

CODEX ALIMENTARIUS COMMISSION



Food and Agriculture
Organization of the
United Nations



World Health
Organization

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Agenda item 3

CX/CAC 23/46/2

October 2023

JOINT FAO/WHO FOOD STANDARDS PROGRAMME

CODEX ALIMENTARIUS COMMISSION

Forty-sixth Session

AMENDMENTS TO THE PROCEDURAL MANUAL

Section 6 Membership, Membership of the Codex Alimentarius Commission

1. The 33rd Session of the Codex Committee on General Principles (CCGP33) agreed to recommend that CAC46 approve the move of Section 6 (Membership), Membership of the Codex Alimentarius Commission of the Codex Procedural Manual (PM) to the Codex website with a link to the list provided in the PM, thereby ensuring that the list could be updated without issuing new editions of the PM¹.
2. CAC46 is requested to approve the proposed amendment to the PM.

Editorial changes to Section 2 Elaboration of Codex standards and related texts, Section 3 Guidelines for subsidiary bodies, and Section 7 Relation with other organizations

3. CCGP33 agreed to recommend that CAC46 approve the changes to the PM as listed in Appendix II of REP23/GP.
4. The proposed amendments are presented in Annex I.
5. CAC46 is requested to approve the proposed amendments to the PM.

Section 2 Elaboration of Codex standards and related texts, Relations between commodity committees and general subject committees, Food labelling

6. The 44th Session of the Codex Alimentarius Commission (CAC44) in 2021 adopted consequential amendment to the Procedural Manual Section II - Elaboration of Codex Standards and Related Texts: Format for Codex Commodity Standards: Section on labelling, following the adoption of the *General standard for the labelling of non-retail containers of foods* (CXS 346-2021)². The purpose of the amendment, which was proposed by the 46th Session of the Codex Committee on Food Labelling (CCFL46)³, was to include a reference to the *General Standard for the Labelling of Non-Retail Containers of Food* and to allow for additions or exemptions to requirements of this standard, provided they are justified fully.
7. The Codex Secretariat has realised that any additions or exemptions to the requirements of the *General standard for the labelling of non-retail containers of foods* (CXS 346-2021) should be endorsed by CCFL. Therefore, a further amendment to the PM is necessary to formalise the submission of labelling provisions for non-retail containers to CCFL for endorsement.
8. The proposed amendment is presented in Annex II.
9. CAC46 is requested to approve the proposed amendment to the PM.

¹ REP23/GP, Paragraph 36

² REP21/CAC Paragraph 83, Appendix II

³ REP21/FL, Paragraphs 58-60, Appendix III

Proposed changes to the Procedural Manual to align with modern technology and current practices

(page numbers refer to the English version of the 28th edition)

(revisions are presented in **bold** and underlined font. Deletions are presented in ~~strikethrough~~ font.)

SECTION 2 Elaboration of Codex standards and related texts

Relations between commodity committees and general subject committees

Page number	Para graph	Current text	Proposed change
37	54	Codex committees may ask the advice and guidance of general subject committees having responsibility for matters applicable to all foods on any points coming within their province, in accordance with their terms of reference. In particular, due referral should take place between commodity committees (in this document “commodity committees” are meant to include coordinating committees and other subsidiary bodies of the Commission insofar as they elaborate commodity standards) and general subject committees during the elaboration of Codex commodity standards.	Codex committees may <u>seek</u> ask the advice and guidance of general subject committees having responsibility responsible for matters applicable to all foods on any points coming within their province, in accordance with their terms of reference. In particular, due referral should take place between commodity committees (in this document “commodity committees” are meant to include coordinating committees and other subsidiary bodies of the Commission insofar as they elaborate commodity standards) and general subject committees during the elaboration of Codex commodity standards.

SECTION 3 Guidelines for subsidiary bodies Guidelines to host governments of Codex Committees and ad hoc intergovernmental task forces

Page number	Para graph	Current text	Proposed change
76	7	A Member Nation 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	A Member Nation 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 <u>information technology</u> word processing and document reproducing equipment tools . 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

		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	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
77	16	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, CAC, 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.	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, CAC, 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.
78	22	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: a) all Codex contact points; b) chief delegates of Member Nations, of Observer countries and of international organizations; and c) 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, CAC, Joint FAO/WHO Food Standards Programme, FAO, Rome.	Papers for a session should be sent by the chairperson of the Codex committee concerned made available in the relevant languages through the Codex website at least two months before the opening of the session by the host secretariat in collaboration with the Codex Secretariat. to the following: a) all Codex contact points; b) chief delegates of Member Nations, of Observer countries and of international organizations; and c) 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, CAC, Joint FAO/WHO Food Standards Programme, FAO, Rome.
79	27	Members of Codex committees should advise the committee chairperson through their Codex contact point of the number of copies of documents normally required.	Members of Codex committees should advise the committee chairperson through their Codex contact point of the number of copies of documents normally required.
79	28	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.	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

Page number	Para graph	Current text	Proposed change
80	37	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.	The Joint FAO/WHO Codex 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 made available to all Members and Observers of the Commission on the Codex website .
81	38	Circular letters should be attached to the report, as required, requesting comments on proposed draft or draft standards or related texts at Steps 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.	Circular letters should be attached to the report, should be issued as required following publication of the meeting report requesting comments on proposed draft or draft standards or related texts at Steps 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.

Guidelines on physical working groups

Page number	Para graph	Current text	Proposed change
91	117	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.	The host 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 Codex Secretariat and to the host country secretariat of the committee.
91	118	Conclusions of a working group shall be distributed to all CCPs and Observers by the Joint FAO/WHO Secretariat in time to allow full consideration of the working group's recommendations.	Conclusions of a working group shall be made available electronically distributed to all CCPs and Observers by the Joint FAO/WHO Codex Secretariat in time to allow full consideration of the working group's recommendations.
91	119	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 Joint FAO/WHO Codex Secretariat should ensure that these conclusions are included in the distribution of papers for the next session of the Codex committee

Guidelines on electronic working groups

Page number	Para graph	Current text	Proposed change
94	142	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 <u>mail</u> . A compilation of these contributions should be made available.	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 submitted contributions mail electronically . A compilation of these contributions should be made available.
94	146	As soon as possible after the end of the business of an EWG, 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.	As soon as possible after the end of the business of an EWG, 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 Codex Secretariat and to the host country secretariat of the committee.
94	147	The conclusions of an EWG and the list of participants shall be distributed to CCPs and Observers by the Joint FAO/WHO Secretariat in time to allow full consideration of the EWG's recommendations.	The conclusions of an EWG and the list of participants shall be distributed to CCPs and Observers by the Joint FAO/WHO Codex Secretariat in time to allow full consideration of the EWG's recommendations.
94	148	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 EWG.	The Joint FAO/WHO Codex 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 EWG.

SECTION 7 Relation with other organizations**Annex: Information required of international non-governmental organizations requesting observer status**

Page number	Para graph	Current text	Proposed change
191	2	Full postal address, telephone, facsimile and email, as well as telex and website addresses as appropriate.	Full postal address, telephone, facsimile and email, as well as telex and website addresses as appropriate.

Amendment to the Procedural Manual,
Section 2 Elaboration of Codex standards and related texts,
Relations between commodity committees and general subject committees

(Changes are presented in **bold**, underlined font)

Food labelling

57. Commodity committees shall refer any exemptions from, or additions to, the reference to the General Standard for the Labelling of Pre-packaged Foods (CXS 1-1985) **and, where applicable, the General Standard for the Labelling on Non-Retail Containers of Food (CXS 346-2021)** as indicated in the section on food labelling in Section 2: Format for Codex commodity standards to the Committee on Food Labelling for endorsement.