28-30 November 1979
15 th	Ottawa, 10-14 November 1980
16 th	Ottawa, 17-21 May 1982
17 th	Ottawa, 12-21 October 1983
18 th	Ottawa, 11-18 March 1985
19 th	Ottawa, 9-13 March 1987
20 th	Ottawa, 3-7 April 1989
21 st	Ottawa, 11-15 March 1991
22 nd	Ottawa, 26-30 April 1993
23 rd	Ottawa, 24-28 October 1994
24 th	Ottawa, 14-17 May 1996
25 th	Ottawa, 15-18 April 1997
26 th	Ottawa, 26-29 May 1998
27 th	Ottawa, 27-30 April 1999
28 th	Ottawa, 5-9 May 2000
29 th	Ottawa, 1-4 May 2001
30 th	Halifax, 6-10 May 2002
31 st	Ottawa, 28 April - 2 May 2003
32 nd	Montréal, 10-14 May 2004
33 rd	Kota Kinabalu, Malaysia, 9-13 May 2005
34 th	Ottawa, 1 to 5 May 2006

Terms of reference:

- (a) to draft provisions on labelling applicable to all foods;
- (b) to consider, amend if necessary, and endorse draft specific provisions on labelling prepared by the Codex Committees drafting standards, codes of practice and guidelines;
- (c) to study specific labelling problems assigned to it by the Commission;
- (d) to study problems associated with the advertisement of food with particular reference to claims and misleading descriptions.

CODEx COMMITTEE ON METHODS OF ANALYSIS AND SAMPLING (CX-715)

Host Government: Hungary (since the 7th session), Federal Republic of Germany (1st to 6th sessions)

Sessions:

- 1st Berlin, 23-24 September 1965
- 2nd Berlin, 20-23 September 1966
- 3rd Berlin, 24-27 October 1967
- 4th Berlin, 11-15 November 1968
- 5th Cologne, 1-6 December 1969
- 6th Bonn Bad Godesberg, 24-28 January 1971
- 7th Budapest, 12-18 September 1972
- 8th Budapest, 3-7 September 1973
- 9th Budapest, 27-31 October 1975
- 10th Budapest, 24-28 October 1977
- 11th Budapest, 2-6 July 1979
- 12th Budapest, 11-15 May 1981
- 13th Budapest, 29 November - 3 December 1982
- 14th Budapest, 26-30 November 1984
- 15th Budapest, 10-14 November 1986
- 16th Budapest, 14-19 November 1988
- 17th Budapest, 8-12 April 1991
- 18th Budapest, 9-13 November 1992
- 19th Budapest, 21-25 March 1994
- 20th Budapest, 2-6 October 1995
- 21st Budapest, 10-14 March 1997
- 22nd Budapest, 23-27 November 1998
- 23rd Budapest, 26 February – March 2001
- 24th Budapest, 18-22 November 2002
- 25th Budapest, 8-12 March 2004

Subsidiary bodies

26 th	Budapest, 4-8 April 2005
27 th	Budapest, 15-19 May 2006

Terms of reference:

- (a) to define the criteria appropriate to Codex Methods of Analysis and Sampling;
- (b) to serve as a coordinating body for Codex with other international groups working in methods of analysis and sampling and quality assurance systems for laboratories;
- (c) to specify, on the basis of final recommendations submitted to it by the other bodies referred to in (b) above, Reference Methods of Analysis and Sampling appropriate to Codex Standards which are generally applicable to a number of foods;
- (d) to consider, amend, if necessary, and endorse, as appropriate, methods of analysis and sampling proposed by Codex (Commodity) Committees, except that methods of analysis and sampling for residues of pesticides or veterinary drugs in food, the assessment of micro biological quality and safety in food, and the assessment of specifications for food additives, do not fall within the terms of reference of this Committee;
- (e) to elaborate sampling plans and procedures, as may be required;
- (f) to consider specific sampling and analysis problems submitted to it by the Commission or any of its Committees;
- (g) to define procedures, protocols, guidelines or related texts for the assessment of food laboratory proficiency, as well as quality assurance systems for laboratories.

CODEX COMMITTEE ON PESTICIDE RESIDUES (CX-718)

Host Government: China (since 37th Session), Netherlands (1st to 37th Sessions)

Sessions:

1 st	The Hague, 17-21 January 1966
2 nd	The Hague, 18-22 September 1967
3 rd	Arnhem, 30 September-4 October 1968
4 th	Arnhem, 6-14 October 1969
5 th	The Hague, 28 September - 6 October 1970
6 th	The Hague, 16-23 October 1972

7 th	The Hague, 4-9 February 1974
8 th	The Hague, 3-8 March 1975
9 th	The Hague, 14-21 February 1977
10 th	The Hague, 29 May - 5 June 1978
11 th	The Hague, 11-18 June 1979
12 th	The Hague, 2-9 June 1980
13 th	The Hague, 15-20 June 1981
14 th	The Hague, 14-21 June 1982
15 th	The Hague, 3-10 October 1983
16 th	The Hague, 24 May - 4 June 1984
17 th	The Hague, 25 March - 1 April 1985
18 th	The Hague, 21-28 April 1986
19 th	The Hague, 6-13 April 1987
20 th	The Hague, 18-25 April 1988
21 st	The Hague, 10-17 April 1989
22 nd	The Hague, 23-30 April 1990
23 rd	The Hague, 15-22 April 1991
24 th	The Hague, 6-13 April 1992
25 th	Havana, Cuba, 19-26 April 1993
26 th	The Hague, 11-18 April 1994
27 th	The Hague, 24 April-1 May 1995
28 th	The Hague, 15-20 April 1996
29 th	The Hague, 7-12 April 1997
30 th	The Hague, 20-25 April 1998
31 st	The Hague, 12-17 April 1999
32 nd	The Hague, 1-8 May 2000
33 rd	The Hague, 2-7 April 2001
34 th	The Hague, 13-18 May 2002
35 th	Rotterdam, 31 March - 5 April 2003
36 th	New Delhi, India, 19-24 April 2004
37 th	The Hague, 18-23 April 2005
38 th	Fortaleza, Brazil, 3-8 April 2006

Terms of reference:

- (a) to establish maximum limits for pesticide residues in specific food items or in groups of food;
- (b) to establish maximum limits for pesticide residues in certain animal feeding stuffs moving in international trade where this is justified for reasons of protection of human health;

Subsidiary bodies

- (c) to prepare priority lists of pesticides for evaluation by the Joint FAO/WHO Meeting on Pesticide Residues (JMPR);
- (d) to consider methods of sampling and analysis for the determination of pesticide residues in food and feed;
- (e) to consider other matters in relation to the safety of food and feed containing pesticide residues; and
- (f) to establish maximum limits for environmental and industrial contaminants showing chemical or other similarity to pesticides, in specific food items or groups of food.

CODEx COMMITTEE ON RESIDUES OF VETERINARY DRUGS IN FOODS (CX-730)

Host Government: United States of America

Sessions:

1 st	Washington, D.C. 27-31 October, 1986
2 nd	Washington, D.C. 30 November - 4 December 1987
3 rd	Washington, D.C. 31 October - 4 November 1988
4 th	Washington, D.C. 24-27 October 1989
5 th	Washington, D.C. 16-19 October 1990
6 th	Washington, D.C. 22-25 October 1991
7 th	Washington, D.C., 20-23 October 1992
8 th	Washington, D.C., 7-10 June 1994
9 th	Washington, D.C., 5-8 December 1995
10 th	San José (Costa Rica), 29 October - 1 November 1996
11 th	Washington D.C., 15-18 September 1998
12 th	Washington, D.C., 28-31 March 2000
13 th	Charleston, South Carolina, 4 - 7 December 2001
14 th	Arlington, Virginia, 4-7 March 2003
15 th	Alexandria, Virginia, 26-29 October 2004
16 th	Cancun, Mexico, 8-12 May 2006

Terms of reference:

- (a) to determine priorities for the consideration of residues of veterinary drugs in foods;
- (b) to recommend maximum levels of such substances;

- (c) to develop codes of practice as may be required;
- (d) to consider methods of sampling and analysis for the determination of veterinary drug residues in foods.

CODEX COMMITTEE ON FOOD IMPORT AND EXPORT CERTIFICATION AND INSPECTION SYSTEMS (CX-733)

Host Government, Australia

Sessions:

1 st	Canberra, 21-25 September 1992
2 nd	Canberra, 29 November-3 December 1993
3 rd	Canberra, 27 February-3 March 1995
4 th	Sydney, 19-23 February 1996
5 th	Sydney, 17-21 February 1997
6 th	Melbourne, 23-27 February 1998
7 th	Melbourne, 22-26 February 1999
8 th	Adelaide, 21-25 February 2000
9 th	Perth, 11-15 December 2000
10 th	Brisbane, 25 February-1 March 2002
11 th	Adelaide, 2-6 December 2002
12 th	Brisbane, 1-5 December 2003
13 th	Melbourne, 6-10 December 2004
14 th	Melbourne, 28 November – 2 December 2005
15 th	Mar del Plata, Argentina, 6 – 10 November 2006

Terms of reference:

- (a) to develop principles and guidelines for food import and export inspection and certification systems with a view to harmonising methods and procedures which protect the health of consumers, ensure fair trading practices and facilitate international trade in foodstuffs;
- (b) to develop principles and guidelines for the application of measures by the competent authorities of exporting and importing countries to provide assurance where necessary that foodstuffs comply with requirements, especially statutory health requirements;

Subsidiary bodies

- (c) to develop guidelines for the utilisation, as and when appropriate, of quality assurance systems³⁸ to ensure that foodstuffs conform with requirements and to promote the recognition of these systems in facilitating trade in food products under bilateral/multilateral arrangements by countries;
- (d) to develop guidelines and criteria with respect to format, declarations and language of such official certificates as countries may require with a view towards international harmonization;
- (e) to make recommendations for information exchange in relation to food import/export control;
- (f) to consult as necessary with other international groups working on matters related to food inspection and certification systems;
- (g) to consider other matters assigned to it by the Commission in relation to food inspection and certification systems.

CODEx COMMITTEE ON NUTRITION AND FOODS FOR SPECIAL DIETARY USES (CX-720)

Host Government: Federal Republic of Germany

Sessions:

- 1st Freiburg in Breisgau, 2-5 May 1966
- 2nd Freiburg in Breisgau, 6-10 November 1967
- 3rd Cologne, 14-18 October 1968
- 4th Cologne, 3-7 November 1969
- 5th Bonn, 30 November-4 December 1970
- 6th Bonn, 6-10 December 1971
- 7th Cologne, 10-14 October 1972
- 8th Bonn Bad Godesberg, 9-14 September 1974
- 9th Bonn, 22-26 September 1975
- 10th Bonn, 28 February - 4 March 1977
- 11th Bonn Bad Godesberg, 23-27 October 1978
- 12th Bonn Bad Godesberg, 29 September - 3 October 1980
- 13th Bonn Bad Godesberg, 20-24 September 1982
- 14th Bonn Bad Godesberg, 24 January - 1 February 1985
- 15th Bonn Bad Godesberg, 12-16 January 1987

³⁸ ***Quality assurance*** means all those planned and systematic actions necessary to provide adequate confidence that a product or service will satisfy given requirements for quality (ISO-8402 Quality - Vocabulary)

16 th	Bonn Bad Godesberg, 29 September - 7 October 1988
17 th	Bonn Bad Godesberg, 18-22 February 1991
18 th	Bonn Bad Godesberg, 28 September - 2 October 1992
19 th	Bonn Bad Godesberg, 27-31 March 1995
20 th	Bonn Bad Godesberg, 7-11 October 1996
21 st	Berlin, 21-25 September 1998
22 nd	Berlin, 19-23 June 2000
23 rd	Berlin, 26-30 November 2001
24 th	Berlin, 4-8 November 2002
25 th	Bonn, 3-7 November 2003
26 th	Bonn, 1-5 November 2004
27 th	Bonn, 21-25 November 2005
28 th	Chiang Mai, Thailand, 30 October – 3 November 2006

Terms of reference:

- (a) to study specific nutritional problems assigned to it by the Commission and advise the Commission on general nutrition issues;
- (b) to draft general provisions, as appropriate, concerning the nutritional aspects of all foods;
- (c) to develop standards, guidelines or related texts for foods for special dietary uses, in cooperation with other committees where necessary;
- (d) to consider, amend if necessary, and endorse provisions on nutritional aspects proposed for inclusion Codex standards, guidelines and related texts.

CODEX COMMITTEE ON COCOA PRODUCTS AND CHOCOLATE (CX-708)

Host Government: Switzerland

Sessions:

1 st	Neuchâtel, 5-6 November 1963
2 nd	Montreux, 22-24 April 1964
3 rd	Zürich, 10-12 March 1965
4 th	Berne, 15-17 March 1966
5 th	Lugano, 9-12 May 1967
6 th	Montreux, 2-5 July 1968
7 th	Horgen, (Zürich), 23-27 June 1969
8 th	Lucerne, 29 June - 3 July 1970
9 th	Neuchâtel, 27 September - 1 October 1971

Subsidiary bodies

10 th	Lausanne, 7-11 May 1973
11 th	Zürich, 2-6 December 1974
12 th	Bienne, 1-5 November 1976
13 th	Aarau, 2-6 April 1979
14 th	Lausanne, 21-25 April 1980
15 th	Neuchâtel, 29 March - 2 April 1982
16 th	Thun, 30 September - 2 October 1996
17 th	Berne, 16-18 November 1998
18 th	Fribourg, 2-4 November 2000
19 th	Fribourg, 3-5 October 2001

Adjourned *sine die*

Terms of reference:

To elaborate world wide standards for cocoa products and chocolate.

CODEX COMMITTEE ON SUGARS (CX-710)

Host Government: United Kingdom

Sessions:

1 st	London, 3-5 March 1964
2 nd	London, 2-4 March 1965
3 rd	London, 1-3 March 1966
4 th	London, 18-21 April 1967
5 th	London, 10-12 September 1968
6 th	London, 19-22 March 1974
7 th	London, 9-11 February 2000

Adjourned *sine die*

Terms of reference:

To elaborate world wide standards for all types of sugars and sugar products.

CODEX COMMITTEE ON PROCESSED FRUITS AND VEGETABLES (CX-713)

Host Government: United States of America

Sessions:

1 st	Washington, D.C., 29-30 May 1964
2 nd	Rome, 8-11 June 1965

3 rd	Rome, 6-10 June 1966
4 th	Washington, D.C., 19-23 June 1967
5 th	Washington, D.C., 13-17 May 1968
6 th	Washington, D.C., 12-16 May 1969
7 th	Washington, D.C., 1-5 June 1970
8 th	Washington, D.C., 7-11 June 1971
9 th	Washington, D.C., 12-16 June 1972
10 th	Washington, D.C., 21-25 May 1973
11 th	Washington, D.C., 3-7 June 1974
12 th	Washington, D.C., 19-23 May 1975
13 th	Washington, D.C., 9-13 May 1977
14 th	Washington, D.C., 25-29 September 1978
15 th	Washington, D.C., 17-21 March 1980
16 th	Washington, D.C., 22-26 March 1982
17 th	Washington, D.C., 13-17 February 1984
18 th	Washington, D.C., 10-14 March 1986
19 th	Washington, D.C., 16-20 March 1998
20 th	Washington, D.C., 11-15 September 2000
21 st	San Antonio, Texas, 23-27 September 2002
22 nd	Washington, D.C., 27 September-1 October 2004
23 rd	Arlington, Virginia, 16-21 October 2006

Terms of reference:

To elaborate world wide standards for all types of processed fruits and vegetables including dried products, canned dried peas and beans, jams and jellies, but not dried prunes, or fruit and vegetable juices. The Commission has also allocated to this Committee the work of revision of standards for quick frozen fruits and vegetables.

CODEX COMMITTEE ON FATS AND OILS (CX-709)

Host Government: United Kingdom

Sessions:

1 st	London, 25-27 February 1964
2 nd	London, 6-8 April 1965
3 rd	London, 29 March - 1 April 1966
4 th	London, 24-28 April 1967
5 th	London, 16-20 September 1968

Subsidiary bodies

6 th	Madrid, 17-20 November 1969
7 th	London, 25-29 March 1974
8 th	London, 24-28 November 1975
9 th	London, 28 November - 2 December 1977
10 th	London, 4-8 December 1978
11 th	London, 23-27 June 1980
12 th	London, 19-23 April 1982
13 th	London, 23-27 February 1987
14 th	London, 27 September - 1 October 1993
15 th	London, 4-8 November 1996
16 th	London, 8-12 March 1999
17 th	London, 19-23 February 2001
18 th	London, 3-7 February 2003
19 th	London, 21-25 February 2005

Terms of reference:

To elaborate world wide standards for fats and oils of animal, vegetable and marine origin including margarine and olive oil.

CODEX COMMITTEE ON MEAT (CX-717)

Host Government: Federal Republic of Germany

Sessions:

1 st	Kulmbach, 28-30 October 1965
2 nd	Kulmbach, 5-8 July 1966
3 rd	Kulmbach, 15-17 November 1967
4 th	Kulmbach, 18-20 June 1969
5 th	Bonn, 16-20 November 1970
6 th	Kulmbach, 1-5 November 1971
7 th	Kulmbach, 25-29 June 1973

Dissolved by the 16th Session of the Commission (1985).

Terms of reference:

To elaborate world wide standards and/or descriptive texts and/or codes of practice as may seem appropriate for the classification, description and grading of carcasses and cuts of beef, veal, mutton, lamb and pork.

CODEx COMMITTEE ON MEAT HYGIENE (CX-723)

Established as the Codex Committee on Meat Hygiene by the 8th Session of the Codex Alimentarius Commission (1971). The terms of reference and the name of the Committee were amended by the 24th Session of the Commission (2001) to include poultry. The specific reference to poultry in the name and terms of reference was removed by the 26th Session of the Commission (2003).

Host Government: New Zealand

Sessions:

- | | |
|------------------|-----------------------------------|
| 1 st | London, 10-15 April 1972 |
| 2 nd | London, 18-22 June 1973 |
| 3 rd | London, 25-29 November 1974 |
| 4 th | London, 18-22 May 1981 |
| 5 th | London, 11-15 October 1982 |
| 6 th | Rome, 14-18 October 1991 |
| 7 th | Rome, 29 March - 2 April 1993 |
| 8 th | Wellington, 18-22 February 2002 |
| 9 th | Wellington, 17-21 February 2003 |
| 10 th | Auckland, 16-20 February 2004 |
| 11 th | Christchurch, 14-17 February 2005 |

Adjourned sine die.

Terms of reference:

To elaborate world-wide standards and/or codes of practice as appropriate for meat hygiene.

CODEx COMMITTEE ON PROCESSED MEAT AND POULTRY PRODUCTS (CX-721)

Host Government: Denmark

Sessions:

- | | |
|-----------------|---------------------------------|
| 1 st | Kulmbach, 4-5 July 1966 |
| 2 nd | Copenhagen, 2-6 October 1967 |
| 3 rd | Copenhagen, 24-28 June 1968 |
| 4 th | Copenhagen, 9-13 June 1969 |
| 5 th | Copenhagen, 23-27 November 1970 |
| 6 th | Copenhagen, 17-21 April 1972 |

Subsidiary bodies

7 th	Copenhagen, 3-7 December 1973
8 th	Copenhagen, 10-14 March 1975
9 th	Copenhagen, 29 November - 3 December 1976
10 th	Copenhagen, 20-24 November 1978
11 th	Copenhagen, 22-26 September 1980
12 th	Copenhagen, 4-8 October 1982
13 th	Copenhagen, 23-26 October 1984
14 th	Copenhagen, 12-16 September 1988
15 th	Copenhagen, 8-12 October 1990

Abolished by the 23rd Session of the Commission (1999).

Terms of reference:

To elaborate world wide standards for processed meat products, including consumer packaged meat, and for processed poultry meat products.

CODEX COMMITTEE ON FISH AND FISHERY PRODUCTS (CX-722)

Host Government: Norway

Sessions:

1 st	Bergen, 29 August - 2 September 1966
2 nd	Bergen, 9-13 October 1967
3 rd	Bergen, 7-11 October 1968
4 th	Bergen, 29 September 8 - October 1969
5 th	Bergen, 5-10 October 1970
6 th	Bergen, 4-8 October 1971
7 th	Bergen, 2-7 October 1972
8 th	Bergen, 1-6 October 1973
9 th	Bergen, 30 September - 5 October 1974
10 th	Bergen, 29 September - 4 October 1975
11 th	Bergen, 27 September - 2 October 1976
12 th	Bergen, 3-8 October 1977
13 th	Bergen, 7-11 May 1979
14 th	Bergen, 5-10 May 1980
15 th	Bergen, 3-8 May 1982
16 th	Bergen, 7-11 May 1984
17 th	Oslo, 5-9 May 1986
18 th	Bergen, 2-6 May 1988

19 th	Bergen, 11-15 June 1990
20 th	Bergen, 1-5 June 1992
21 st	Bergen, 2-6 May 1994
22 nd	Bergen, 6-10 May 1996
23 rd	Bergen, 8-12 June 1998
24 th	Ålesund, 5-9 June 2000
25 th	Ålesund, 3-7 June 2002
26 th	Ålesund, 13-17 October 2003
27 th	Cape Town, South Africa, 28 February-4 March 2005
28 th	Beijing, China, 18-22 September 2006

Terms of reference:

To elaborate world wide standards for fresh, frozen (including quick frozen) or otherwise processed fish, crustaceans and molluscs.

CODEX COMMITTEE ON EDIBLE ICES (CX-724)

Host Government: Sweden

Sessions:

1 st	Stockholm, 18-22 February 1974
2 nd	Stockholm, 23-27 June 1975
3 rd	Stockholm, 11-15 October 1976

Abolished by the 22nd Session of the Commission (1997).

Terms of reference:

To elaborate world wide standards as appropriate for all types of edible ices, including mixes and powders used for their manufacture.

CODEX COMMITTEE ON SOUPS AND BROTHS (CX-726)

Host Government: Switzerland

Sessions:

1 st	Berne, 3-7 November 1975
2 nd	St. Gallen, 7-11 November 1977

Abolished by the 24th Session of the Commission (2001).

Subsidiary bodies

Terms of reference:

To elaborate world wide standards for soups, broths, bouillons and consommés.

CODEX COMMITTEE ON CEREALS, PULSES AND LEGUMES (CX-729)

Host Government: United States of America

Sessions:

- 1st Washington, D.C., 24-28 March 1980
- 2nd Washington, D.C., 27 April - 1 May 1981
- 3rd Washington, D.C., 25-29 October 1982
- 4th Washington, D.C., 24-28 September 1984
- 5th Washington, D.C., 17-21 March 1986
- 6th Washington, D.C., 24-28 October 1988
- 7th Washington, D.C., 22-26 October 1990
- 8th Washington, D.C., 26-30 October 1992
- 9th Washington, D.C., 31 October - 4 November 1994

Adjourned *sine die*.

Terms of reference:

To elaborate world wide standards and/or codes of practice as may be appropriate for cereals, pulses, legumes and their products.

CODEX COMMITTEE ON VEGETABLE PROTEINS (CX-728)

Host Government: Canada

Sessions:

- 1st Ottawa, 3-7 November 1980
- 2nd Ottawa, 1-5 March 1983
- 3rd Ottawa, 6-10 February 1984
- 4th Havana, 2-6 February 1987
- 5th Ottawa, 6-10 February 1989

Adjourned *sine die*.

Terms of reference:

To elaborate definitions and world wide standards for vegetable protein products deriving from any member of the plant kingdom as they come into use

for human consumption, and to elaborate guidelines on utilization of such vegetable protein products in the food supply system, on nutritional requirements and safety, on labelling and on other aspects as may seem appropriate.

CODEX COMMITTEE ON FRESH FRUITS AND VEGETABLES (CX-731)

Established by the 17th Session of the Commission (1987) as the Codex Committee on Tropical Fresh Fruits and Vegetables. Its name and Terms of Reference were amended by the 21st Session of the Commission (1995).

Host Government: Mexico

Sessions:

1 st	Mexico City, 6-10 June 1988
2 nd	Mexico City, 5-9 March 1990
3 rd	Mexico City, 23-27 September 1991
4 th	Mexico City, 1-5 February 1993
5 th	Mexico City, 5-9 September 1994
6 th	Mexico City, 29 January - 2 February 1996
7 th	Mexico City, 8-12 September 1997
8 th	Mexico City, 1-5 March 1999
9 th	Mexico City, 9-13 October 2000
10 th	Mexico City, 10-14 June 2002
11 th	Mexico City, 8-12 September 2003
12 th	Mexico City, 16-20 May 2005
13 th	Mexico City, 25-29 September 2006

Terms of Reference:

(a) to elaborate world wide standards and codes of practice as may be appropriate for fresh fruits and vegetables;

(b) to consult with the UNECE Working Party on Agricultural Quality Standards in the elaboration of world wide standards and codes of practice with particular regard to ensuring that there is no duplication of standards or codes of practice and that they follow the same broad format³⁹;

³⁹ The Working Party on Agricultural Quality Standards of the United Nations Economic Commission for Europe:

Subsidiary bodies

(c) to consult, as necessary, with other international organizations which are active in the area of standardization of fresh fruits and vegetables.

CODEX COMMITTEE ON MILK AND MILK PRODUCTS (CX-703)

Host Government: New Zealand

Sessions:

- | | |
|-----------------|--|
| 1 st | Rome, 28 November - 2 December 1994 |
| 2 nd | Rome, 27-31 May 1996 |
| 3 rd | Montevideo (Uruguay), 18-22 May 1998 |
| 4 th | Wellington, 28 February - 3 March 2000 |
| 5 th | Wellington, 8-12 April 2002 |
| 6 th | Auckland, 26-30 April 2004 |
| 7 th | Queenstown, 27 March – 1 April 2006 |

Terms of reference:

To elaborate world-wide standards, codes and related texts for milk and milk products.

CODEX COMMITTEE ON NATURAL MINERAL WATERS (CX-719)

The Committee was established by the Commission as a Regional (European) Codex Committee, but has since been allocated the task of elaborating world-

-
1. may recommend that a world wide Codex standard for fresh fruits and vegetables should be elaborated and submit its recommendation either to the Codex Committee on Fresh Fruits and Vegetables for consideration or to the Commission for approval;
 2. may prepare “proposed draft standards” for fresh fruits or vegetables at the request of the Codex Committee on Fresh Fruits and Vegetables or of the Commission for distribution by the Codex Secretariat at Step 3 of the Codex Procedure, and for further action by the Codex Committee on Fresh Fruits and Vegetables;
 3. may wish to consider “proposed draft standards” and “draft standards” for fresh fruits and vegetables and transmit comments on them to the Codex Committee on Fresh Fruits and Vegetables at Steps 3 and 6 of the Codex Procedure; and
 4. may perform specific tasks in relation to the elaboration of standards for fresh fruits and vegetables at the request of the Codex Committee on Fresh Fruits and Vegetables.

Codex “proposed draft standards” and “draft standards” for fresh fruits and vegetables at Steps 3 and 6 of the Codex Procedure should be submitted to the UN/ECE Secretariat for obtaining comments.

wide standards for natural mineral waters and bottled (packaged) water other than natural mineral water.

Host Government: Switzerland

Sessions:

- 1st Baden, Aargau, 24-25 February 1966
- 2nd Montreux, 6-7 July 1967
- 3rd Bad Ragaz, - 9 May 1968
- 4th Vienna, 12-13 June 1972
- 5th Thun, 3-5 October 1996
- 6th Berne, 19-21 November 1998
- 7th Fribourg, 30 October – 1 November 2000

Adjourned *sine die*.

Terms of reference:

To elaborate regional standards for natural mineral waters.

AD HOC CODEX INTERGOVERNMENTAL TASK FORCE ON FRUIT AND VEGETABLE JUICES (CX-801)

Host Government: Brazil

Sessions:

- 1st Brasília, 18-22 September 2000
- 2nd Rio de Janeiro, 23-26 April 2002
- 3rd Salvador (Bahia), 6 - 10 May 2003
- 4th Fortaleza, 11-15 October 2004

Dissolved by the 28th Session of the Commission (2005) upon completion of its mandate.

Terms of Reference:

The *ad hoc* Task Force shall:

- (a) revise and consolidate the existing Codex standards and guidelines for fruit and vegetable juices and related products, giving preference to general standards;

Subsidiary bodies

- (b) revise and up-date the methods of analysis and sampling for these products;
- (c) complete its work prior to the 28th Session of the Commission (2005).

AD HOC CODEX INTERGOVERNMENTAL TASK FORCE ON FOODS DERIVED FROM BIOTECHNOLOGY (CX-802)

Host Government: Japan

Sessions:

1 st	Chiba, 14-17 March 2000
2 nd	Chiba, 25-29 March 2001
3 rd	Yokohama, 4-8 March 2002
4 th	Yokohama, 11-14 March 2003
5 th	Chiba, 19-23 September 2005
6 th	Chiba, 27 November – 1 December 2006

The *ad hoc* Codex Intergovernmental Task Force on Foods Derived from Biotechnology was dissolved by the 26th Session of the Commission (2003) upon completion of its initial mandate. The Task Force was re-established by the 27th Session of the Commission (2004).

Objectives (1999-2003)

To develop standards, guidelines or recommendations, as appropriate, for foods derived from biotechnology or traits introduced into foods by biotechnology, on the basis of scientific evidence, risk analysis and having regard, where appropriate, to other legitimate factors relevant to the health of consumers and the promotion of fair trade practices.

Terms of Reference (1999-2003)

- (a) To elaborate standards, guidelines, or other principles, as appropriate, for foods derived from biotechnology;
- (b) To coordinate and closely collaborate, as necessary, with appropriate Codex Committees within their mandate as relates to foods derived from biotechnology; and
- (c) To take full account of existing work carried out by national authorities, FAO, WHO, other international organizations and other relevant international fora.

Objectives (2004-)

To develop standards, guidelines or recommendations, as appropriate, for foods derived from modern biotechnology or traits introduced into foods by modern biotechnology, on the basis of scientific evidence, risk analysis and having regard, where appropriate, to other legitimate factors relevant to the health of consumers and the promotion of fair practices in the food trade.

Time frame (2004-)

The Task Force shall complete its work within four years. The Task Force should submit a full report in 2009.

Terms of Reference (2004-)

- (a) To elaborate standards, guidelines, or other principles, as appropriate, for foods derived from modern biotechnology, taking account, in particular, of the Principles for the Risk Analysis of Foods derived from Modern Biotechnology;
- (b) To coordinate and closely collaborate, as necessary, with appropriate Codex Committees within their mandate as relates to foods derived from modern biotechnology; and
- (c) To take account of existing work carried out by national authorities, FAO, WHO, other international organizations and other relevant international fora.

**AD HOC CODEX INTERGOVERNMENTAL TASK FORCE ON ANIMAL FEEDING
(CX-803)**

Host Government: Denmark

Sessions:

- 1st Copenhagen, 13-15 June 2000
- 2nd Copenhagen, 19-21 March 2001
- 3rd Copenhagen, 17-20 June 2002
- 4th Copenhagen, 25-28 March 2003
- 5th Copenhagen, 17-20 May 2004

Dissolved by the 27th Session of the Commission (2004) upon completion of its mandate.

Objectives

With the aim of ensuring the safety and quality of foods of animal origin, the Task Force should develop guidelines or standards as appropriate on Good Animal Feeding practices.

Subsidiary bodies

Terms of Reference

- (a) To complete and extend the work already done by relevant Codex Committees on the Draft Code of Practice for Good Animal Feeding.
- (b) To address other aspects which are important for food safety, such as problems related to toxic substances, pathogens, microbial resistance, new technologies, storage, control measures, traceability, etc.
- (c) To take full account of and collaborate with, as appropriate, work carried out by relevant Codex Committees, and other relevant international bodies, including FAO, WHO, OIE and IPPC.

AD HOC CODEX INTERGOVERNMENTAL TASK FORCE ON ANTIMICROBIAL RESISTANCE (CX-804)

Host Government: Republic of Korea

Objectives

To develop science based guidance, taking full account of its risk analysis principles and the work and standards of other relevant international Organizations, such as FAO, WHO and OIE. The intent of this guidance is to assess the risks to human health associated with the presence in food and feed including aquaculture and the transmission through food and feed of antimicrobial resistant microorganisms and antimicrobial resistance genes and to develop appropriate risk management advice based on that assessment to reduce such risk.

Terms of reference

To develop guidance on methodology and processes for risk assessment, its application to the antimicrobials used in human and veterinary medicine as provided by FAO/WHO through JEMRA, and in close cooperation with OIE, with subsequent consideration of risk management options. In this process work undertaken in this field at national, regional and international levels should be taken into account.

Time frame

The Task Force shall complete its work within four sessions, starting in 2007.

AD HOC CODEX INTERGOVERNMENTAL TASK FORCE ON THE PROCESSING AND HANDLING OF QUICK FROZEN FOODS (CX-805)

Host Government: Thailand

Objectives

To finalize the International Code of Practice for the Processing and Handling of Quick Frozen Foods.

Terms of Reference

To resolve all outstanding issues including quality and safety provisions with a view to the advancement of the Code to Step 8.

Time frame

The Task Force shall complete its work within two (2) years, with one (1) Session of the Task Force.

SUBSIDIARY BODIES UNDER RULE XI.1(b)(ii)

FAO/WHO COORDINATING COMMITTEE FOR AFRICA (CX-707)

Membership:

Membership of the Committee is open to all Member Nations and Associate Members of FAO and/or WHO which are members of the Codex Alimentarius Commission, within the geographic location of Africa.

Terms of reference:

- (a) defines the problems and needs of the region concerning food standards and food control;
- (b) promotes within the Committee contacts for the mutual exchange of information on proposed regulatory initiatives and problems arising from food control and stimulates the strengthening of food control infrastructures;
- (c) recommends to the Commission the development of world wide standards for products of interest to the region, including products considered by the Committee to have an international market potential in the future;
- (d) develops regional standards for food products moving exclusively or almost exclusively in intra regional trade;
- (e) draws the attention of the Commission to any aspects of the Commission's work of particular significance to the region;

Subsidiary bodies

- (f) promotes coordination of all regional food standards work undertaken by international governmental and non-governmental organizations within the region;
- (g) exercises a general coordinating role for the region and such other functions as may be entrusted to it by the Commission;
- (h) promotes the use of Codex standards and related texts by members.

1 st	Rome, Italy, 24-27 June 1974
2 nd	Accra, 15-19 September 1975
3 rd	Accra, 26-30 September 1977
4 th	Dakar, 3-7 September 1979
5 th	Dakar, 25-29 May 1981
6 th	Nairobi, 31 October - 5 November 1983
7 th	Nairobi, 12-18 February 1985
8 th	Cairo, 29 November - 3 December 1988
9 th	Cairo, 3-7 December 1990
10 th	Abuja, 3-6 November 1992
11 th	Abuja, 8-11 May 1995
12 th	Harare, 19-22 November 1996
13 th	Harare, 3-6 November 1998
14 th	Kampala, 27-30 November 2000
15 th	Kampala, 26-29 November 2002
16 th	Rome, Italy, 25-28 January 2005
17 th	Rabat, Morocco, 23-26 January 2007

FAO/WHO COORDINATING COMMITTEE FOR ASIA (CX-727)

Membership:

Membership of the Committee is open to all Member Nations and Associate Members of FAO and/or WHO which are members of the Codex Alimentarius Commission, within the geographic location of Asia.

Terms of reference:

- (a) defines the problems and needs of the region concerning food standards and food control;
- (b) promotes within the Committee contacts for the mutual exchange of information on proposed regulatory initiatives and problems arising from food control and stimulates the strengthening of food control infrastructures;

- (c) recommends to the Commission the development of world wide standards for products of interest to the region, including products considered by the Committee to have an international market potential in the future;
- (d) develops regional standards for food products moving exclusively or almost exclusively in intra regional trade;
- (e) draws the attention of the Commission to any aspects of the Commission's work of particular significance to the region;
- (f) promotes coordination of all regional food standards work undertaken by international governmental and non-governmental organizations within the region;
- (g) exercises a general coordinating role for the region and such other functions as may be entrusted to it by the Commission;
- (h) promotes the use of Codex standards and related texts by members.

Sessions:

1 st	New Delhi, 10-16 January 1977
2 nd	Manila, 20-26 March 1979
3 rd	Colombo, 2-8 February 1982
4 th	Phetchburi, 28 February - 5 March 1984
5 th	Yogyakarta, 8-14 April 1986
6 th	Denpasar, 26 January - 1 February 1988
7 th	Chiang-Mai, 5-12 February 1990
8 th	Kuala Lumpur, 27-31 January 1992
9 th	Beijing, 24-27 May 1994
10 th	Tokyo, 5-8 March 1996
11 th	Chiang Rai, 16-19 December 1997
12 th	Chiang-Mai, 23-26 November 1999
13 th	Kuala Lumpur, 17-20 September 2002
14 th	Jeju, 7-10 September 2004
15 th	Seoul, 21-24 November 2006

FAO/WHO COORDINATING COMMITTEE FOR EUROPE (CX-706)

Membership:

This Committee is open to all Member Governments of FAO and/or WHO within the geographic area of Europe, including Israel, Turkey and the Russian Federation and its Chairperson is, ex officio, the Coordinator for Europe.

Terms of reference:

- (a) defines the problems and needs of the region concerning food standards and food control;
- (b) promotes within the Committee contacts for the mutual exchange of information on proposed regulatory initiatives and problems arising from food control and stimulates the strengthening of food control infrastructures;
- (c) recommends to the Commission the development of world wide standards for products of interest to the region, including products considered by the Committee to have an international market potential in the future;
- (d) develops regional standards for food products moving exclusively or almost exclusively in intra regional trade;
- (e) draws the attention of the Commission to any aspects of the Commission's work of particular significance to the region;
- (f) promotes coordination of all regional food standards work undertaken by international governmental and non-governmental organizations within the region;
- (g) exercises a general coordinating role for the region and such other functions as may be entrusted to it by the Commission;
- (h) promotes the use of Codex standards and related texts by members.

Sessions:

- 1st Berne, 1-2 July 1965
- 2nd Rome, 20 October 1965
- 3rd Vienna, 24-27 May 1966
- 4th Rome, 8 November 1966
- 5th Vienna, 6-8 September 1967
- 6th Vienna, 4-8 November 1968
- 7th Vienna, 7-10 October 1969
- 8th Vienna, 27-29 October 1971
- 9th Vienna, 14-16 June 1972
- 10th Vienna, 13-17 June 1977
- 11th Innsbruck, 28 May - 1 June 1979
- 12th Innsbruck, 16-20 March 1981
- 13th Innsbruck, 27 September -1 October 1982
- 14th Thun, 4-8 June 1984
- 15th Thun, 16-20 June 1986
- 16th Vienna, 27 June - 1 July 1988

17 th	Vienna, 28 May - 1 June 1990
18 th	Stockholm, 11-15 May 1992
19 th	Stockholm, 16-20 May 1994
20 th	Uppsala, 23-26 April 1996
21 st	Madrid, 5-8 May 1998
22 nd	Madrid, 3-6 October 2000
23 rd	Bratislava, 10-13 September 2002
24 th	Bratislava, 20-23 September 2004
25 th	Vilnius, Lithuania, 15-18 January 2007

FAO/WHO COORDINATING COMMITTEE FOR LATIN AMERICA AND THE CARIBBEAN (CX-725)

Membership:

Membership of the Committee is open to all Member Nations and Associate Members of FAO and/or WHO which are members of the Codex Alimentarius Commission, within the geographic location of Latin America and the Caribbean.

Terms of reference:

- (a) defines the problems and needs of the region concerning food standards and food control;
- (b) promotes within the Committee contacts for the mutual exchange of information on proposed regulatory initiatives and problems arising from food control and stimulates the strengthening of food control infrastructures;
- (c) recommends to the Commission the development of world wide standards for products of interest to the region, including products considered by the Committee to have an international market potential in the future;
- (d) develops regional standards for food products moving exclusively or almost exclusively in intra regional trade;
- (e) draws the attention of the Commission to any aspects of the Commission's work of particular significance to the region;
- (f) promotes coordination of all regional food standards work undertaken by international governmental and non-governmental organizations within the region;
- (g) exercises a general coordinating role for the region and such other functions as may be entrusted to it by the Commission;
- (h) promotes the use of Codex standards and related texts by members.

Subsidiary bodies

Sessions:

1 st	Rome, 25-26 March 1976
2 nd	Montevideo, 9-15 December 1980
3 rd	Havana, 27 March - 2 April 1984
4 th	Havana, 17-22 April 1985
5 th	Havana, 11-16 February 1987
6 th	San José, 20-24 February 1989
7 th	San José, 1-10 July 1991
8 th	Brasília, 16-20 March 1993
9 th	Brasília, 3-7 April 1995
10 th	Montevideo, 25-28 February 1997
11 th	Montevideo, 8-11 December 1998
12 th	Santo Domingo, 13-16 February 2001
13 th	Santo Domingo, 9-13 December 2002
14 th	Buenos Aires, 29 November-3 December 2004
15 th	Mar del Plata, 13-17 November 2006

FAO/WHO COORDINATING COMMITTEE FOR THE NEAR EAST (CX-734)

Membership:

Membership of the Committee is open to all Member Nations and Associate Members of FAO and/or WHO that are members of the Codex Alimentarius Commission, within the geographic locations of the Near East as defined by FAO or the Eastern Mediterranean by WHO.

Terms of reference:

- (a) defines the problems and needs of the region concerning food standards and food control;
- (b) promotes within the Committee contacts for the mutual exchange of information on proposed regulatory initiatives and problems arising from food control and stimulates the strengthening of food control infrastructures;
- (c) recommends to the Commission the development of world wide standards for products of interest to the region, including products considered by the Committee to have an international market potential in the future;
- (d) develops regional standards for food products moving exclusively or almost exclusively in intra regional trade;
- (e) draws the attention of the Commission to any aspects of the Commission's work of particular significance to the region;

- (f) promotes coordination of all regional food standards work undertaken by international governmental and non-governmental organizations within the region;
- (g) exercises a general coordinating role for the region and such other functions as may be entrusted to it by the Commission;
- (h) promotes the use of Codex standards and related texts by members.

Sessions:

- 1st Cairo, 29 January - 1 February 2001
- 2nd Cairo, 20-23 January 2003
- 3rd Amman, 7-10 March 2005

FAO/WHO COORDINATING COMMITTEE FOR NORTH AMERICA AND THE SOUTH WEST PACIFIC (CX-732)

Membership:

Membership of the Committee is open to all Member Nations and Associate Members of FAO and/or WHO which are members of the Codex Alimentarius Commission, with the geographic locations of North America and the South West Pacific.

Terms of reference:

- (a) defines the problems and needs of the region concerning food standards and food control;
- (b) promotes within the Committee contacts for the mutual exchange of information on proposed regulatory initiatives and problems arising from food control and stimulates the strengthening of food control infrastructures;
- (c) recommends to the Commission the development of world wide standards for products of interest to the region, including products considered by the Committee to have an international market potential in the future;
- (d) develops regional standards for food products moving exclusively or almost exclusively in intra regional trade;
- (e) draws the attention of the Commission to any aspects of the Commission's work of particular significance to the region;
- (f) promotes coordination of all regional food standards work undertaken by international governmental and non-governmental organizations within the region;

Subsidiary bodies

(g) exercises a general coordinating role for the region and such other functions as may be entrusted to it by the Commission;

(h) promotes the use of Codex standards and related texts by members.

Sessions:

1 st	Honolulu, 30 April - 4 May 1990
2 nd	Canberra, 2-6 December 1991
3 rd	Vancouver, 31 May - 3 June 1994
4 th	Rotorua, 30 April - 3 May 1996
5 th	Seattle, 6-9 October 1998
6 th	Perth, 5-8 December 2000
7 th	Vancouver, 29 October - 1 November 2002
8 th	Apia, Samoa, 19-22 October 2004
9 th	Apia, Samoa, 10-13 October 2006

OTHER SUBSIDIARY BODIES

JOINT UNECE/CODEX ALIMENTARIUS GROUPS OF EXPERTS ON STANDARDIZATION⁴⁰

Quick Frozen Foods (CX-705)

Sessions:

1 st	Geneva, 6-10 September 1965
2 nd	Geneva, 5-9 September 1966
3 rd	Rome, 18-22 September 1967
4 th	Geneva, 2-6 September 1968
5 th	Rome, 22-26 September 1969
6 th	Rome, 27-31 July 1970
7 th	Geneva, 6-10 December 1971
8 th	Geneva, 30 April - 4 May 1973
9 th	Rome, 7-11 October 1974
10 th	Geneva, 6-10 October 1975
11 th	Geneva, 14-18 March 1977
12 th	Rome, 30 October - 6 November 1978
13 th	Rome, 15-19 September 1980

⁴⁰ These Joint UNECE/Codex Alimentarius groups of experts were not subsidiary bodies under any specific rule of the Codex Alimentarius Commission but followed the same procedure as Codex Commodity Committees for the elaboration of Codex standards.

Abolished by the 23rd Session of the Commission (1999). The work of the Joint Group of Experts was transferred to the Codex Committee on Processed Fruits and Vegetables (see the Terms of Reference of that Committee).

Terms of reference:

The Joint UNECE/Codex Alimentarius Group of Experts on the Standardization of Quick Frozen Foods will be responsible for the development of standards for quick frozen foods in accordance with the General Principles of the Codex Alimentarius. The Joint Group will be responsible for general considerations, definitions, a framework of individual standards for quick frozen food products and for the actual elaboration of standards for quick frozen food products not specifically allotted by the Commission to another Codex Committee, such as Fish and Fishery Products, Meat, Processed Meat and Poultry Products. Standards drawn up by Codex commodity committees for quick frozen foods should be in accordance with the general standard laid down by the Joint ECE/Codex Alimentarius Group of Experts on the Standardization of Quick Frozen Foods and should, at an appropriate stage, be referred to it for coordination purposes.

Fruit Juices (CX-704)

Sessions:

- | | |
|------------------|---------------------------------|
| 1 st | Geneva, 6-10 April 1964 |
| 2 nd | Geneva, 29 March - 2 April 1965 |
| 3 rd | Geneva, 21-25 February 1966 |
| 4 th | Geneva, 10-14 April 1967 |
| 5 th | Rome, 25-29 March 1968 |
| 6 th | Geneva, 27-31 October 1969 |
| 7 th | Rome, 20-24 July 1970 |
| 8 th | Geneva, 8-12 March 1971 |
| 9 th | Rome, 20-24 March 1972 |
| 10 th | Geneva, 16-20 July 1973 |
| 11 th | Rome, 14-18 October 1974 |
| 12 th | Geneva, 19-23 July 1976 |
| 13 th | Geneva, 26-30 June 1978 |
| 14 th | Geneva, 9-13 June 1980 |
| 15 th | Rome, 8-12 February 1982 |
| 16 th | Geneva, 30 April - 4 May 1984 |
| 17 th | Rome, 26-30 May 1986 |
| 18 th | Geneva, 16-20 May 1988 |

Subsidiary bodies

19th Rome, 12-16 November 1990

Abolished by the 23rd Session of the Commission (1999). The work of the Joint Group was transferred to the Codex *ad hoc* Intergovernmental Task Force on Fruit Juices.

Terms of reference:

To elaborate world wide standards for fruit juices, concentrated fruit juices and nectars.

JOINT CODEX/IOOC MEETING ON THE STANDARDIZATION OF TABLE OLIVES⁴¹

Sessions:

1st Madrid, 13-16 December 1971

2nd Madrid, 24-27 April 1973

As approved by the 18th Session of the Commission, the Joint Codex/IOOC meeting was held on an ad hoc basis in order to elaborate a Standard for Table Olives.

⁴¹ The meeting was not a subsidiary body under any specific rule of the Codex Alimentarius Commission but followed the same procedure as Codex Commodity Committees for the elaboration of Codex standards.

MEMBERSHIP OF THE CODEX ALIMENTARIUS COMMISSION

(AS OF 30 OCTOBER 2006)

MEMBER COUNTRIES

Africa

1. Angola
2. Benin
3. Botswana
4. Burkina Faso
5. Burundi
6. Cameroon
7. Cape Verde
8. Central African Republic
9. Chad
10. Congo, Democratic Rep.
11. Congo, Republic of
12. Côte d'Ivoire
13. Equatorial Guinea
14. Eritrea
15. Ethiopia
16. Gabon
17. Gambia
18. Ghana
19. Guinea
20. Guinea Bissau
21. Kenya
22. Lesotho
23. Liberia
24. Madagascar
25. Malawi
26. Mali
27. Mauritania
28. Mauritius
29. Morocco
30. Mozambique
31. Namibia
32. Niger
33. Nigeria

34. Rwanda
35. Senegal
36. Seychelles
37. Sierra Leone
38. South Africa
39. Swaziland
40. Togo
41. Uganda
42. United Republic of
Tanzania
43. Zambia
44. Zimbabwe

Asia

45. Afghanistan
46. Bangladesh
47. Brunei Darussalam
48. Bhutan
49. Cambodia
50. China
51. Democratic People's
Republic of Korea
52. India
53. Indonesia
54. Japan
55. Lao, People's Democratic Republic
56. Malaysia
57. Mongolia
58. Myanmar
59. Nepal
60. Pakistan
61. Philippines
62. Republic of Korea

- 63. Singapore
- 64. Sri Lanka
- 65. Thailand
- 66. Viet Nam

Europe

- 67. Albania
- 68. Armenia
- 69. Austria
- 70. Belarus
- 71. Belgium
- 72. Bulgaria
- 73. Croatia
- 74. Cyprus
- 75. Czech Republic
- 76. Denmark
- 77. Estonia
- 78. Finland
- 79. France
- 80. Georgia
- 81. Germany
- 82. Greece
- 83. Hungary
- 84. Iceland
- 85. Ireland
- 86. Israel
- 87. Italy
- 88. Kazakhstan
- 89. Kyrgyz Republic
- 90. Latvia
- 91. Lithuania
- 92. Luxembourg
- 93. Malta
- 94. Moldova
- 95. Netherlands
- 96. Norway
- 97. Poland
- 98. Portugal
- 99. Romania
- 100. Russian Federation
- 101. Serbia
- 102. Slovak Republic
- 103. Slovenia

- 104. Spain
- 105. Sweden
- 106. Switzerland
- 107. The Former Yugoslav Republic of Macedonia
- 108. Turkey
- 109. Ukraine
- 110. United Kingdom
- 111. Uzbekistan

Member Organization:
European Community

Latin America and the Caribbean

- 112. Antigua and Barbuda
- 113. Argentina
- 114. Bahamas
- 115. Barbados
- 116. Belize
- 117. Bolivia
- 118. Brazil
- 119. Chile
- 120. Colombia
- 121. Costa Rica
- 122. Cuba
- 123. Dominica
- 124. Dominican Republic
- 125. Ecuador
- 126. El Salvador
- 127. Grenada
- 128. Guatemala
- 129. Guyana
- 130. Haiti
- 131. Honduras
- 132. Jamaica
- 133. Mexico
- 134. Nicaragua
- 135. Panama
- 136. Paraguay
- 137. Peru
- 138. Saint Kitts and Nevis
- 139. Saint Lucia
- 140. Saint Vincent and the Grenadines

- 141. Suriname
- 142. Trinidad and Tobago
- 143. Uruguay
- 144. Venezuela

Near East

- 145. Algeria
- 146. Bahrain
- 147. Egypt
- 148. Iran (Islamic Republic of)
- 149. Iraq
- 150. Jordan
- 151. Kuwait
- 152. Lebanon
- 153. Libyan Arab Jamahiriya
- 154. Oman
- 155. Qatar
- 156. Saudi Arabia
- 157. Sudan
- 158. Syrian Arab Republic
- 159. Tunisia
- 160. United Arab Emirates
- 161. Yemen

North America

- 162. Canada
- 163. United States of America

South-West Pacific

- 164. Australia
- 165. Cook Islands
- 166. Fiji
- 167. Kiribati
- 168. Micronesia, Federated States of
- 169. New Zealand
- 170. Papua New Guinea
- 171. Samoa
- 172. Solomon Islands
- 173. Tonga
- 174. Vanuatu

MEMBER ORGANIZATION

- 1. European Community

APPENDIX: GENERAL DECISIONS OF THE COMMISSION

STATEMENTS OF PRINCIPLE CONCERNING THE ROLE OF SCIENCE IN THE CODEX DECISION-MAKING PROCESS AND THE EXTENT TO WHICH OTHER FACTORS ARE TAKEN INTO ACCOUNT⁴²

1. The food standards, guidelines and other recommendations of Codex Alimentarius shall be based on the principle of sound scientific analysis and evidence, involving a thorough review of all relevant information, in order that the standards assure the quality and safety of the food supply.
2. When elaborating and deciding upon food standards Codex Alimentarius will have regard, where appropriate, to other legitimate factors relevant for the health protection of consumers and for the promotion of fair practices in food trade.
3. In this regard it is noted that food labelling plays an important role in furthering both of these objectives.
4. When the situation arises that members of Codex agree on the necessary level of protection of public health but hold differing views about other considerations, members may abstain from acceptance of the relevant standard without necessarily preventing the decision by Codex.

Criteria for the Consideration of the Other Factors Referred to in the Second Statement of Principle⁴³

- when health and safety matters are concerned, the *Statements of Principle Concerning the Role of Science* and the *Statements of Principle Relating to the Role of Food Safety Risk Assessment* should be followed;
- other legitimate factors relevant for health protection and fair trade practices may be identified in the risk management process, and risk managers should indicate how these factors affect the selection of risk management options and the development of standards, guidelines and related texts;
- consideration of other factors should not affect the scientific basis of risk analysis; in this process, the separation between risk assessment and risk management should be respected, in order to ensure the scientific integrity of the risk assessment;

⁴² Decision of the 21st Session of the Commission, 1995.

⁴³ Decision of the 24th Session of the Commission, 2001.

- it should be recognized that some legitimate concerns of governments when establishing their national legislation are not generally applicable or relevant world-wide;⁴⁴
- only those other factors which can be accepted on a world-wide basis, or on a regional basis in the case of regional standards and related texts, should be taken into account in the framework of Codex;
- the consideration of specific other factors in the development of risk management recommendations of the Codex Alimentarius Commission and its subsidiary bodies should be clearly documented, including the rationale for their integration, on a case-by-case basis;
- the feasibility of risk management options due to the nature and particular constraints of the production or processing methods, transport and storage, especially in developing countries, may be considered; concerns related to economic interests and trade issues in general should be substantiated by quantifiable data;
- the integration of other legitimate factors in risk management should not create unjustified barriers to trade⁴⁵; particular attention should be given to the impact on developing countries of the inclusion of such other factors.

⁴⁴ Confusion should be avoided between justification of national measures under the SPS and TBT Agreements and their validity at the international level.

⁴⁵ According to the WTO principles, and taking into account the particular provisions of the SPS and TBT Agreements.

***STATEMENTS OF PRINCIPLE RELATING TO THE ROLE OF FOOD SAFETY
RISK ASSESSMENT⁴⁶***

1. Health and safety aspects of Codex decisions and recommendations should be based on a risk assessment, as appropriate to the circumstances.
2. Food safety risk assessment should be soundly based on science, should incorporate the four steps of the risk assessment process, and should be documented in a transparent manner.
3. There should be a functional separation of risk assessment and risk management, while recognizing that some interactions are essential for a pragmatic approach.
4. Risk assessment should use available quantitative information to the greatest extent possible and risk characterizations should be presented in a readily understandable and useful form.

⁴⁶ Decision of the 22nd Session of the Commission, 1997.

MEASURES TO FACILITATE CONSENSUS⁴⁷

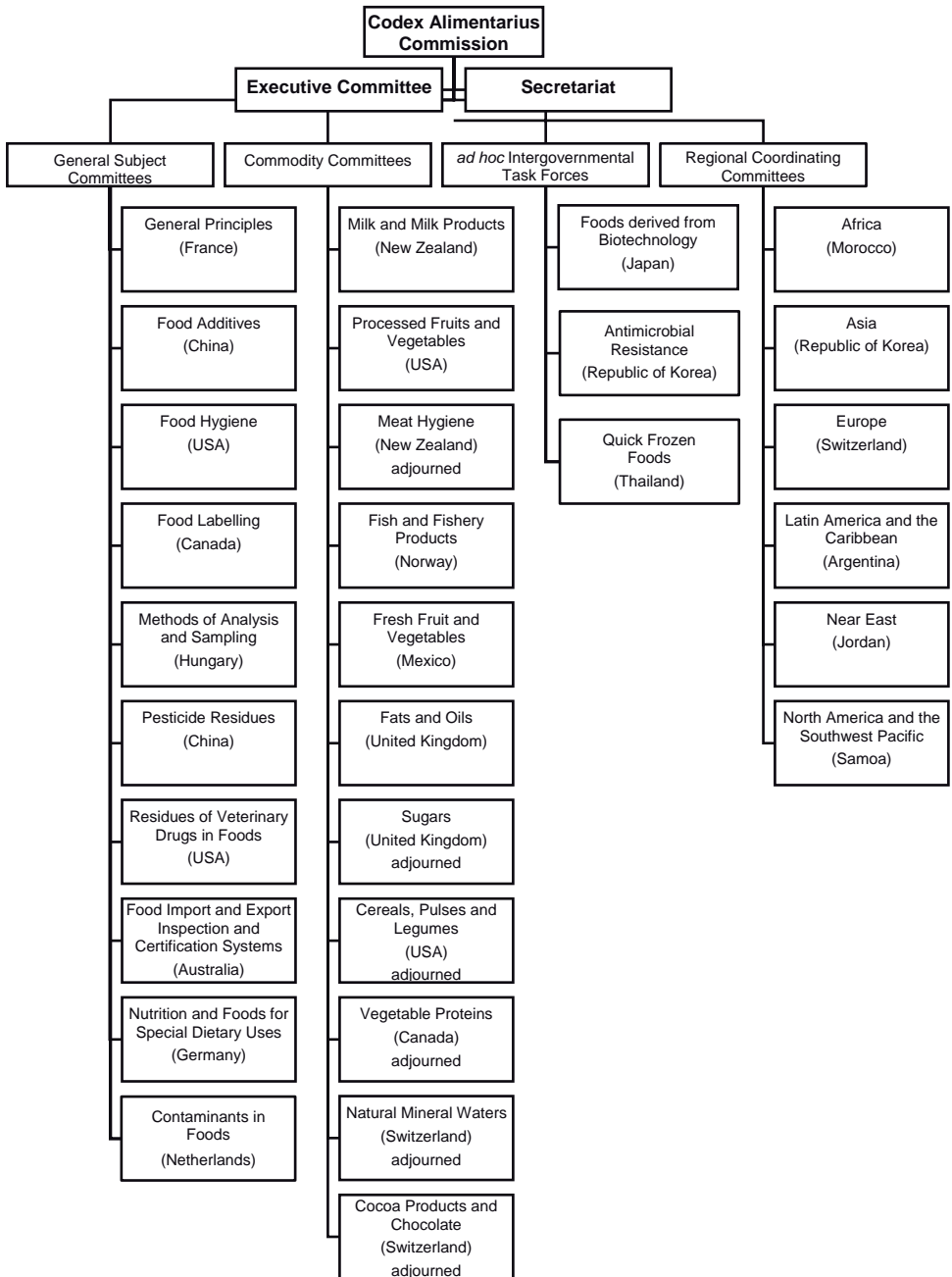
The Codex Alimentarius Commission, desiring that every effort should be made to reach agreement on the adoption or amendment of standards by consensus, recommends the following measures to facilitate consensus:

- Refraining from submitting proposals in the step process where the scientific basis is not well established on current data and, where necessary, carry out further studies in order to clarify controversial issues;
 - Providing for thorough discussions and documentation of the issues at meetings of the committees concerned;
 - Organizing informal meetings of the parties concerned where disagreements arise, provided that the objectives of any such meetings are clearly defined by the Committee concerned and that participation is open to all interest delegations and observers in order to preserve transparency;
 - Redefining, where possible, the scope of the subject matter being considered for the elaboration of standards in order to cut out issues on which consensus could not be reached;
 - Providing that matters are not progressed from step to step until all relevant concerns are taken into account and adequate compromises worked out;
 - Emphasizing to Committees and their Chairpersons that matters should not be passed on to the Commission until such time as consensus has been achieved at the technical level;
 - Facilitating the increased involvement and participation of developing countries.
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⁴⁷

Decision of the 26th Session of the Commission, 2003.

Joint FAO/WHO Food Standards Programme



www.codexalimentarius.net

The Procedural Manual of the Codex Alimentarius Commission is intended to help Member Governments participate effectively in the work of the joint FAO/WHO Food Standards Programme. The manual is particularly useful for national delegations attending Codex meetings and for international organizations attending as observers. It sets out the basic Rules of Procedure, procedures for the elaboration of Codex standards and related texts, basic definitions and guidelines for the operation of Codex committees. It also gives the membership of the Codex Alimentarius Commission.

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