

Joint FAO/WHO Food Standards Program

CODEX ALIMENTARIUS COMMISSION

PROCEDURAL MANUAL
First edition



WORLD HEALTH ORGANIZATION



**FOOD AND AGRICULTURE ORGANIZATION
OF THE UNITED NATIONS**

CODEX ALIMENTARIUS COMMISSION

CODEX ALIMENTARIUS COMMISSION

PROCEDURAL MANUAL

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Introduction

Following recommendations of the Eleventh Session of the FAO Conference, the Twenty-Ninth Session of the WHO Executive Board and a Joint FAO/WHO Conference on Food Standards held in 1962, the Codex Alimentarius Commission was established to implement the Joint FAO/WHO Food Standards Program. The purpose of the Program is to protect the health of consumers and to ensure fair practices in the food trade; to promote co-ordination of all food standards work undertaken by international governmental and nongovernmental organizations; to determine priorities and initiate and guide the preparation of draft standards through and with the aid of appropriate organizations; to finalize standards and after acceptance by governments, publish them in a Codex Alimentarius either as regional or world-wide standards.

Membership of the Codex Alimentarius Commission comprises those Member Nations and Associate Members of FAO and WHO which have notified the Director-General of FAO or of WHO of their wish to be considered as Members. At the 1st June 1968, fifty-three countries had become Members of the Commission. Other countries which have participated in the work of the Commission or of its subsidiary bodies in an observer capacity are expected to become Members in the near future. A list of the Members of the Commission and of their national Codex Contact Points is contained in this manual.

The Commission has held five sessions, the most recent being in February 1968. The Commission has established seventeen subsidiary bodies, of which two deal with general policy and co-ordination, six with subject matters relevant to the work of all commodity committees, and nine with specific groups of foods. Two further groups created by the United Nations Economic Commission for Europe have also been brought into relationship with the Codex Alimentarius Commission. Reports of the sessions of the Commission and of the sessions of its subsidiary bodies have been published by FAO and WHO. Responsibility for the allocation of preparatory work and the finalization of standards before they are submitted to Governments for acceptance is reserved to the Codex Alimentarius Commission. Brief details of the activities of the subsidiary bodies of the Commission, their terms of reference and an organizational diagram of the Commission and its subsidiary bodies are contained in this manual.

The Commission has adopted its own Rules of Procedure and has established working procedures for the implementation of the Joint FAO/WHO Food Standards Program which include a Procedure for the Elaboration of World-wide or Regional Codex Standards, General Principles for the Codex Alimentarius, a Format for Codex Commodity Standards and Guidelines for the operation of the Commission's subsidiary bodies. These procedures are set out in full in the appropriate sections of this manual.

This manual has been prepared at the request of Members of the Codex Alimentarius Commission to assist their representatives attending Codex sessions. Further information concerning the activities of the Codex Alimentarius Commission and its subsidiary bodies can be obtained from the Joint FAO/WHO Food Standards Program, FAO, 00153-Rome, Italy.

**STATUTES
OF THE
CODEX ALIMENTARIUS COMMISSION**

STATUTES OF THE CODEX ALIMENTARIUS COMMISSION

Article 1

The Codex Alimentarius Commission shall, subject to Article 5 below, be responsible for making proposals to, and shall be consulted by, the Directors-General of the Food and Agriculture Organization (FAO) and the World Health Organization (WHO) on all matters pertaining to the implementation of the Joint FAO/WHO Food Standards Program, the purpose of which is:

- (a) protecting the health of the consumers and ensuring fair practices in the food trade;
- (b) promoting co-ordination of all food standards work undertaken by international governmental and nongovernmental organizations;
- (c) determining priorities and initiating and guiding the preparation of draft standards through and with the aid of appropriate organizations;
- (d) finalizing standards elaborated under (c) above and, after acceptance by governments, publishing them in a Codex Alimentarius either as regional or world-wide standards, together with international standards already finalized by other bodies under (b) above, wherever this is practicable;
- (e) amending published standards, after appropriate survey in the light of developments.

Article 2

Membership of the Commission is open to all Member Nations and Associate Members of FAO and WHO which are interested in international food standards. Membership shall comprise such of these nations as have notified the Director-General of FAO or of WHO of their desire to be considered as Members.

Article 3

Any Member Nation or Associate Member of FAO or WHO which is not a Member of the Commission but has a special interest in the work of the Commission, may, upon request

communicated to the Director-General of FAO or WHO, as appropriate, attend sessions of the Commission and of its subsidiary bodies and ad hoc meetings as observers.

Article 4

Nations which, while not Member Nations or Associate Members of FAO or WHO, are members of the United Nations, may be invited on their request to attend meetings of the Commission as observers in accordance with the provisions of FAO and WHO relating to the grant of observer status to nations.

Article 5

The Commission shall report and make recommendations to the Conference of FAO and the appropriate body of WHO through their respective Directors-General. Copies of reports, including any conclusions and recommendations, will be circulated to interested Member Nations and international organizations for their information as soon as they become available.

Article 6

The Commission shall establish an Executive Committee whose composition should ensure an adequate representation of the various geographical areas of the world to which the Members of the Commission belong. Between sessions, the Executive Committee shall act as the Executive organ of the Commission.

Article 7

The Commission may establish such other subsidiary bodies as it deems necessary for the accomplishment of its task, subject to the availability of the necessary funds.

Article 8

The Commission may adopt and amend its own Rules of Procedure which shall come into force upon approval by the Directors-General of FAO and WHO, subject to such confirmation as may be prescribed by the procedures of these Organizations.

Article 9

The operating expenses of the Commission and of its subsidiary bodies, other than those for which a Member has

accepted chairmanship, shall be borne by the budget of the Joint FAO/WHO Food Standards Program which shall be administered by FAO on behalf of the two Organizations in accordance with the financial regulations of FAO. The Directors-General of FAO and WHO shall jointly determine the respective portion of the costs of the Program to be borne by each Organization and prepare the corresponding annual expenditure estimates for inclusion in the Regular Budgets of the two Organizations for approval by the appropriate governing bodies.

Article 10

All expenses (including those relating to meetings, documents and interpretation) involved in preparatory work on draft standards undertaken by Members of the Commission, either independently or upon recommendation of the Commission, shall be defrayed by the government concerned. Within the approved budgetary estimates, the Commission may, however, recommend that a specified part of the costs of the preparatory work undertaken by the government on behalf of the Commission be recognized as operating expenses of the Commission.

**RULES OF PROCEDURE
OF THE
CODEX ALIMENTARIUS COMMISSION**

RULES OF PROCEDURE OF
THE CODEX ALIMENTARIUS COMMISSION

Rule I - Membership

1. Membership of the Joint FAO/WHO Codex Alimentarius Commission, hereinafter referred to as "the Commission", is open to all Member Nations and Associate Members of FAO and/or WHO.
2. Membership shall comprise such eligible nations as have notified the Director-General of FAO or of WHO of their desire to be considered Members of the Commission.
3. Each Member of the Commission shall communicate to the Director-General of FAO or of WHO the names of its representative and where possible other members of its delegation before the opening of each session of the Commission.

Rule II - Officers

1. The Commission shall elect a Chairman and three Vice-Chairmen from among the representatives, alternates and advisers (hereinafter referred to as "delegates") of the Members of the Commission; it being understood that no delegate shall be eligible without the concurrence of the head of his delegation. They shall be elected at each session and shall hold office from the end of the session at which they were elected until the end of the following regular session. The Chairman and Vice-Chairmen shall be eligible for re-election but after having served two consecutive terms shall be ineligible to hold such office for the next succeeding term.
2. The Chairman, or in his absence a Vice-Chairman, shall preside at meetings of the Commission and exercise such other function as may be required to facilitate the work of the Commission. A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.
3. When neither the Chairman nor the Vice-Chairmen are able to serve and, on the request of the outgoing Chairman, during elections for the Chairman, the Directors-General of FAO and WHO shall appoint a staff member to act as Chairman, until either a temporary Chairman or a new Chairman has been elected. Any temporary Chairman so elected shall hold office until the Chairman or one of the Vice-Chairmen is able to serve again.

4. (a) The Commission may appoint a Co-ordinator from among the delegates of the Members of the Commission, for any region or for any group of countries specifically enumerated by the Commission, whenever it may find, on the basis of a proposal of a majority of the countries which constitute the region or group, that work for the Codex Alimentarius in the countries concerned so requires.
 - (b) Appointments of Co-ordinators shall be made exclusively on the proposal of a majority of the countries which constitute the region or group of countries concerned. Co-ordinators shall hold office for a period of not more than three years as may be determined by the Commission in each instance and may be eligible for re-appointment for one additional term.
 - (c) The functions of the Co-ordinators shall be to assist and co-ordinate the work of the Codex Committees set up under Rules IX. 1(b)(1) in their region or group of countries, in the preparation of draft standards for submission to the Commission. They shall report to the Chairman of the Commission.
 - (d) Where a Co-ordinating Committee has been set up under Rule IX. 1(b)(2), the Co-ordinator of the region involved shall be chairman of the Committee.
5. The Commission may appoint one or more Rapporteurs from among the delegates of the Members of the Commission.
 6. The Directors-General of FAO and WHO shall be requested to appoint from the staffs of the Organizations a Secretary of the Commission and such other officials, likewise responsible to them, as may be necessary to assist the officers and the Secretary in performing all duties that the work of the Commission may require.

Rule III - Executive Committee

1. The Executive Committee shall consist of the Chairman and Vice-Chairmen of the Commission together with six further members, elected by the Commission at regular sessions from among the Members of the Commission, one each coming from the following geographic locations: Africa, Asia, Europe, Latin America, North America, South-West Pacific; it being

understood that not more than one delegate from any one country shall be a member of the Executive Committee. Elected members Members elected on a geographic basis shall hold office for two years from the end of the session of the Commission at which they were elected until the end of the second succeeding regular session and shall be eligible for re-election, but after having served two successive consecutive terms shall be ineligible to hold such office for the next succeeding term. ^{1/}

2. The Executive Committee shall, between sessions of the Commission, act on behalf of the Commission as its executive organ. In particular the Executive Committee may make proposals to the Commission regarding the general orientation and program of work of the Commission, study special problems and help implement the program as approved by the Commission. The Executive Committee may also exercise, when it shall deem it to be essential and subject to confirmation by the next session of the Commission, the Commission's powers under Rule IX. 1(b)(1), Rule IX. 5 insofar as it refers to bodies established under Rule IX. 1(b)(1), and Rule IX. 10, insofar as it refers to the designation of the Members who shall be responsible for appointing Chairmen to subsidiary bodies established under Rule IX. 1(b)(1).

3. The Chairman and Vice-Chairmen of the Commission shall be respectively the Chairman and Vice-Chairmen of the Executive Committee.

4. Sessions of the Executive Committee may be convened as often as necessary by the Directors-General of FAO and WHO, in consultation with the Chairman. The Executive Committee shall normally meet immediately prior to each session of the Commission.

5. The Executive Committee shall report to the Commission.

^{1/} Rule III. 1 is shown as amended by the Fifth Session of the Codex Alimentarius Commission (February 1968). Deletions are shown in square brackets, additions are underlined.

Rule IV - Sessions

1. The Commission shall in principle hold one regular session each year at the Headquarters of either FAO or WHO. Additional sessions shall be held as considered necessary by the Directors-General of FAO and WHO after consultation with the Chairman of the Executive Committee.
2. Sessions of the Commission shall be convened and the place of meeting shall be determined by the Directors-General of FAO and WHO after consultation, where appropriate, with the authorities of the host country.
3. Notice of the date and place of each session of the Commission shall be communicated to all Members of the Commission at least two months before the session.
4. Each Member of the Commission shall have one representative, who may be accompanied by one or more alternates and advisers.
5. Meetings of the Commission shall be held in public, unless the Commission decides otherwise.
6. The majority of the Members of the Commission shall constitute a quorum for the purposes of making recommendations for amendments to the Statutes of the Commission and of adopting amendments of, or additions to, the present Rules in accordance with Rule XII. 1. For all other purposes the majority of the Members of the Commission attending the session shall constitute a quorum, provided that such a majority shall be not less than 20 percent of the total membership of the Commission, nor less than 25 Members. In addition, in the case of amendment or adoption of a proposed standard for a given region or group of countries, the quorum of the Commission shall include one third of the Members belonging to the region or group of countries concerned.

Rule V - Agenda

1. The Directors-General of FAO and WHO, after consultation with the Chairman of the Commission or with the Executive Committee, shall prepare a Provisional Agenda for each session of the Commission.
2. The first item on the Provisional Agenda shall be the adoption of the Agenda.

3. Any Member of the Commission may request the Director-General of FAO or WHO to include specific items in the Provisional Agenda.

4. The Provisional Agenda shall be circulated by the Directors-General of FAO and WHO to all Members of the Commission at least two months before the opening of the session.

5. Any Member of the Commission, and the Directors-General of FAO and WHO, may, after the dispatch of the Provisional Agenda, propose the inclusion of specific items in the Agenda with respect to matters of an urgent nature. These items shall be placed on a supplementary list, which, if time permits before the opening of the session, shall be dispatched by the Directors-General of FAO and WHO to all Members of the Commission, failing which the supplementary list shall be communicated to the Chairman for submission to the Commission.

6. No item included in the Agenda by the governing bodies or the Directors-General of FAO and WHO shall be deleted therefrom. After the Agenda has been adopted, the Commission may, by a two-thirds majority of the votes cast, amend the Agenda by the deletion, addition or modification of any other item.

7. Documents to be submitted to the Commission at any session shall be furnished by the Directors-General of FAO and WHO to all Members of the Commission, to the other eligible Nations attending the session as observers and to the non-member nations and international organizations invited as observers thereto, in principle at least two months prior to the session at which they are to be discussed.

Rule VI - Voting and Procedures

1. Subject to the provisions of paragraph 3 of this Rule, each Member of the Commission shall have one vote. An alternate or adviser shall not have the right to vote except where substituting for the representative.

2. Except as otherwise provided in these Rules, decisions of the Commission shall be taken by a majority of the votes cast.

3. At the request of a majority of the countries constituting a given region or a group of countries specifically enumerated by the Commission that a standard be elaborated, the standard concerned shall be elaborated as a standard primarily intended

for that region or group of countries. When a vote is taken on the elaboration, amendment or adoption of a draft standard primarily intended for a region or group of countries, only Members belonging to that region or group of countries may take part in the voting. The adoption of the standard may, however, take place only after submission of the draft text to all Members of the Commission for comments. The provisions of this paragraph shall not prejudice the elaboration or adoption of a corresponding standard with a different territorial scope.

4. Subject to the provisions of paragraph 5 of this Rule, any Member of the Commission may request a roll-call vote, in which case the vote of each Member shall be recorded.

5. Elections shall be decided by secret ballot, except that, where the number of candidates does not exceed the number of vacancies, the Chairman may submit to the Commission that the election be decided by clear general consent. Any other matter shall be decided by secret ballot if the Commission so determines.

6. Formal proposals relating to items of the Agenda and amendments thereto shall be introduced in writing and handed to the Chairman, who shall circulate them to representatives of Members of the Commission.

7. The provisions of Rule XII of the General Rules of FAO shall apply mutatis mutandis to all matters which are not specifically dealt with under Rule VI of the present Rules.

Rule VII - Observers

1. Any Member Nation and any Associate Member of FAO or WHO which is not a Member of the Commission but has a special interest in the work of the Commission, may, upon request communicated to the Director-General of FAO or WHO, attend sessions of the Commission and of its subsidiary bodies as an observer. It may submit memoranda and participate without vote in the discussions.

2. Nations which, while not Member Nations or Associate Members of FAO or WHO, are Members of the United Nations, may, upon their request and subject to the provisions relating to the granting of observer status to nations adopted by the Conference of FAO and the World Health Assembly, be invited to attend in an observer capacity sessions of the Commission and of its subsidiary bodies. The status of nations invited to such sessions shall be governed by the relevant provisions adopted by the Conference of FAO.

3. Any Member of the Commission may attend as an observer the sessions of the subsidiary bodies and may submit memoranda and participate without vote in the discussions.
4. Subject to the provisions of Rule VII. 5 the Director-General of FAO or WHO may invite intergovernmental and international nongovernmental organizations to attend as observers sessions of the Commission and of its subsidiary bodies.
5. Participation of international organizations in the work of the Commission, and the relations between the Commission and such organizations shall be governed by the relevant provisions of the Constitutions of FAO or WHO, as well as by the applicable regulations of FAO or WHO on relations with international organizations; such relations shall be handled by the Director-General of FAO or of WHO as appropriate.

Rule VIII - Records and Reports

1. At each session the Commission shall approve a report embodying its views, recommendations and conclusions, including when requested a statement of minority views. Such other records for its own use as the Commission may on occasion decide shall also be maintained.
2. The report of the Commission shall be transmitted to the Directors-General of FAO and WHO at the close of each session, who shall circulate it to the Members of the Commission, to other countries and to organizations that were represented at the session, for their information, and upon request to other Member Nations and Associate Members of FAO and WHO.
3. Recommendations of the Commission having policy, program or financial implications for FAO and/or WHO shall be brought by the Directors-General to the attention of the governing bodies of FAO and/or WHO for appropriate action.
4. Subject to the provisions of the preceding paragraph, the Directors General of FAO and WHO may request Members of the Commission to supply the Commission with information on action taken on the basis of recommendations made by the Commission.

Rule IX - Subsidiary Bodies

1. The Commission may establish the following types of subsidiary bodies:

- (a) subsidiary bodies which it deems necessary for the accomplishment of its work in the finalization of draft standards;
- (b) subsidiary bodies in the form of:
 - (1) Codex Committees for the preparation of draft standards for submission to the Commission, whether intended for world-wide use, for a given region or for a group of countries specifically enumerated by the Commission.
 - (2) Co-ordinating Committees for regions or groups of countries which shall exercise general co-ordination in the preparation of standards relating to such regions or groups of countries and such other functions as may be entrusted to them.

2. Subject to paragraph 3 below, membership in these subsidiary bodies shall consist, as may be determined by the Commission, either of such Members of the Commission as have notified the Director-General of FAO or WHO of their desire to be considered as Members thereof, or of selected Members designated by the Commission.

3. Membership of subsidiary bodies established under Rule IX. 1(b)(1) for the preparation of draft standards intended primarily for a region or group of countries, shall be open only to Members of the Commission belonging to such a region or group of countries.

Representatives of members of subsidiary bodies shall, insofar as possible, serve in a continuing capacity and shall be specialists active in the fields of the respective subsidiary bodies.

5. Subsidiary bodies may only be established by the Commission except where otherwise provided in these Rules. Their terms of reference and reporting procedures shall be determined by the Commission, except where otherwise provided in these Rules.

6. Sessions of subsidiary bodies shall be convened by the Directors-General of FAO and WHO:

- (a) in the case of bodies established under Rule IX.1(a), in consultation with the Chairman of the Commission;
- (b) in the case of bodies established under Rule IX.1(b)(1) (Codex Committees), in consultation with the chairman of the respective Codex Committee and also, in the case of Codex Committees for the preparation of draft standards for a given region or group of countries, with the Co-ordinator, if a Co-ordinator has been appointed for the region or group of countries concerned;
- (c) in the case of bodies established under Rule IX.1(b)(2) (Co-ordinating Committees), in consultation with the Chairman of the Co-ordinating Committee.

7. The Directors-General of FAO and WHO shall determine the place of meeting of bodies established under Rule IX.1(a) and Rule IX.1(b)(2) after consultation, where appropriate, with the host country concerned and, in the case of bodies established under Rule IX.1(b)(2), after consultation with the Co-ordinator for the region or group of countries concerned, if any, or with the Chairman of the Co-ordinating Committee.

8. Notice of the date and place of each session of bodies established under Rule IX.1(a) shall be communicated to all Members of the Commission at least two months before the session.

9. The establishment of subsidiary bodies under Rule IX.1(a) and Rule IX.1(b)(2) shall be subject to the availability of the necessary funds, as shall the establishment of subsidiary bodies under Rule IX.1(b)(1) when any of their expenses are proposed to be recognized as operating expenses within the budget of the Commission in accordance with Article 10 of the Statutes of the Commission. Before taking any decision involving expenditure in connection with the establishment of such subsidiary bodies, the Commission shall have before it a report from the Director-General of FAO and/or WHO, as appropriate, on the administrative and financial implications thereof.

10. The Members who shall be responsible for appointing Chairmen of subsidiary bodies established under Rule IX.1(b)(1) shall be designated at each session by the Commission, except

where otherwise provided in these Rules, and shall be eligible for re-designation. All other officers of subsidiary bodies shall be elected by the body concerned and shall be eligible for re-election.

11. The Rules of Procedure of the Commission shall apply mutatis mutandis to its subsidiary bodies.

Rule X - Elaboration of Standards

1. Subject to the provisions of these Rules of Procedure, the Commission may establish the procedures for the elaboration of world-wide standards and of standards for a given region or group of countries, and, when necessary, amend such procedures.

Rule XI - Budget and Expenses

1. The Directors-General of FAO and WHO shall prepare for consideration by the Commission at its regular sessions an estimate of expenditure based on the proposed program of work of the Commission and its subsidiary bodies, together with information concerning expenditure for the previous financial period. This estimate, with such modifications as may be considered appropriate by the Directors-General in the light of recommendations made by the Commission, shall subsequently be incorporated in the Regular Budgets of the two Organizations for approval by the appropriate governing bodies.

2. The estimate of expenditure shall make provisions for the operating expenses of the Commission and the subsidiary bodies of the Commission established under Rule IX, 1(a) and IX, 1(b)(2) and for the expenses relating to staff assigned to the Program and other expenditures incurred in connection with the servicing of the latter.

3. The operating costs of subsidiary bodies established under Rule IX, 1(b)(1) (Codex Committees) shall be borne by each Member accepting chairmanship of such a body. The estimate of expenditure may include a provision for such costs involved in preparatory work as may be recognized as operating expenses of the Commission in accordance with the provisions of Article 10 of the Statutes of the Commission.

4. Expenses incurred in connection with attendance at session of the Commission and its subsidiary bodies and travels of delegations of the Members of the Commission and of the observers referred to in Rule VII, shall be borne by the governments or organizations concerned. Should experts be

invited by the Director-General of FAO or WHO to attend sessions of the Commission and its subsidiary bodies in their individual capacity, their expenses shall be borne out of the regular budgetary funds available for the work of the Commission.

Rule XII - Languages

1. Subject to the provisions of paragraph 3 below the official and working languages of the Commission and of its subsidiary bodies shall be respectively the official and working languages of FAO and WHO.

2. Where a representative wishes to use another language he shall himself provide the necessary interpretation and/or translation into one of the working languages of the Commission.

3. Without prejudice to the provisions of paragraph 2 of this Rule, the working languages of subsidiary bodies set up under Rule IX. 1(b) shall include at least two of the working languages of the Commission.

Rule XIII - Amendments and Suspension of Rules

1. Amendments of or additions to these Rules may be adopted by a two-thirds majority of the votes cast, provided that 24 hours' notice of the proposal for the amendment or addition has been given. Amendments of or additions to these Rules shall come into force upon approval by the Directors-General of FAO and WHO, subject to such confirmation as may be prescribed by the procedures of the two Organizations.

2. The Rules of the Commission, other than Rule I, Rule II. 1, 2, 3 and 6, Rule III, Rule IV. 2 and 6, Rule V. 1, 4 and 6, Rule VI. 1, 2 and 3, Rule VII, Rule VIII, 3 and 4, Rule IX. 5, 7 and 9, Rule XI, Rule XIII and Rule XIV, may be suspended by the Commission by a two-thirds majority of the votes cast, provided that 24 hours' notice of the proposal for suspension has been given. Such notice may be waived if no representative of the Members of the Commission objects.

Rule XIV - Entry into force

1. In accordance with Article 8 of the Statutes of the Commission, these Rules of Procedure shall come into force upon approval by the Directors-General of FAO and WHO, subject to such confirmation as may be prescribed by the procedures of the two Organizations. Pending the coming into force of these Rules, they shall apply provisionally.

**GENERAL PRINCIPLES
OF THE
CODEX ALIMENTARIUS**

GENERAL PRINCIPLES OF THE CODEX ALIMENTARIUS

Purpose of the Codex Alimentarius

1. The Codex Alimentarius is a collection of internationally adopted food standards presented in a uniform manner. These food standards aim at protecting consumers' health and ensuring fair practices in the food trade. Their publication is intended to guide and promote the elaboration and establishment of definitions and requirements for foods, to assist in their harmonization and in so doing to facilitate international trade.

Scope of the Codex Alimentarius

2. The Codex Alimentarius is to include standards for all the principal foods, whether processed, semi-processed or raw, for distribution to the consumer. Materials for further processing into foods should be included to the extent necessary to achieve the purposes of the Codex Alimentarius as defined. The Codex Alimentarius is to include provisions in respect of food hygiene, food additives, pesticide residues, contaminants, labelling and presentation, methods of analysis and sampling.

Nature of Codex Standards

3. Codex standards contain requirements for food aimed at ensuring for the consumer a sound, wholesome food product free from adulteration, correctly labelled and presented. In particular a Codex standard for a given food product lays down the special requirements for that product, it being understood that the general provisions contained in the Codex Alimentarius shall apply except to the extent otherwise expressly provided for in a specific standard.

A Codex standard should, therefore, for any food or foods:

- (1) incorporate by reference the applicable hygiene, labelling, methods of analysis and other general provisions adopted by the Commission, and
- (2) specify in whole or in part the following criteria, as appropriate:
 - (a) Product designation, definition and composition
These should describe and define the food (including its scientific name when necessary) and cover compositional requirements which may include quality criteria.

- (b) Hygiene requirements
These should include such factors as specific sanitary and other protective measures and safeguards to assure a sound, wholesome and marketable product.
- (c) Weight and measure requirements ,
such as fill of container, weight, measure or count of units based on appropriate method or criterium.
- (d) Labelling requirements
These should include specific requirements for labelling and presentation.
- (e) Sampling, testing and analytical methods
These should cover specific sampling, testing and analytical procedures.

Acceptance of Codex Standards

4. A A Codex standard may be accepted by a country in accordance with its established legal and administrative procedures in respect of distribution of the product concerned, whether imported or home-produced, within its territorial jurisdiction in the following ways:

- (i) Full acceptance

Full acceptance means that the country concerned will ensure that a product to which the standard applies will be permitted to be distributed freely within its territorial jurisdiction under the name and description laid down in the standard, provided that it complies with all the relevant requirements of the standard. The country will also ensure that products not complying with the standard will not be permitted to be distributed under the name and description laid down in the standard. It also means that the distribution of any sound products conforming with the standard will not be hindered by any legal or administrative provisions in the country concerned relating to the health of the consumer or to other food standard matters except for considerations of human, plant or animal health which are not specifically dealt with in the standard.

(ii) Acceptance with a declaration of more stringent or supplementary requirements

Acceptance with a declaration of more stringent or supplementary requirements means that a country will include in its acceptance full details of all its requirements which it considers to be more stringent than or supplementary to those included in the standard concerned, it being understood that it accepts all the other provisions of the standard in accordance with the provisions of paragraph 4. A(i).

(iii) Target acceptance

Target acceptance means that the country concerned indicates its intention to accept the standard after a stated number of years and will meanwhile not hinder within its territorial jurisdiction the distribution of any sound products conforming with the standard by any legal or administrative provisions relating to the health of the consumer or to other food standard matters except for considerations of human, plant or animal health which are not specifically dealt with in the standard.

(iv) Acceptance with Minor Deviations ^{1/}

Acceptance with minor deviations means that the country concerned gives full acceptance to the standard concerned with the exception of minor deviations which are accepted as such by the Codex Alimentarius Commission and which are not more stringent or supplementary requirements. The

^{1/} The Codex Alimentarius Commission at its Fifth Session decided that the section of the Acceptance of Codex Standards entitled "Acceptance with Minor Deviations" should be sent to governments for comments. This section would then be re-examined in the light of government comments by the Third Session of the Codex Committee on General Principles. Please see paragraphs 19-21 of the Report of the Fifth Session of the Codex Alimentarius Commission (ALINORM 68/35).

country concerned will include in its acceptance a statement of such deviations, the reasons for them, and also indicate:

- (a) whether products fully conforming to the standard may be distributed freely within its territorial jurisdiction in accordance with paragraph 4. A(i);
 - (b) whether it expects to be able to give full acceptance to the standard and, if so, when.
- B. A country which considers that it cannot accept the standard in any of the ways mentioned above should indicate:
- (i) whether products conforming to the standard may be distributed freely within its territorial jurisdiction;
 - (ii) in what ways its present or proposed requirements differ from the standard, and, if possible, the reasons for these differences.
- C. (i) A country which accepts a Codex standard according to one of the provisions of 4. A is responsible for the uniform and impartial application of the provisions of the standard as they apply to all home-produced and imported products distributed within its territorial jurisdiction. In addition, the country should be prepared to offer advice and guidance to exporters and processors of products for export to promote understanding of and compliance with the requirements of importing countries which have accepted a Codex standard according to one of the provisions of 4. A.
- (ii) Where, in an importing country, a product claimed to be in compliance with a Codex standard is found not to be in compliance with that standard, whether in respect of the label accompanying the product or otherwise, the importing country should inform the competent authorities in the exporting country of all the relevant facts and in particular the details of the origin of the product in question (name and address of the exporter), if it is thought that a person in the exporting country is responsible for such non-compliance.

**PROCEDURE FOR THE ELABORATION
OF
CODEX STANDARDS**

PROCEDURE FOR THE ELABORATION OF CODEX STANDARDS

INTRODUCTION

1. The sequence of the Procedure set out in this Document is briefly as follows. The Commission decides that a standard should be elaborated and sets up a Codex Committee or entrusts the elaboration to some other body. The Codex Committee or other body produces a draft which at this stage is a "proposed draft provisional standard." It is circulated to governments for comments and may be considered and further amended, in the case of a regional or group of countries proposal by the appropriate Co-ordinating Committee if one exists or otherwise by the Codex Committee or other body. It is then presented to the Commission as a "proposed draft provisional standard" and the Commission uses it as the basis for producing a "draft provisional standard." This is sent to governments for comments and in the light of these comments, and after further consideration by the Co-ordinating Committee or Codex Committee or other body, as the case may be, the Commission reconsiders the draft and adopts it as a "provisional standard." This is sent to governments for acceptance and when, as determined by the Commission, a sufficient number have accepted it, the "provisional standard" is printed in the Codex Alimentarius as a Codex Standard.

2. It will be open to the Commission and to the Co-ordinating Committees, Codex Committees and other bodies dealing with the preparation, amendment or adoption of a standard at Steps 4, 5, 7 and 8, of the Procedure in Parts 1 and 2 of this Document to decide that the draft be returned for further work at any appropriate previous step in the Procedure. It shall also be open to the Commission to authorize the omission of one or more of Steps 6, 7 and 8 of the Procedure in Parts 1 and 2 of this Document if it considers, without dissent, that the completion of the standard is a matter of exceptional urgency or if it notes that the standard is entirely uncontroversial and that the standard has already proved to be generally agreeable to Members of the Commission.

3. It will be open to the Commission at any stage in the elaboration of a standard to entrust any of the remaining steps to a Codex Committee or other body different from that to which it was previously entrusted.

4. It will be for the Commission itself to keep under review the revision of Codex Standards after they have been printed in the

Codex Alimentarius. The procedure for revision should, mutatis mutandis, be that laid down for the elaboration of Codex Standards.

5. The provisions set out in Part 2 of this Document, apply, mutatis mutandis, to the elaboration of Codex Standards for groups of countries specifically enumerated by the Commission.

PART 1

PROCEDURE FOR THE ELABORATION OF
WORLD-WIDE CODEX STANDARDS

STEP 1:

The Commission decides on the elaboration of a world-wide Codex Standard and decides which subsidiary body or other body should undertake the work.

STEP 2:

The subsidiary body or other body so designated prepares a proposed draft provisional standard, taking into account the work accomplished by the appropriate international organizations. The draft is sent to the Commission's Secretariat by the Chairman of the subsidiary body or other body.

STEP 3:

The proposed draft provisional standard is sent by the Commission's Secretariat to Member States and Associate Members of FAO and WHO and to the international organizations concerned in order to obtain their comments.

STEP 4:

The Commission's Secretariat sends the comments received from governments and from the international organizations concerned to the subsidiary body or other body concerned, which has the power to consider such comments and to amend the proposed draft provisional standard, if appropriate.

STEP 5:

The proposed draft provisional standard is submitted through the Secretariat to the Commission with a view to its adoption as a draft provisional standard. The Commission may, however, refer it to a special subsidiary body, set up under Rule IX. 1(a) of the Rules of Procedure, before adopting it as a draft provisional standard or may entrust the special subsidiary body with the responsibility for undertaking Steps 5, 7 and 8 of this Procedure or any part thereof.

STEP 6:

The draft provisional standard is sent by the Commission's Secretariat for comment to all Member States and Associate Members of FAO and WHO and to the international organizations concerned.

STEP 7:

The comments received from governments and from the international organizations concerned are sent by the Secretariat to the subsidiary body or other body concerned, which has the power to consider such comments and amend the draft provisional standard, if appropriate.

STEP 8:

The draft provisional standard is submitted through the Secretariat to the Commission with a view to adoption as a provisional standard.

STEP 9:

The provisional standard as adopted is sent to all Member States and Associate Members of FAO and WHO and to the international organizations concerned. Members of the Commission notify the Secretariat of their formal acceptance of the provisional standard.

STEP 10:

The provisional standard will be printed in the Codex Alimentarius as a world-wide Codex Standard when the Commission determines that a sufficient number of Members have formally accepted it.

PART 2

PROCEDURE FOR THE ELABORATION OF
REGIONAL CODEX STANDARDS

STEP 1:

On the proposal of the majority of Members belonging to a given region submitted at a session of the Codex Alimentarius Commission, the Commission decides on the elaboration of a Codex Standard for the region concerned and decides which subsidiary body or other body should undertake the work.

STEP 2:

The subsidiary body or other body so designated prepares a proposed draft provisional standard, taking into account the work accomplished by the appropriate international organizations. The draft is sent to the Commission's Secretariat by the Co-ordinator for the region concerned if a Co-ordinator has been appointed; if no Co-ordinator has been appointed, the draft is sent by the Chairman of the subsidiary body or other body.

STEP 3:

The proposed draft provisional standard is sent by the Commission's Secretariat to Member States and Associate Members of FAO and WHO and to the international organizations concerned in order to obtain their comments.

STEP 4:

If the Commission has appointed a Co-ordinating Committee for the region concerned, the comments received from governments and from the international organizations concerned are sent by the Secretariat to that Committee, which has the power to consider such comments and amend the proposed draft provisional standard, if appropriate. 1/ If a Co-ordinating Committee has not been appointed, the Secretariat sends the comments received from governments and from the international organizations concerned to the subsidiary body or other body concerned, which has the power to consider such comments and to amend the proposed draft provisional standard, if appropriate.

STEP 5:

The proposed draft provisional standard is submitted through the Secretariat to the Commission with a view to adoption as a draft provisional standard for the region concerned. At the appropriate session of the Commission, all Members may present their comments, take part in the debate and propose amendments but only the majority of the Members of the region concerned can decide to amend and adopt the draft.

1/ The meeting of the Co-ordinating Committee could take place immediately before or during the session of the Commission.

STEP 6:

The draft provisional standard for the region concerned is sent by the Commission's Secretariat for comment to all Member States and Associate Members of FAO and WHO and to the international organizations concerned.

STEP 7:

If the Commission has appointed a Co-ordinating Committee for the region concerned, the comments received from governments and from the international organizations concerned are sent by the Secretariat to that Committee which has the power to consider such comments and amend the draft provisional standard, if appropriate. 1/ If a Co-ordinating Committee has not been appointed, the Secretariat sends the comments received from governments and from the international organizations concerned to the subsidiary body or other body concerned, which has the power to consider such comments and to amend the draft provisional standard, if appropriate.

STEP 8:

The draft provisional standard is submitted through the Secretariat to the Commission with a view to adoption as a provisional standard for the region concerned. At the appropriate session of the Commission, all Members may present their comments, take part in the debate and propose amendments but only the majority of Members of the region concerned can decide to amend and adopt the draft.

STEP 9:

The provisional standard as adopted is sent to all Member States and Associate Members of FAO and WHO and to the international organizations concerned. The Members of the region concerned notify the Commission's Secretariat of their formal acceptance of the provisional standard; other Members of the Commission may likewise notify the Secretariat of their formal acceptance of the provisional standard or of any other measures they propose to adopt with respect thereto, and also submit any observations as to its application.

1/ The meeting of the Co-ordinating Committee could take place immediately before or during the session of the Commission.

STEP 10:

The provisional standard will be printed in the Codex Alimentarius as a Codex Standard for the region concerned when the Commission determines that a sufficient number of Members of that region have formally accepted it.

STEP 11:

The Codex Standard may be printed in the Codex Alimentarius as a world-wide Codex Standard when the Commission determines that a sufficient number of Members have formally accepted it.

**PROCEDURE FOR THE ELABORATION
OF
MILK AND MILK PRODUCT STANDARDS**

PROCEDURE FOR THE ELABORATION OF
MILK AND MILK PRODUCT STANDARDS

STEP 1:

The Committee of Government Experts concerning Milk and Milk Products decides on the elaboration of an international standard, collects information from the Governments concerned on their national standards and other relative data and forwards copies of this information to the International Dairy Federation for the development of the first draft of an international standard.

STEP 2:

The IDF prepares a provisional standard taking into account any information supplied by Member Governments or otherwise available. A report, accompanied by the provisional standard, is sent to the Committee's Secretariat by IDF for distribution to Member States of FAO and WHO as a working paper for the next session of the Committee.

STEP 3:

The Committee's conclusions on the provisional standard together with the provisional standard as may be amended by the Committee, are published in the report of the session and are sent by the Secretariat to Member States of FAO and WHO for comment.

STEP 4:

The Committee considers the provisional standard in the light of government comments and amends or revises the provisional standard, if appropriate.

STEP 5: 1/

The provisional standard as amended is sent out to governments for further comments.

1/ It shall be open to the Committee to authorize the omission of Steps 5 and 6 of the Procedure if it considers, without dissent, that the completion of the standard is a matter of exceptional urgency or if it notes that the standard is entirely uncontroversial and that the standard has already proved to be generally agreeable to the Committee. .

STEP 6: 1/

The Committee further considers the provisional standard in the light of government comments and adopts the final text of the provisional standard.

STEP 7:

The final text of the provisional standard is submitted by the Secretariat to governments for acceptance.

STEP 8:

The standard is printed in the Code of Principles or the Codex Alimentarius as appropriate when the Committee determines that a sufficient number of Members have formally accepted it.

1/ It shall be open to the Committee to authorize the omission of Steps 5 and 6 of the Procedure if it considers, without dissent, that the completion of the standard is a matter of exceptional urgency or if it notes that the standard is entirely uncontroversial and that the standard has already proved to be generally agreeable to the Committee.

**FORMAT
OF
CODEX COMMODITY STANDARDS**

FORMAT FOR CODEX COMMODITY STANDARDS INCLUDING
STANDARDS ELABORATED UNDER THE CODE OF PRINCIPLES
CONCERNING MILK AND MILK PRODUCTS

Introduction

The Format also intended for use as a guide by the subsidiary bodies of the Codex Alimentarius Commission in presenting their standards, with the object of achieving, as far as possible, a uniform presentation of commodity standards. The Format also indicates the statements which should be included in standards as appropriate under the relevant headings of the standard. The sections of the Format require to be completed in a standard only insofar as such provisions are appropriate to an international standard for the food in question.

NAME OF THE STANDARD

SCOPE

DESCRIPTION

ESSENTIAL COMPOSITION AND QUALITY FACTORS

FOOD ADDITIVES

CONTAMINANTS

HYGIENE

WEIGHTS AND MEASURES

LABELLING

METHODS OF ANALYSIS AND SAMPLING

Notes on the Headings

NAME OF THE STANDARD

The name of the standard should be clear and as concise as possible. It should usually be the common name by which the food covered by the standard is known or, if more than one food is dealt with in the standard, by a generic name covering them all. If a fully informative title should be inordinately long, a subtitle could be added.

SCOPE

This section should contain a clear, concise statement as to the food or foods to which the standard is applicable unless this is self-explanatory in the name of the standard. In the case of a general standard covering more than one specific product, it should be made clear as to which specific products the standard applies.

DESCRIPTION

This section should contain a definition of the product or products with an indication, where appropriate, of the raw materials from which it is derived and any necessary references to processes of manufacture. It may also include references to types and styles of product and to type of pack. There may also be additional definitions when these are required to clarify the meaning of the standard.

ESSENTIAL COMPOSITION AND QUALITY FACTORS

This section should contain all quantitative and other requirements as to composition including, where necessary, identity characteristics, provisions on packing media and requirements as to compulsory and optional ingredients. It should also include quality factors which are essential for the designation, definition or composition of the product concerned. Such factors could include the quality of the raw material, with the object of protecting the health of the consumer, provisions on taste, odor, color and texture which may be apprehended by the senses, and basic quality criteria for the finished products, with the object of preventing fraud. Such factors do not, at this stage, include grades or quality classes. This section may also include tolerances for defects, such as blemishes or imperfect material.

FOOD ADDITIVES

This section should contain the names of the additives permitted and, where appropriate, the maximum amount permitted in the food. It should be prepared in accordance with paragraph 13(b) of the Guidelines for Codex Committees and may take the following form:

"The following provisions in respect of food additives and their specifications as contained in section of the Codes Alimentarius are subject to endorsement have been endorsed by the Codex Committee on Food Additives."

Then should follow a tabulation, viz. :

"Name of additive, (maximum) level of use (in percentage or mg/kg)."

CONTAMINANTS

(a) Pesticide Residues: This section should include, by reference, any levels for pesticide residues that have been laid down by the Codex Committee on Pesticide Residues for the product concerned.

(b) Other Contaminants: In addition, this section should contain the names of other contaminants and where appropriate the maximum level permitted in the food, and the text to appear in the standard may take the following form:

"The following provisions in respect of contaminants, other than pesticide residues, are subject to endorsement have been endorsed by the Codex Committee on Food Additives."

Then should follow a tabulation, viz. :

"Name of contaminant, maximum level (in percentage or mg/kg)."

HYGIENE

Any specific mandatory hygiene provisions considered necessary should be included in this section. They should be prepared in accordance with paragraph 13(d) of the Guidelines for Codex Committees. Reference should also be made to applicable codes of hygienic practice. Any parts of such codes, including in particular any end-product specifications, should be set out in the standard, if it is considered necessary that they should be made mandatory. The following statement should also appear:

"The following provisions in respect of the food hygiene of this product are subject to endorsement have been endorsed by the Codex Committee on Food Hygiene."

WEIGHTS AND MEASURES

This section should include all provisions, other than labelling provisions, relating to weights and measures, e.g., where appropriate, fill of container, weight, measure or count of units determined by an appropriate method of sampling and analysis. Weights and measures should be expressed in S.I. units. In the case of standards which include provisions for the sale of products in standardized amounts, e.g., multiples of 100 grams, S.I. units should be used, but this would not preclude additional statements in the standards of these standardized amounts in approximately similar amounts in other systems of weights and measures.

LABELLING

This section should include all the labelling provisions contained in the standard and should be prepared in accordance with paragraph 13(a) of the Guidelines for Codex Committees. Provisions should be included either specifically or by reference to the appropriate paragraphs of the General Standard for the Labelling of Prepackaged Foods. The section may also contain provisions which are exemptions from, additions to, or which are necessary for the interpretation of the General Standard in respect of the product concerned. The following statement should also appear:

"The following provisions in respect of the labelling of this product are subject to endorsement have been endorsed by the Codex Committee on Food Labelling."

METHODS OF ANALYSIS AND SAMPLING

This section should include, either specifically or by reference, all methods of analysis and sampling considered necessary and should be prepared in accordance with paragraph 13(c) of the Guidelines for Codex Committees. If two or more methods have been proved to be equivalent by the Codex Committee on Methods of Analysis and Sampling, these could be regarded as alternative and be included in this section either specifically or by reference. The following statement should also appear:

"The methods of analysis and sampling described hereunder are international referee methods which are to be endorsed have been endorsed by the Codex Committee on Methods of Analysis and sampling."

**GUIDELINES
FOR
CODEX COMMITTEES**

GUIDELINES FOR CODEX COMMITTEES

INTRODUCTION

1. By virtue of Article 6 of the Statutes of the Codex Alimentarius Commission and Rule IX. 1(b)(1) of its Rules of Procedure, the Commission has established a number of Codex Committees to prepare standards in accordance with the Procedure for the Elaboration of Codex Standards. The Commission has specified for each Codex Committee whether the standards are to be world-wide or for a given region. The Rules of Procedure of the Commission shall apply, mutatis mutandis, to Codex Committees.

COMPOSITION OF CODEX COMMITTEES

Membership

2. Membership of Codex Committees elaborating world-wide standards is open to Members of the Commission who have notified the Director-General of FAO or WHO of their desire to be considered as members thereof or to selected members designated by the Commission. Membership of Codex Committees established to elaborate regional or group of countries standards is open only to Members of the Commission belonging to the region or group of countries concerned.

Observers

3. Any other Member of the Commission or any Member or Associate Member of FAO or WHO which has not become a Member of the Commission may participate as an observer at any Codex Committee if it has notified the Director-General of FAO or WHO of its wish to do so. Such countries may participate fully in the discussions of the Committee and shall be provided with the same opportunities as other Members to express their point of view (including the submission of memoranda), but without the right to vote or to move motions either of substance or of procedure. International organizations which have formal relations with either FAO or WHO should also be invited to attend in an observer capacity sessions of those Codex Committees which are of interest to them.

ORGANIZATION AND DUTIES

Chairmanship

4. The Codex Alimentarius Commission will designate a member country of the Commission, which has indicated its willingness to accept financial and all other responsibility, as having responsibility for appointing a chairman of the Committee. The member country concerned is responsible for appointing the chairman of the Committee from among its own nationals. Should this person for any reason be unable to take the chair, the member country concerned shall designate another person to perform the functions of the chairman for as long as the chairman is unable to do so. A Committee may appoint at any session one or more rapporteurs from among the delegates present.

Secretariat

5. A member country to which a Codex Committee has been assigned is responsible for providing all conference services including the secretariat. The secretariat should have adequate stenographic and typing staff able to work easily in the languages used at the session and should have at its disposal adequate typing 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 Committee, then the services of a translator should be available. The Committee secretariat is charged with the preparation of the draft report in consultation with the rapporteurs, if any. Where necessary, assistance will be given by the representatives of FAO and WHO attending the meeting in the drafting of the report.

Duties and Terms of Reference

6. The duties of a Codex Committee shall include:
- (a) the drawing up of a list of priorities, as appropriate, among the subjects and products within its terms of reference,
 - (b) consideration of the types of product to be covered by standards, e.g., whether materials for further processing into food should be covered,

- (c) preparation of draft Codex standards within its terms of reference,
- (d) reporting to each session of the Commission on the progress of its work and, where necessary, on any difficulties caused by its terms of reference, together with suggestions for their amendment.

SESSIONS

Invitations and Provisional Agenda

7. (a) Sessions of Codex Committees will be convened by the Directors-General of FAO and WHO in consultation with the chairman of the respective Codex Committee. The chairman concerned should send drafts of the letter of invitation and provisional agenda to the Chief, FAO/WHO Food Standards Program, FAO, Rome, for issue by the Directors-General to all Members and Associate Members of FAO and WHO, Codex Contact Points and interested international organizations in accordance with the official mailing lists of FAO and WHO. Draft invitations and Provisional Agenda should be sent to FAO at least three months before the date of the meeting. Chairmen should, before submitting the drafts, inform and consult with the national Codex Contact Point where one has been established, and, if necessary, obtain clearance from the national authorities concerned (Ministry of Foreign Affairs, Ministry of Agriculture, Ministry of Health, or as the case may be). If the Directors-General wish to propose amendments, the chairman of the Committee concerned should be consulted before these are made. The draft invitation and Provisional Agenda submitted by the chairman will be translated by FAO/WHO into the working languages of the Commission.

(b) Invitations will be issued in the working languages of the Commission and drafts should include the following:

- (i) title of the Codex Committee,
- (ii) time and date of opening and date of the closing of the session,
- (iii) place of the session,
- (iv) languages to be used and arrangements for interpretation, i. e., whether simultaneous or not,
- (v) if appropriate, information on hotel accommodation,
- (vi) request for the names of the chief delegate and other members of the delegation, and for information on whether the chief delegate of a government will be attending as a representative or in the capacity of an observer.

Replies to invitations will normally be requested to be sent to reach the chairman as early as possible and in any case not less than 30 days before the session. A copy should also be sent to the Chief, FAO/WHO Food Standards Program, 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.

(c) The Provisional Agenda should state the time, date and place of meeting and should include the following items:

- (i) adoption of the agenda,
- (ii) if considered necessary, election of rapporteurs,
- (iii) items relating to subject matter to be discussed, including, where appropriate, the step in the Commission's Procedure for the Elaboration of Standards at which the item is being dealt with at the session. There should also be reference to the Committee papers relevant to the item,
- (iv) any other business,
- (v) consideration of date and place of next session,
- (vi) adoption of draft report.

The work of the Committee and the length of the meeting should be so arranged as to leave sufficient time at the end of the session for a report of the Committee's transactions to be agreed.

Organization of work

8. A Codex Committee may assign specific tasks to countries, groups of countries or to international organizations represented at meetings of the Committee and may ask member countries and international organizations for views on specific points. A Codex Committee may not set up formal sub-committees, whether open to all Members of the Commission or not, without the specific approval of the Commission.

Preparation and distribution of papers

9. (a) Papers for a session should be sent by the chairman of the Codex Committee concerned at least two months before the opening of the session to the following: (i) all Codex Contact Points, (ii) chief delegates of member countries, of observer countries and of international organizations, and (iii) 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 Chief, FAO/WHO Food Standards Program, FAO, Rome.

(b) Papers for a session prepared by participants must be drafted in one of the working languages of the Commission, which should, if possible, be one of the languages used in the Codex Committee concerned. These papers should be sent to the chairman of the Committee, with a copy to the Chief, FAO/WHO Food Standards Program, FAO, Rome, in good time (see paragraph 9(a)) to be included in the distribution of papers for the session.

(c) Documents circulated at a session of a Codex Committee, other than draft documents prepared at the session and ultimately issued in a final form, should subsequently receive the same distribution as other papers prepared for the Committee.

(d) Codex Contact Points will be responsible for ensuring that papers are circulated to those concerned within their own country and for ensuring that all necessary action is taken by the date specified.

(e) Committee chairmen should assign consecutive reference numbers in suitable series to all documents of Codex Committees. The reference number should appear at the top right-hand corner of the first page together with a statement of the language in which the document was prepared and the date of its preparation. A clear statement should be made of the provenance (origin or author country) of the paper immediately under the title. The text should be divided into numbered paragraphs.

(f) Members of Codex Committees should advise the Committee chairman through their Codex Contact Point of the number of copies of documents normally required.

(g) 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.

Conduct of meetings

10. (a) Meetings of Codex Committees, apart from formal opening proceedings, should be open only to accredited delegates and observers and to members of the secretariat and its ancillary staff unless the Committee decides otherwise. Member countries responsible for Codex Committees shall decide who should open meetings on their behalf. The chairman should invite observations from members of the Committee concerning the Provisional Agenda and in the light of such observations formally request the Committee to adopt the Provisional Agenda or the amended agenda. Meetings should be conducted in accordance with the Rules of Procedure of the Codex Alimentarius Commission. Attention is particularly drawn to Rule VI. 7 which reads: "The provisions of Rule XII of the General Rules of FAO shall apply mutatis mutandis to all matters which are not specifically dealt with under Rule VI of the present Rules." Rule XII of the General Rules of FAO, a copy of which will be supplied to all chairmen of Codex Committees, gives full instructions on the procedures to be followed in dealing with voting, points of order, adjournment and suspension of meetings, adjournment and closure of discussions on a particular item, reconsideration of a subject already decided and the order in which amendments should be dealt with.

(b) Chairmen of Codex Committees should ensure that all questions are fully discussed. Chairmen should also ensure that the written comments of members not present at the session are considered by the Committee; that all issues are put clearly to the Committee. This can usually best be done by stating what appears to be the generally acceptable view and asking delegates whether they have any objection to its being adopted. The chairmen should always try to arrive at a consensus and should not ask the Committee to proceed to voting if agreement on the Committee's decision can be secured by consensus.

(c) Delegations and delegations from observer countries who wish their opposition to a decision of the Committee to be recorded may do so, whether the decision has been taken by a vote or not, by asking for a statement of their position to be contained in the report of the Committee. This statement should not merely use a phrase such as: "The delegation of X reserved its position" but should make clear the extent of the delegation's opposition to a particular decision of the Committee and state whether they were simply opposed to the decision or wished for a further opportunity to consider the question.

(d) Only the chief delegates of member countries, or of observer countries or of international organizations have the right to speak unless they authorize other members of their delegations to do so.

Reports

11. (a) In preparing reports, the following points shall be borne in mind:

- (i) decisions should be clearly stated; all decisions on draft standards should be accompanied by an indication of the step in the Procedure that the standards have reached;
- (ii) if action has to be taken before the next meeting of the Committee, the nature of the action, who is to take it and when the action must be completed should be clearly stated;
- (iii) where matters require attention by other Codex Committees, this should be clearly stated;
- (iv) if the report is of any length, summaries of points agreed and the action to be taken should be included at the end of the report.

(b) The following appendices should be attached to the report:

- (i) list of participants with full postal addresses,
- (ii) draft standards with an indication of the step in the Procedure which has been reached.

(c) The secretariat of a Codex Committee 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, are sent to all participants, all Codex Contact Points and to the Chief, FAO/WHO Food Standards Program, FAO, Rome, who should receive 20 copies in each language used at the session.

DRAWING UP OF CODEX STANDARDS

12. A Codex Committee, in drawing up standards, should bear in mind the following:

- (a) the guidance given in the General Principles of the Codex Alimentarius;

- (b) that all standards should have a preface containing the following information:
 - (i) the description of the standard,
 - (ii) references including the step which the standard has reached in the Commission's Procedures for the Elaboration of Standards, together with the date on which the draft was approved,
 - (iii) matters in the draft standard requiring endorsement or action by other Codex Committees;

- (c) that for standards for a product which includes a number of sub-categories, e.g., cheese, the Committee may either draft a general standard and then draft standards for sub-categories, with different composition requirements, e.g., "full fat cheese," "skimmed milk cheese" within the general standard or draft standards for a series of sub-categories without any general standard. In either case, such standards should contain clear designations for the sub-categories;

- (d) that, in general, it should not be necessary to change the name of a food solely because of the presence of a permitted food additive. However, in some instances, where the additive results in a significant change in the product, appropriate labelling may be required in addition to the listing of the additive among the declaration of ingredients.

RELATIONS BETWEEN COMMODITY COMMITTEES AND
GENERAL COMMITTEES

13. Codex Committees may ask the advice and guidance of the Committees on Food Labelling, Food Additives, Methods of Analysis and Sampling, and Food Hygiene, on any points coming within their province.

Food Labelling

(a) Codex Commodity Committees should prepare a section on labelling in each draft commodity standard and this section should contain all the labelling provisions of the standard. Provisions should be included either specifically or by reference to the appropriate paragraphs of the General Standard for the Labelling of Prepackaged Foods. All Codex commodity standards should be

referred to the Codex Committee on Food Labelling at Step 3 of the Procedure for the Elaboration of Codex Standards, though such reference should not be allowed to delay the progress of the standard to the subsequent steps of the Procedure. All labelling provisions will require to be endorsed by the Codex Committee on Food Labelling. When commodity standards are sent to governments for comment at Step 3, they should contain a statement that the labelling provisions are subject to endorsement by the Codex Committee on Food Labelling.

Food Additives

(b) Codex Commodity Committees should prepare a section on food additives in each draft commodity standard and this section should contain all the provisions in the standard relating to food additives. The section should include the names of those additives which are considered to be technologically necessary or which are widely permitted for use in the food within limits, where appropriate. All provisions in respect of food additives contained in Codex commodity standards should be referred to the Codex Committee on Food Additives at Step 3 of the Procedure for the Elaboration of Codex Standards, though such reference should not be allowed to delay the progress of the standard to the subsequent steps of the Procedure. All provisions in respect of food additives will require to be endorsed by the Codex Committee on Food Additives. When commodity standards are sent to governments for comment at Step 3, they should contain a statement that the provisions in respect of food additives are subject to endorsement by the Codex Committee on Food Additives and to any general list of food additives drawn up by that Committee.

Methods of Analysis and Sampling

(c) When Codex Committees have included provisions on methods of analysis or sampling in a Codex commodity standard, these should be referred to the Codex Committee on Methods of Analysis and Sampling at Step 3 of the Procedure for the Elaboration of Codex Standards, though such reference should not be allowed to delay the progress of the standard to the subsequent steps of the Procedure. All provisions in respect of analysis and sampling will require to be endorsed by the Codex Committee on Methods of Analysis and Sampling. When commodity standards containing provisions on methods of analysis or sampling are sent to governments for comment at Step 3, they should contain a statement that these provisions are subject to endorsement by the Codex Committee on Methods of Analysis and Sampling.

Food Hygiene

(d) When Codex Committees have included provisions relating to hygiene in a Codex commodity standard, these should be referred to the Codex Committee on Food Hygiene at Step 3 of the Procedure for the Elaboration of Codex Standards, though such reference should not be allowed to delay the progress of the standard to the subsequent steps of the Procedure. All provisions in respect of hygiene will require to be endorsed by the Codex Committee on Food Hygiene. When commodity standards containing provisions on hygiene are sent to governments for comments at Step 3, they should contain a statement that these provisions are subject to endorsement by the Codex Committee on Food Hygiene.

Quick Frozen Foods

(e) When Codex Committees have elaborated Codex commodity standards for quick frozen food products, these should be referred to the Joint ECE/Codex Alimentarius Group of Experts on Standardization of Quick-Frozen Foods at Step 3 of the Procedure for the Elaboration of Codex Standards for comment by the Group of Experts.

**SUBSIDIARY BODIES
OF THE
CODEX ALIMENTARIUS COMMISSION**

LIST OF SUBSIDIARY BODIES OF THE
CODEX ALIMENTARIUS COMMISSION

A. SUBSIDIARY BODY UNDER RULE IX. 1(a)

1. Joint FAO/WHO Committee of Government Experts on
the Code of Principles concerning Milk and Milk
Products

This Committee met for the first time in September 1958. It has been convened regularly each year since 1958 and held its latest session, the Eleventh, in June 1968. The Committee elaborated the "Code of Principles concerning Milk and Milk Products and Associated Standards." The latest edition of the Code was the sixth, published in 1968. To date, fourteen standards of composition and five standard reference methods of sampling and analysis have been issued under the Code of Principles. The Code has been accepted by 71 countries either in full or in part or for implementation within a given period of time. Standards of composition and standard methods of sampling and analysis for milk and milk products have been accepted by a large majority of the countries adhering to the Code of Principles.

B. SUBSIDIARY BODIES UNDER RULE IX. 1(b)(1)

I. World-wide general subject Codex Committees

1. Codex Committee on Food Additives

- Host Government: Netherlands
- Sessions:

1st, The Hague, 19-22 May 1964
2nd, The Hague, 10-14 May 1965
3rd, The Hague, 9-13 May 1966
4th, The Hague, 11-15 Sept. 1967
5th, Arnhem, 18-22 March 1968

- Responsibility:

To endorse or establish permitted levels of use for individual food additives and maximum permitted levels for contaminants in specific

food items. The preparation of lists of food additives for toxicological evaluation by the Joint FAO/WHO Expert Committee on Food Additives.

2. Codex Committee on Food Hygiene

- Host Government: U. S. A.

- Sessions:

1st, Washington D.C., 27-28 May 1964

2nd, Rome, 14-16 June 1965

3rd, Rome, 31 May - 3 June 1966

4th, Washington D.C., 12-16 June 1967

5th, Washington D.C., 6-19 May 1968

- Terms of reference:

(a) to draft basic provisions on food hygiene applicable to all food;

(b) (i) to consider, amend if necessary, and endorse provisions on hygiene prepared by Codex Commodity Committees and contained in Codex commodity standards, or

(ii) to draft provisions on hygiene in respect of a particular food coming within the terms of reference of a Codex Commodity Committee at the request of that Committee;

(c) to draft, where necessary, provisions on hygiene in respect of any food not assigned to any Codex Commodity Committee;

(d) to consider specific hygiene problems assigned to it by the Commission.

3. Codex Committee on Food Labelling

- Host Government: Canada

- Sessions:

1st, Ottawa, 21-25 June 1965

2nd, Ottawa, 25-29 July 1966

3rd, Ottawa, 26-30 June 1967

- Terms of reference:

- (a) to draft provisions on labelling applicable to all foods;
- (b) to consider, amend if necessary, and endorse draft specific provisions on labelling prepared by the Codex Commodity Committees drafting commodity standards;
- (c) to study specific labelling problems assigned to it by the Commission.

4. Codex Committee on General Principles

- Host Government: France

- Sessions:

1st, Paris, 4-8 October 1965

2nd, Paris, 16-19 October 1967

- Responsibility:

To deal with such procedural and general matters as are referred to it by the Codex Alimentarius Commission. At its last two sessions the Committee established the General Principles which define the purpose and scope of the Codex Alimentarius, the nature of Codex Standards and the forms of acceptance by countries of Codex Standards.

5. Codex Committee on Methods of Analysis and Sampling

- Host Government: Federal Republic of Germany

- Session:

1st, Berlin, 23-24 September 1965

2nd, Berlin, 20-23 September 1966

3rd, Berlin, 24-27 October 1967

- Terms of reference:

- (a) to specify standard methods which are generally applicable to a number of foods;
- (b) (i) to consider, amend if necessary, and endorse, draft methods proposed by Codex Committees in the drafting of Codex standards, or

- (ii) to develop at the request of and in collaboration with such Committees such methods for subsequent endorsement by it;
- (c) to revise as necessary such methods; and,
- (d) to consider specific sampling and analysis problems assigned to it by the Commission.

6. Codex Committee on Pesticide Residues

- Host Government: Netherlands

- Sessions:

1st, The Hague, 17-21 January 1966

2nd, The Hague, 18-22 September 1967

- Responsibility:

To propose international tolerances for pesticide residues in specific foods. A further responsibility is the preparation of a list of priorities of those pesticide residues found in food commodities entering international trade for toxicological evaluation by the WHO Expert Committee on Pesticide Residues and examination by the FAO Working Party on Pesticides.

II. World-wide Codex Commodity Committees

1. Codex Committee on Cocoa Products and Chocolate

- Host Government: Switzerland

- Sessions:

1st, Neuchâtel, 5-6 November 1963

2nd, Montreux, 22-24 April 1964

3rd, Zürich, 10-12 March 1965

4th, Berne, 15-17 March 1966

5th, Lugano, 9-12 May 1967

- Responsibility:

To elaborate world-wide standards for cocoa products and chocolates.

2. Codex Committee on Sugars

- Host Governments: U.K.

- Sessions:

1st, London, 3-5 March 1964

2nd, London, 2-4 March 1965

3rd, London, 1-3 March 1966

4th, London, 18-21 April 1967

- Responsibility:

To elaborate world-wide standards for all types of sugars and sugar products.

3. Codex Committee on Processed Fruits and Vegetables

- Host Government: U.S.A.

- Sessions:

1st, Washington D.C., 29-30 May 1964

2nd, Rome, 8-11 June 1965

3rd, Rome, 6-10 June 1966

4th, Washington D.C., 19-23 June 1967

5th, Washington D.C., 13-17 May 1968

- Terms of reference:

To elaborate world-wide standards for all types of processed fruits and vegetables including dried products, canned dried peas and beans, jams and jellies, but not dried prunes, or fruit and vegetables juices.

4. Codex Committee on Fats and Oils

- Host Government: U.K.

- Sessions:

1st, London, 25-27 February 1964

2nd, London, 6-8 April 1965

3rd, London, 29 March - 1 April 1966

4th, London, 24-28 April 1967

- Responsibility:

To elaborate world-wide standards for fats and oils of animal, vegetable and marine origin including margarine and olive oil.

5. Codex Committee on Meat and Meat Products

- Host Government: Federal Republic of Germany

- Sessions:

1st, Kulmbach, 28-30 October 1965

2nd, Kulmbach, 5-8 July 1966

3rd, Kulmbach, 15-17 November 1967

- Terms of reference:

To elaborate world-wide standards for:

(1) classification and grading of carcasses and cuts of beef, lamb, mutton, pork and veal;

(2) definitions, labelling and other requirements for such processed meat products as the Codex Committee might feel desirable excluding poultry and processed poultry products.

- Sub-Committees:

I on Cutting Methods and Cuts of Carcasses.

Host Government: Federal Republic of Germany

IV on Processed Meat Products

Host Government: Denmark

- Sessions:

Sub-Committee I:

1st, München, 7-9 December 1965

2nd, Kulmbach, 13-14 November 1967

Sub-Committee IV:

1st, Kulmbach, 4-5 July 1966

2nd, Copenhagen, 2-6 October 1967

6. Codex Committee on Fish and Fishery Products

- Host Government: Norway
- Sessions:
1st, Bergen, 29 August - 2 September 1966
2nd, Bergen, 9-13 October 1967
- Terms of reference:
To elaborate world-wide standards for fresh, frozen (including quick (deep) frozen) or otherwise processed fish, crustaceans and molluscs.

7. Codex Committee on Poultry Meat

- Host Government: U. S. A.
- Sessions:
None
- Terms of reference:
 - (a) to elaborate world-wide standards of identity and quality for fresh, frozen (including quick (deep) frozen) and other otherwise processed poultry and poultry meat products;
 - (b) to elaborate definitions, labelling and other requirements for such processed poultry and poultry meat products as the Codex Committee might think desirable.

8. Codex Committee on Foods for Special Dietary Uses

- Host Government: Federal Republic of Germany
- Sessions:
1st, Freiburg in Breisgau, 2-5 May 1966
2nd, Freiburg in Breisgau, 6-10 November 1967
- Responsibility:
To elaborate world-wide standards and general principles for foods for special dietary uses.

III. Regional Codex Committee (Europe)

1. Codex Committee on Natural Mineral Waters

- Host Government: Switzerland
- Sessions:
 - 1st, Baden/Aarzan, 24-25 February 1966
 - 2nd, Montreux, 6-7 July 1967
 - 3rd, Bad Ragaz, 7-9 May 1968
- Responsibility:
 - To elaborate regional standards for natural mineral waters.

C. SUBSIDIARY BODY UNDER RULE IX.1(b)(2)

1. FAO/WHO Co-ordinating Committee for Europe

This Committee is open to all Member Governments of FAO and/or WHO within the geographic area of Europe, including Israel, Turkey and the U. S. S. R., and its Chairman is, *ex officio*, the Co-ordinator for Europe.

The Committee exercises general co-ordination in the preparation of standards relating to the region of Europe, in particular standards for honey, edible fungi, broths and soups and edible ices, and exercises such other functions as may be entrusted to it. To date the Co-ordinating Committee for Europe has held five meetings: 1-2 July 1965 in Berne, 20 October 1965 in Rome, 24-27 May 1966 in Vienna, 8 November 1966 in Rome and 6-8 September 1967 in Vienna.

D. JOINT ECE/CODEX ALIMENTARIUS GROUP OF EXPERTS ON STANDARDIZATION OF QUICK (DEEP) FROZEN FOODS 1/

- Sessions:
 - 1st, Geneva, 6-10 September 1965
 - 2nd, Geneva, 5-9 September 1966
 - 3rd, Rome, 18-22 September 1967

1/ These Committees are not subsidiary bodies under any specific rule of the Codex Alimentarius Commission but follow the same procedure as Codex Commodity Committees for the elaboration of Codex standards.

- Terms of reference:

The Joint ECE/Codex Alimentarius Group of Experts on the standardization of Quick (Deep) Frozen Foods will be responsible for the development of standards for quick (deep) frozen foods in accordance with the General Principles of the Codex Alimentarius. The Joint Group will be responsible for general considerations, definitions, a framework of individual standards for quick (deep) frozen food products and for the actual elaboration of standards for quick (deep) frozen food products not specifically allotted by the Commission to another Codex Committee, such as Fish and Fishery Products, Meat and Meat Products, and Poultry and Poultry Meat Products. Standards drawn up by Codex Commodity Committees for quick (deep) frozen foods should be in accordance with the general standard laid down by the Joint ECE/Codex Alimentarius Group of Experts on the Standardization of Quick (Deep) Frozen Foods and should, at an appropriate stage, be referred to it for co-ordination purposes.

E. JOINT ECE/CODEX ALIMENTARIUS GROUP OF EXPERTS
ON STANDARDIZATION OF FRUIT JUICES 1/

- Sessions:

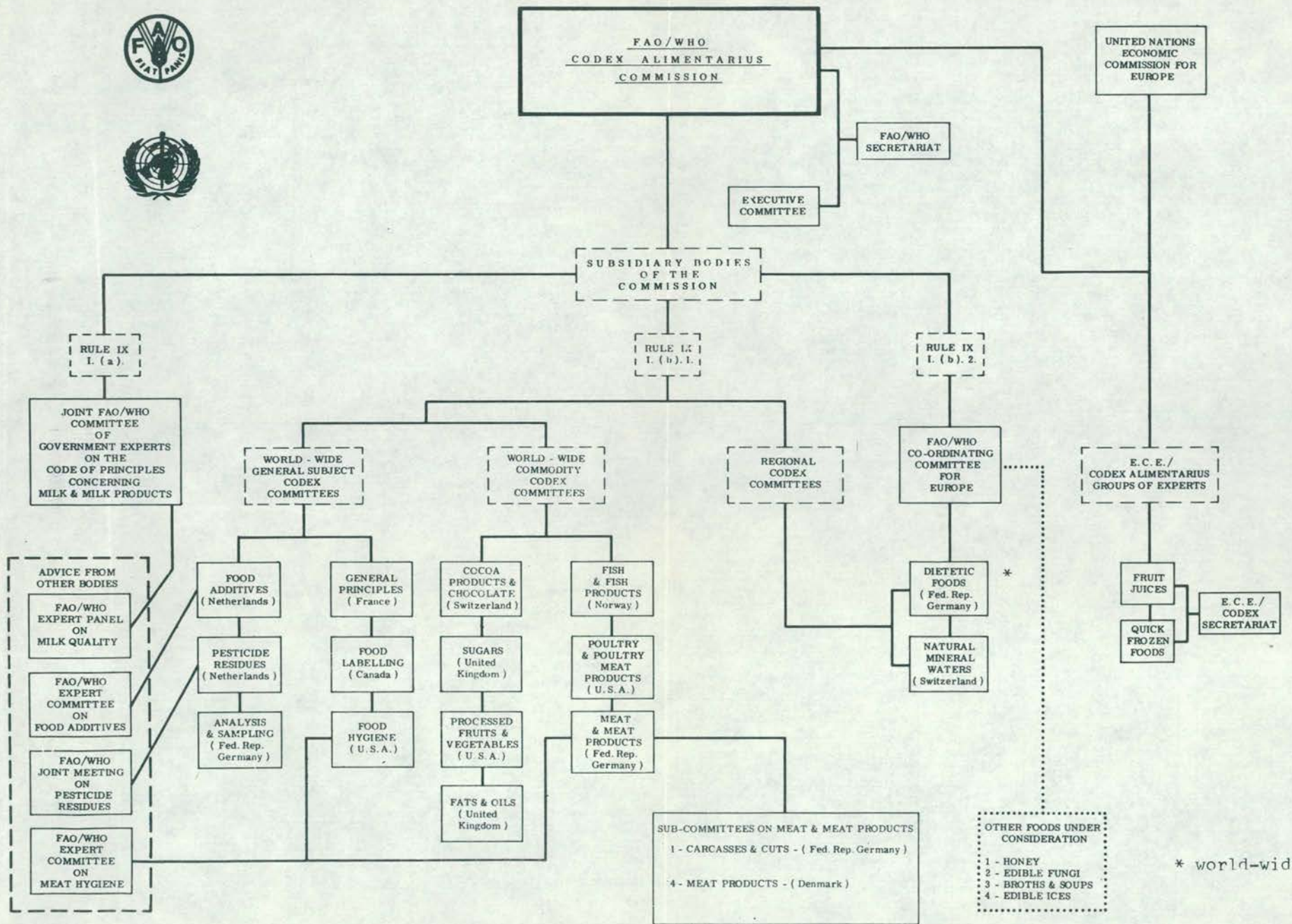
- 1st, Geneva, 6-10 April 1964
- 2nd, Geneva, 29 March - 2 April 1965
- 3rd, Geneva, 21-25 February 1966
- 4th, Geneva, 10-14 April 1967
- 5th, Rome, 25-29 March 1968

- Responsibility:

To elaborate world-wide standards for fruit juices.

1/ These Committees are not subsidiary bodies under any specific rule of the Codex Alimentarius Commission but follow the same procedure as Codex Commodity Committees for the elaboration of Codex standards.

JOINT FAO/WHO FOOD STANDARDS PROGRAM



**CODEX CONTACT POINTS
AND
MEMBERS OF THE COMMISSION**

LIST OF CODEX CONTACT POINTS AND MEMBERS OF
THE COMMISSION

<u>MEMBERS</u>	<u>Codex Contact Point</u>
ARGENTINA	Ing. J. H. Piazzì Coordinador del Codex Alimentarius Secretaría de Industria y Comercio Diagonal Julio A. Roca 651 - 5º piso Buenos Aires
AUSTRALIA	Ivan H. Smith Assistant Director Department of Primary Industry Canberra A. C. T.
AUSTRIA	Dr. R. Wildner Ministry of Social Affairs Stubenring 1 Vienna 1010
BELGIUM	Comité belge du Codex Alimentarius Service des Organisations multilatérales (B/OM) Direction générale des Relations économiques extérieures Ministère des affaires étrangères 2, rue Quatre-Bras Bruxelles I
BRAZIL	Divisão de Conferencias, Organismos e Assuntos Gerais Secretaria Geral Adjunta para Organismo Organismos Internacionais Ministerio das Relações Exteriores Av. Marechal Floriano 196, Palácio Itmaraty Rio de Janeiro
BULGARIA	Monsieur le Ministre-adjoint Chef de la Section de la Commission du Codex Alimentarius Ministère de l'Industrie Alimentaire Sofia

<u>MEMBERS</u> (cont'd)	<u>Codex Contact Point</u>
CAMEROUN	Ministre du Commerce et de l'Industrie B. P. 1004 Yaoundé
CANADA	Frank Shefrin Secretary Interdepartmental FAO Committee Department of Agriculture Ottawa 4, Ontario
CHINA, REPUBLIC OF	Dr. S. T. Chang Director, National Bureau of Standards Ministry of Economic Affairs No. 1, 1st Str. Pei Man Road Tainan, Taiwan
CUBA	Dr. Armando Paradoa Jefe, Departamento de Higiene de los Alimentos Instituto Nacional de Higiene, Epidemiología y Microbiología Infanta y Crucero La Habana
DENMARK	Erik Mortensen Head of Division Ministry of Agriculture Slotsholmsgade 10 Koebenhavn
ETHIOPIA	Sub-Committee on Food Standards Nutrition Department National Nutrition Board Ministry of Public Health P. O. Box 3069 Addis Ababa
FINLAND	V. Aalto Chief Inspector of Food Products Ministry of Trade and Commerce Aleksanterinkatu 3D Helsinki

<u>MEMBERS</u> (cont'd)	<u>Codex Contact Point</u>
FRANCE	Secrétariat Comité français du Codex Alimentarius 42 bis, rue de Bourgogne Paris 7ème
GERMANY, FED. REP. OF	Dr. Edmund Forschbach Ministerialdirigent Federal Ministry of Health Deutschherrenstrasse 87 5320 Bad Godesberg
GHANA	Mrs. Shirley A. Ababio Nutrition Division Ministry of Health P.O. Box 300 Accra
GREECE	Direction de la Santé Publique Ministère de la Prevoyance Sociale Athinaï
GUATEMALA	Comité Nacional de la FAO Ministerio de Agricultura Ciudad de Guatemala
HUNGARY	A. Miklovicz Director Hungarian Office for Standardization Ullői ut 25 Budapest IX
INDIA	Dr. K. Bagchi Adviser and Assistant Director-General Directorate General Health Services Patiala House - Wing 5 New Delhi
IRAN	Eng. R. Shayegan Ministry of Economy Institute of Standards and Industrial Research of Iran P.O. Box 2937 Teheran

<u>MEMBERS</u> (cont'd)	<u>Codex Contact Point</u>
IRAQ	Secretary-General Iraqi Organization for Standards Ministry of Industry Baghdad
IRELAND	Secretary Irish National FAO Committee Department of Agriculture and Fisheries Upper Merrion Street Dublin 2
ISRAEL	E. Rosenstein Secretary Israel Codex Alimentarius Committee Ministry of Commerce and Industry P.O. Box 299 Jerusalem
ITALY	Comitato Nazionale Italiano per il Codex Alimentarius Ministero dell'Agricoltura e Foreste Via Sallustiana, 10 00187 Roma
IVORY COAST	Ministre des Affaires étrangères Ministère des Affaires étrangères Abidjan
JAPAN	Dr. Tadafumi Sakai Chief, Planning Section Resource Bureau Science and Technology Agency 2-Chome, Kasumigaseki, Chiyoda-Ku Tokyo
JORDAN	Sa'ad Hijazi M.D. Division of Nutrition Ministry of Health Amman
KUWAIT	The Under-Secretary Ministry of Public Health Kuwait

<u>MEMBERS (cont'd)</u>	<u>Codex Contact Point</u>
LUXEMBOURG	Henri Krombach Chef de Division Ministère de la Santé Publique 1A, rue Lumière Luxembourg
MADAGASCAR	Ministère des Affaires Etrangères de la République Malgache Tananarive
MALTA	L. A. W. Hayward Scientific Adviser Department of Industry Standards Laboratory Industrial Estate Marsa
MOROCCO	Commission de Normalisation Office de Contrôle et Exportation Casablanca
NETHERLANDS	The Liaison Officer for FAO Affairs Ministry of Agriculture and Fisheries van de Boschstraat 4 's Gravenhage
NEW ZEALAND	Director-General Department of Agriculture Box 2298 Wellington C. 1
NIGERIA	Ministry of Trade Lagos
NORWAY	Mrs. Grete Herseth Chief of Section Public Health Services Ministry of Social Affairs Oslo
PERU	Dr. Gustavo Otárola Salcedo Asesor Superior Jefe de Salud Pública Ministerio de Salud Pública y Asistencia Social Lima

<u>MEMBERS (cont'd)</u>	<u>Codex Contact Point</u>
PHILIPPINES	Philippine National FAO Committee Department of Agriculture and National Resources Building Diliman, Quezon City
POLAND	Dr. Tadeusz Buczma Managing Director Quality Inspection Office Ministry of Foreign Trade Stepinska 9 Warsaw 36
PORTUGAL	Comissão Nacional da FAO Ministerio dos Negocios Estrangeiros Palacio das Necessidades Lisboa
SAUDI ARABIA	Ministry of Foreign Affairs Jeddah
SENEGAL	Bureau d'Alimentation et de Nutrition appliquée Ministère de la Santé et des Affaires Sociales Dakar
SPAIN	Don D. A. Delgado Calvete Secretario, Subcomisión de Expertos del Código Alimentario Español Plaza de España, 17 Madrid
SUDAN	A. Ibrahim Secretary, National Codex Committee Chemical Laboratories P.O. Box 303 Khartoum
SWEDEN	Livesmdelsstadgekommittén (Swedish National Codex Alimentarius Committee) Svartmangatan 9 Stockholm C

<u>MEMBERS (cont'd)</u>	<u>Codex Contact Point</u>
SWITZERLAND	Prof. O. Högl Taubenstrasse 18 Berne
SYRIAN ARAB REPUBLIC	Dr. Abdul Majid Farra Director Technical Affairs Ministry of Supply Parliament Street Damascus
THAILAND	Prof. Yos Bunnag Director-General Department of Science Ministry of Industry Rama VI Street Bangkok
TOGO	M. Primus Peter Primus Kluga-O'Clou Responsable des Questions de Nutrition Ministère de l'Economie Rurale Lomé
TRINIDAD AND TOBAGO	Dr. M.G. Lines Chemist Division 115 Frederick Street Port-of-Spain
TUNISIA	Jawadi Tahar Division de Développement Agricole Section de Nutrition Sous-Secrétariat d'Etat à l'Agriculture Tunis
TURKEY	Ministry of Foreign Affairs Dışişleri Bakanliği İkinci İktisat Dairesi Genel Müdürlüğü-Ankara
UGANDA	Principal Medical Officer Ministry of Health P. O. Box 8 Entebbe

MEMBERS (cont'd) Codex Contact Point

UNITED
KINGDOM

L. G. Hanson
Chief Executive Officer
Food Standards, Science and Safety Division
Ministry of Agriculture, Fisheries
and Food
Great Westminister House
Horseferry Road
London S. W. 1

UNITED STATES
OF AMERICA

Dr. Ralph Phillips
Director
International Organizations Staff
Office of Assistant Secretary
Department of Agriculture
Washington D. C. 20520

YUGOSLAVIA

Savezni Trzisni Inspektorat
1 Bulevar 104
Novi Beograd

NON-MEMBERS

BURUNDI

Ministère de la Santé
Bujumbura

CZECHOSLOVAKIA

Ministerstvo zdravotnictvi
Trida Wilhelma Piecka 98
Praha 10 - Vinohrady

MALAYSIA

The Honorable the Prime Minister
Ministry of External Affairs
Kuala Lumpur

U. S. S. R.

The Chief,
External Relations Board
Ministry of Health of the U. S. S. R.
T. Rakhmanovsky Pereulok 3
Moscow

