

CODEX ALIMENTARIUS COMMISSION



Food and Agriculture
Organization of the
United Nations



World Health
Organization

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Agenda Item 4

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JOINT FAO/WHO FOOD STANDARDS PROGRAMME

CODEX COMMITTEE ON GENERAL PRINCIPLES

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Revised Section I “Introduction” and Section II “Approval of CWBC”

CRITERIA AND PROCEDURAL GUIDELINES FOR CODEX COMMITTEES AND AD HOC INTERGOVERNMENTAL TASK FORCES WORKING BY CORRESPONDENCE

1. Introduction

The criteria and procedural guidelines set out herein are intended to guide the work and conduct of sessions of Codex Committees and *ad hoc* Intergovernmental Task Forces working by correspondence (CWBC). The Rules of Procedure of the Commission apply *mutatis mutandis* to CWBC.

1.1 Definition

Working by correspondence describes a working modality which can be assigned by the Codex Alimentarius Commission to an active Codex Committee or Task Force in which it will not hold formal sessions that require the simultaneous presence of all those participating in it. Committees or Task Forces working in this modality engage in formal consultations with members by correspondence over a specified period of time as approved by the CAC between the session of the Commission that mandated the work and the session to which it reports. Committees and Task Forces that are assigned to operate under this modality are defined as “Committees working by correspondence” (CWBC) in the remainder of this document.

1.2 Codex values

An overarching consideration and guiding principle in relation to CWBC is the need to respect and adhere to the Commission’s core values of collaboration, inclusiveness, consensus building, and transparency.

2. Approval of CWBC

In deciding whether an approved new work be undertaken by a CWBC, the CCEXEC and CAC’s assessment will take into account the following criteria.

| Criteria | Reference |
|---|-------------------------------------|
| i. Scope, objective and content | Project Document |
| ii. Nature and complexity of the work and its previous and recent history in Codex (for example, this may include, inter alia, the timeframe to develop the work) | Meeting reports Project Document |
| iii. Urgency and importance | Project Document |
| iv. Need for and availability of adequate scientific information and/or other supporting information, including any support from expert bodies | Project Document |
| v. Potential for assigning the work to an existing committee, with relevant expertise, that is meeting physically. This should take into consideration factors such as whether: a. the work can reasonably expected to be completed within a set timeframe such as indicated in the TOR of the relevant CWBC, and b. the committee to which it is intended to be assigned has a recent history of timely completion of its work programme | ToR of existing codex committees |