

May 2006

# codex alimentarius commission<sup>E</sup>



FOOD AND AGRICULTURE  
ORGANIZATION  
OF THE UNITED NATIONS

WORLD  
HEALTH  
ORGANIZATION



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## JOINT FAO/WHO FOOD STANDARDS PROGRAMME

### CODEX ALIMENTARIUS COMMISSION

#### *Twenty-ninth Session*

*International Conference Centre, Geneva (Switzerland), 3 - 7 July 2006*

### CODEX DOCUMENT DISTRIBUTION

#### BACKGROUND

1. The budget cuts foreseen for the 2006/2007 biennium for the Codex Secretariat are such that the Codex Secretariat was obliged to take a number of measures to reduce costs in order to minimise negative impacts on the core operations of the Commission and its subsidiary bodies. One of the major costs for the Secretariat is related to printing and dispatch of paper documentation. As the distribution of documents through electronic lists and the Codex website has been accepted by the preferred means of communication by an increasing number of member governments it has been decided to reduce paper distribution of Codex documentation with immediate effect.

2. The Codex Secretariat regrets any inconvenience caused to Codex Contact Points because of this measure. In order to ensure effective participation of all interested parties in Codex work, Codex Contact Points are kindly requested to fully assume their role as the focal point for information dissemination and coordination at the national level.

#### PRESENT SITUATION

3. The following measures announced in CL 2005/49-GEN and CL 2006/4-GEN have been implemented:

4. Paper distribution of Codex documents (e.g. working papers, reports, Circular Letters) to observers was discontinued from 31 January 2006.

5. The paper distribution of documents to all other recipients in member countries that are neither Codex Contact Points nor observer organizations was discontinued at the end of the year 2005.

6. Paper distribution of working papers was discontinued for all Codex Contact Points from March 2006.

7. Paper distribution continued for:

- Circular Letters (Codex Contact Points)
- Reports of the Commission and its subsidiary bodies (Codex Contact Points)
- Official Invitations (missions, ministries, Codex Contact Points and observers)
- Publications (Codex Contact Points).

**PAPER DISTRIBUTION AFTER THE 29TH SESSION OF THE CODEX ALIMENTARIUS COMMISSION**

8. Paper distribution of Circular Letters and reports of Codex sessions will be discontinued for all Codex Contact Points.

9. Paper distribution will continue for:

- Official Invitations (missions, ministries, Codex Contact Points and observers)
- Publications (Codex Contact Points).

**FUTURE MEASURES**

10. Pending further consultation within FAO, the sending of official paper invitations may be replaced by sending scanned invitations by electronic mail.

11. Progressively, fewer paper publications will be printed and distributed. The number of copies sent free-of-charge to a Codex Contact Point will be reduced. Remote and on-demand printing will be encouraged.

12. The Codex Secretariat will concentrate its efforts to communicating effectively with Codex Contact Points and observers by continuing to improve the services offered by the Codex website and through the electronic mailing lists and the ftp server. Codex texts and publications will also be available on a Codex CD-ROM that will be published on a regular basis.

# ANNEX: ACCESS TO ELECTRONIC CODEX DOCUMENTATION

## A. CODEX ELECTRONIC DISTRIBUTION LISTS

There are two Codex Electronic Distribution Lists: Codex-L and Codex-direct-L.

**Codex-direct-L:** distributes documents as attached files (in pdf format);

**Codex-L:** distributes links to the documents posted on the ftp server accessible through the Internet. The Codex-L list has the advantage that the e-mails distributed are small and the problem of mailbox sizes and full mailboxes is avoided. Subsequent file transfer (downloading) is required by the subscriber.

Both lists distribute Codex Circular Letters, Invitations, Agendas of Codex meetings, and other working documents and papers related to Codex meetings as well as any other documentation and/or communication regarding Codex-related work (JMPR<sup>1</sup>, JECFA<sup>2</sup>, JEMRA<sup>3</sup>, Expert Consultations, etc.).

The distribution lists are open to Codex Members through their Codex Contact Points and to international organizations with “Observer Status” in Codex and Chairpersons of Codex Committees and Task Forces.

Once Codex documents have been distributed through the Codex Electronic Distribution Lists, they are also posted on the Codex website for downloading.

### How to subscribe

1. To subscribe to Codex-L or to Codex-direct-L send an e-mail: [codex@fao.org](mailto:codex@fao.org).
2. The subject header should read: “Codex Electronic Distribution”.
3. The body of the e-mail should contain:

“subscribe Codex-direct-L” (to receive documents as attachments), or  
“subscribe Codex-L” (to receive a link to the document posted on the web)

followed by

“[E-mail address]”

and

the name and full address, including e-mail address(es) of the Codex Contact Point or Observer

### NOTES:

- The subscription to the Lists is free of charge.
- As much as possible, the e-mail address of the subscriber should be the one being used institutionally and in a sustainable manner so that it is not affected by eventual transfer of the officer in charge. The use of personal accounts is strongly discouraged.
- It is possible for each Member or Observer to register up to two e-mail addresses if required.

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<sup>1</sup> Joint FAO/WHO Meetings on Pesticide Residues

<sup>2</sup> Joint FAO/WHO Expert Committee on Food Additives

<sup>3</sup> Joint FAO/WHO Meetings on Microbiological Risk Assessment

## **Cancel a subscription/ Change an e-mail address**

1. To cancel a subscription or to change the e-mail address an e-mail should be sent to [codex@fao.org](mailto:codex@fao.org) .
2. The subject header should read: “Codex Electronic Distribution”.
3. The body of the e-mail should contain:  
“Unsubscribe codex-direct-L.” or “Unsubscribe codex-L. “  
followed by:  
“[Old e-mail address], [New e-mail address]”  
(Leave “[New e-mail address]” empty to cancel a subscription.)  
  
and  
  
name and full address, including e-mail address(es) of the Codex Contact Point or Observer.

## **B. CODEX WEBSITE ([www.codexalimentarius.net](http://www.codexalimentarius.net))**

The information currently available on the website includes:

- The schedule for forthcoming Codex committee meetings which in turn contains links to the agendas and their relevant working papers;
- Reports of the Commission (since 1963) and its subsidiary bodies (since 1997);
- Circular Letters;
- Codex standards and related texts;
- Codex special publications (e.g. combined texts on food hygiene, food labelling, food import and export inspection and certification systems);
- Procedural Manual;
- Other relevant Codex publications;
- Contact data on Codex Members (Codex Contact Points) and Observers.

Access to the Codex webpage does not require registration or password.

## **C. CODEX CD-ROM**

The Codex CD-ROM 2005 Edition and the CD-ROM version of the GSFA (General Standard for Food Additives) Online will be introduced during the present session of the Commission.