

# CODEX ALIMENTARIUS COMMISSION



Food and Agriculture  
Organization of the  
United Nations



World Health  
Organization

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**CL 2020/59/OCS-GP**  
**December 2020**

**TO:** Codex Contact Points  
Contact Points of international organizations having observer status with Codex

**FROM:** Secretariat, Codex Alimentarius Commission,  
Joint FAO/WHO Food Standards Programme

**SUBJECT:** **Request for Comments on the Annex of the Procedural Guidance for Committees Working by Correspondence**

**DEADLINE:** 15 January 2021

## BACKGROUND

1. The 31st Session of the Committee on General Principles (CCGP31) agreed to set up an electronic working group (EWG), chaired by New Zealand and co-chaired by Germany, Japan, and the United States of America to consider what, if any, procedural guidance might be needed to support the efficient operation of committees working by correspondence (CWBC).<sup>1</sup>
2. The EWG undertook two rounds of consultation with comments due on 19 July 2019 and 1 November 2019 respectively. The draft was further updated based on comments submitted.
3. The updated draft was then submitted as an agenda paper for CCGP32. A Circular Letter<sup>2</sup> (CL) posted on 13 December 2019 invited members and observers to comment on the document by 16 February 2020, ahead of the at that time scheduled CCGP32.
4. With the onset of the COVID-19 pandemic and the consequential rescheduling of CCGP32, the EWG was extended to continue this work. [Comments](#) submitted in response to the CL were considered and incorporated into CX/GP 21/32/4.
5. [CX/GP 21/32/4](#) also contains an Annex setting out draft procedural guidance covering the key areas relevant to CWBC for possible inclusion in the Procedural Manual. This Annex drew on the conclusions and proposals contained in the revised agenda paper.

## REQUEST FOR COMMENTS

6. Codex members and observers are invited to submit comments on the **Annex** contained in the [Procedural Guidance for Committees Working by Correspondence](#), which is uploaded to the Codex Online Commenting System (OCS): <https://ocs.codexalimentarius.org/>, as per the guidance below.

## GUIDANCE ON THE PROVISION OF COMMENTS

7. Comments should be submitted through the Codex Contact Points of Codex members and observers using the OCS.
8. Contact Points of Codex members and observers may login to the OCS and access the document open for comments by selecting "Enter" in the "My reviews" page, available after login to the system.
9. Contact Points of Codex members and observers organizations are requested to provide proposed changes and relevant comments/justifications on a specific paragraph (under the categories: editorial, substantive, technical and translation) and/or at the document level (general comments or summary comments). Additional guidance on the OCS comment categories and types can be found in the [OCS Frequently Asked Questions \(FAQs\)](#).
10. Other OCS resources, including the user manual and short guide, can be found at the following link: <http://www.fao.org/fao-who-codexalimentarius/resources/ocs/en/>.
11. For questions on the OCS, please contact [Codex-OCS@fao.org](mailto:Codex-OCS@fao.org).

<sup>1</sup> REP19/GP, paragraph 26

<sup>2</sup> CL 2019/115/OCS-GP