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Introduction

The Procedural Manual of the Codex Alimentarius Commission is intended to help Member governments participate effectively in the work of the Joint FAO/WHO Food Standards Programme. The Manual is particularly useful for national delegations attending Codex meetings and for international organizations attending as observers. It will also be useful for Member Governments which wish to participate in Codex work by correspondence.

Section I sets out the Commission's basic Rules of Procedure and the other internal procedures necessary to achieve the Commission's objectives. These include the procedures for the elaboration of Codex Standards and related texts, general principles and guidelines for the acceptance of Codex standards by governments, and some basic definitions.

Section II is devoted to guidelines for the efficient operation of Codex Committees. These Committees are organized and operated by Member Governments designated by the Commission. It describes how standards are set out in a uniform manner, describes a uniform reference system for Codex documents and working papers, and provides a number of general principles for formulating key sections of Codex standards and outlines the core functions of national Codex Contact Points.

Section III lists the Commission's subsidiary bodies with their Terms of Reference. It also gives the Membership of the Commission (165 Member countries in July 1999) together with the addresses of Codex Contact Points.

This Eleventh Edition of the Procedural Manual was prepared by the Secretariat following the Twenty-third Session of the Codex Alimentarius Commission, Rome 1999. Further information concerning the Codex Alimentarius Commission and its Subsidiary Bodies can be obtained from the Secretary, Codex Alimentarius Commission, Joint FAO/WHO Food Standards Programme, FAO, 00100 Rome, Italy.

SECTION I**Statutes****Rules of Procedure****Elaboration Procedures****General Principles****Definitions****CONTENTS OF THIS SECTION**

The Statutes and Rules of Procedure of the Codex Alimentarius Commission were first established by FAO Conference and the World Health Assembly in 1961/62 when the Commission itself was established. The Statutes were revised in 1966. The Rules of Procedure have been amended on several occasions, the last time being in 1999. The Statutes form the legal basis of the Commission's work and provide its mandate or terms of reference. The Rules of Procedure describe the formal working procedures appropriate to an intergovernmental body.

The Procedure for the Elaboration of Codex Standards describes the way by which Codex standards are prepared and the various Steps in the process which ensure comprehensive review of draft standards by governments and other interested parties. It was comprehensively revised in 1993 to provide a uniform elaboration procedure for all Codex standards and related texts. The Procedure allows the use of a "fast-track" approach in cases where urgent action is needed.

The General Principles of the Codex Alimentarius define the Scope and the purpose of Codex Standards and the way by which governments indicate their formal acceptance of the Standards. The Guidelines on Acceptance provide additional information to Member governments on the procedures regarding acceptance.

This Section concludes with Definitions for the Purpose of the Codex Alimentarius which assist in the uniform interpretation of these texts.

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 Programme, the purpose of which is:

- (a) protecting the health of the consumers and ensuring fair practices in the food trade;
- (b) promoting coordination of all food standards work undertaken by international governmental and non governmental 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 the Chair, shall be borne by the budget of the Joint FAO/WHO Food Standards Programme 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 Programme 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

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 Chairperson and three Vice-Chairpersons 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 Chairperson and Vice-Chairpersons may remain in office only with the continuing endorsement of the respective Member of the Commission of which they were a delegate at the time of election. The Directors-General of FAO and WHO shall declare a position vacant when advised by the Member of the Commission that such endorsement has ceased. The Chairperson and Vice-Chairpersons 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 Chairperson, or in his absence a Vice-Chairperson, 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-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

3. When neither the Chairperson nor the Vice-Chairperson are able to serve and, on the request of the outgoing Chairperson, during elections for the Chairperson, the Directors-General of FAO and WHO shall appoint a staff member to act as Chairperson, until either a temporary Chairperson or a new Chairperson has been elected. Any temporary Chairperson so elected shall hold office until the Chairperson or one of the Vice-Chairpersons is able to serve again.

4. (a) The Commission may appoint a Coordinator from among the Members of the Commission for any of the geographic locations enumerated in Rule III.1 (hereinafter referred to as “regions”) or for any group of countries specifically enumerated by the Commission (hereinafter referred to as ‘groups of countries’), whenever it may find, on the basis of a proposal of a majority of the Members of the Commission which constitute the region or group, that work for the Codex Alimentarius in the countries concerned so requires.

(b) Appointment of Coordinators shall be made exclusively on the proposal of a majority of the Members of the Commission which constitute the region or group of countries concerned. Coordinators shall hold office from the end of the session of the Commission at which they were appointed until not later than the end of the third succeeding regular session, the precise term being determined by the Commission in each instance. After having served two consecutive terms, the Coordinators shall be ineligible to hold such office for the next succeeding term.

(c) The functions of the Coordinators shall be:

- (i) to assist and coordinate the work of the Codex Committees set up under Rule IX.1(b)(i) in their region or group of countries in the preparation of draft standards, guidelines and other recommendations for submission to the Commission;
- (ii) to assist the Executive Committee and the Commission, as required, by advising them of the views of countries and recognized regional intergovernmental and non-government

organizations in their respective regions on matters under discussion or of interest.

(d) In order to carry out their functions, Coordinators shall participate in the Executive Committee as Observers.

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 their 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 Chairperson and Vice-Chairpersons of the Commission together with seven 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 and the Caribbean, Near East, 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. Members elected on a geographic basis shall hold office 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 consecutive terms shall be ineligible to hold such office for the next succeeding term.

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 programme of work of the Commission, study special problems and help implement the programme 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)(i), Rule IX.5 insofar as it refers to bodies established under Rule IX.1(b)(i), and Rule IX.10, insofar as it refers to

the designation of the Members who shall be responsible for appointing Chairpersons to subsidiary bodies established under Rule IX.1(b)(i).

3. The Chairperson and Vice-Chairpersons of the Commission shall be respectively the Chairperson and Vice-Chairpersons 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 Chairperson. The Executive Committee shall normally meet immediately prior to each session of the Commission.

5. The Executive Committee shall report to the Commission.

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 Chairperson of the Executive Committee.

2. Sessions of the Commission shall be convened and the place of the 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 XIII.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 Chairperson 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 Directors-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 or 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 Chairperson for submission to the Commission.
6. No items 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 Members of the Commission constituting a given region or a group of countries 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 Chairperson 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 Chairperson, 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 discussion.

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 Directors-General of FAO or WHO may invite intergovernmental and international non-governmental 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, programme 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:
 - (i) 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.
 - (ii) Coordinating Committees for regions or groups of countries which shall exercise general coordination 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 Directors-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)(i) 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.
4. 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 Chairperson of the Commission;
 - (b) in the case of bodies established under Rule IX.1(b)(i) (Codex Committees), in consultation with the chairperson 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 Coordinator, if a Coordinator has been appointed for the region or group of countries concerned;
 - (c) in the case of bodies established under Rule IX.1(b)(ii) (Coordinating Committees), in consultation with the Chairperson of the Coordinating 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)(ii) after consultation, where appropriate, with the host country concerned and, in the case

of bodies established under Rule IX.1(b)(ii), after consultation with the Coordinator for the region or group of countries concerned, if any.

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)(ii) shall be subject to the availability of the necessary funds, as shall the establishment of subsidiary bodies under Rule IX.1(b)(i) 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 Chairpersons of subsidiary bodies established under Rule IX.1(b)(i) and Rule IX.1(b)(ii) 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 AND ADOPTION 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.

2. The Commission shall make every effort to reach agreement on the adoption or amendment of standards by consensus. Decisions to adopt or amend standards may be taken by voting only if such efforts to reach consensus have failed.

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 programme of work of the Commission and its subsidiary bodies, together with information concerning expenditures 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)(ii) and for the expenses relating to staff assigned to the Programme 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)(i) (Codex Committees) shall be borne by each Member accepting the Chair 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 sessions of the Commission and its subsidiary bodies and travel of delegations of the Members of the Commission and of observers referred to in Rule VII, shall be borne by the governments or organizations concerned. Should experts be invited by the Directors-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. The languages of the Commission and of its subsidiary bodies set up under Rule IX.1(a) shall be not less than three of the working languages, as shall be determined by the Commission, which are working languages both of FAO and of the Health Assembly of WHO.

2. Notwithstanding the provisions of paragraph 1 above, other languages which are working languages either of FAO or of the Health Assembly of WHO may be added by the Commission if

(a) the Commission has before it a report from the Directors-General of FAO and WHO on the policy, financial and administrative implications of the addition of such languages; and

(b) the addition of such languages has the approval of the Directors-General of FAO and WHO.

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

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

Procedures for the Elaboration of Codex Standards and Related Texts

Note: Throughout this text the word “Standard” is meant to include any of the recommendations of the Commission intended to be submitted to Governments for acceptance. Except for provisions relating to acceptance, the Procedures apply *mutatis mutandis* to codes of practice and other texts of an advisory nature.

INTRODUCTION

1. The full procedure for the elaboration of Codex standards is as follows. The Commission decides, taking into account the “Criteria for the Establishment of Work Priorities”, that a standard should be elaborated and also which subsidiary body or other body should undertake the work. Decisions to elaborate standards may also be taken by subsidiary bodies of the Commission in accordance with the above-mentioned criteria subject to subsequent approval by the Commission or its Executive Committee at the earliest possible opportunity. The Secretariat arranges for the preparation of a “proposed draft standard” which is circulated to governments for comments and is then considered in the light of these by the subsidiary body concerned which may present the text to the Commission as a “draft standard”. If the Commission adopts the “draft standard” it is sent to governments for further comments and in the light of these and after further consideration by the subsidiary body concerned, the Commission reconsiders the draft and may adopt it as a “Codex standard”. The procedure is described in Part 1 of this document.

2. The Commission or the Executive Committee, or any subsidiary body, subject to the confirmation of the Commission or the Executive Committee may decide that the urgency of elaborating a Codex standard is such that an accelerated elaboration procedure should be followed. While taking this decision, all appropriate matters shall be taken into consideration, including the likelihood of new scientific information becoming available in the immediate future. The accelerated elaboration procedure is described in Part 2 of this document.

3. The Commission or the subsidiary body or other body concerned may decide that the draft be returned for further work at any appropriate previous Step in the Procedure. The Commission may also decide that the draft be held at Step 8.
4. The Commission may authorize, on the basis of two-thirds majority of votes cast, the omission of Steps 6 and 7, where such an omission is recommended by the Codex Committee entrusted with the elaboration of the draft. Recommendations to omit steps shall be notified to Members and interested international organizations as soon as possible after the session of the Codex Committee concerned. When formulating recommendations to omit Steps 6 and 7, Codex Committees shall take all appropriate matters into consideration, including the need for urgency, and the likelihood of new scientific information becoming available in the immediate future.
5. The Commission may at any stage in the elaboration of a standard entrust any of the remaining Steps to a Codex Committee or other body different from that to which it was previously entrusted.
6. It will be for the Commission itself to keep under review the revision of "Codex standards". The procedure for revision should, *mutatis mutandis*, be that laid down for the elaboration of Codex standards, except that the Commission may decide to omit any other step or steps of that Procedure where, in its opinion, an amendment proposed by a Codex Committee is either of an editorial nature or of a substantive nature but consequential to provisions in similar standards adopted by the Commission at Step 8.
7. Codex standards are published and governments are invited to notify the Commission's Secretariat of the status or use of the Codex standard in accordance with their established legal and administrative procedures. They are also sent to international organizations to which competence in the matter has been transferred by their Member States. See Part 3 of this document. Details of notifications are published periodically by the Commission's Secretariat.

***PART 1: UNIFORM PROCEDURE FOR THE ELABORATION OF
CODEX STANDARDS AND RELATED TEXTS***

Steps 1, 2 and 3

(1) The Commission decides, taking into account the “Criteria for the Establishment of Work Priorities”, to elaborate a World-wide Codex Standard and also decides which subsidiary body or other body should undertake the work. A decision to elaborate a World-wide Codex Standard may also be taken by subsidiary bodies of the Commission in accordance with the above mentioned criteria, subject to subsequent approval by the Commission or its Executive Committee at the earliest possible opportunity. In the case of Codex Regional Standards, the Commission shall base its decision on the proposal of the majority of Members belonging to a given region or group of countries submitted at a session of the Codex Alimentarius Commission.

(2) The Secretariat arranges for the preparation of a proposed draft standard. In the case of Maximum Limits for Residues of Pesticides or Veterinary Drugs, the Secretariat distributes the recommendations for maximum limits, when available from the Joint Meetings of the FAO Panel of Experts on Pesticide Residues in Food and the Environment and the WHO Core Assessment Group on Pesticide Residues (JMPR), or the Joint FAO/WHO Expert Committee on Food Additives (JECFA). In the cases of milk and milk products or individual standards for cheeses, the Secretariat distributes the recommendations of the International Dairy Federation (IDF).

(3) The proposed draft standard is sent to Members of the Commission and interested international organizations for comment on all aspects including possible implications of the proposed draft standard for their economic interests.

Step 4

The comments received are sent by the Secretariat to the subsidiary body or other body concerned which has the power to consider such comments and to amend the proposed draft standard.

Step 5

The proposed draft standard is submitted through the Secretariat to the Commission or to the Executive Committee with a view to its adoption as a draft standard.¹ In taking any decision at this step, the Commission or the Executive Committee will give due consideration to any comments that may be submitted by any of its Members regarding the implications which the proposed draft standard or any provisions thereof may have for their economic interests. In the case of Regional Standards, all Members of the Commission may present their comments, take part in the debate and propose amendments, but only the majority of the Members of the region or group of countries concerned attending the session can decide to amend or adopt the draft. In taking any decisions at this step, the Members of the region or group of countries concerned will give due consideration to any comments that may be submitted by any of the Members of the Commission regarding the implications which the proposed draft standard or any provisions thereof may have for their economic interests.

Step 6

The draft standard is sent by the Secretariat to all Members and interested international organizations for comment on all aspects, including possible implications of the draft standard for their economic interests.

Step 7

The comments received 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 standard.

¹ Without prejudice to any decision that may be taken by the Commission at Step 5, the proposed draft standard may be sent by the Secretariat for government comments prior to its consideration at Step 5, when, in the opinion of the subsidiary body or other body concerned, the time between the relevant session of the Commission and the subsequent session of the subsidiary body or other body concerned requires such action in order to advance the work.

Step 8

The draft standard is submitted through the Secretariat to the Commission together with any written proposals received from Members and interested international organizations for amendments at Step 8 with a view to its adoption as a Codex standard. In the case of Regional standards, all Members and interested international organizations may present their comments, take part in the debate and propose amendments but only the majority of Members of the region or group of countries concerned attending the session can decide to amend and adopt the draft.

PART 2: UNIFORM ACCELERATED PROCEDURE FOR THE ELABORATION OF CODEX STANDARDS AND RELATED TEXTS***Steps 1, 2 and 3***

(1) The Commission or the Executive Committee between Commission sessions, on the basis of a two-thirds majority of votes cast, taking into account the “Criteria for the Establishment of Work Priorities”, shall identify those standards which shall be the subject of an accelerated elaboration process.² The identification of such standards may also be made by subsidiary bodies of the Commission, on the basis of a two-thirds majority of votes cast, subject to confirmation at the earliest opportunity by the Commission or its Executive Committee by a two-thirds majority of votes cast.

(2) The Secretariat arranges for the preparation of a proposed draft standard. In the case of Maximum Limits for Residues of Pesticides or Veterinary Drugs, the Secretariat distributes the recommendations for maximum limits, when available from the Joint Meetings of the FAO Panel of Experts on Pesticide Residues in Food and the Environment and the WHO Core Assessment Group on Pesticide Residues (JMPR), or the Joint FAO/WHO Expert Committee on Food Additives (JECFA). In the cases of milk and milk products or individual

² Relevant considerations could include, but need not be limited to, matters concerning new scientific information; new technology(ies); urgent problems related to trade or public health; or the revision or up-dating of existing standards.

standards for cheeses, the Secretariat distributes the recommendations of the International Dairy Federation (IDF).

(3) The proposed draft standard is sent to Members of the Commission and interested international organizations for comment on all aspects including possible implications of the proposed draft standard for their economic interests. When standards are subject to an accelerated procedure, this fact shall be notified to the Members of the Commission and the interested international organizations.

Step 4

The comments received are sent by the Secretariat to the subsidiary body or other body concerned which has the power to consider such comments and to amend the proposed draft standard.

Step 5

In the case of standards identified as being subject to an accelerated elaboration procedure, the draft standard is submitted through the Secretariat to the Commission together with any written proposals received from Members and interested international organizations for amendments with a view to its adoption as a Codex standard. In taking any decision at this step, the Commission will give due consideration to any comments that may be submitted by any of its Members regarding the implications which the proposed draft standard or any provisions thereof may have for their economic interests.

***PART 3: SUBSEQUENT PROCEDURE CONCERNING
PUBLICATION AND ACCEPTANCE OF CODEX STANDARDS***

The Codex standard is published and issued to all Member States and Associate Members of FAO and/or WHO and to the international organizations concerned. Members of the Commission and international organizations to which competence in the matter has been transferred by their Member States notify the Secretariat of the status or use of the Codex standard in accordance with the notification acceptance procedure set out in paragraph 4, paragraph 5 or paragraph 6 of the General Principles of the Codex Alimentarius, whichever is appropriate. Member States and Associate Members of FAO and/or WHO that

are not Members of the Commission are also invited to notify the Secretariat if they wish to accept the Codex standard.

The Secretariat publishes periodically details of notifications received from governments and from international organizations to which competence in the matter has been transferred by their Member States with respect to the acceptance or otherwise of Codex standards and in addition to this information an appendix for each Codex standard (a) listing the countries in which products conforming with such standard may be freely distributed, and (b) where applicable, stating in detail all specified deviations which may have been declared in respect to acceptance.

The above mentioned publications will constitute the *Codex Alimentarius*.

The Secretariat examines deviations notified by governments and reports periodically to the Codex Alimentarius Commission concerning possible amendments to standards which might be considered by the Commission in accordance with the Procedure for the Revision and Amendment of Recommended Codex Standards.

***SUBSEQUENT PROCEDURE CONCERNING PUBLICATION, ACCEPTANCE
AND POSSIBLE EXTENSION OF TERRITORIAL APPLICATION OF THE
STANDARD***

The Codex Regional Standard is published and issued to all Member States and Associate Members of FAO and/or WHO and to the international organizations concerned. Members of the region or group of countries concerned notify the Secretariat of the status and use the Codex Regional Standard in accordance with the notification procedure set out in Section 4 of the General Principles of the Codex Alimentarius. Other Members of the Commission may likewise notify the Secretariat of their use of the standard or of any other measures they propose to adopt with respect thereto, and also submit any observations as to its application. Member States and Associate Members of FAO and/or WHO that are not Members of the Commission are invited to notify the Secretariat of the status or use of the Codex standard.

It is open to the Commission to consider at any time the possible extension of the territorial application of a Codex Regional Standard or its conversion into a World-wide Codex Standard in the light of all notifications received.

***GUIDE TO THE CONSIDERATION OF STANDARDS AT STEP 8 OF THE
PROCEDURE FOR THE ELABORATION OF CODEX STANDARDS INCLUDING
CONSIDERATION OF ANY STATEMENTS RELATING TO ECONOMIC IMPACT***

1. In order:
 - (a) to ensure that the work of the Codex committee concerned is not made less valuable by the passage of an insufficiently considered amendment in the Commission;
 - (b) at the same time to provide scope for significant amendments to be raised and considered in the Commission;
 - (c) to prevent, as far as practicable, lengthy discussion in the Commission on points that have been thoroughly argued in the Codex committee concerned;
 - (d) to ensure, as far as practicable, that delegations are given sufficient warning of amendments so that they may brief themselves adequately,

amendments to Codex standards at Step 8 should, as far as practicable, be submitted in writing, although amendments proposed in the Commission would not be excluded entirely, and the following procedure should be employed:

2. When Codex standards are distributed to Member Countries prior to their consideration by the Commission at Step 8, the Secretariat will indicate the date by which proposed amendments must be received; this date will be fixed so as to allow sufficient time for such amendments to be in the hands of governments not less than one month before the session of the Commission.
3. Governments should submit amendments in writing by the date indicated and should state that they had been previously submitted to the appropriate Codex committee with details of the submission of the amendment or should give the reason why the amendment had not been proposed earlier, as the case may be.
4. When amendments are proposed during a session of the Commission, without prior notice, to a standard which is at Step 8, the Chairperson of the Commission, after consultation with the chairperson of the appropriate committee, or, if the chairperson is not present, with the delegate of the chairing

country, or, in the case of subsidiary bodies which do not have a chairing country, with other appropriate persons, shall rule whether such amendments are substantive.

5. If an amendment ruled as substantive is agreed to by the Commission, it shall be referred to the appropriate Codex committee for its comments and, until such comments have been received and considered by the Commission, the standard shall not be advanced beyond Step 8 of the Procedure.

6. It will be open to any Member of the Commission to draw to the attention of the Commission any matter concerning the possible implications of a draft standard for its economic interests, including any such matter which has not, in that Member's opinion, been satisfactorily resolved at an earlier step in the Procedure for the Elaboration of Codex Standards. All the information pertaining to the matter, including the outcome of any previous consideration by the Commission or a subsidiary body thereof should be presented in writing to the Commission, together with any draft amendments to the standard which would in the opinion of the country concerned, take into account the economic implications. In considering statements concerning economic implications the Commission should have due regard to the purposes of the Codex Alimentarius concerning the protection of the health of consumers and the ensuring of fair practices in the food trade, as set forth in the General Principles of the Codex Alimentarius, as well as the economic interests of the Member concerned. It will be open to the Commission to take any appropriate action including referring the matter to the appropriate Codex committee for its comments.

***GUIDE TO THE PROCEDURE FOR THE REVISION AND AMENDMENT OF
CODEX STANDARDS***

1. Proposals for the amendment or revision of Codex standards should be submitted to the Commission's Secretariat in good time (not less than three months) before the session of the Commission at which they are to be considered. The proposer of an amendment should indicate the reasons for the proposed amendment and should also state whether the proposed amendment had been previously submitted to and considered by the Codex committee concerned and/or the Commission. If the proposed amendment has already been considered by the Codex committee and/or Commission, the outcome of the consideration of the proposed amendment should be stated.

2. Taking into account such information regarding the proposed amendment as may be supplied in accordance with paragraph 1 above, the Commission will decide whether the amendment or revision of a standard is necessary. If the Commission decides in the affirmative, and the proposer of the amendment is other than a Codex committee, the proposed amendment will be referred for consideration to the appropriate Codex committee, if such committee is still in existence. If such committee is not in existence, the Commission will determine how best to deal with the proposed amendment. If the proposer of the amendment is a Codex committee, it would be open to the Commission to decide that the proposed amendment be circulated to governments for comments prior to further consideration by the sponsoring Codex Committee. In the case of an amendment proposed by a Codex Committee, it will also be open to the Commission to adopt the amendment at Step 5 or Step 8 as appropriate, where in its opinion the amendment is either of an editorial nature or of a substantive nature but consequential to provisions in similar standards adopted by it at Step 8.

3. The procedure for amending or revising a Codex standard would be as laid down in paragraphs 3 and 4 of the Introduction to the Procedure for the Elaboration of Codex Standards (see page 19 above).

4. When the Commission has decided to amend or revise a standard, the unrevised standard will remain the applicable Codex standard until the revised standard has been adopted by the Commission.

***ARRANGEMENTS FOR THE AMENDMENT OF CODEX STANDARDS
ELABORATED BY CODEX COMMITTEES WHICH HAVE ADJOURNED SINE
DIE***

1. The need to consider amending or revising adopted Codex standards arises from time to time for a variety of reasons amongst which can be:

- (a) changes in the evaluation of food additives, pesticides and contaminants;
- (b) finalization of methods of analysis;
- (c) editorial amendments of guidelines or other texts adopted by the Commission and related to all or a group of Codex standards e.g.

“Guidelines on Date Marking”, “Guidelines on Labelling of Non-retail Containers”, “Carry-over Principle”;

(d) consequential amendments to earlier Codex standards arising from Commission decisions on currently adopted standards of the same type of products;

(e) consequential and other amendments arising from either revised or newly elaborated Codex standards and other texts of general applicability which have been referenced in other Codex standards (Revision of General Principles of Food Hygiene, Codex Standard for the Labelling of Prepackaged Foods);

(f) technological developments or economic considerations e.g. provisions concerning styles, packaging media or other factors related to composition and essential quality criteria and consequential changes in labelling provisions;

(g) modifications of standards being proposed following an examination of government notifications of acceptances and specified deviations by the Secretariat as required in accordance with the Procedure for the Elaboration of Codex standards i.e. “Subsequent Procedure concerning Publication and Acceptance of Codex Standards”, page 25.

2. The “Guide to the Procedure for the Revision and Amendment of Codex Standards” (see page 27) covers sufficiently amendments to Codex standards which have been elaborated by still active Codex Committees and those mentioned under paragraph 1 (g) above. In the case of amendments proposed to Codex standards elaborated by Codex Committees which have adjourned *sine die*, the procedure places an obligation on the Commission to “determine how best to deal with the proposed amendment”. In order to facilitate consideration of such amendments, in particular, those of the type mentioned in para. 1 (a), (b), (c), (d), (e) and (f), the Commission has established more detailed guidance within the existing procedure for the amendment and revision of Codex standards.

3. In the case where Codex committees have adjourned *sine die*:

(a) the Secretariat keeps under review all Codex standards originating from Codex Committees adjourned *sine die* and to determine the need for any

amendments arising from decisions of the Commission, in particular amendments of the type mentioned in para. 1(a), (b), (c), (d) and those of (e) if of an editorial nature. If a need to amend the standard appears appropriate then the Secretariat should prepare a text for adoption in the Commission;

(b) amendments of the type in para (f) and those of (e) of a substantive nature, the Secretariat in cooperation with the national secretariat of the adjourned Committee and, if possible, the Chairperson of that Committee, should agree on the need for such an amendment and prepare a working paper containing the wording of a proposed amendment and the reasons for proposing such amendment, and request comments from Member Governments: (a) on the need to proceed with such an amendment and (b) on the proposed amendment itself. If the majority of the replies received from Member Governments is affirmative on both the need to amend the standard and the suitability of the proposed wording for the amendment or an alternative proposed wording, the proposal should be submitted to the Commission with a request to approve the amendment of the standard concerned. In cases where replies do not appear to offer an uncontroversial solution then the Commission should be informed accordingly and it would be for the Commission to determine how best to proceed.

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. The Codex Alimentarius also includes provisions of an advisory nature in the form of codes of practice, guidelines and other recommended measures intended to assist in achieving the purposes of the Codex Alimentarius. The publication of the Codex Alimentarius is intended to guide and promote the elaboration and establishment of definitions and requirements for foods to assist in their harmonization and in doing so to facilitate international trade.

SCOPE OF THE CODEX ALIMENTARIUS

2. The Codex Alimentarius includes standards for all the principle 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 includes provisions in respect of food hygiene, food additives, pesticide residues, contaminants, labelling and presentation, methods of analysis and sampling. It also includes provisions of an advisory nature in the form of codes of practice, guidelines and other recommended measures.

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. A Codex standard for any food or foods should be drawn up in accordance with the Format for Codex Commodity Standards and contain, as appropriate, the criteria listed therein.

ACCEPTANCE OF CODEX COMMODITY 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

- (a) Full acceptance means that the country concerned will ensure that a product to which the standard applies will be permitted to be distributed freely, in accordance with (c) below, 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.
- (b) 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.
- (c) 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 specified deviations

Acceptance with specified deviations means that the country concerned gives acceptance, as defined in paragraph 4.A(i), to the standard with the exception of such deviations as are specified in detail in its declaration of acceptance; it being understood that a product complying with the standard as qualified by these deviations will be permitted to be distributed freely within the territorial jurisdiction of the country concerned. The country concerned will further include in its declaration of acceptance a statement of the reasons for these deviations, 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.

(iii) Free distribution

A declaration of free distribution means that the country concerned undertakes that products conforming with a Codex commodity standard may be distributed

freely within its territorial jurisdiction insofar as matters covered by the Codex commodity standard are concerned.

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 accepted, in respect of 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.

ACCEPTANCE OF CODEX GENERAL STANDARDS

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

(i) Full acceptance

Full acceptance of a general standard means that the country concerned will ensure, within its territorial jurisdiction, that a product to which the general standard applies will comply with all the relevant requirements of the general

standard except as otherwise provided in a Codex commodity 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, which relate to the health of the consumer or to other food standard matters and which are covered by the requirements of the general standard.

(ii) Acceptance with specified deviations

Acceptance with specified deviations means that the country concerned gives acceptance, as defined in paragraph 5.A(i), to the general standard with the exception of such deviations as are specified in detail in its declaration of acceptance. The country concerned will further include in its declaration of acceptance a statement of the reasons for these deviations, and also indicate whether it expects to be able to give full acceptance to the general standard and, if so, when.

(iii) Free distribution

A declaration of free distribution means that the country concerned undertakes that products conforming with the relevant requirements of a Codex general standard may be distributed freely within its territorial jurisdiction insofar as matters covered by the Codex general standard are concerned.

B. A country which considers that it cannot accept the general standard in any of the ways mentioned above should indicate in what ways its present or proposed requirements differ from the general standard, and if possible, the reasons for these differences.

C. (i) A country which accepts a general standard according to one of the provisions of paragraph 5.A is responsible for the uniform and impartial application of the provisions of the standard as accepted, in respect of 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 general standard according to one of the provisions of paragraph 5.A.

(ii) Where, in an importing country, a product claimed to be in compliance with a general 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.

***ACCEPTANCE OF CODEX MAXIMUM LIMITS FOR RESIDUES OF
PESTICIDES AND VETERINARY DRUGS IN FOOD***

6.A. A Codex maximum limit for residues of pesticides or veterinary drugs in food may be accepted by a country in accordance with its established legal and administrative procedures in respect of the distribution within its territorial jurisdiction of (a) home-produced and imported food or (b) imported food only, to which the Codex maximum limit applies in the ways set forth below. In addition, where a Codex maximum limit applies to a group of foods not individually named, a country accepting such Codex maximum limit in respect of other than the group of foods, shall specify the foods in respect of which the Codex maximum limit is accepted.

(i) Full acceptance

Full acceptance of a Codex maximum limit for residues of pesticides or veterinary drugs in food means that the country concerned will ensure, within its territorial jurisdiction, that a food, whether home-produced or imported, to which the Codex maximum limit applies, will comply with that limit. It also means that the distribution of a food conforming with the Codex maximum limit will not be hindered by any legal or administrative provisions in the country concerned which relate to matters covered by the Codex maximum limit.

(ii) Free distribution

A declaration of free distribution means that the country concerned undertakes that products conforming with the Codex maximum limit for residues of pesticides or veterinary drugs in food may be distributed freely within its territorial jurisdiction insofar as matters covered by the Codex maximum limit are concerned.

B. A country which considers that it cannot accept the Codex maximum limit for residues of pesticides or veterinary drugs in foods in any of the ways mentioned above should indicate in what ways its present or proposed

requirements differ from the Codex maximum limit and, if possible, the reasons for these differences.

C. A country which accepts a Codex maximum limit for residues of pesticides or veterinary drugs in food according to one of the provisions of paragraph 6.A should be prepared to offer advice and guidance to exporters and processors of food for export to promote understanding of and compliance with the requirements of importing countries which have accepted a Codex maximum limit according to one of the provisions of paragraph 6.A.

D. Where, in an importing country, a food claimed to be in compliance with a Codex maximum limit is found not to be in compliance with the Codex maximum limit, 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 food 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.

WITHDRAWAL OR AMENDMENT OF ACCEPTANCE

7. The withdrawal or amendment of acceptance of a Codex standard or a Codex maximum limit for residues of pesticides or veterinary drugs in food by a country shall be notified in writing to the Codex Alimentarius Commission's Secretariat who will inform all Member States and Associate Members of FAO and WHO of the notification and its date of receipt. The country concerned should provide the information required under paragraphs 4.A(iii), 5.A(iii), 4.B, 5.B or 6.B above, whichever is appropriate. It should also give as long a notice of the withdrawal or amendment as is practicable.

REVISION OF CODEX STANDARDS

8. The Codex Alimentarius Commission and its subsidiary bodies are committed to revision as necessary of Codex standards and related texts to ensure that they are consistent with and reflect current scientific knowledge and other relevant information. When required, a standard or related text shall be revised or removed using the same procedures as followed for the elaboration of a new standard. Each member of the Codex Alimentarius Commission is responsible for identifying, and presenting to the appropriate committee, any

new scientific and other relevant information which may warrant revision of any existing Codex standards or related texts.

Guidelines for the Acceptance Procedure for Codex Standards

THE IMPORTANCE OF A RESPONSE TO EVERY NOTIFICATION

1. The Codex Alimentarius is the record of Codex Standards and of acceptances or other notifications by Member Countries or international organizations to which competence in the matter has been transferred by their Member States. It is revised regularly to take account of the issue of new or amended standards and the receipt of notifications. It is important that governments respond to every issue of new or amended standards. Governments should aim at giving formal acceptance to the standards. If acceptance or free circulation cannot be given unconditionally, the deviations or conditions, and the reasons, can be included in the response. Early and regular responses will ensure that the Codex Alimentarius can be kept up to date so as to serve as an indispensable reference for governments and international traders.
2. Governments should ensure that the information in the Codex Alimentarius reflects the up to date position. When changing national laws or practices the need for a notification to the Codex Secretariat should always be kept in mind.
3. The Codex procedure for elaboration of standards enables governments to participate at all stages. Governments should be able to make an early response to the issue of a Codex standard and should do their utmost to be ready to do so.

THE CODEX ALIMENTARIUS: NOT A SUBSTITUTE FOR, OR ALTERNATIVE TO, REFERRING TO NATIONAL LEGISLATION

4. Every country's laws and administrative procedures contain provisions which it is essential to understand and comply with. It is usually the practice to take steps to obtain copies of relevant legislation and/or to obtain professional advice about compliance. The Codex Alimentarius is a comparative record of the substantive similarities and differences between Codex Standards and corresponding national legislation. The Codex Standard will not normally deal with general matters of human, plant or animal health or with trade marks. The language which is required on labels will be a matter for national legislation and so will import licences and other administrative procedures.

5. The responses by governments should show clearly which provisions of the Codex Standard are identical to, similar to or different from, the related national requirements. General statements that national laws must be complied with should be avoided or accompanied by details of national provisions which require attention. Judgement will sometimes be required where the national law is in a different form or where it has different provisions.

OBLIGATIONS UNDER THE ACCEPTANCE PROCEDURE

6. The obligations which a country undertakes under the acceptance procedure are included in paragraph 4 of the General Principles. Paragraph 4.A(i)(a) provides for free distribution of conforming products, 4.A(i)(b) with the need to ensure that products which do not conform may not be distributed “under the name and description laid down”. Paragraph 4.A(i)(c) is a general requirement not to hinder the distribution of sound products, except for matters relating to human, plant or animal health, not specifically dealt with in the standard. Similar provisions are included in Acceptance with Specified Deviations.

7. The essential difference between acceptances and notifications of free distribution is that a country which accepts, undertakes to enforce the Codex standard and to accept all the obligations set out in the General Principles subject to any specified deviations.

8. The Codex Committee on General Principles (CCGP) and the Commission (CAC) have reviewed the acceptance procedure and notifications by governments on a number of occasions. While recognizing that difficulties can arise from time to time in reconciling the obligations of the acceptance procedure with the laws and administrative procedures of a Member Country, the CCGP and the CAC have determined that the obligations are essential to the work and status of the CAC and that they should not be weakened in any way. The purpose of these guidelines therefore is to assist governments when they are considering how, in the light of the objectives of the acceptance procedure, to respond to Codex Standards.

THE RETURN OF THE RESPONSE

9. The principal decision which is required is whether to notify an acceptance according to one of the methods prescribed, or non acceptance as provided for in

4.B. Free distribution (4.A(iii)) does not carry with it the obligation to prevent non conforming products from being circulated, and it may be useful in cases where there is no corresponding national standard and no intention to introduce one.

***THE NEED FOR AN INFORMED, RESPONSIBLE JUDGEMENT WHEN
COMPARING THE CODEX STANDARD WITH NATIONAL LAWS***

10. There will be some occasions when the detail in the Codex Standard is identical with national laws. Difficulties will arise however when national laws are in a different form, contain different figures or no figures at all, or in cases where there may be no standard in the country which corresponds in substance to the Codex Standard. The authority responsible for notifying the response to the CAC is urged to do its best to overcome any such difficulties by the exercise of its best endeavours and to respond, after such consultations as may be appropriate with the national organizations. The grounds on which the judgement has been based can be made clear in the notification. It may well be that they will not be such as to justify an acceptance, because of the obligations to stop the distribution of non conforming products, but a statement of free circulation should be possible on the basis of the facts and practices of each case. If there was a court decision or change in the law or practice subsequently, an amending response should be made.

PRESUMPTIVE STANDARDS

11. A presumptive standard is one which is assumed to be the standard in the absence of any other. (A presumption in law is the assumption of the truth of anything until the contrary is proved.) Some countries have said that a Codex MRL is the presumptive limit for a pesticide residue. Countries may be able and willing to regard a Codex Standard as the presumptive standard in cases where there is no corresponding standard, code of practice or other accepted expression of the “nature, substance or quality” of the food. A country need not apply the presumption to all the provisions of the standard if the details of its additives, contaminants, hygiene or labelling rules are different from those in the standard. In such a case the provisions in the Codex Standard defining the description, essential composition and quality factors relating to the specified name and description could still be the presumptive standard for those matters.

12. The justification for regarding the Codex Standard as a presumptive standard is the fact that it is the minimum standard for a food elaborated in the CAC “so as to ensure a sound, wholesome product free from adulteration, correctly labelled and presented”. (General Principles, Paragraph 3.) The word minimum does not have any pejorative connotations: it simply means the level of quality and soundness of a product judged by consensus to be appropriate for trade internationally and nationally.

13. Whether a presumptive standard would merit an acceptance would depend on whether the country concerned could say that non conforming products could not be distributed under the same name and description laid down in the standard. However it would enable a declaration of free circulation to be made and countries are asked to give the idea serious consideration.

FORMAT AND CONTENT OF CODEX STANDARDS

SCOPE

14. This section, together with the name of the standard and the name and description laid down in the labelling section, should be examined in order to assess whether the obligations of the acceptance procedure can properly be accepted.

DESCRIPTION, ESSENTIAL COMPOSITION AND QUALITY FACTORS

15. These sections will define the minimum standard for the food. They will be the most difficult to address unless by chance the details are virtually identical (i.e. ignoring significant matters of editorial expression or format). However, a country which has taken part in the elaboration of the standard either by attending the meetings or by sending comments under the Step Procedure has, no doubt, consulted national organizations on the extent to which the draft provisions in the standard would be acceptable nationally. This factual information needs to be turned into a formal response when the standard is sent out for acceptance. Countries are asked to do their best to exercise an informal judgement on lines discussed in Paragraph 7 above. Some of the quality criteria e.g. allowances for defects may represent good manufacturing practice or be left to trade contracts. This will have to be taken into account. A free distribution response ought to be possible in most cases.

FOOD ADDITIVES

16. The food additives included in the standard have been assessed and cleared by JECFA. The Commodity Committee and the CCFAC have assessed technological need and safety in use. If national laws are different, all the detailed differences should be reported. It should be borne in mind, however, that the aim of international food standardization work is to harmonize policies and attitudes as much as possible. Therefore every effort should be made to keep deviations to the minimum.

CONTAMINANTS

17. If national limits apply they should be quoted if not the same as those laid down in the Codex Standard. Where general laws about safety, health or nature of the food apply, the limits quoted in the standard could properly be regarded as representing those which are unavoidable in practice and within safety limits.

HYGIENE AND WEIGHTS AND MEASURES

18. If national requirements are different they should be reported.

LABELLING

19. The General Standard for the Labelling of Prepackaged Foods represents the international consensus on information to be included on the labels of all foods.

20. Governments are exhorted to use the General Standard as a basis for their national legislation and to keep differences to an absolute minimum especially those of detail or minutiae. Governments should observe the footnote to the Scope section and should ensure that all compulsory provisions relating to presentation of information which are additional to, and different from, those in the standard should be notified. Any other compulsory provisions in national legislation should also be notified if they are not provided for in the Codex standard. The labelling provisions in Codex standards include sections of the revised General Standard by reference. When accepting a Codex commodity standard, a country which has already accepted and responded to the General Standard can then refer to the terms of that acceptance in any subsequent responses. As much specific information as is relevant and helpful should be given. In particular, this should include the name and description relating to the food, the interpretation of any special requirements relating to the law or custom

of the country, any additional details about presentation of the mandatory information and detailed differences if any in the labelling requirements e.g. in relation to class names, declaration of added water, declaration of origin. It will be assumed that the language(s) in which the particulars should be given will be as indicated by national legislation or custom.

METHODS OF ANALYSIS AND SAMPLING

21. The obligations which a country assumes in accepting the following Codex Defining Methods of Analysis included in Codex standards are as follows³:

- (a) Codex Defining Methods of Analysis (Type I) are subject to acceptance by governments just as are the provisions which they define and which form part of Codex standards.

“Full acceptance” of a Codex Defining Method means the acceptance that the value provided for in a Codex standard is defined by means of the Codex method. In determining compliance with the value in the Codex standard, governments undertake to use the Codex Defining Method, especially in cases of disputes involving the results of analysis.

“Non acceptance” of Codex Defining Method or acceptance of Codex standards with substantive deviations in the Codex Defining Methods means acceptance of the Codex standard with specified deviation.

- (b) The “acceptance” of Codex standards containing Codex Reference Methods of Analysis (Type II) means the recognition that Codex Reference Methods are methods the reliability of which has been demonstrated on the basis of internationally acceptable criteria. They are, therefore, obligatory for use, i.e. subject to acceptance by governments, in disputes involving the results of analysis. “Non acceptance” of the Codex Reference Method or acceptance of Codex

³ The Committee on General Principles, when elaborating these Guidelines, noted that the Classification of Methods was under review by the Codex Committee on Methods of Analysis and Sampling and that the application of Part (b) particularly could be unnecessarily restrictive.

standards with substantive deviations in the Codex Reference Methods for use in disputes involving methods of analysis, should be taken to mean acceptance of the Codex standard with specified deviation.

- (c) The “acceptance” of Codex standards containing Codex Alternative Approved Methods of Analysis (Type III) means the recognition that Codex Alternative Approved Methods are methods the reliability of which has been demonstrated in terms of internationally acceptable criteria. They are recommended for use in food control, inspection or for regulatory purposes.

“Non acceptance” of a Codex Alternative Approved Method does not constitute a deviation from the Codex standard.

- (d) Since the reliability of the Tentative Methods (Type IV) has not yet been endorsed by the Codex Committee on Methods of Analysis and Sampling on the basis of the internationally accepted criteria, it follows that they cannot be regarded as final Codex methods. Type IV methods may, eventually become Type I, II or III methods with the resultant implications regarding the acceptance of Codex methods. Type IV methods are, therefore, not recommended as Codex methods until their reliability has been recognized by the CCMAS. They may be included in draft Codex standards or in Codex standards provided their non approved status is clearly indicated.

SUMMARY

22. Governments are urged to respond to every issue of Codex standards. The inclusion of responses in the Codex Alimentarius will enable the CAC and Member Governments to address the question of closer approximation of international and national requirements. Governments are urged to take the Codex standard fully into consideration when changing their national laws. The Codex Alimentarius will always be an invaluable reference for governments and for international traders although national legislation must always be consulted and complied with.

Definitions for the Purposes of the Codex Alimentarius

For the purposes of the Codex Alimentarius:

Food means any substance, whether processed, semi-processed or raw, which is intended for human consumption, and includes drink, chewing gum and any substance which has been used in the manufacture, preparation or treatment of “food” but does not include cosmetics or tobacco or substances used only as drugs.

Food hygiene comprises conditions and measures necessary for the production, processing, storage and distribution of food designed to ensure a safe, sound, wholesome product fit for human consumption.

Food additive means any substance not normally consumed as a food by itself and not normally used as a typical ingredient of the food, whether or not it has nutritive value, the intentional addition of which to food for a technological (including organoleptic) purpose in the manufacture, processing, preparation, treatment, packing, packaging, transport or holding of such food results, or may be reasonably expected to result, (directly or indirectly) in it or its by-products becoming a component of or otherwise affecting the characteristics of such foods. The term does not include “contaminants” or substances added to food for maintaining or improving nutritional qualities.

Contaminant means any substance not intentionally added to food, which is present in such food as a result of the production (including operations carried out in crop husbandry, animal husbandry and veterinary medicine), manufacture, processing, preparation, treatment, packing, packaging, transport or holding of such food or as a result of environmental contamination. The term does not include insect fragments, rodent hairs and other extraneous matter.

Pesticide means any substance intended for preventing, destroying, attracting, repelling, or controlling any pest including unwanted species of plants or animals during the production, storage, transport, distribution and processing of food, agricultural commodities, or animal feeds or which may be administered to animals for the control of ectoparasites. The term includes substances intended for use as a plant growth regulator, defoliant, desiccant, fruit thinning agent, or sprouting inhibitor and substances applied to crops either before or after harvest

to protect the commodity from deterioration during storage and transport. The term normally excludes fertilizers, plant and animal nutrients, food additives, and animal drugs.

Pesticide Residue means any specified substance in food, agricultural commodities, or animal feed resulting from the use of a pesticide. The term includes any derivatives of a pesticide, such as conversion products, metabolites, reaction products, and impurities considered to be of toxicological significance.

Good Agricultural Practice in the Use of Pesticides (GAP) includes the nationally authorized safe uses of pesticides under actual conditions necessary for effective and reliable pest control. It encompasses a range of levels of pesticide applications up to the highest authorised use, applied in a manner which leaves a residue which is the smallest amount practicable.

Authorized safe uses are determined at the national level and include nationally registered or recommended uses, which take into account public and occupational health and environmental safety considerations.

Actual conditions include any stage in the production, storage, transport, distribution and processing of food commodities and animal feed.

Codex maximum limit for pesticide residues (MRLP) is the maximum concentration of a pesticide residue (expressed as mg/kg), recommended by the Codex Alimentarius Commission to be legally permitted in or on food commodities and animal feeds. MRLs are based on GAP data and foods derived from commodities that comply with the respective MRLs are intended to be toxicologically acceptable.

Codex MRLs, which are primarily intended to apply in international trade, are derived from estimations made by the JMPR following:

- (a) toxicological assessment of the pesticide and its residue; and
- (b) review of residue data from supervised trials and supervised uses including those reflecting national good agricultural practices. Data from supervised trials conducted at the highest nationally recommended, authorized or registered uses are included in the review. In order to accommodate variations in national pest control requirements, Codex MRLs take into account the higher

levels shown to arise in such supervised trials, which are considered to represent effective pest control practices.

Consideration of the various dietary residue intake estimates and determinations both at the national and international level in comparison with the ADI, should indicate that foods complying with Codex MRLs are safe for human consumption.

Veterinary drug means any substance applied or administered to any food producing animal, such as meat or milk producing animals, poultry, fish or bees, whether used for therapeutic, prophylactic or diagnostic purposes or for modification of physiological functions or behaviour.

Residues of veterinary drugs include the parent compounds and/or their metabolites in any edible portion of the animal product, and include residues of associated impurities of the veterinary drug concerned.

Codex maximum limit for residues of veterinary drugs (MRLVD) is the maximum concentration of residue resulting from the use of a veterinary drug (expressed in mg/kg or µg/kg on a fresh weight basis) that is recommended by the Codex Alimentarius Commission to be legally permitted or recognized as acceptable in or on a food.

It is based on the type and amount of residue considered to be without any toxicological hazard for human health as expressed by the Acceptable Daily Intake (ADI), or on the basis of a temporary ADI that utilizes an additional safety factor. It also takes into account other relevant public health risks as well as food technological aspects.

When establishing an MRL, consideration is also given to residues that occur in food of plant origin and/or the environment. Furthermore, the MRL may be reduced to be consistent with good practices in the use of veterinary drugs and to the extent that practical analytical methods are available.

Good Practice in the Use of Veterinary Drugs (GPVD) is the official recommended or authorized usage including withdrawal periods, approved by national authorities, of veterinary drugs under practical conditions.

Processing aid means any substance or material, not including apparatus or utensils, and not consumed as a food ingredient by itself, intentionally used in the processing of raw materials, foods or its ingredients, to fulfil a certain

technological purpose during treatment or processing and which may result in the non-intentional but unavoidable presence of residues or derivatives in the final product.

DEFINITIONS OF RISK ANALYSIS TERMS RELATED TO FOOD SAFETY⁴

Hazard: A biological, chemical or physical agent in, or condition of, food with the potential to cause an adverse health effect.

Risk: A function of the probability of an adverse health effect and the severity of that effect, consequential to a hazard(s) in food.

Risk Analysis: A process consisting of three components : risk assessment, risk management and risk communication.

Risk Assessment: A scientifically based process consisting of the following steps: (i) hazard identification, (ii) hazard characterization, (iii) exposure assessment, and (iv) risk characterization.

Hazard Identification: The identification of biological, chemical, and physical agents capable of causing adverse health effects and which may be present in a particular food or group of foods.

Hazard Characterization: The qualitative and/or quantitative evaluation of the nature of the adverse health effects associated with biological, chemical and physical agents which may be present in food. For chemical agents, a dose-response assessment should be performed. For biological or physical agents, a dose-response assessment should be performed if the data are obtainable.

Dose-Response Assessment: The determination of the relationship between the magnitude of exposure (dose) to a chemical, biological or physical agent and the severity and/or frequency of associated adverse health effects (response).

⁴ These Definitions are proposed on an interim basis: they are subject to modification in the light of developments in the science of risk analysis and as a result of efforts to harmonize similar definitions across various disciplines.

Exposure Assessment: The qualitative and/or quantitative evaluation of the likely intake of biological, chemical, and physical agents via food as well as exposures from other sources if relevant.

Risk Characterization: The qualitative and/or quantitative estimation, including attendant uncertainties, of the probability of occurrence and severity of known or potential adverse health effects in a given population based on hazard identification, hazard characterization and exposure assessment.

Risk Management: The process, distinct from risk assessment, of weighing policy alternatives, in consultation with all interested parties, considering risk assessment and other factors relevant for the health protection of consumers and for the promotion of fair trade practices, and, if needed, selecting appropriate prevention and control options.

Risk Communication: The interactive exchange of information and opinions throughout the risk analysis process concerning hazards and risks, risk-related factors and risk perceptions, among risk assessors, risk managers, consumers, industry, the academic community and other interested parties, including the explanation of risk assessment findings and the basis of risk management decisions.

SECTION II**Guidelines for Codex Committees and Task Forces****Principles for the Participation of International Non-governmental Organizations in the Work of Codex****Criteria for Work Priorities and for Establishing Subsidiary Bodies****Guidelines for the Inclusion of Specific Provisions in Codex Standards****Reference System for Documents****Format of Codex Standards****Relations between Codex Committees****Core Functions of Codex Contact Points****Contents of this Section**

This Section of the Procedural Manual sets out the working procedures of the subsidiary bodies of the Codex Alimentarius Commission. It is primarily addressed to the Chairpersons and the Host Government Secretariats of individual Codex Committees and *ad hoc* Inter-governmental Task Forces.

The Guidelines for Codex Committees and Task Forces describe the organization and conduct of meetings and the preparation and distribution of working papers and reports and principles for admitting NGOs to Observer status. The Codex Reference System for documents is explained.

The Format of Codex standards and an explanatory note on how Committees and Task Forces should draft Codex standards are described here. A section describes the criteria for the establishment of work priorities and for establishing new subsidiary bodies.

To ensure that the appropriate sections of Codex Commodity Standards have been reviewed for food safety, nutrition, consumer protection and food analysis, a section on the Relations between Commodity Committees and General Committees is included for guidance to Codex Committees and Task Forces.

A section on Core Functions of Codex Contact Points lists the main tasks of Codex Contact Points at the national level and describes their interaction with the Codex Commission, Committees and Task Forces.

Guidelines for Codex Committees and *Ad hoc* Intergovernmental Task Forces

INTRODUCTION

1. By virtue of Article 7 of the Statutes of the Codex Alimentarius Commission and Rule IX.1(b) of its Rules of Procedure, the Commission has established a number of Codex Committees and *ad hoc* Intergovernmental Task Forces to prepare standards in accordance with the Procedure for the Elaboration of Codex Standards and Coordinating Committees to exercise general coordination of its work in specific regions or groups of countries. The Rules of Procedure of the Commission shall apply, *mutatis mutandis*, to Codex Committees, Coordinating Committees and *ad hoc* Intergovernmental Task Forces. The Guidelines applying to Codex Committees as described in this Section apply also to Codex *ad hoc* Intergovernmental Task Forces.

COMPOSITION OF CODEX COMMITTEES

MEMBERSHIP

2. Membership of Codex Committees 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 Regional Coordinating Committees 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

CHAIR

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 chairperson of the Committee. The member country concerned is responsible for appointing the chairperson 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 chairperson for as long as the chairperson 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 administrative support staff able to work easily in the languages used at the session and should have at its disposal adequate word processing 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 and the Joint FAO/WHO (Codex) Secretariat are charged with the preparation of the draft report in consultation with the rapporteurs, if any.

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 safety and quality elements (or recommendations) to be covered, whether in standards for general application or in reference to specific food products,
- (c) consideration of the types of product to be covered by standards, e.g., whether materials for further processing into food should be covered,
- (d) preparation of draft Codex standards within its terms of reference,
- (e) 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.
- (f) the review and, as necessary, revision of existing standards and related texts on a scheduled, periodic basis to ensure that the standards and related texts within its terms of reference are consistent with current scientific knowledge and other relevant information.

SESSIONS

INVITATIONS AND PROVISIONAL AGENDA

7. Sessions of Codex Committees and Coordinating Committees will be convened by the Directors-General of FAO and WHO in consultation with the chairperson of the respective Codex Committee. The letter of invitation and provisional agenda shall be prepared by the Chief, Joint FAO/WHO Food Standards Programme, FAO, Rome, in consultation with the chairperson of the committee for issue by the Directors-General to all Members and Associate Members of FAO and WHO or, in the case of Coordinating Committees, to the countries of the region or group of countries concerned, Codex Contact Points and interested international organizations in accordance with the official mailing lists of FAO and WHO. Chairpersons should, before finalizing 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). The invitation and Provisional Agenda will be translated and distributed by FAO/WHO in the working languages of the Commission at least four months before the date of the meeting.

8. Invitations should include the following:

- (a) title of the Codex Committee,
- (b) time and date of opening and date of closing of the session,
- (c) place of the session,
- (d) languages to be used and arrangements for interpretation, i.e., whether simultaneous or not,
- (e) if appropriate, information on hotel accommodation,
- (f) 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.

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

10. The Provisional Agenda should state the time, date and place of the meeting and should include the following items:

- (a) adoption of the agenda,
- (b) if considered necessary, election of rapporteurs,
- (c) 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,
- (d) any other business,
- (e) consideration of date and place of next session,
- (f) adoption of draft report.

11. 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

12. A Codex or Coordinating 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. *Ad hoc* working groups established to accomplish specific tasks shall be disbanded once the tasks have been accomplished as determined by the Committee. Reports of *ad hoc* working groups shall be distributed to all members of the Committee and observers in time to allow full consideration of the working groups' recommendations. A Codex or Coordinating Committee may not set up standing sub-committees, whether open to all Members of the Commission or not, without the specific approval of the Commission.

PREPARATION AND DISTRIBUTION OF PAPERS

13. Papers for a session should be sent by the chairperson 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, Joint FAO/WHO Food Standards Programme, FAO, Rome.

14. 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 chairperson of the Committee, with a copy to the Chief, Joint FAO/WHO Food Standards Programme, FAO, Rome, in good time (see paragraph 13) to be included in the distribution of papers for the session.

15. 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.

16. 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.

17. Consecutive reference numbers in suitable series should be assigned 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. At the end of these guidelines is a series of references for Codex documents adopted by the Codex Alimentarius Commission for its own sessions and those of its subsidiary bodies.

18. Members of the Codex Committees should advise the Committee chairperson through their Codex Contact Point of the number of copies should advise the Committee chairperson through their Codex Contact Point of the number of copies of documents normally required.

19. 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

20. Meetings of Codex and Coordinating Committees shall be held in public unless the Committee decides otherwise. Member countries responsible for Codex and Coordinating Committees shall decide who should open meetings on their behalf. The chairperson 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 chairpersons of

Codex and Coordinating 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.

21. Chairpersons of Codex Committees should ensure that all questions are fully discussed, in particular statements concerning possible economic implications of standards under consideration at Steps 4 and 7. Chairpersons 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 chairpersons 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.

22. 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.

23. 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

24. In preparing reports, the following points shall be borne in mind:
- (a) decisions should be clearly stated; action taken in regard to economic impact statements should be fully recorded; all decisions on draft standards should be accompanied by an indication of the step in the Procedure that the standards have reached;

- (b) 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;
 - (c) where matters require attention by other Codex committees, this should be clearly stated;
 - (d) 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, and in any case, a section should be included at the end of the report showing clearly in summary form:
 - standards considered at the session and the steps they have reached;
 - standards at any step of the Procedure, the consideration of which has been postponed or which are held in abeyance and the steps which they have reached;
 - new standards proposed for consideration, the probable time of their consideration at Step 2 and the responsibility for drawing up the first draft.
25. The following appendices should be attached to the report:
- (a) list of participants with full postal addresses,
 - (b) draft standards with an indication of the step in the Procedure which has been reached.
26. The Joint FAO/WHO Secretariat 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, and all Codex Contact Points.

DRAWING UP OF CODEX STANDARDS

27. A Codex committee, in drawing up standards and related texts, should bear in mind the following:
- (a) the guidance given in the General Principles of the Codex Alimentarius;

- (b) that all standards and related texts should have a preface containing the following information:
- the description of the standard or related text,
 - a brief description of the scope and purpose(s) of the standard or related text,
 - references including the step which the standard or related text has reached in the Commission's Procedures for the Elaboration of Standards, together with the date on which the draft was approved,
 - matters in the draft standard or related text requiring endorsement or action by other Codex Committees.
- (c) that for standards or any related text for a product which includes a number of sub-categories, the Committee should give preference to the development of a general standard or related text with specific provisions as necessary for sub-categories with different requirements.

Principles Concerning the Participation of International Non-Governmental Organizations in the Work of the Codex Alimentarius Commission

1. PURPOSE

The purpose of collaboration with International Non-Governmental Organizations is to secure for the Codex Alimentarius Commission, expert information, advice and assistance from international non-governmental organizations and to enable organizations which represent important sections of public opinion and are authorities in their fields of professional and technical competence to express the views of their members and to play an appropriate role in ensuring the harmonizing of intersectoral interests among the various sectoral bodies concerned in a country, regional or global setting.

Arrangements made with such organizations shall be designed to advance the purposes of the Codex Alimentarius Commission by securing maximum cooperation from International Non-Governmental Organizations in the execution of its programme.

2. TYPES OF RELATIONSHIP

Only one category of relationship shall be recognized, namely “Observer Status”; all other contacts, including working relations, shall be considered to be of an informal character.

3. ORGANIZATIONS ELIGIBLE FOR “OBSERVER STATUS”

The following shall be eligible for Observer Status:

- International Non-Governmental Organizations in consultative status, specialized consultative status or liaison status with FAO;
- International Non-Governmental Organizations having official relations with WHO; and
- International Non-Governmental Organizations that:

- (a) are international in structure and scope of activity, and representative of the specialized field of interest in which they operate;
- (b) are concerned with matters covering a part or all of the Commission's field of activity;
- (c) have aims and purposes in conformity with the Statutes of the Codex Alimentarius Commission; and
- (d) have a permanent directing body, authorized representatives and systematic procedures and machinery for communicating with its membership in various countries. Its members shall exercise voting rights in relation to its policies or action or shall have other appropriate mechanisms to express their views.

4. PROCEDURE FOR OBTAINING "OBSERVER STATUS"

4.1 INTERNATIONAL NON-GOVERNMENTAL ORGANIZATIONS HAVING STATUS OR OFFICIAL RELATIONS WITH FAO AND WHO

"Observer status" shall be accorded to those International Non-Governmental Organizations in consultative status, specialized consultative status or liaison status with FAO or International Non-Governmental Organizations having official relations with WHO that inform the Secretary of the Codex Alimentarius Commission of their desire to participate in the work of the Commission and/or any or all of the Commission's subsidiary bodies⁵ on a regular basis. They may also request invitations to participate at specific sessions of the Commission or its subsidiary bodies on an *ad hoc* basis.

4.2 NON-GOVERNMENTAL ORGANIZATIONS NOT HAVING STATUS OR OFFICIAL RELATIONS WITH FAO AND WHO

Before any form of formal relationship is established with a Non-Governmental Organization, such Organization shall supply the Secretary of the Commission with the information outlined in the Annex to these Procedures. The Secretary shall transmit this information to the Directors-General of FAO and WHO.

⁵ The term "subsidiary bodies" means any body established under Rule IX of the Commission's Rules of Procedure.

Upon confirmation that the Directors-General are satisfied that the applicant Organization is in a position to make a significant contribution in advancing the purposes of the Codex Alimentarius Commission, Observer Status shall be granted to the applicant Organization.

Observer Status at specific meetings will not normally be granted to individual organizations that are members of a larger organization authorized and that intends to represent them at these meetings.

5. PRIVILEGES AND OBLIGATIONS

International Non-governmental Organizations in Observer status shall have the following privileges and obligations:

5.1 PRIVILEGES OF INTERNATIONAL NON-GOVERNMENTAL ORGANIZATIONS IN “OBSERVER STATUS”

An Organization in Observer Status:

- (a) shall be entitled to send an observer (without the right to vote) to sessions of the Commission, who may be accompanied by advisers; to receive from the Secretary of the Commission, in advance of the session, all working documents and discussion papers; to circulate to the Commission its views in writing, without abridgement; and to participate in discussions when invited by the Chairperson⁶;
- (b) shall be entitled to send an observer (without the right to vote) to sessions of specified Subsidiary Bodies, who may be accompanied by advisers; to receive from the Secretaries of the Subsidiary Bodies, in advance of the session, all working documents and discussion papers; to circulate to these Bodies its views in writing, without abridgement; and to participate in discussions when invited by the Chairperson⁶;
- (c) may be invited by the Directors-General to participate in meetings or seminars on subjects organized under the Joint FAO/WHO Food Standards Programme which fall within its fields of interest, and if it

⁶ An invitation to a Codex meeting and representation thereat by an observer shall not imply the granting to an international non-governmental organization of a status different from that which it already enjoys.

does not so participate it may submit its views in writing to any such meeting or seminar;

- (d) will receive documentation and information about meetings planned on subjects agreed upon with the Secretariat;
- (e) may submit, under the authority of its governing body, written statements on matters before the Commission, in one of the languages of Commission, to the Secretary, who may communicate them to the Commission or the Executive Committee as appropriate.

5.2 OBLIGATIONS OF INTERNATIONAL NON-GOVERNMENTAL ORGANIZATIONS IN “OBSERVER STATUS”

An Organization in Observer Status shall undertake:

- (a) to cooperate fully with the Codex Alimentarius Commission for the furtherance of the objectives of the Joint FAO/WHO Food Standards Programme;
- (b) in cooperation with the Secretariat, to determine the ways and means of co-ordinating activities within the scope of the Joint FAO/WHO Food Standards Programme, with a view to avoiding duplication and overlapping;
- (c) to contribute, as far as possible, and at the request of the Directors-General, to the promotion of a better knowledge and understanding of the Codex Alimentarius Commission and the Joint FAO/WHO Food Standards Programme through appropriate discussions or other forms of publicity;
- (d) to send to the Secretary of the Commission on an exchange basis, its reports and publications concerned with matters covering all or part of the Commission’s field of activity;
- (e) to keep the Secretary of the Commission informed of changes in its structure and membership, as well as of important changes in its secretariat.

6. REVIEW OF “OBSERVER STATUS”

The Directors-General may terminate arrangements for Observer Status which are no longer considered necessary or appropriate in the light of changing programmes or other circumstances, and will report such action to the Commission. However, the international non-governmental organization concerned may appeal the termination of Observer Status.

An international non-governmental organization in Observer Status which has not shown any interest and has not attended any meetings during a period of four years may be deemed not to have sufficient interest to warrant the continuance of such relationship.

The Secretary shall report to the Codex Alimentarius Commission on the relations between the Codex Alimentarius Commission and international non-governmental organizations established in accordance with the present Procedures and shall provide a list of organizations granted Observer Status, with an indication of the membership that they represent.

The Commission shall periodically review these principles and procedures and shall consider, as necessary, any amendments which may seem desirable.

ANNEX: INFORMATION REQUIRED OF NON-GOVERNMENTAL ORGANIZATIONS REQUESTING “OBSERVER STATUS”

- (a) Official name of the organization in different languages (with initials)
- (b) Full postal address, Telephone, Telex address, Facsimile and Email as appropriate
- (c) Aims and subject fields (mandate) of organization, and methods of operation. (Enclose charter, constitution, by-laws, rules of procedures, etc.)
- (d) Member organizations (name and address of each national affiliate, method of affiliation, giving number of members where possible, and names of principal officers. If the organization has individual members, please indicate approximate number in each country)
- (e) Structure (assembly or conference; council or other form of governing body; type of general secretariat; commissions on special topics, if any; etc.)

- (f) Indication of source of funding (e.g., membership contributions, direct funding, external contributions, or grants)
- (g) Meetings (indicate frequency and average attendance; send report of previous meeting, including any resolutions passed) that are concerned with matters covering all or part of the Commission's field of activity
- (h) Relations with other international organizations:
 - (i) UN and organs (indicate consultative status or other relationship, if any)
 - (j) Other international organizations
- (k) Expected contribution to the Joint FAO/WHO Food Standards Programme
- (l) Past activities on behalf of, or in relation to, the Codex Alimentarius Commission and the Joint FAO/WHO Food Standards Programme (indicate any relationship by national affiliates with the Regional Coordinating Committees and/or the National Codex Contact Points or Committees)
- (m) Area of activity in which participation as an observer is requested (Commission and/or Subsidiary Bodies). If more than one organization with similar interests is requesting observer status in any field of activity, such organizations will be encouraged to form themselves into a federation or association for the purpose of participation. If the formation of such a single organization is not feasible, the application should explain why this is so.
- (n) Language (English, French or Spanish) in which documentation should be sent to the international non-governmental organizations
- (o) Name, Function and address of the person providing the information
- (p) Signature and date

Criteria for the Establishment of Work Priorities

When a Codex Committee proposes to elaborate a standard, code of practice or related text within its terms of reference, it should first consider the priorities established by the Commission in the Medium-Term Plan of Work, any specific relevant strategic project currently being undertaken by the Commission and the prospect of completing the work within a reasonable period of time. It should also assess the proposal against the criteria set out below.

If the proposal falls in an area outside the Committee's terms of reference the proposal should be reported to the Commission in writing together with proposals for such amendments to the Committee's terms of reference as may be required.

CRITERIA

Criteria applicable to general subjects

- (a) Consumer protection from the point of view of health and fraudulent practices.
- (b) Diversification of national legislations and apparent resultant or potential impediments to international trade.
- (c) Scope of work and establishment of priorities between the various sections of the work.
- (d) Work already undertaken by other international organizations in this field.

Criteria applicable to commodities

- (a) Consumer protection from the point of view of health and fraudulent practices.
- (b) Volume of production and consumption in individual countries and volume and pattern of trade between countries.
- (c) Diversification of national legislations and apparent resultant or potential impediments to international trade.

- (d) International or regional market potential.
- (e) Amenability of the commodity to standardization.
- (f) Coverage of the main consumer protection and trade issues by existing or proposed general standards.
- (g) Number of commodities which would need separate standards indicating whether raw, semi processed or processed.
- (h) Work already undertaken by other international organizations in this field.

Criteria for the Establishment of Subsidiary Bodies of the Codex Alimentarius Commission

When there is a proposal for the elaboration of a standard, code of practice or related text in an area not covered by the terms of reference of any existing subsidiary body⁷, or the revision of standards, codes of practice or other texts elaborated by subsidiary bodies adjourned *sine die*, such a proposal should be accompanied by a written statement to the Commission explaining its justification in light of the Commission's Medium-Term Objectives and containing, as far as practicable, the information contained in the Criteria for the Establishment of Work Priorities.

Should the Commission decide to establish a Subsidiary Body for the purpose of elaborating an appropriate draft standard or related text or for the purpose of revising an existing standard(s) or related text(s), first consideration should be given to the establishment of an *ad hoc* Intergovernmental Task Force under Rule IX.1(b)(i) of the Commission's Rules of Procedure under the following conditions:

1. TERMS OF REFERENCE:

- the terms of reference of the proposed *ad hoc* Intergovernmental Task Force shall be limited to the immediate task at hand and normally shall not be subsequently modified;
- the terms of reference shall clearly state the objective(s) to be achieved by the establishment of the *ad hoc* Intergovernmental Task Force;
- the terms of reference shall clearly state either (i) the number of sessions to be convened, or (ii) the date (year) by which the work is expected to be completed, which in any case shall not exceed five years.

⁷ The Commission may wish to consider extending the Terms of Reference of an appropriate existing body to accommodate the proposal.

2. REPORTING:

The *ad hoc* Intergovernmental Task Force shall report to the Codex Alimentarius Commission and to the Executive Committee on the progress of its work. The reports of the *ad hoc* Intergovernmental Task Force shall be transmitted to all Members of the Commission and interested international organization.

3. OPERATING EXPENSES:

No provision shall be made concerning the operating expenditures of the *ad hoc* Intergovernmental Task Force in the estimate of expenditures of the Joint FAO/WHO Food Standards Programme, except insofar as costs involved in preparatory work are recognized as operating expenses of the Commission in accordance with Article 10 of its Statutes.

4. HOST GOVERNMENT ARRANGEMENTS:

The Commission, at the time of the establishment of the *ad hoc* Intergovernmental Task Force shall ascertain that there will be appropriate host government arrangements adequate to ensure the functioning of the Task Force for the duration of its assignment.⁸

5. WORKING PROCEDURES:

Ad hoc Intergovernmental Task Forces shall be open to all Members of the Commission and the Rules of Procedure of the Codex Alimentarius Commission and the Uniform Procedure for the Elaboration of Codex Standards and Related Texts shall apply *mutatis mutandis* to *ad hoc* Intergovernmental Task Forces.

⁸ This may involve Host Government arrangements with one or more Members of the Commission.

6. DISSOLUTION:

The *ad hoc* Intergovernmental Task Force shall be dissolved after the specified work has been completed or when the number of sessions or the time limit allocated for the work has expired.

Guidelines for the Inclusion of Specific Provisions in Codex Standards and Related Texts

***GUIDELINES ON THE ELABORATION AND/OR REVISION OF
CODES OF HYGIENIC PRACTICE FOR SPECIFIC
COMMODITIES***

The establishment of additional food hygiene requirements for specific food items or food groups should be limited to the extent necessary to meet the defined objectives of individual codes.

Codex Codes of Hygienic Practice should serve the primary purpose of providing advice to governments on the application of food hygiene provisions within the framework of national and international requirements.

The Revised Recommended International Code of Practice - General Principles of Food Hygiene (including the Guidelines for the Application of the Hazard Analysis Critical Control Point (HACCP) System) and the Revised Principles for the Establishment and Application of Microbiological Criteria for Foods are the base documents in the field of food hygiene.

All Codex Codes of Hygienic Practice applicable to specific food items or food groups shall refer to the General Principles of Food Hygiene and shall only contain material additional to the General Principles which is necessary to take into account the particular requirements of the specific food item or food group.

Provisions in Codex Codes of Hygienic Practice should be drafted in a sufficiently clear and transparent manner such that extended explanatory material is not required for their interpretation.

The above considerations should also apply to Codex Codes of Practice which contain provisions relating to food hygiene.

**PRINCIPLES FOR THE ESTABLISHMENT OF CODEX
METHODS OF ANALYSIS**

PURPOSE OF CODEX METHODS OF ANALYSIS

The methods are primarily intended as international methods for the verification of provisions in Codex standards. They should be used for reference, in calibration of methods in use or introduced for routine examination and control purposes.

METHODS OF ANALYSIS

Definition of types of methods of analysis

(a) Defining Methods (Type I)

Definition: A method which determines a value that can only be arrived at in terms of the method per se and serves by definition as the only method for establishing the accepted value of the item measured.

Examples: Howard Mould Count, Reichert-Meissl value, loss on drying, salt in brine by density.

(b) Reference Methods (Type II)

Definition: A Type II method is the one designated Reference Method where Type I methods do not apply. It should be selected from Type III methods (as defined below). It should be recommended for use in cases of dispute and for calibration purposes.

Example: Potentiometric method for halides.

(c) Alternative Approved Methods (Type III)

Definition: A Type III Method is one which meets the criteria required by the Codex Committee on Methods of Analysis and Sampling for methods that may be used for control, inspection or regulatory purposes.

Example: Volhard Method or Mohr Method for chlorides

(d) Tentative Method (Type IV)

Definition: A Type IV Method is a method which has been used traditionally or else has been recently introduced but for which the criteria required for

acceptance by the Codex Committee on Methods of Analysis and Sampling have not yet been determined.

Examples: chlorine by X-ray fluorescence, estimation of synthetic colours in foods.

General Criteria for the Selection of Methods of Analysis

- (a) Official methods of analysis elaborated by international organizations occupying themselves with a food or group of foods should be preferred.
- (b) Preference should be given to methods of analysis the reliability of which have been established in respect of the following criteria, selected as appropriate:
 - (i) specificity
 - (ii) accuracy
 - (iii) precision; repeatability intra-laboratory (within laboratory), reproducibility inter-laboratory (within laboratory and between laboratories)
 - (iv) limit of detection
 - (v) sensitivity
 - (vi) practicability and applicability under normal laboratory conditions
 - (vii) other criteria which may be selected as required.
- (c) The method selected should be chosen on the basis of practicability and preference should be given to methods which have applicability for routine use.
- (d) All proposed methods of analysis must have direct pertinence to the Codex Standard to which they are directed.
- (e) Methods of analysis which are applicable uniformly to various groups of commodities should be given preference over methods which apply only to individual commodities.

ANALYTICAL TERMINOLOGY FOR CODEX USE

Result: The final value reported for a measured or computed quantity, after performing a measuring procedure including all subprocedures and evaluations.

Notes:

When a result is given, it should be made clear whether it refers to:

- the indication [signal];
- the uncorrected result;
- the corrected result; and
- whether several values were averaged.

A complete statement of the result of a measurement includes information about the uncertainty of measurement.

Specificity: The property of a method to respond exclusively to the characteristic or analyte defined in the Codex standard.

Notes:

Specificity may be achieved by many means: It may be inherent in the molecule (e.g., infrared or mass spectrometric identification techniques), or attained by separations (e.g., chromatography), mathematically (e.g., simultaneous equations), or biochemically (e.g., enzyme reactions). Very frequently methods rely on the absence of interferences to achieve specificity (e.g., determination of chloride in the absence of bromide and iodide).

In some cases specificity is not desired (e.g., total fat, fatty acids, crude protein, dietary fibre, reducing sugars).

Accuracy (as a concept): The closeness of agreement between the reported result and the accepted reference value.

Notes:

The term accuracy, when applied to a set of test results, involves a combination of random components and a common systematic error or bias component. When the systematic error component must be arrived at by a process that

includes random error, the random error component is increased by propagation of error considerations and is reduced by replication.

Accuracy (as a statistic): The closeness of agreement between a reported result and the accepted reference value.

Notes:

Accuracy as a statistic applies to the single reported final test result; accuracy as a concept applies to single, replicate, or averaged values.

Trueness: The closeness of agreement between the average value obtained from a series of test results and an accepted reference value.

Notes:

The measure of trueness is usually expressed in terms of bias.

Trueness has been referred to as “accuracy of the mean”.

Bias: The difference between the expectation of the test results and an accepted reference value.

Notes:

Bias is the total systematic error as contrasted to random error. There may be one or more systematic error components contributing to bias. A larger systematic difference from the accepted reference value is reflected by a larger bias value.

When the systematic error component(s) must be arrived at by a process that includes random error, the random error component is increased by propagation of error considerations and reduced by replication.

Precision: The closeness of agreement between independent test results obtained under stipulated conditions.

Notes:

Precision depends only on the distribution of random errors and does not relate to the true value or to the specified value.

The measure of precision is usually expressed in terms of imprecision and computed as a standard deviation of the test results. Less precision is reflected by a larger standard deviation.

“Independent test results” means results obtained in a manner not influenced by any previous result on the same or similar test object. Quantitative measures of precision depend critically on the stipulated conditions. Repeatability and reproducibility conditions are particular sets of extreme conditions.

Repeatability [Reproducibility]: Precision under repeatability [reproducibility] conditions.

Repeatability conditions: Conditions where independent test results are obtained with the same method on identical test items in the same laboratory by the same operator using the same equipment within short intervals of time.

Reproducibility conditions: Conditions where test results are obtained with the same method on identical test items in different laboratories with different operators using different equipment.

Notes:

When different methods give test results that do not differ significantly, or when different methods are permitted by the design of the experiment, as in a proficiency study or a material-certification study for the establishment of a consensus value of a reference material, the term “reproducibility” may be applied to the resulting parameters. The conditions must be explicitly stated.

Repeatability [Reproducibility] standard deviation: The standard deviation of test results obtained under repeatability [reproducibility] conditions.

Notes:

Repeatability [Reproducibility] standard deviation is a measure of the dispersion of the distribution of test results under repeatability [reproducibility] conditions.

Similarly “repeatability [reproducibility] variance” and “repeatability [reproducibility] coefficient of variation” could be defined and used as measures of the dispersion of test results under repeatability [reproducibility] conditions.

Repeatability [Reproducibility] limit: The value less than or equal to which the absolute difference between two test results obtained under repeatability [reproducibility] conditions may be expected to be with a probability of 95%.

Notes:

The symbol used is $r [R]$.

When examining two single test results obtained under repeatability [reproducibility] conditions, the comparison should be made with the repeatability [reproducibility] limit $r [R] = 2.8 sr[sR]$.

When groups of measurements are used as the basis for the calculation of the repeatability [reproducibility] limits (now called the critical difference), more complicated formulae are required that are given in ISO 5725-6:1994, 4.2.1 and 4.2.2.

Interlaboratory Study: A study in which several laboratories measure a quantity in one or more “identical” portions of homogeneous, stable materials under documented conditions, the results of which are compiled into a single document.

Notes:

The larger the number of participating laboratories, the greater the confidence that can be placed in the resulting estimates of the statistical parameters. The IUPAC-1987 protocol (Pure & Appl. Chem., 66, 1903-1911(1994)) requires a minimum of eight laboratories for method-performance studies.

Method-Performance Study: An interlaboratory study in which all laboratories follow the same written protocol and use the same test method to measure a quantity in sets of identical test samples. The reported results are used to estimate the performance characteristics of the method. Usually these characteristics are within-laboratory and among-laboratories precision, and when necessary and possible, other pertinent characteristics such as systematic error, recovery, internal quality control parameters, sensitivity, limit of determination, and applicability.

Notes:

The materials used in such a study of analytical quantities are usually representative of materials to be analyzed in actual practice with respect to

matrices, amount of test component (concentration), and interfering components and effects. Usually the analyst is not aware of the actual composition of the test samples but is aware of the matrix.

The number of laboratories, number of test samples, number of determinations, and other details of the study are specified in the study protocol. Part of the study protocol is the procedure which provides the written directions for performing the analysis.

The main distinguishing feature of this type of study is the necessity to follow the same written protocol and test method exactly.

Several methods may be compared using the same test materials. If all laboratories use the same set of directions for each method and if the statistical analysis is conducted separately for each method, the study is a set of method-performance studies. Such a study may also be designated as a method-comparison study.

Laboratory-Performance (Proficiency) Study: An interlaboratory study that consists of one or more measurements by a group of laboratories on one or more homogeneous, stable, test samples by the method selected or used by each laboratory. The reported results are compared with those from other laboratories or with the known or assigned reference value, usually with the objective of improving laboratory performance.

Notes:

Laboratory-performance studies can be used to support accreditation of laboratories or to audit performance. If a study is conducted by an organization with some type of management control over the participating laboratories—organizational, accreditation, regulatory, or contractual—the method may be specified or the selection may be limited to a list of approved or equivalent methods. In such situations, a single test sample is insufficient to judge performance.

A laboratory-performance study may be used to select a method of analysis that will be used in a method-performance study. If all laboratories, or a sufficiently large subgroup, of laboratories, use the same method, the study may also be interpreted as a method-performance study, provided that the test samples cover the range of concentration of the analyte.

Laboratories of a single organization with independent facilities, instruments, and calibration materials, are treated as different laboratories.

Material-Certification Study: An interlaboratory study that assigns a reference value (“true value”) to a quantity (concentration or property) in the test material, usually with a stated uncertainty.

Note:

A material-certification study often utilizes selected reference laboratories to analyze a candidate reference material by a method(s) judged most likely to provide the least-biased estimates of concentration (or of a characteristic property) and the smallest associated uncertainty.

Applicability: The analytes, matrices, and concentrations for which a method of analysis may be used satisfactorily to determine compliance with a Codex standard.

Note:

In addition to a statement of the range of capability of satisfactory performance for each factor, the statement of applicability (scope) may also include warnings as to known interference by other analytes, or inapplicability to certain matrices and situations.

Sensitivity: Change in the response divided by the corresponding change in the concentration of a standard (calibration) curve; i.e., the slope, s_i , of the analytical calibration curve.

Note:

This term has been used for several other analytical applications, often referring to capability of detection, to the concentration giving 1% absorption in atomic absorption spectroscopy, and to ratio of found positives to known, true positives in immunological and microbiological tests. Such applications to analytical chemistry should be discouraged.

A method is said to be sensitive if a small change in concentration, c , or quantity, q , causes a large change in the measure, x ; that is, when the derivative dx/dc or dx/dq is large.

Although the signal may vary with the magnitude of c_i or q_i , the slope, s_i , is usually constant over a reasonable range of concentrations. s_i may also be a function of the c or q of other analytes present in the sample.

Ruggedness: The ability of a chemical measurement process to resist changes in results when subjected to minor changes in environmental and procedural variables, laboratories, personnel, etc.

PRINCIPLES FOR THE ESTABLISHMENT OR SELECTION OF CODEX SAMPLING PROCEDURES

PURPOSE OF CODEX METHODS OF SAMPLING

Codex Methods of Sampling are designed to ensure that fair and valid sampling procedures are used when food is being tested for compliance with a particular Codex commodity standard. The sampling methods are intended for use as international methods designed to avoid or remove difficulties which may be created by diverging legal, administrative and technical approaches to sampling and by diverging interpretation of results of analysis in relation to lots or consignments of foods, in the light of the relevant provision(s) of the applicable Codex standard.

METHODS OF SAMPLING

Types of Sampling Plans and Procedures

(a) Sampling Plans for Commodity Defects:

These are normally applied to visual defects (e.g. loss of colour, mis-graded for size, etc.) and extraneous matter. They will normally be attributes plans, and plans such as those included in the *FAO/WHO Codex Alimentarius Sampling Plans for Prepackaged Foods (AQL 6.5)*⁹ may be applied.

(b) Sampling Plans for Net Contents:

These are sampling plans which apply to pre-packaged foods generally and are intended to serve to check compliance of lots or consignments with provisions for net contents.

⁹ *Codex Alimentarius: Volume 13.*

(c) Sampling Plans for Compositional Criteria:

Such plans are normally applied to analytically determined compositional criteria (e.g., loss on drying in white sugar, etc.). They are predominantly based on variable procedures with unknown standard deviation.

(d) Specific Sampling Plans for Health-related Properties:

Such plans are generally applied to heterogeneous conditions, e.g., in the assessment of microbiological spoilage, microbial by-products or sporadically occurring chemical contaminants.

General Instructions for the Selection of Methods of Sampling

(a) Official methods of sampling as elaborated by international organizations occupying themselves with a food or a group of foods are preferred. Such methods, when attracted to Codex standards, may be revised using Codex recommended sampling terms (to be elaborated).

(b) The appropriate Codex Commodity Committee should indicate, before it elaborates any sampling plan, or before any plan is endorsed by the Codex Committee on Methods of Analysis and Sampling, the following:

(i) the basis on which the criteria in the Codex Commodity standards have been drawn up (e.g. whether on the basis that every item in a lot, or a specified high proportion, shall comply with the provision in the standard or whether the average of a set of samples extracted from a lot must comply and, if so, whether a minimum or maximum tolerance, as appropriate, is to be given);

(ii) whether there is to be any differentiation in the relative importance of the criteria in the standards and, if so, what is the appropriate statistical parameter each criterion should attract, and hence, the basis for judgement when a lot is in conformity with a standard.

(c) Instructions on the procedure for the taking of samples should indicate the following:

(i) the measures necessary in order to ensure that the sample taken is representative of the consignment or of the lot;

- (ii) the size and the number of individual items forming the sample taken from the lot or consignment;
 - (iii) the administrative measures for taking and handling the sample.
- (d) The sampling protocol may include the following information:
- (i) the statistical criteria to be used for acceptance or rejection of the lot on the basis of the sample;
 - (ii) the procedures to be adopted in cases of dispute.

GENERAL CONSIDERATIONS

- (a) The Codex Committee on Methods of Analysis and Sampling should maintain closest possible relations with all interested organizations working on methods of analysis and sampling.
- (b) The Codex Committee on Methods of Analysis and Sampling should organize its work in such a manner as to keep under constant review all methods of analysis and sampling published in the Codex Alimentarius.
- (c) In the Codex methods of analysis, provision should be made for variations in reagent concentrations and specifications from country to country.
- (d) Codex methods of analysis which have been derived from scientific journals, theses, or publications, either not readily available or available in languages other than the official languages of FAO and WHO, or which for other reasons should be printed in the Codex Alimentarius *in extenso*, should follow the standard layout for methods of analysis as adopted by the Codex Committee on Methods of Analysis and Sampling.
- (e) Methods of analysis which have already been printed as official methods of analysis in other available publications and which are adopted as Codex methods need only be quoted by reference in the Codex Alimentarius.

Uniform System of References for Codex Documents

In referencing Codex documents, CX, which stands for Codex, should appear first, followed by the subject code reference, followed by the year in which the session will be held (i.e. not necessarily the year in which the document is prepared), and finally followed by the consecutive number of the document.

For example documents prepared for a session of the Codex Regional Coordinating Committee for Asia, meeting in 2001, would be identified by the series CX/ASIA 01/1, 2, 3 etc. The only exception is the Executive Committee in which the session number is also identified: e.g., CX/EXEC 01/48/1, 2, 3 etc.

Statutory Body	Document Reference
Codex Alimentarius Commission	ALINORM
Executive Committee	CX/EXEC
Codex Committees	
General Principles	CX/GP
Food Additives and Contaminants	CX/FAC
Food Hygiene	CX/FH
Food Labelling	CX/FL
Methods of Analysis and Sampling	CX/MAS
Pesticide Residues	CX/PR
Residues of Veterinary Drugs in Foods	CX/RVDF
Food Import and Export Inspection and Certification Systems	CX/FICS
Nutrition and Foods for Special Dietary Uses	CX/NFSDU
Cereals, Pulses and Legumes	CX/CPL

Statutory Body	Document Reference
Cocoa Products and Chocolate	CX/CPC
Fats and Oils	CX/FO
Fish and Fishery Products	CX/FFP
Milk and Milk Products	CX/MMP
Meat Hygiene	CX/MH
Natural Mineral Waters	CX/MIN
Processed Fruits and Vegetables	CX/PFV
Soups and Broths	CX/SB
Sugars	CX/S
Vegetable Proteins	CX/VP
Fresh Fruits and Vegetables	CX/FFV
Regional Coordinating Committees	
Coordinating Committee for Africa	CX/AFRICA
Coordinating Committee for Asia	CX/ASIA
Coordinating Committee for Europe	CX/EURO
Coordinating Committee for Latin America and the Caribbean	CX/LAC
Coordinating Committee for the Near East	CX/NEA
Coordinating Committee for North America and the South West Pacific	CX/NASWP
Ad hoc Intergovernmental Task Forces	

Statutory Body	Document Reference
Foods derived from Biotechnology	CX/FBT
Fruit Juices	CX/FJ
Animal Feeding Practices	CX/AF

Format for Codex Commodity Standards

INTRODUCTION

The Format is 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, odour, colour and texture which may be apprehended by the senses, and basic quality criteria for the finished products, with the object of preventing fraud. This section may refer to tolerances for defects, such as blemishes or imperfect material, but this information should be contained in an appendix to the standard or in another advisory text.

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 guidance given on page 94 and may take the following form:

“The following provisions in respect of food additives and their specifications as contained in section of the Codex Alimentarius

are subject to endorsement [have been endorsed] by the Codex Committee on Food Additives and Contaminants.”

Then should follow a tabulation, viz.:

“Name of additive, maximum level (in percentage or mg/kg).”

CONTAMINANTS

Pesticide Residues:

This section should include, by reference, any levels for pesticide residues that have been established by the Codex Alimentarius Commission for the product concerned.¹⁰

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 and Contaminants.”

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 the guidance given on page 96. 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:

¹⁰ N.B. This Procedure has not been followed for practical reasons. Codex maximum limits for pesticide residues are published separately in Volume 2 of the *Codex Alimentarius*.

“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 the guidance given on page 93. Provisions should be included by reference to 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 provided that these can be justified fully. 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 the guidance given on page 96. 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 included in this section either specifically or by reference. The following statement should also appear:

*“The methods of analysis and sampling described hereunder are to be endorsed [have been endorsed] by the Codex Committee on Methods of Analysis and Sampling.”*¹¹

¹¹ Methods of analysis should be indicated as being “defining”, “reference”, “alternative approved” or “tentative” methods, as appropriate. See page 73.

Relations between Commodity Committees and General Committees

Codex Committees may ask the advice and guidance of committees having responsibility for matters applicable to all foods on any points coming within their province.

The Codex Committees on Food Labelling; Food Additives and Contaminants; Methods of Analysis and Sampling; Food Hygiene; Nutrition and Foods for Special Dietary Uses; and Food Import and Export Inspection and Certification Systems may establish general provisions on matters within their terms of reference. These provisions should only be incorporated into Codex Commodity Standards by reference unless there is a need for doing otherwise.

Codex Commodity standards shall contain sections on hygiene, labelling and methods of analysis and sampling and these sections should contain all of the relevant provisions of the standard. Provisions of Codex General Standards, Codes or Guidelines shall only be incorporated into Codex Commodity Standards by reference unless there is a need for doing otherwise. Where Codex Committees are of the opinion that the general provisions are not applicable to one or more commodity standards, they may request the responsible Committees to endorse deviations from the general provisions of the Codex Alimentarius. Such requests should be fully justified and supported by available scientific evidence and other relevant information. Sections on hygiene, labelling, and methods of analysis and sampling which contain specific provisions or provisions supplementing the Codex General Standards, Codes or Guidelines shall be referred to the responsible Codex Committees at the most suitable time during Steps 3, 4 and 5 of the Procedure for the Elaboration of Codex Standards and Related Texts, though such reference should not be allowed to delay the progress of the standard to the subsequent steps of the Procedure.

Subject and commodity Committees should refer to the principles and guidelines developed by the Codex Committee on Food Import and Export Inspection and Certification Systems when developing provisions and/or recommendations on inspection and certification and make any appropriate amendments to the standards, guidelines and codes within the responsibility of the individual committees at the earliest convenient time.

FOOD LABELLING

The provisions on food labelling should be included by reference to the Codex General Standard for the Labelling of Prepackaged Foods (CODEX STAN 1-1985). Exemptions from, or additions to, the General Standard which are necessary for its interpretation in respect of the product concerned should be justified fully, and should be restricted as much as possible.

Information specified in each draft standard should normally be limited to the following:

- a statement that the product shall be labelled in accordance with the Codex General Standard for the Labelling of Prepackaged Foods (CODEX STAN 1-1985)
- the specified name of the food
- date marking and storage instructions (only if the exemption foreseen in Section 4.7.1 of the General Standard is applied)

Where the scope of the Codex Standard is not limited to prepackaged foods, a provision for labelling of non retail containers may be included.

In such cases the provision may specify that:

“Information on ...¹² shall be given either on the container or in accompanying documents, except that the name of the product, lot identification, and the name and address of the manufacturer or packer shall appear on the container.¹³

However, lot identification, and the name and address of the manufacturer or packer may be replaced by an identification mark provided that such a mark is clearly identifiable with the accompanying documents.”

¹² Codex Committees should decide which provisions are to be included.

¹³ Codex Committees may decide that further information is required on the container. In this regard, special attention should be given to the need for storage instructions to be included on the container.

In respect of date marking (Section 4.7 of the General Standard), a Codex Committee may, in exceptional circumstances, determine another date or dates as defined in the General Standard, either to replace or to accompany the date of minimum durability, or alternatively decide that no date marking is necessary. In such cases, a full justification for the proposed action should be submitted to the Codex Committee on Food Labelling.

FOOD ADDITIVES AND CONTAMINANTS

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 maximum levels where appropriate.

All provisions in respect of food additives (including processing aids) and contaminants contained in Codex commodity standards should be referred to the Codex Committee on Food Additives and Contaminants preferably after the Standards have been advanced to Step 5 of the Procedure for the Elaboration of Codex Standards or before they are considered by the Commodity Committee concerned at Step 7, 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 and Contaminants, on the basis of technological justification submitted by the commodity committees and of the recommendations of the Joint FAO/WHO Expert Committee on Food Additives concerning the safety-in-use (acceptable daily intake (ADI) and other restrictions) and an estimate of the potential and, where possible, the actual intake of the food additives, ensuring conformity with the General Principles for the Use of Food Additives.

In preparing working papers for the Codex Committee on Food Additives, the Secretariat should make a report to the Committee concerning the endorsement of provisions for food additives (including processing aids), on the basis of the General Principles for the Use of Food Additives. Provisions for food additives should indicate the International Numbering System (INS) number, the ADI,

technological justification, proposed level, and whether the additive was previously endorsed (or temporarily endorsed).

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 and contaminants are subject to endorsement by the Codex Committee on Food Additives and Contaminants and to incorporation into the General Standard for Food Additives or the General Standard for Contaminants and Toxins in Foods.”

When establishing provisions for food additives, Codex committees should follow the General Principles for the Use of Food Additives and the Preamble of the General Standard for Food Additives. Full explanation should be provided for any departure from the above recommendations.

When an active commodity committee exists, proposals for the use of additives in any commodity standard under consideration should be prepared by the committee concerned, and forwarded to the Codex Committee on Food Additives and Contaminants for endorsement. When the Codex Committee on Food Additives and Contaminants decides not to endorse specific additives provisions (use of the additive, or level in the end-product), the reason should be clearly stated. The section under consideration should be referred back to the Committee concerned if further information is needed, or for information if the Codex Committee on Food Additives and Contaminants decides to amend the provision.

When no active commodity committee exists, proposals for new additive provisions or amendment of existing provisions, should be forwarded directly by member countries to the Codex Committee on Food Additives and Contaminants.

Good Manufacturing Practice means that:

- the quantity of the additive added to food does not exceed the amount reasonably required to accomplish its intended physical nutritional or other technical effect in food;
- the quantity of the additive that becomes a component of food as a result of its use in the manufacturing, processing or packaging of a food and

which is not intended to accomplish any physical, or other technological effect in the food itself, is reduced to the extent reasonably possible;

- the additive is of appropriate food grade quality and is prepared and handled in the same way as a food ingredient. Food grade quality is achieved by compliance with the specifications as a whole and not merely with individual criteria in terms of safety.

FOOD HYGIENE

Commodity Committees should use in the commodity standards the following text:

- It is recommended that the products covered by the provisions of this standard be prepared and handled in accordance with the appropriate sections of the Recommended International Code of Practice - General Principles of Food Hygiene (CAC/RCP 1-1969, Rev 3-1997), and other relevant Codex texts such as Codes of Hygienic Practice and Codes of Practice.
- The products should comply with any microbiological criteria established in accordance with the Principles for the Establishment and Application of Microbiological Criteria for Foods (CAC/GL 21-1997).

METHODS OF ANALYSIS AND SAMPLING

NORMAL PRACTICE

Except for methods of analysis and sampling associated with microbiological criteria, 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 4, to ensure Government comments at the earliest possible stage in the development of the standard. A Codex Committee should, whenever possible, provide to the Codex Committee on Methods of Analysis and Sampling information, for each individual analytical method proposed, relating to specificity, accuracy, precision (repeatability, reproducibility) limit of detection, sensitivity, applicability and practicability, as appropriate. Similarly a Codex Committee should, whenever possible, provide to the Codex Committee on Methods of Analysis and Sampling information for each sampling plan relating to the scope

or field of application, the type of sampling (e.g. bulk or unit), sample sizes, decision rules, details of plans (e.g. “Operating characteristic” curves), inferences to be made to lots or processes, levels of risk to be accepted and pertinent supportive data.

Other criteria may be selected as required. Methods of analysis should be proposed by the Commodity Committees in consultation if necessary with an expert body.

At Step 4 Codex Commodity Committees should discuss and report to the Codex Committee on Methods of Analysis and Sampling on matters connected with:

- Provisions in Codex standards which require analytical or statistical procedure;
- Provisions for which elaboration of specific methods of analysis or sampling are required;
- Provisions which are defined by the use of Defining Methods (Type I);
- All proposals to the extent possible should be supported by appropriate documentation; especially for Tentative Methods (Type IV);
- Any request for advice or assistance.

The Codex Committee on Methods of Analysis and Sampling should undertake a coordinating role in matters relating to the elaboration of Codex methods of analysis and sampling. The originating committee is, however, responsible for carrying out the Steps of the Procedure.

When it is necessary, the Codex Committee on Methods of Analysis and Sampling should try to ensure elaboration and collaborative testing of methods by other recognized bodies with expertise in the field of analysis.

METHODS OF ANALYSIS AND SAMPLING OF GENERAL APPLICATION TO FOODS

When the Codex Committee on Methods of Analysis and Sampling itself elaborates methods of analysis and sampling which are of general application to foods, it is responsible for carrying out the steps of the Procedure.

METHODS OF ANALYSIS OF FOOD ADDITIVES AS SUCH

Methods of analysis included in Codex Advisory Food Additives Specifications, for the purpose of verifying the criteria of purity and identity of the food additive, need not be referred to the Codex Committee on Methods of Analysis and Sampling for endorsement. The Codex Committee on Food Additives and Contaminants is responsible for carrying out the steps of the Procedure.

METHODS OF ANALYSIS OF PESTICIDE RESIDUES IN FOOD

The methods for determining the levels of pesticide residues in food need not be referred to the Codex Committee on Methods of Analysis and Sampling for endorsement. The Codex Committee on Pesticide Residues is responsible for carrying out the steps of the Procedure.

MICROBIOLOGICAL METHODS OF ANALYSIS AND SAMPLING

When Codex committees have included provisions on microbiological methods of analysis and sampling for the purpose of verifying hygiene provisions, they should be referred to the Codex Committee on Food Hygiene at the most suitable time during Steps 3, 4 and 5 of the Procedure for the Elaboration of Codex Standards, which will ensure that government comments on the methods of analysis and sampling are available to the Codex Committee on Food Hygiene. The procedure to be followed will be as in the normal practice described above, substituting the Codex Committee on Food Hygiene for the Codex Committee on Methods of Analysis and Sampling. Microbiological methods of analysis and sampling elaborated by the Codex Committee on Food Hygiene for inclusion in Codex commodity standards for the purpose of verifying hygiene provisions need not be referred to the Codex Committee on Methods of Analysis and Sampling for endorsement.

Core Functions of Codex Contact Points

The operation of Codex Contact Points will differ in each country depending on national legislation, government structures and practices.

CODEX CONTACT POINTS:

1. Act as the link between the Codex Secretariat and Member countries;
2. Coordinate all relevant Codex activities within their own countries;
3. Receive all Codex final texts (standards, codes of practice, guidelines and other advisory texts) and working documents of Codex sessions and ensure that they are circulated to those concerned within their own countries;
4. Send comments on Codex documents or proposals to the Codex Alimentarius Commission or its subsidiary bodies and/or the Codex Secretariat;
5. Work in close cooperation with the national Codex committee, where such a committee has been established. The Codex Contact Point acts as the liaison point with the food industry, consumers, traders and all other concerned to ensure that the government is provided with an appropriate balance of policy and technical advice upon which to base decisions relating to issues raised in the context of the Codex work;
6. Act as a channel for the exchange of information and coordination of activities with other Codex Members;
7. Receive the invitation to Codex sessions and inform the relevant chairpersons and the Codex Secretariat of the names of participants from their own countries;
8. Maintain a library of Codex final texts; and
9. Promote Codex activities throughout their own countries.

SECTION III**Subsidiary Bodies****Membership****Contact Points****Organigram****Contents of this Section**

This Section contains factual information about the Codex Alimentarius Commission, including a list of the Commission's Sessions and sessions of the Executive Committee.

The list of the Commission's Subsidiary Bodies gives the Terms of Reference of all Codex Committees established under Rule IX.1 of the Commission's Rules of Procedure. Each body (including the Commission and the Executive Committee) is also identified by its unique reference code used in all official correspondence. The meetings of each Committee are listed. The structure of the Commission's subsidiary bodies is shown diagrammatically on the inside back cover.

The countries which form the Commission's Membership are listed (as of July 1999) together with a list of the national Codex Contact Points. These lists are subject to frequent changes. The Secretariat of the Joint FAO/WHO Food Standards Programme provides up-dated information at regular intervals.

Sessions of the Codex Alimentarius Commission

(CX-701)¹⁴

SESSION	PLACE AND DATES
1 st	Rome, Italy, 25 June - 3 July 1963
2 nd	Geneva, Switzerland, 28 September - 7 October 1964
3 rd	Rome, Italy, 19-28 October 1965
4 th	Rome, Italy, 7-14 November 1966
5 th	Rome, Italy, 20 February - 1 March 1968
6 th	Geneva, Switzerland, 4-14 March 1969
7 th	Rome, Italy, 7-17 April 1970
8 th	Geneva, Switzerland, 30 June - 9 July 1971
9 th	Rome, Italy, 6-17 November 1972
10 th	Rome, Italy, 1-11 July 1974
11 th	Rome, Italy, 29 March - 9 April 1976
12 th	Rome, Italy, 17-28 April 1978
13 th	Rome, Italy, 3-14 December 1979
14 th	Geneva, Switzerland, 29 June - 10 July 1981
15 th	Rome, Italy 4-15 July 1983
16 th	Geneva Switzerland, 1-12 July 1985
17 th	Rome, Italy, 29 June - 10 July 1987
18 th	Geneva, Switzerland, 3-12 July 1989
19 th	Rome, Italy, 1-10 July 1991
20 th	Geneva, Switzerland, 28 June - 7 July 1993
21 st	Rome, Italy, 3-8 July 1995
22 nd	Geneva, Switzerland, 23-28 June 1997
23 rd	Rome, Italy, 28 June - 3 July 1999

¹⁴ The reference code, followed by the number of the session, used in official correspondence.

**Sessions of the Executive Committee of the Codex
Alimentarius Commission**

(CX-702)

SESSION	PLACE AND DATES
1 st	Rome, Italy, 3 July 1963
2 nd	Washington D.C., USA, 25-26 May 1964
3 rd	Geneva, Switzerland, 25-26 September 1964
4 th	Geneva, Switzerland, 7 October 1964
5 th	Rome, Italy, 3-4 June 1965
6 th	Rome, Italy, 18 October 1965
7 th	Rome, Italy, 28 October 1965
8 th	Rome, Italy, 14-16 June 1966
9 th	Rome, Italy, 4 November 1966
10 th	Rome, Italy, 16-18 May 1967
11 th	Rome, Italy, 19 February 1968
12 th	Rome, Italy, 5-7 June 1968
13 th	Geneva, Switzerland, 3 March 1969
14 th	Rome, Italy, 17-19 September 1969
15 th	Rome, Italy, 3 April 1970
16 th	Geneva, Switzerland, 9-11 February 1971
17 th	Geneva, Switzerland, 25 June 1971
18 th	Rome, Italy, 15-18 May 1972
19 th	Geneva, Switzerland, 3-5 July 1973
20 th	Rome, Italy, 28 June 1974
21 st	Geneva, Switzerland, 17-19 June 1975
22 nd	Rome, Italy, 23-24 March 1976
23 rd	Geneva, Switzerland, 12-15 July 1977
24 th	Rome, Italy, 13-14 April 1978
25 th	Geneva, Switzerland, 10-13 July 1979
26 th	Rome, Italy, 26-27 November 1979
27 th	Geneva, Switzerland, 13-17 October 1980
28 th	Geneva, Switzerland, 25-26 June 1981

SESSION	PLACE AND DATES
29 th	Geneva, Switzerland, 12-16 July 1982
30 th	Rome, Italy, 30 June – 1 July 1983
31 st	Geneva, Switzerland, 25-29 June 1984
32 nd	Geneva, Switzerland, 27-28 June 1985
33 rd	Rome, Italy, 30 June – 4 July 1986
34 th	Rome, Italy, 26-26 June 1987
35 th	Geneva, Switzerland, 4-8 July 1988
36 th	Geneva, Switzerland, 29-30 June 1989
37 th	Rome, Italy, 3-6 July 1990
38 th	Rome, Italy, 27-28 June 1991
39 th	Geneva, Switzerland, 30 June – 3 July 1992
40 th	Geneva, Switzerland, 24-25 June 1993
41 st	Rome, Italy, 28-30 June 1994
42 nd	Rome, Italy, 28-30 June 1995
43 rd	Geneva, Switzerland, 4-7 June 1996
44 th	Geneva, Switzerland, 19-20 June 1997
45 th	Rome, Italy, 3-5 June 1998
46 th	Rome, Italy, 24-25 June 1999

**List of Subsidiary Bodies of the Codex Alimentarius
Commission**

SUBSIDIARY BODY UNDER RULE IX.1(A)**JOINT FAO/WHO COMMITTEE OF GOVERNMENT EXPERTS ON THE CODE OF PRINCIPLES CONCERNING MILK AND MILK PRODUCTS (CX-703)**

Established by FAO and WHO in 1958 and integrated into the Joint FAO/WHO Food Standards Programme in 1962 as a subsidiary body of the Codex Alimentarius Commission under Rule IX.1(a). Re-named “Codex Committee on Milk and Milk Products” in 1993 and re-established as a subsidiary body under Rule IX.1(b)(i) see page 126.

Sessions

1 st	Rome, Italy, 8-12 September 1958
2 nd	Rome, Italy, 13-17 April 1959
3 rd	Rome, Italy, 22-26 February 1960
4 th	Rome, Italy, 6-10 March 1961
5 th	Rome, Italy, 2-6 April 1962
6 th	Rome, Italy, 17-21 June 1963
7 th	Rome, Italy, 4-8 May 1964
8 th	Rome, Italy, 24-29 May 1965
9 th	Rome, Italy, 20-25 June 1966
10 th	Rome, Italy, 25-31 August 1967
11 th	Rome, Italy, 10-15 June 1968
12 th	Rome, Italy, 7-12 July 1969
13 th	Rome, Italy, 15-20 June 1970
14 th	Rome, Italy, 6-11 September 1971
15 th	Rome, Italy, 25-30 September 1972
16 th	Rome, Italy, 10-15 September 1973
17 th	Rome, Italy, 14-19 April 1975
18 th	Rome, Italy, 13-18 September 1976
19 th	Rome, Italy, 12-17 June 1978
20 th	Rome, Italy, 26-30 April 1982

21 st	Rome, Italy, 2-6 June 1986
22 nd	Rome, Italy, 5-9 November 1990

Terms of Reference:

To establish international codes and standards concerning milk and milk products.

SUBSIDIARY BODIES UNDER RULE IX.1(B)(I)**CODEX COMMITTEE ON GENERAL PRINCIPLES (CX-716)*****Host Government: France******Sessions:***

1 st	Paris, 4-8 October 1965
2 nd	Paris, 16-19 October 1967
3 rd	Paris, 9-13 December 1968
4 th	Paris, 4-8 March 1974
5 th	Paris, 19-23 January 1976
6 th	Paris, 15-19 October 1979
7 th	Paris, 6-10 April 1981
8 th	Paris, 24-28 November 1986
9 th	Paris, 24-28 April 1989
10 th	Paris, 7-11 September 1992
11 th	Paris, 25-29 April 1994
12 th	Paris, 25-28 November 1996
13 th	Paris, 7-11 September 1998
14 th	Paris, 19-23 April 1999

Terms of Reference:

To deal with such procedural and general matters as are referred to it by the Codex Alimentarius Commission. Such matters have included the establishment of 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; the development of Guidelines for Codex Committees; the development of a mechanism for examining any economic impact statements submitted by governments concerning possible implications for their economies of some of the individual standards or some of the provisions thereof; the establishment of a Code of Ethics for the International Trade in Food.

CODEX COMMITTEE ON FOOD ADDITIVES AND CONTAMINANTS (CX-711)

Host Government: Netherlands

Sessions:

1 st	The Hague, 19-22 May 1964
2 nd	The Hague, 10-14 May 1965
3 rd	The Hague, 9-13 May 1966
4 th	The Hague, 11-15 September 1967
5 th	Arnhem, 18-22 March 1968
6 th	Arnhem, 15-22 October 1969
7 th	The Hague, 12-16 October, 1970
8 th	Wageningen, 29 May - 2 June 1972
9 th	Wageningen, 10-14 December 1973
10 th	The Hague, 2-7 June 1975
11 th	The Hague, 31 May - 6 June 1977
12 th	The Hague, 10-16 October 1978
13 th	The Hague, 11-17 September 1979
14 th	The Hague, 25 Nov. - 1 Dec. 1980
15 th	The Hague, 16-22 March 1982
16 th	The Hague, 22-28 March 1983
17 th	The Hague, 10-16 April 1984
18 th	The Hague, 5-11 November 1985
19 th	The Hague, 17-23 March 1987
20 th	The Hague, 7-12 March 1988
21 st	The Hague, 13-18 March 1989
22 nd	The Hague, 19-24 March 1990
23 rd	The Hague, 4-9 March 1991
24 th	The Hague, 23-28 March 1992
25 th	The Hague, 22-26 March 1993
26 th	The Hague, 7-11 March 1994

27 th	The Hague, 20-24 March 1995
28 th	Manila, 18-22 March 1996
29 th	The Hague, 17-21 March 1997
30 th	The Hague, 9-13 March 1998
31 st	The Hague, 22-26 March 1999

Terms of reference:

- (a) to establish or endorse permitted maximum or guideline levels for individual food additives, for contaminants (including environmental contaminants) and for naturally occurring toxicants in foodstuffs and animal feeds;
- (b) to prepare priority lists of food additives and contaminants for toxicological evaluation by the Joint FAO/WHO Expert Committee on Food Additives;
- (c) to recommend specifications of identity and purity for food additives for adoption by the Commission;
- (d) to consider methods of analysis for their determination in food; and
- (e) consider and elaborate standards or codes for related subjects such as the labelling of food additives when sold as such, and food irradiation.

CODEX COMMITTEE ON FOOD HYGIENE (CX-712)***Host Government: U.S.A.******Sessions:***

1 st	Washington D.C., 27-28 May 1964
2 nd	Rome, 14-16 June 1965
3 rd	Rome, 31 May - 3 June 1966
4 th	Washington D.C., 12-16 June 1967
5 th	Washington D.C., 6-10 May 1968
6 th	Washington D.C., 5-9 May 1969
7 th	Washington D.C., 25-29 May 1970
8 th	Washington D.C., 14-18 June 1971
9 th	Washington D.C., 19-23 June 1972

10 th	Washington D.C., 14-18 May 1973
11 th	Washington D.C., 10-14 June 1974
12 th	Washington D.C., 12-16 May 1975
13 th	Rome, 10-14 May 1976
14 th	Washington D.C., 29 August - 2 September 1977
15 th	Washington D.C., 18-22 September 1978
16 th	Washington D.C., 23-27 July 1979
17 th	Washington D.C., 17-21 November 1980
18 th	Washington D.C., 22-26 February 1982
19 th	Washington D.C., 26-30 September 1983
20 th	Washington D.C., 1-5 October 1984
21 st	Washington D.C., 23-27 September 1985
22 nd	Washington D.C., 20-24 October 1986
23 rd	Washington D.C., 21-25 March 1988
24 th	Washington D.C., 16-20 October 1989
25 th	Washington D.C., 28 October - 1 November 1991
26 th	Washington D.C., 1-5 March 1993
27 th	Washington D.C., 17-21 October 1994
28 th	Washington D.C., 27 November - 1 December 1995
29 th	Washington D.C., 21-25 October 1996
30 th	Washington D.C., 20-24 October 1997
31 st	Orlando, Florida, 26-30 October 1998

Terms of reference:

- (a) to draft basic provisions on food hygiene applicable to all food¹⁵;
- (b) to consider, amend if necessary and endorse provisions on hygiene prepared by Codex commodity committees and contained in Codex commodity standards, and

¹⁵ The term “hygiene” includes, where necessary, microbiological specifications for food and associated methodology.

- (c) to consider, amend if necessary, and endorse provisions on hygiene prepared by Codex commodity committees and contained in Codex codes of practice unless, in specific cases, the Commission has decided otherwise, or
- (d) to draft provisions on hygiene applicable to specific food items or food groups, whether coming within the terms of reference of a Codex commodity committee or not;
- (e) to consider specific hygiene problems assigned to it by the Commission.

CODEX COMMITTEE ON FOOD LABELLING (CX-714)***Host Government: Canada******Sessions:***

1 st	Ottawa, 21-25 June 1965
2 nd	Ottawa, 25-29 July 1966
3 rd	Ottawa, 26-30 June 1967
4 th	Ottawa, 23-28 September 1968
5 th	Rome, 6 April 1970
6 th	Geneva, 28-29 June 1971
7 th	Ottawa, 5-10 June 1972
8 th	Ottawa, 28 May - 1 June 1973
9 th	Rome, 26-27 June 1974
10 th	Ottawa, 26-30 May 1975
11 th	Rome, 25-26 March 1976
12 th	Ottawa, 16-20 May 1977
13 th	Ottawa, 16-20 July 1979
14 th	Rome, 28-30 November 1979
15 th	Ottawa, 10-14 November 1980
16 th	Ottawa, 17-21 May 1982
17 th	Ottawa, 12-21 October 1983
18 th	Ottawa, 11-18 March 1985
19 th	Ottawa, 9-13 March 1987
20 th	Ottawa, 3-7 April 1989
21 st	Ottawa, 11-15 March 1991
22 nd	Ottawa, 26-30 April 1993

23 rd	Ottawa, 24-28 October 1994
24 th	Ottawa, 14-17 May 1996
25 th	Ottawa, 15-18 April 1997
26 th	Ottawa, 26-29 May 1998
27 th	Ottawa, 27-30 April 1999

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 Committees drafting standards, codes of practice and guidelines;
- (c) to study specific labelling problems assigned to it by the Commission;
- (d) to study problems associated with the advertisement of food with particular reference to claims and misleading descriptions.

CODEX COMMITTEE ON METHODS OF ANALYSIS AND SAMPLING (CX-715)

**Host Government: Federal Republic of Germany (1st to 6th sessions),
Hungary**

Sessions:

1 st	Berlin, 23-24 September 1965
2 nd	Berlin, 20-23 September 1966
3 rd	Berlin, 24-27 October 1967
4 th	Berlin, 11-15 November 1968
5 th	Cologne, 1-6 December 1969
6 th	Bonn Bad Godesberg, 24-28 January 1971
7 th	Budapest, 12-18 September 1972
8 th	Budapest, 3-7 September 1973
9 th	Budapest, 27-31 October 1975
10 th	Budapest, 24-28 October 1977
11 th	Budapest, 2-6 July 1979
12 th	Budapest, 11-15 May 1981
13 th	Budapest, 29 November - 3 December 1982

14 th	Budapest, 26-30 November 1984
15 th	Budapest, 10-14 November 1986
16 th	Budapest, 14-19 November 1988
17 th	Budapest, 8-12 April 1991
18 th	Budapest, 9-13 November 1992
19 th	Budapest, 21-25 March 1994
20 th	Budapest, 2-6 October 1995
21 st	Budapest, 10-14 March 1997
22 nd	Budapest, 23-27 November 1998

Terms of reference:

- (a) to define the criteria appropriate to Codex Methods of Analysis and Sampling;
- (b) to serve as a coordinating body for Codex with other international groups working in methods of analysis and sampling and quality assurance systems for laboratories;
- (c) to specify, on the basis of final recommendations submitted to it by the other bodies referred to in (b) above, Reference Methods of Analysis and Sampling appropriate to Codex Standards which are generally applicable to a number of foods;
- (d) to consider, amend, if necessary, and endorse, as appropriate, methods of analysis and sampling proposed by Codex (Commodity) Committees, except that methods of analysis and sampling for residues of pesticides or veterinary drugs in food, the assessment of micro biological quality and safety in food, and the assessment of specifications for food additives, do not fall within the terms of reference of this Committee;
- (e) to elaborate sampling plans and procedures, as may be required;
- (f) to consider specific sampling and analysis problems submitted to it by the Commission or any of its Committees;

(g) to define procedures, protocols, guidelines or related texts for the assessment of food laboratory proficiency, as well as quality assurance systems for laboratories.

CODEX COMMITTEE ON PESTICIDE RESIDUES (CX-718)

Host Government: Netherlands

Sessions:

1 st	The Hague, 17-21 January 1966
2 nd	The Hague, 18-22 September 1967
3 rd	Arnhem, 30 September-4 October 1968
4 th	Arnhem, 6-14 October 1969
5 th	The Hague, 28 September - 6 October 1970
6 th	The Hague, 16-23 October 1972
7 th	The Hague, 4-9 February 1974
8 th	The Hague, 3-8 March 1975
9 th	The Hague, 14-21 February 1977
10 th	The Hague, 29 May - 5 June 1978
11 th	The Hague, 11-18 June 1979
12 th	The Hague, 2-9 June 1980
13 th	The Hague, 15-20 June 1981
14 th	The Hague, 14-21 June 1982
15 th	The Hague, 3-10 October 1983
16 th	The Hague, 24 May - 4 June 1984
17 th	The Hague, 25 March - 1 April 1985
18 th	The Hague, 21-28 April 1986
19 th	The Hague, 6-13 April 1987
20 th	The Hague, 18-25 April 1988
21 st	The Hague, 10-17 April 1989
22 nd	The Hague, 23-30 April 1990
23 rd	The Hague, 15-22 April 1991
24 th	The Hague, 6-13 April 1992
25 th	Havana, Cuba, 19-26 April 1993
26 th	The Hague, 11-18 April 1994

27 th	The Hague, 24 April-1 May 1995
28 th	The Hague, 15-20 April 1996
29 th	The Hague, 7-12 April 1997
30 th	The Hague, 20-25 April 1998
31 st	The Hague, 12-17 April 1999

Terms of reference:

- (a) to establish maximum limits for pesticide residues in specific food items or in groups of food;
- (b) to establish maximum limits for pesticide residues in certain animal feeding stuffs moving in international trade where this is justified for reasons of protection of human health;
- (c) to prepare priority lists of pesticides for evaluation by the Joint FAO/WHO Meeting on Pesticide Residues (JMPR);
- (d) to consider methods of sampling and analysis for the determination of pesticide residues in food and feed;
- (e) to consider other matters in relation to the safety of food and feed containing pesticide residues; and
- (f) to establish maximum limits for environmental and industrial contaminants showing chemical or other similarity to pesticides, in specific food items or groups of food.

**CODEX COMMITTEE ON RESIDUES OF VETERINARY DRUGS IN FOODS
(CX-730)*****Host Government: United States of America******Sessions:***

1 st	Washington, D.C. 27-31 October, 1986
2 nd	Washington, D.C. 30 November - 4 December 1987
3 rd	Washington, D.C. 31 October - 4 November 1988
4 th	Washington, D.C. 24-27 October 1989
5 th	Washington, D.C. 16-19 October 1990

6 th	Washington, D.C. 22-25 October 1991
7 th	Washington, D.C., 20-23 October 1992
8 th	Washington, D.C., 7-10 June 1994
9 th	Washington, D.C., 5-8 December 1995
10 th	San José (Costa Rica), 29 October - 1 November 1996
11 th	Washington D.C., 15-18 September 1998

Terms of reference:

- (a) to determine priorities for the consideration of residues of veterinary drugs in foods;
- (b) to recommend maximum levels of such substances;
- (c) to develop codes of practice as may be required;
- (d) to consider methods of sampling and analysis for the determination of veterinary drug residues in foods.

CODEX COMMITTEE ON FOOD IMPORT AND EXPORT CERTIFICATION AND INSPECTION SYSTEMS (CX-733)***Host Government, Australia******Sessions:***

1 st	Canberra, 21-25 September 1992
2 nd	Canberra, 29 November-3 December 1993
3 rd	Canberra, 27 February-3 March 1995
4 th	Sydney, 19-23 February 1996
5 th	Sydney, 17-21 February 1997
6 th	Melbourne, 23-27 February 1998
7 th	Melbourne, 22-26 February 1999

Terms of reference:

- (a) to develop principles and guidelines for food import and export inspection and certification systems with a view to harmonising methods and procedures

which protect the health of consumers, ensure fair trading practices and facilitate international trade in foodstuffs;

(b) to develop principles and guidelines for the application of measures by the competent authorities of exporting and importing countries to provide assurance where necessary that foodstuffs comply with requirements, especially statutory health requirements;

(c) to develop guidelines for the utilisation, as and when appropriate, of quality assurance systems¹⁶ to ensure that foodstuffs conform with requirements and to promote the recognition of these systems in facilitating trade in food products under bilateral/multilateral arrangements by countries;

(d) to develop guidelines and criteria with respect to format, declarations and language of such official certificates as countries may require with a view towards international harmonization;

(e) to make recommendations for information exchange in relation to food import/export control;

(f) to consult as necessary with other international groups working on matters related to food inspection and certification systems;

(g) to consider other matters assigned to it by the Commission in relation to food inspection and certification systems.

CODEX COMMITTEE ON NUTRITION AND FOODS FOR SPECIAL DIETARY USES (CX-720)

Host Government: Federal Republic of Germany

Sessions:

1 st	Freiburg in Breisgau, 2-5 May 1966
2 nd	Freiburg in Breisgau, 6-10 November 1967
3 rd	Cologne, 14-18 October 1968
4 th	Cologne, 3-7 November 1969

¹⁶ *Quality assurance* means all those planned and systematic actions necessary to provide adequate confidence that a product or service will satisfy given requirements for quality (ISO-8402 Quality - Vocabulary)

5 th	Bonn, 30 November-4 December 1970
6 th	Bonn, 6-10 December 1971
7 th	Cologne, 10-14 October 1972
8 th	Bonn Bad Godesberg, 9-14 September 1974
9 th	Bonn, 22-26 September 1975
10 th	Bonn, 28 February - 4 March 1977
11 th	Bonn Bad Godesberg, 23-27 October 1978
12 th	Bonn Bad Godesberg, 29 September - 3 October 1980
13 th	Bonn Bad Godesberg, 20-24 September 1982
14 th	Bonn Bad Godesberg, 24 January - 1 February 1985
15 th	Bonn Bad Godesberg, 12-16 January 1987
16 th	Bonn Bad Godesberg, 29 September - 7 October 1988
17 th	Bonn Bad Godesberg, 18-22 February 1991
18 th	Bonn Bad Godesberg, 28 September - 2 October 1992
19 th	Bonn Bad Godesberg, 27-31 March 1995
20 th	Bonn Bad Godesberg, 7-11 October 1996
21 st	Berlin, 21-25 September 1998

Terms of reference:

- (a) to study specific nutritional problems assigned to it by the Commission and advise the Commission on general nutrition issues;
- (b) to draft general provisions, as appropriate, concerning the nutritional aspects of all foods;
- (c) to develop standards, guidelines or related texts for foods for special dietary uses, in cooperation with other committees where necessary;
- (d) to consider, amend if necessary, and endorse provisions on nutritional aspects proposed for inclusion Codex standards, guidelines and related texts.

CODEX COMMITTEE ON COCOA PRODUCTS AND CHOCOLATE (CX-708)***Host Government: Switzerland******Sessions:***

1 st	Neuchâtel, 5-6 November 1963
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2 nd	Montreux, 22-24 April 1964
3 rd	Zürich, 10-12 March 1965
4 th	Berne, 15-17 March 1966
5 th	Lugano, 9-12 May 1967
6 th	Montreux, 2-5 July 1968
7 th	Horgen, (Zürich), 23-27 June 1969
8 th	Lucerne, 29 June - 3 July 1970
9 th	Neuchâtel, 27 September - 1 October 1971
10 th	Lausanne, 7-11 May 1973
11 th	Zürich, 2-6 December 1974
12 th	Bienne, 1-5 November 1976
13 th	Aarau, 2-6 April 1979
14 th	Lausanne, 21-25 April 1980
15 th	Neuchâtel, 29 March - 2 April 1982
16 th	Thun, 30 September - 2 October 1996
17 th	Berne, 16-18 November 1998

Terms of reference:

To elaborate world wide standards for cocoa products and chocolate.

CODEX COMMITTEE ON SUGARS (CX-710)

Host Government: United Kingdom

Sessions:

1 st	London, 3-5 March 1964
2 nd	London, 2-4 March 1965
3 rd	London, 1-3 March 1966
4 th	London, 18-21 April 1967
5 th	London, 10-12 September 1968
6 th	London, 19-22 March 1974

Adjourned *sine die*

Terms of reference:

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

CODEX COMMITTEE ON PROCESSED FRUITS AND VEGETABLES (CX-713)

Host Government: *United States of America*

Sessions:

1 st	Washington, D.C., 29-30 May 1964
2 nd	Rome, 8-11 June 1965
3 rd	Rome, 6-10 June 1966
4 th	Washington, D.C., 19-23 June 1967
5 th	Washington, D.C., 13-17 May 1968
6 th	Washington, D.C., 12-16 May 1969
7 th	Washington, D.C., 1-5 June 1970
8 th	Washington, D.C., 7-11 June 1971
9 th	Washington, D.C., 12-16 June 1972
10 th	Washington, D.C., 21-25 May 1973
11 th	Washington, D.C., 3-7 June 1974
12 th	Washington, D.C., 19-23 May 1975
13 th	Washington, D.C., 9-13 May 1977
14 th	Washington, D.C., 25-29 September 1978
15 th	Washington, D.C., 17-21 March 1980
16 th	Washington, D.C., 22-26 March 1982
17 th	Washington, D.C., 13-17 February 1984
18 th	Washington, D.C., 10-14 March 1986
19 th	Washington, D.C., 16-20 March 1998

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 vegetable juices. The Commission has also allocated to this Committee the work of revision of standards for quick frozen fruits and vegetables (see page 137).

CODEX COMMITTEE ON FATS AND OILS (CX-709)***Host Government: United Kingdom******Sessions:***

1 st	London, 25-27 February 1964
2 nd	London, 6-8 April 1965
3 rd	London, 29 March - 1 April 1966
4 th	London, 24-28 April 1967
5 th	London, 16-20 September 1968
6 th	Madrid, 17-20 November 1969
7 th	London, 25-29 March 1974
8 th	London, 24-28 November 1975
9 th	London, 28 November - 2 December 1977
10 th	London, 4-8 December 1978
11 th	London, 23-27 June 1980
12 th	London, 19-23 April 1982
13 th	London, 23-27 February 1987
14 th	London, 27 September - 1 October 1993
15 th	London, 4-8 November 1996
16 th	London, 8-12 March 1999

Terms of reference:

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

CODEX COMMITTEE ON MEAT (CX-717)***Host Government: Federal Republic of Germany******Sessions:***

1 st	Kulmbach, 28-30 October 1965
2 nd	Kulmbach, 5-8 July 1966
3 rd	Kulmbach, 15-17 November 1967
4 th	Kulmbach, 18-20 June 1969

- 5th Bonn, 16-20 November 1970
- 6th Kulmbach, 1-5 November 1971
- 7th Kulmbach, 25-29 June 1973

Dissolved by the 16th Session of the Commission in 1985.

Terms of reference:

To elaborate world wide standards and/or descriptive texts and/or codes of practice as may seem appropriate for the classification, description and grading of carcasses and cuts of beef, veal, mutton, lamb and pork.

CODEX COMMITTEE ON MEAT HYGIENE (CX-723)

Host Government: New Zealand

Sessions:

- 1st London, 10-15 April 1972
- 2nd London, 18-22 June 1973
- 3rd London, 25-29 November 1974
- 4th London, 18-22 May 1981
- 5th London, 11-15 October 1982
- 6th Rome, 14-18 October 1991
- 7th Rome, 29 March - 2 April 1993

Adjourned *sine die*.

Terms of reference:

To elaborate world wide standards and/or codes of practice as may seem appropriate for meat hygiene, excluding poultry meat.

CODEX COMMITTEE ON PROCESSED MEAT AND POULTRY PRODUCTS (CX-721)

Host Government: Denmark

Sessions:

- 1st Kulmbach, 4-5 July 1966

2 nd	Copenhagen, 2-6 October 1967
3 rd	Copenhagen, 24-28 June 1968
4 th	Copenhagen, 9-13 June 1969
5 th	Copenhagen, 23-27 November 1970
6 th	Copenhagen, 17-21 April 1972
7 th	Copenhagen, 3-7 December 1973
8 th	Copenhagen, 10-14 March 1975
9 th	Copenhagen, 29 November - 3 December 1976
10 th	Copenhagen, 20-24 November 1978
11 th	Copenhagen, 22-26 September 1980
12 th	Copenhagen, 4-8 October 1982
13 th	Copenhagen, 23-26 October 1984
14 th	Copenhagen, 12-16 September 1988
15 th	Copenhagen, 8-12 October 1990

Abolished by the 23rd Session of the Commission (1999).

Terms of reference:

To elaborate world wide standards for processed meat products, including consumer packaged meat, and for processed poultry meat products.

CODEX COMMITTEE ON FISH AND FISHERY PRODUCTS (CX-722)

Host Government: Norway

Sessions:

1 st	Bergen, 29 August - 2 September 1966
2 nd	Bergen, 9-13 October 1967
3 rd	Bergen, 7-11 October 1968
4 th	Bergen, 29 September 8 - October 1969
5 th	Bergen, 5-10 October 1970
6 th	Bergen, 4-8 October 1971
7 th	Bergen, 2-7 October 1972
8 th	Bergen, 1-6 October 1973
9 th	Bergen, 30 September - 5 October 1974

10 th	Bergen, 29 September - 4 October 1975
11 th	Bergen, 27 September - 2 October 1976
12 th	Bergen, 3-8 October 1977
13 th	Bergen, 7-11 May 1979
14 th	Bergen, 5-10 May 1980
15 th	Bergen, 3-8 May 1982
16 th	Bergen, 7-11 May 1984
17 th	Oslo, 5-9 May 1986
18 th	Bergen, 2-6 May 1988
19 th	Bergen, 11-15 June 1990
20 th	Bergen, 1-5 June 1992
21 st	Bergen, 2-6 May 1994
22 nd	Bergen, 6-10 May 1996
23 rd	Bergen, 8-12 June 1998

Terms of reference:

To elaborate world wide standards for fresh, frozen (including quick frozen) or otherwise processed fish, crustaceans and molluscs.

CODEX COMMITTEE ON EDIBLE ICES (CX-724)***Host Government: Sweden******Sessions:***

1 st	Stockholm, 18-22 February 1974
2 nd	Stockholm, 23-27 June 1975
3 rd	Stockholm, 11-15 October 1976

Abolished by the 22nd Session of the Commission, 1997.

Terms of reference:

To elaborate world wide standards as appropriate for all types of edible ices, including mixes and powders used for their manufacture.

CODEX COMMITTEE ON SOUPS AND BROTHS (CX-726)***Host Government: Switzerland******Sessions:***

- 1st Berne, 3-7 November 1975
- 2nd St. Gallen, 7-11 November 1977

Adjourned *sine die*.

Terms of reference:

To elaborate world wide standards for soups, broths, bouillons and consommés.

CODEX COMMITTEE ON CEREALS, PULSES AND LEGUMES (CX-729)***Host Government: United States of America******Sessions:***

- 1st Washington, D.C., 24-28 March 1980
- 2nd Washington, D.C., 27 April - 1 May 1981
- 3rd Washington, D.C., 25-29 October 1982
- 4th Washington, D.C., 24-28 September 1984
- 5th Washington, D.C., 17-21 March 1986
- 6th Washington, D.C., 24-28 October 1988
- 7th Washington, D.C., 22-26 October 1990
- 8th Washington, D.C., 26-30 October 1992
- 9th Washington, D.C., 31 October - 4 November 1994

Adjourned *sine die*.

Terms of reference:

To elaborate world wide standards and/or codes of practice as may be appropriate for cereals, pulses, legumes and their products.

CODEX COMMITTEE ON VEGETABLE PROTEINS (CX-728)***Host Government: Canada******Sessions:***

- | | |
|-----------------|----------------------------|
| 1 st | Ottawa, 3-7 November 1980 |
| 2 nd | Ottawa, 1-5 March 1983 |
| 3 rd | Ottawa, 6-10 February 1984 |
| 4 th | Havana, 2-6 February 1987 |
| 5 th | Ottawa, 6-10 February 1989 |

Adjourned *sine die*.***Terms of reference:***

To elaborate definitions and world wide standards for vegetable protein products deriving from any member of the plant kingdom as they come into use for human consumption, and to elaborate guidelines on utilization of such vegetable protein products in the food supply system, on nutritional requirements and safety, on labelling and on other aspects as may seem appropriate.

CODEX COMMITTEE ON FRESH FRUITS AND VEGETABLES (CX-731)

Established by the 17th Session of the Commission (1987) as the Codex Committee on Tropical Fresh Fruits and Vegetables. Its name and Terms of Reference were amended by the 21st Session of the Commission (1995).

Host Government: Mexico***Sessions:***

- | | |
|-----------------|-------------------------------------------|
| 1 st | Mexico City, 6-10 June 1988 |
| 2 nd | Mexico City, 5-9 March 1990 |
| 3 rd | Mexico City, 23-27 September 1991 |
| 4 th | Mexico City, 1-5 February 1993 |
| 5 th | Mexico City, 5-9 September 1994 |
| 6 th | Mexico City, 29 January - 2 February 1996 |
| 7 th | Mexico City, 8-12 September 1997 |
| 8 th | Mexico City, 1-5 March 1999 |

Terms of Reference:

- (a) to elaborate world wide standards and codes of practice as may be appropriate for fresh fruits and vegetables;
- (b) to consult with the UN/ECE Working Party on Standardization of Perishable Produce in the elaboration of world wide standards and codes of practice with particular regard to ensuring that there is no duplication of standards or codes of practice and that they follow the same broad format¹⁷;
- (c) to consult, as necessary, with other international organizations which are active in the area of standardization of fresh fruits and vegetables.

¹⁷ The Working Party on Standardization of Perishable Produce of the United Nations Economic Commission for Europe:

1. may recommend that a world wide Codex standard for fresh fruits and vegetables should be elaborated and submit its recommendation either to the Codex Committee on Fresh Fruits and Vegetables for consideration or to the Commission for approval;
 2. may prepare “proposed draft standards” for fresh fruits or vegetables at the request of the Codex Committee on Fresh Fruits and Vegetables or of the Commission for distribution by the Codex Secretariat at Step 3 of the Codex Procedure, and for further action by the Codex Committee on Fresh Fruits and Vegetables;
 3. may wish to consider “proposed draft standards” and “draft standards” for fresh fruits and vegetables and transmit comments on them to the Codex Committee on Fresh Fruits and Vegetables at Steps 3 and 6 of the Codex Procedure; and
 4. may perform specific tasks in relation to the elaboration of standards for fresh fruits and vegetables at the request of the Codex Committee on Fresh Fruits and Vegetables.
- Codex “proposed draft standards” and “draft standards” for fresh fruits and vegetables at Steps 3 and 6 of the Codex Procedure should be submitted to the UN/ECE Secretariat for obtaining comments.

CODEX COMMITTEE ON MILK AND MILK PRODUCTS (CX-703)***Host Government: New Zealand******Sessions:***

- | | |
|-----------------|--------------------------------------|
| 1 st | Rome, 28 November - 2 December 1994 |
| 2 nd | Rome, 27-31 May 1996 |
| 3 rd | Montevideo (Uruguay), 18-22 May 1998 |

Terms of reference:

To elaborate world-wide standards, codes and related texts for milk and milk products.

CODEX COMMITTEE ON NATURAL MINERAL WATERS (CX-719)

The Committee was established by the Commission as a Regional (European) Codex Committee, but has since been allocated the task of elaborating world-wide standards for natural mineral waters.

Host Government: Switzerland***Sessions:***

- | | |
|-----------------|-----------------------------------|
| 1 st | Badan/Aarzan, 24-25 February 1966 |
| 2 nd | Montreux, 6-7 July 1967 |
| 3 rd | Bad Ragaz, - 9 May 1968 |
| 4 th | Vienna, 12-13 June 1972 |
| 5 th | Thun, 3-5 October 1996 |
| 6 th | Berne, 19-21 November 1998 |

Terms of reference:

To elaborate regional standards for natural mineral waters.

**AD HOC CODEX INTERGOVERNMENTAL TASK FORCES
UNDER RULE IX.1(B)(I)**

**AD HOC CODEX INTERGOVERNMENTAL TASK FORCE ON FRUIT AND
VEGETABLE JUICES (CX-801)**

Host Government: Brazil

Sessions:

Established by the 23rd Session of the Commission (1999).

Terms of Reference:

The *ad hoc* Task Force shall:

- (a) revise and consolidate the existing Codex standards and guidelines for fruit and vegetable juices and related products, giving preference to general standards;
- (b) revise and up-date the methods of analysis and sampling for these products;
- (c) complete its work prior to the 26th Session of the Commission (2005).

**AD HOC CODEX INTERGOVERNMENTAL TASK FORCE ON FOODS DERIVED
FROM BIOTECHNOLOGY (CX-802)**

Host Government: Japan

Sessions:

Established by the 23rd Session of the Commission (1999).

Objectives

To develop standards, guidelines or recommendations, as appropriate, for foods derived from biotechnology or traits introduced into foods by biotechnology, on the basis of scientific evidence, risk analysis and having regard, where appropriate, to other legitimate factors relevant to the health of consumers and the promotion of fair trade practices.

Time frame

The Task Force shall complete its work within four years. The Task Force should first submit a preliminary report to the Commission in 2001, a mid-term

report, where appropriate, to the Executive Committee in 2002, and a full report in 2003.

Terms of Reference

- (a) To elaborate standards, guidelines, or other principles, as appropriate, for foods derived from biotechnology;
- (b) To coordinate and closely collaborate, as necessary, with appropriate Codex Committees within their mandate as relates to foods derived from biotechnology; and
- (c) To take full account of existing work carried out by national authorities, FAO, WHO, other international organizations and other relevant international fora.

AD HOC CODEX INTERGOVERNMENTAL TASK FORCE ON ANIMAL FEEDING (CX-803)

Host Government: Denmark

Sessions:

Established by the 23rd Session of the Commission (1999).

Objectives

With the aim of ensuring the safety and quality of foods of animal origin, the Task Force should develop guidelines or standards as appropriate on Good Animal Feeding practices.

Time Frame

The Task Force shall complete its work within four years. The Task Force should first submit a preliminary report to the Commission in 2001 and a full report in 2003.

Terms of Reference

- (a) To complete and extend the work already done by relevant Codex Committees on the Draft Code of Practice for Good Animal Feeding.

- (b) To address other aspects which are important for food safety, such as problems related to toxic substances, pathogens, microbial resistance, new technologies, storage, control measures, traceability, etc.
- (c) To take full account of and collaborate with, as appropriate, work carried out by relevant Codex Committees, and other relevant international bodies, including FAO, WHO, OIE and IPPC.

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

FAO/WHO COORDINATING COMMITTEE FOR AFRICA (CX-707)

Membership:

Membership of the Committee is open to all Member Nations and Associate Members of FAO and/or WHO which are members of the Codex Alimentarius Commission, within the geographic location of Africa.

Terms of reference:

- (a) defines the problems and needs of the region concerning food standards and food control;
- (b) promotes within the Committee contacts for the mutual exchange of information on proposed regulatory initiatives and problems arising from food control and stimulates the strengthening of food control infrastructures;
- (c) recommends to the Commission the development of world wide standards for products of interest to the region, including products considered by the Committee to have an international market potential in the future;
- (d) develops regional standards for food products moving exclusively or almost exclusively in intra regional trade;
- (e) draws the attention of the Commission to any aspects of the Commission's work of particular significance to the region;
- (f) promotes coordination of all regional food standards work undertaken by international governmental and non-governmental organizations within the region;

- (g) exercises a general coordinating role for the region and such other functions as may be entrusted to it by the Commission;
- (h) promotes the acceptance of Codex standards and maximum limits for residues by member countries.

Sessions:

1 st	Rome, 24-27 June 1974
2 nd	Accra, 15-19 September 1975
3 rd	Accra, 26-30 September 1977
4 th	Dakar, 3-7 September 1979
5 th	Dakar, 25-29 May 1981
6 th	Nairobi, 31 October - 5 November 1983
7 th	Nairobi, 12-18 February 1985
8 th	Cairo, 29 November - 3 December 1988
9 th	Cairo, 3-7 December 1990
10 th	Abuja, 3-6 November 1992
11 th	Abuja, 8-11 May 1995
12 th	Harare, 19-22 November 1996
13 th	Harare, 3-6 November 1998

FAO/WHO COORDINATING COMMITTEE FOR ASIA (CX-727)**Membership:**

Membership of the Committee is open to all Member Nations and Associate Members of FAO and/or WHO which are members of the Codex Alimentarius Commission, within the geographic location of Asia.

Terms of reference:

- (a) defines the problems and needs of the region concerning food standards and food control;
- (b) promotes within the Committee contacts for the mutual exchange of information on proposed regulatory initiatives and problems arising from food control and stimulates the strengthening of food control infrastructures;

- (c) recommends to the Commission the development of world wide standards for products of interest to the region, including products considered by the Committee to have an international market potential in the future;
- (d) develops regional standards for food products moving exclusively or almost exclusively in intra regional trade;
- (e) draws the attention of the Commission to any aspects of the Commission's work of particular significance to the region;
- (f) promotes coordination of all regional food standards work undertaken by international governmental and non-governmental organizations within the region;
- (g) exercises a general coordinating role for the region and such other functions as may be entrusted to it by the Commission;
- (h) promotes the acceptance of Codex standards and maximum limits for residues by member countries.

Sessions:

- 1st New Delhi, 10-16 January 1977
- 2nd Manila, 20-26 March 1979
- 3rd Colombo, 2-8 February 1982
- 4th Phetchburi, 28 February - 5 March 1984
- 5th Yogyakarta, 8-14 April 1986
- 6th Denpasar, 26 January - 1 February 1988
- 7th Chiang-Mai, 5-12 February 1990
- 8th Kuala Lumpur, 27-31 January 1992
- 9th Beijing, 24-27 May 1994
- 10th Tokyo, 5-8 March 1996
- 11th Chiang Rai, 16-19 December 1997

FAO/WHO COORDINATING COMMITTEE FOR EUROPE (CX-706)***Membership:***

This Committee is open to all Member Governments of FAO and/or WHO within the geographic area of Europe, including Israel, Turkey and the Russian Federation and its Chairperson is, ex officio, the Coordinator for Europe.

Terms of reference:

- (a) defines the problems and needs of the region concerning food standards and food control;
- (b) promotes within the Committee contacts for the mutual exchange of information on proposed regulatory initiatives and problems arising from food control and stimulates the strengthening of food control infrastructures;
- (c) recommends to the Commission the development of world wide standards for products of interest to the region, including products considered by the Committee to have an international market potential in the future;
- (d) develops regional standards for food products moving exclusively or almost exclusively in intra regional trade;
- (e) draws the attention of the Commission to any aspects of the Commission's work of particular significance to the region;
- (f) promotes coordination of all regional food standards work undertaken by international governmental and non-governmental organizations within the region;
- (g) exercises a general coordinating role for the region and such other functions as may be entrusted to it by the Commission;
- (h) promotes the acceptance of Codex standards and maximum limits for residues by member countries.

Sessions:

- 1st Berne, 1-2 July 1965
- 2nd Rome, 20 October 1965
- 3rd Vienna, 24-27 May 1966
- 4th Rome, 8 November 1966

5 th	Vienna, 6-8 September 1967
6 th	Vienna, 4-8 November 1968
7 th	Vienna, 7-10 October 1969
8 th	Vienna, 27-29 October 1971
9 th	Vienna, 14-16 June 1972
10 th	Vienna, 13-17 June 1977
11 th	Innsbruck, 28 May - 1 June 1979
12 th	Innsbruck, 16-20 March 1981
13 th	Innsbruck, 27 September - 1 October 1982
14 th	Thun, 4-8 June 1984
15 th	Thun, 16-20 June 1986
16 th	Vienna, 27 June - 1 July 1988
17 th	Vienna, 28 May - 1 June 1990
18 th	Stockholm, 11-15 May 1992
19 th	Stockholm, 16-20 May 1994
20 th	Uppsala, 23-26 April 1996
21 st	Madrid, 5-8 May 1998

FAO/WHO COORDINATING COMMITTEE FOR LATIN AMERICA AND THE CARIBBEAN (CX-725)

Membership:

Membership of the Committee is open to all Member Nations and Associate Members of FAO and/or WHO which are members of the Codex Alimentarius Commission, within the geographic location of Latin America and the Caribbean.

Terms of reference:

- (a) defines the problems and needs of the region concerning food standards and food control;
- (b) promotes within the Committee contacts for the mutual exchange of information on proposed regulatory initiatives and problems arising from food control and stimulates the strengthening of food control infrastructures;

- (c) recommends to the Commission the development of world wide standards for products of interest to the region, including products considered by the Committee to have an international market potential in the future;
- (d) develops regional standards for food products moving exclusively or almost exclusively in intra regional trade;
- (e) draws the attention of the Commission to any aspects of the Commission's work of particular significance to the region;
- (f) promotes coordination of all regional food standards work undertaken by international governmental and non-governmental organizations within the region;
- (g) exercises a general coordinating role for the region and such other functions as may be entrusted to it by the Commission;
- (h) promotes the acceptance of Codex standards and maximum limits for residues by member countries.

Sessions:

1 st	Rome, 25-26 March 1976
2 nd	Montevideo, 9-15 December 1980
3 rd	Havana, 27 March - 2 April 1984
4 th	Havana, 17-22 April 1985
5 th	Havana, 11-16 February 1987
6 th	San José, 20-24 February 1989
7 th	San José, 1-10 July 1991
8 th	Brasília, 16-20 March 1993
9 th	Brasília, 3-7 April 1995
10 th	Montevideo, 25-28 February 1997
11 th	Montevideo, 8-11 December 1998

FAO/WHO COORDINATING COMMITTEE FOR THE NEAR EAST (CX-734)**Membership:**

Membership of the Committee is open to all Member Nations and Associate Members of FAO and/or WHO that are members of the Codex Alimentarius

Commission, within the geographic locations of the Near East as defined by FAO or the Eastern Mediterranean by WHO.

Terms of reference:

- (a) defines the problems and needs of the region concerning food standards and food control;
- (b) promotes within the Committee contacts for the mutual exchange of information on proposed regulatory initiatives and problems arising from food control and stimulates the strengthening of food control infrastructures;
- (c) recommends to the Commission the development of world wide standards for products of interest to the region, including products considered by the Committee to have an international market potential in the future;
- (d) develops regional standards for food products moving exclusively or almost exclusively in intra regional trade;
- (e) draws the attention of the Commission to any aspects of the Commission's work of particular significance to the region;
- (f) promotes coordination of all regional food standards work undertaken by international governmental and non-governmental organizations within the region;
- (g) exercises a general coordinating role for the region and such other functions as may be entrusted to it by the Commission;
- (h) promotes the acceptance of Codex standards and maximum limits for residues by member countries.

Sessions:

Established by the 23rd Session of the Commission (1999).

FAO/WHO COORDINATING COMMITTEE FOR NORTH AMERICA AND THE SOUTH WEST PACIFIC (CX-732)

Membership:

Membership of the Committee is open to all Member Nations and Associate Members of FAO and/or WHO which are members of the Codex Alimentarius

Commission, with the geographic locations of North America and the South West Pacific.

Terms of reference:

- (a) defines the problems and needs of the region concerning food standards and food control;
- (b) promotes within the Committee contacts for the mutual exchange of information on proposed regulatory initiatives and problems arising from food control and stimulates the strengthening of food control infrastructures;
- (c) recommends to the Commission the development of world wide standards for products of interest to the region, including products considered by the Committee to have an international market potential in the future;
- (d) develops regional standards for food products moving exclusively or almost exclusively in intra regional trade;
- (e) draws the attention of the Commission to any aspects of the Commission's work of particular significance to the region;
- (f) promotes coordination of all regional food standards work undertaken by international governmental and non-governmental organizations within the region;
- (g) exercises a general coordinating role for the region and such other functions as may be entrusted to it by the Commission;
- (h) promotes the acceptance of Codex standards and maximum limits for residues by member countries.

Sessions:

- 1st Honolulu, 30 April - 4 May 1990
- 2nd Canberra, 2-6 December 1991
- 3rd Vancouver, 31 May - 3 June 1994
- 4th Rotorua, 30 April - 3 May 1996
- 5th Seattle, 6-9 October 1998

**JOINT ECE/CODEX ALIMENTARIUS GROUPS OF EXPERTS ON
STANDARDIZATION¹⁸*****Quick Frozen Foods (CX-705)******Sessions:***

1 st	Geneva, 6-10 September 1965
2 nd	Geneva, 5-9 September 1966
3 rd	Rome, 18-22 September 1967
4 th	Geneva, 2-6 September 1968
5 th	Rome, 22-26 September 1969
6 th	Rome, 27-31 July 1970
7 th	Geneva, 6-10 December 1971
8 th	Geneva, 30 April - 4 May 1973
9 th	Rome, 7-11 October 1974
10 th	Geneva, 6-10 October 1975
11 th	Geneva, 14-18 March 1977
12 th	Rome, 30 October - 6 November 1978
13 th	Rome, 15-19 September 1980

Abolished by the 23rd Session of the Commission (1999). The work of the Joint Group of Experts was transferred to the Codex Committee on Processed Fruits and Vegetables (see page 118).

Terms of reference:

The Joint ECE/Codex Alimentarius Group of Experts on the Standardization of Quick Frozen Foods will be responsible for the development of standards for quick frozen foods in accordance with the General Principles of the Codex Alimentarius. The Joint Group will be responsible for general considerations,

¹⁸ These Joint ECE/Codex Alimentarius committees were 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.

definitions, a framework of individual standards for quick frozen food products and for the actual elaboration of standards for quick frozen food products not specifically allotted by the Commission to another Codex Committee, such as Fish and Fishery Products, Meat, Processed Meat and Poultry Products. Standards drawn up by Codex commodity committees for quick 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 Frozen Foods and should, at an appropriate stage, be referred to it for coordination purposes.

Fruit Juices (CX-704)

Sessions:

1 st	Geneva, 6-10 April 1964
2 nd	Geneva, 29 March - 2 April 1965
3 rd	Geneva, 21-25 February 1966
4 th	Geneva, 10-14 April 1967
5 th	Rome, 25-29 March 1968
6 th	Geneva, 27-31 October 1969
7 th	Rome, 20-24 July 1970
8 th	Geneva, 8-12 March 1971
9 th	Rome, 20-24 March 1972
10 th	Geneva, 16-20 July 1973
11 th	Rome, 14-18 October 1974
12 th	Geneva, 19-23 July 1976
13 th	Geneva, 26-30 June 1978
14 th	Geneva, 9-13 June 1980
15 th	Rome, 8-12 February 1982
16 th	Geneva, 30 April - 4 May 1984
17 th	Rome, 26-30 May 1986
18 th	Geneva, 16-20 May 1988
19 th	Rome 12-16 November 1990

Abolished by the 23rd Session of the Commission (1999). The work of the Joint Group was transferred to the Codex *ad hoc* Intergovernmental Task Force on Fruit Juices (see page 127).

Terms of reference:

To elaborate world wide standards for fruit juices, concentrated fruit juices and nectars.

Membership of the Codex Alimentarius Commission

Africa

1. Angola
2. Benin
3. Botswana
4. Burkina Faso
5. Burundi
6. Cameroon
7. Cape Verde
8. Central African Republic
9. Chad
10. Congo, Democratic Rep.
11. Congo, Republic of
12. Côte d'Ivoire
13. Equatorial Guinea
14. Eritrea
15. Ethiopia
16. Gabon
17. Gambia
18. Ghana
19. Guinea
20. Guinea Bissau
21. Kenya
22. Lesotho
23. Liberia
24. Madagascar
25. Malawi
26. Mauritius
27. Mozambique
28. Namibia
29. Niger
30. Nigeria
31. Rwanda
32. Senegal
33. Seychelles
34. Sierra Leone
35. South Africa
36. Swaziland
37. Togo
38. Uganda
39. United Republic of
Tanzania
40. Zambia
41. Zimbabwe

Asia

42. Bangladesh
43. Brunei Darussalam
44. Bhutan
45. Cambodia
46. China
47. Democratic People's
Republic of Korea
48. India
49. Indonesia
50. Japan
51. Laos
52. Malaysia
53. Mongolia
54. Myanmar
55. Nepal
56. Pakistan
57. Philippines
58. Republic of Korea
59. Singapore
60. Sri Lanka
61. Thailand

62. Viet Nam

Europe

63. Albania
64. Armenia
65. Austria
66. Belgium
67. Bulgaria
68. Croatia
69. Cyprus
70. Czech Republic
71. Denmark
72. Estonia
73. Finland
74. France
75. Georgia
76. Germany
77. Greece
78. Hungary
79. Iceland
80. Ireland
81. Israel
82. Italy
83. Latvia
84. Lithuania
85. Luxembourg
86. Malta
87. Moldova
88. Netherlands
89. Norway
90. Poland
91. Portugal
92. Romania
93. Russian Federation
94. Slovak Republic
95. Slovenia

96. Spain
97. Sweden
98. Switzerland
99. The Former Yugoslav
Republic of Macedonia
100. Turkey
101. United Kingdom
102. Yugoslavia

Latin America and the Caribbean

103. Antigua and Barbuda
104. Argentina
105. Barbados
106. Belize
107. Bolivia
108. Brazil
109. Chile
110. Colombia
111. Costa Rica
112. Cuba
113. Dominica
114. Dominican Republic
115. Ecuador
116. El Salvador
117. Grenada
118. Guatemala
119. Guyana
120. Haiti
121. Honduras
122. Jamaica
123. Mexico
124. Nicaragua
125. Panama
126. Paraguay
127. Peru
128. Saint Kitts and Nevis

- 129. Saint Lucia
- 130. Suriname
- 131. Trinidad and Tobago
- 132. Uruguay
- 133. Venezuela

Near East¹⁹

- 134. Algeria
- 135. Bahrain
- 136. Egypt
- 137. Iran (Islamic Republic of)
- 138. Iraq
- 139. Jordan
- 140. Kuwait
- 141. Lebanon
- 142. Libyan Arab Jamahiriya
- 143. Mauritania
- 144. Morocco
- 145. Oman
- 146. Qatar
- 147. Saudi Arabia
- 148. Sudan
- 149. Syrian Arab Republic
- 150. Tunisia
- 151. United Arab Emirates
- 152. Yemen

North America

- 153. Canada
- 154. United States of America

South-West Pacific

- 155. Australia
- 156. Cook Islands
- 157. Fiji
- 158. Kiribati
- 159. Micronesia, Federated States of
- 160. New Zealand
- 161. Papua New Guinea
- 162. Samoa
- 163. Solomon Islands
- 164. Tonga
- 165. Vanuatu

¹⁹ Tentative designations.

List of Codex Contact Points²⁰

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²⁰ This list is subject to frequent changes. Contact Points of new Members are notified by Circular Letter. Revised lists are circulated at regular intervals and an up-dated list is maintained on the Codex Internet pages on the World-Wide Web at the following address: <http://www.fao.org/es/esn/codex>

ARGENTINA	Secretaria de Agricultura, Ganaderia, Pesca y Alimentacion Dirección Nacional de Alimentacion Dirección de de Promoción de la Calidad Alimentaria Area Codex Alimentarius Paseo Colon 922 - 2do. P of. 223 (1063) Capital Federal ARGENTINA Tel: +54 1 349-2044 / 2186 Fax: +54 1 349-2041 E-mail: CODEX@sagyp.mecon.ar
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GABON	Commission nationale Gabonaise de la FAO Ministère de l'agriculture, de l'élevage et du développement rural B.P. 551 Libreville Tel: +241 763835 Fax: +241 728 275

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ISRAEL	Mr. Dan Halpern Israel Codex Alimentarius Committee Ministry of Industry and Trade P.O. Box 299 91002 Jerusalem Tel: +972 3 5606146 Fax: +972 3 5605146
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Appendix: General Decisions of the Commission

STATEMENTS OF PRINCIPLE CONCERNING THE ROLE OF SCIENCE IN THE CODEX DECISION-MAKING PROCESS AND THE EXTENT TO WHICH OTHER FACTORS ARE TAKEN INTO ACCOUNT²¹

1. The food standards, guidelines and other recommendations of Codex Alimentarius shall be based on the principle of sound scientific analysis and evidence, involving a thorough review of all relevant information, in order that the standards assure the quality and safety of the food supply.
2. When elaborating and deciding upon food standards Codex Alimentarius will have regard, where appropriate, to other legitimate factors relevant for the health protection of consumers and for the promotion of fair practices in food trade.
3. In this regard it is noted that food labelling plays an important role in furthering both of these objectives.
4. When the situation arises that members of Codex agree on the necessary level of protection of public health but hold differing views about other considerations, members may abstain from acceptance of the relevant standard without necessarily preventing the decision by Codex.

²¹ Decision of the 21st Session of the Commission, 1995.

***STATEMENTS OF PRINCIPLE RELATING TO THE ROLE OF FOOD SAFETY
RISK ASSESSMENT²²***

1. Health and safety aspects of Codex decisions and recommendations should be based on a risk assessment, as appropriate to the circumstances.
2. Food safety risk assessment should be soundly based on science, should incorporate the four steps of the risk assessment process, and should be documented in a transparent manner.
3. There should be a functional separation of risk assessment and risk management, while recognizing that some interactions are essential for a pragmatic approach.

²² Decision of the 22nd Session of the Commission, 1997.

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