OCS Frequently asked questions

What does OCS stand for?

OCS is the abbreviation for Online Commenting System. It can be accessed through the following link: https://ocs.codexalimentarius.org/

What are the system requirements?

You can access the OCS through all major browsers, including Internet Explorer, Google Chrome, Firefox, Safari and Opera, and devices, including PCs, laptops and tablets.

I have not yet received my username and password for the OCS. Can you please send it to me?

The Codex Alimentarius Secretariat only manages OCS user accounts for the Codex Contact Points. Your Contact Point has already received their username and password and can create a user account for you. Request an account from your Contact Point. You can find their contact information on the Codex website.

How do I retrieve my password?

If you are already an OCS user and have forgotten your password, please go to https://ocs.codexalimentarius.org/ and select "Reset password". Enter your email address in the field and select "Send Email". You will receive an email with a link to reset your password.

How many licenses are available for each Codex member?

Up to five licenses: one (mandatory) for each contact point, and up to four optional reviewers.

How many licenses are available for each Codex observer?

One contact point license is available for each observer showing an interest in commenting on Codex standards.

What are the comment categories in the OCS?

The classification of comments and their definitions are below:

· EDITORIAL: This type of comment clarifies or simplifies the text without changing the meaning. This includes spelling or grammatical corrections, suggestions of different but equivalent words, and simplification of sentence structure.

· SUBSTANTIVE: This type of comment takes into account conceptual changes and the addition of new aspects or ideas. This class of comments contains additions or extensions as well as changes, reorganization of the text or deletions resulting in alteration of the content of a sentence / paragraph / section of the draft. It is that this point is addressed in the revision process in some way.

· TECHNICAL: This type of comment takes into account scientific corrections and technical adjustments. It aims at further clarification and improvement of the standard and sometimes at conformity with other standards from the technical viewpoint. These comments are incorporated unless there is disagreement or some misunderstanding.

· TRANSLATION: This type of comment corrects points that are considered to be inaccurately translated into another language version of the text. General comments can also be sent to comment on the draft document overall. Is there a user manual for the OCS? Yes, on the OCS resource page on the Codex website.

What are the OCS comment types?

1. **General comments** should include general issues or considerations relevant to the document content as a whole. To apply general comments, select the icon marked 'general comment' and then add the comment directly in the comment pane, without selecting a specific paragraph.

Example of a general comment

Comment Type	Category	Proposed change	Comment
General Comment	Substantive	N/A	Country [organisation] X generally agrees with the provisions of the draft, with the exception of those related to section Y that need further consideration as highlighted under specific comments.

2. **Specific comments** refer to the paragraph they are associated to. To apply specific comments, select the relevant paragraph in the review pane (centre of the screen), and add comments and proposed changes in the comment pane (usually right of the screen).

Example of a specific comment

Comment Type	Category	Proposed change	Comment
Specific comment (e.g. paragraph 2)	Substantive	For sizing by weight ~~the difference between the smallest and largest aubergines in the package must not exceed~~	This is no longer relevant.

3. **Summary comments** are optional comments that can be included after completing the review. These are provided in the space under the 'finish review' window.

Example of a specific comment

Comment Type	Category	Proposed change	Comment
Summary Comment	N/A	N/A	*"Country/Organisation X supports the draft as it is"* or *"Country/Organisation Y supports the draft but with comments"*, or *"Country/Organisation Z does not support progressing the draft as it is"*.

Who do I contact for Technical Support?

You can send an email to CodexOCS@fao.org.