

CODEX ALIMENTARIUS COMMISSION



Food and Agriculture
Organization of the
United Nations



World Health
Organization

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CL 2021/66/OCS-GP
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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 draft Procedural Guidance for Committees Working by Correspondence (CWBC)**

DEADLINE: **19 September 2021**

Background

1. For background, please see [REP21/GP](#), paragraph 22, 23 and Appendix II.
2. The 32nd Session of the Codex Committee on General Principles (CCGP32) agreed “to forward the draft Procedural Guidance for CWBC (Appendix II) to CAC44 for adoption and inclusion in the Codex Procedural Manual (PM), preferably in Section III.” (paragraph 23).
3. It was also noted “that the Codex Secretariat would ensure editorial consistency of the draft procedural guidance for CWBC (Appendix II) with the PM prior to sending out a circular letter to Codex Members and Observers before discussion at CAC.” (paragraph 22). The Codex Secretariat has conducted a thorough review of the text and also consulted with the legal offices of FAO and WHO. Consequently, the document has been slightly amended as compared to what is contained in Appendix II of the CCGP32 report.

Request for comments

4. Codex Members and observers are requested to submit comments on the draft Procedural Guidance for CWBC, 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

5. Comments should be submitted through the Codex Contact Points of Codex Members and observers using the OCS.
6. 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.
7. 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 \(FAQs\)](#).
8. 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/>.
9. For questions on the OCS, please contact Codex-OCS@fao.org