

# CODEX ALIMENTARIUS COMMISSION



Food and Agriculture  
Organization of the  
United Nations



World Health  
Organization

# E

Viale delle Terme di Caracalla, 00153 Rome, Italy - Tel: (+39) 06 57051 - E-mail: [codex@fao.org](mailto:codex@fao.org) - [www.codexalimentarius.org](http://www.codexalimentarius.org)

**Agenda item 5**

**CX/EXEC 24/86/5**

**June 2024**

## **JOINT FAO/WHO FOOD STANDARDS PROGRAMME EXECUTIVE COMMITTEE OF THE CODEX ALIMENTARIUS COMMISSION**

**Eighty-sixth Session**

**FAO headquarters, Rome, Italy**

**1 – 5 July 2024**

### **CODEX BUDGETARY AND FINANCIAL MATTERS: PROGRESS 2022-23 AND PROPOSAL 2024-25 – INTERIM REPORT**

(Prepared by the Codex Secretariat)

#### **INTRODUCTION**

1. At its 46th session, the Codex Alimentarius Commission (CAC46) requested the Codex Secretariat for more detailed information about the 2022-2023 regular FAO/WHO Food Standards Programme budget and expenditure and the 2024-2025 budget proposal, particularly regarding the breakdown of reported cost types by programme and activity, to better understand areas of expenditure and identify future needs and priorities.<sup>1</sup>

2. Budget and expenditure information on the programme of work is provided in line with Rule XIII of the Rules of Procedure of the Codex Alimentarius Commission.<sup>2</sup> The present document contains an interim report further detailing expenditures for the 2022-23 biennium and the budget proposal for 2024-2025; and a comparative analysis of meeting costs.<sup>3</sup>

#### **REPORT ON EXPENDITURE (2022-23)**

3. A further detailed breakdown of the budget for the biennium 2022-23 and the Secretariat's regular programme expenditure in 2022 and 2023, broken down by FAO account description,<sup>4</sup> is presented in Table 1 and elaborated in the following paragraphs.

---

<sup>1</sup> REP23/CAC, para. 214 viii.

<sup>2</sup> Codex Alimentarius Commission Procedural Manual 28th edition.

<sup>3</sup> REP23/EXEC2, para. 65.

<sup>4</sup> In accordance with the International Public Sector Accounting Standards (IPSAS) that provide guidance on accounting for areas of expenditure.

**Table 1: Regular programme budget 2022-23 and expenditure 2022-23 by FAO account description (USD)**

FAO account description	Budget 2022-23	Expenditure 2022	Expenditure 2023	Total Expenditure 2022-23
5011 Salaries Professional	3 365 000	1 892 097	1 707 483	<b>3 599 580</b>
5012 Salaries General Service	1 230 000	612 047	687 117	<b>1 299 164</b>
5013 Consultants	900 000	705 939	498 344	<b>1 204 283</b>
5014 Contracts	200 000	179 037	141 496	<b>320 533</b>
5020 Locally Contracted Labour		38 565	60 413	<b>98 978</b>
5021 Travel	630 000	78 201	319 721	<b>397 922</b>
5024 Expendable Procurement	100 000	38 439	83 980	<b>122 419</b>
5025 Non Expendable Procurement	100 000	89 406	76 680	<b>166 086</b>
5028 General Operating Expenses	650 000	27 676	236 522	<b>264 198</b>
5040 General Operating Expenses - External Common Services		4 344	4 311	<b>8 655</b>
5050 Internal Common Services and Support	1 700 000	1 039 644	980 608	<b>2 020 252</b>
<b>TOTAL</b>	<b>8 875 000</b>	<b>4 705 396</b>	<b>4 796 674</b>	<b>9 502 070</b>

4. A description of the main budget lines is reported below:

**a) Salaries professional and salaries general service**

- In 2022, professional staff costs were higher than budgeted mainly due to a temporary professional position hired to support a major Information Technology (IT) project.
- In 2023, general service staff costs were slightly higher than budgeted due to two promotions.

**b) Consultants**

- Consultants included costs for:
  - Translation and interpretation that could not be handled by FAO internally (under Internal Common Services), including editorial services for Codex standards. These expenditures account for about 50 percent of the total expenditure for consultants. These were higher than budgeted due to an increased need for translation and interpretation during the biennium, however they were partly offset by savings achieved under General Operating Expenses.
  - Support to Codex IT systems (databases, website and related document repositories, online systems management).
  - Communication and outreach, including production, editing, layout, publications, graphic design, etc.
  - Facilitating outreach (i.e. online training, e.g. webinars, etc.).

**c) Contracts**

- Contracts were higher than budgeted due to expenditures related to the Codex IT renewal project, which started in 2021 in collaboration with the Digital FAO and Agro-Informatics Division (CSI). This project addressed long-standing IT infrastructure issues that posed serious risks of data loss, including renewal of Codex servers and transfer of data repositories to the cloud. Major IT infrastructure costs have been covered in the 2022-2023 biennium, however there are ongoing costs that will remain related to licensing, hosting and maintenance. This is in line with Goal 5 of the Codex Strategic Plan 2020-2025 which includes enhancement of work management systems.
- In 2022, this budget line also included work related to the implementation of Goal 3 of the Codex Strategic plan to increase impact through the recognition and use of Codex Standards, in particular, work undertaken on the development of a mechanism to monitor the use and impact of Codex texts. However, subsequent implementation of aspects of that mechanism such as the

Global Survey on the Use and Impact of Codex Texts have been implemented with the support of extra budgetary resources.<sup>5</sup>

- Contracts also included expenditures related to support Codex meetings, including audiovisual services, logistics, etc.

**d) Locally contracted labour**

- This includes General Service staff overtime to support Codex activities (Codex Secretariat, Security, Medical, etc.), particularly during the CAC, as well as additional, locally recruited staff, such as messengers to support CAC. This line was not singled out in previous presentations of the budget, this why it appears as not being budgeted.

**e) Travel**

- Travel was lower than budgeted in 2022, because the majority of Codex committee sessions took place virtually. CCEXEC83 and CCFH met physically, and the Codex Secretariat traveled for some subsidiary body sessions held virtually, in order to support the Chairperson from the same location. Travel expenses returned to pre-pandemic levels in 2023 with the resumption of physical sessions for Codex Committees. Savings on travel were used to cover expenditures for the IT renewal project as well as for translation and interpretation.

**f) Expendable procurement**

- This included communication material and publication costs related to CAC45 and CAC46 (including Codex@60 exhibit, meeting room backdrop, delegate kits, etc.). This line also included communication material related expenses anticipated by Codex on behalf of host countries for the running of committees. Licensing costs for software such as Zoom and the Online Commenting System (OCS) are also included here. Expenditures in the biennium were in line with the budget.

**g) Non-expendable procurement**

- This included office equipment such as computers, as well as new, and recurring costs related to the Codex website hosting and maintenance.

**h) General operating expenses**

- These expenses included:
  - reimbursements to WHO for costs incurred for CCEXEC84 (2023);
  - venue rental and related logistics for CCEXEC84;
  - translation services provided by WHO when FAO services were not available for the CAC and other sessions of CCEXEC in the biennium;
  - contracts with external translators and/or interpreters;
  - support to host countries to run Codex committees; and
  - catering costs, ambulance services during CAC, and other miscellaneous costs.
- Savings realized under this line were used to cover additional expenses for translation and interpretation under the Consultants and Internal Common Services lines.

**i) General operating expenses – external common services**

- These included photocopying, printing, telephone, stationery and IT services provided by FAO.

**j) Internal common services**

- This is related to interpretation and translation services provided by FAO. These costs vary according to the number of documents for translation and when they are ready, and the hours/days of interpretation provided. Higher than budgeted interpretation and translation costs were due to:
  - increased interpretation costs as associated with holding meetings with both in-person and virtual dimensions (i.e. CAC45 and CAC46) and with an increased number of days;

---

<sup>5</sup> ACT Project: GCP/GLO/505/ROK Implementation of Codex standards to support containment and reduction of foodborne antimicrobial resistance (AMR) funded by the Republic of Korea.

- convening information events with interpretation in three to six languages in advance of Codex meetings convened virtually or with both in-person and virtual dimensions (e.g. pre-CAC event in 2022 and 2023); and
- assisting Members to maintain translation and interpretation levels during the transition out of the pandemic.

5. Overall, expenditures exceeded the budget by USD 627 070 in the 2022-23 biennium. While the increased costs for the IT renewal project were foreseen to be offset by savings on travel, the additional unforeseen expenses were due to increased expenditure on translation and interpretation (under Consultants and Internal Common Services). This over-expenditure was covered by a one-time special allocation of USD 0.5 million granted in 2023<sup>6</sup>. Codex also received reimbursements for expenditures anticipated on behalf of host countries for the running of committees and technical support services provided by Codex staff to the ACT project.

6. In summary, staff costs accounted for 52 percent of overall expenses for the 2022-2023 biennium, while expenditures related to interpretation and translation handled by FAO accounted for 21 percent, consultants for 13 percent, and travel for 4 percent. However, as noted above, interpretation and translation costs were also charged under consultants, contracts and General Operating expenses lines, depending on how the service was procured, amounting to a further 7 percent of the Codex expenses. Therefore, the total Codex expenditures for interpretation and translation were about 28 percent of the 2022-2023 biennium expenditures. It should be noted that staff costs, consultants, travel and internal common services accounted for 90 percent of total expenditures in the 2022-23 biennium as shown in the Figure 1.

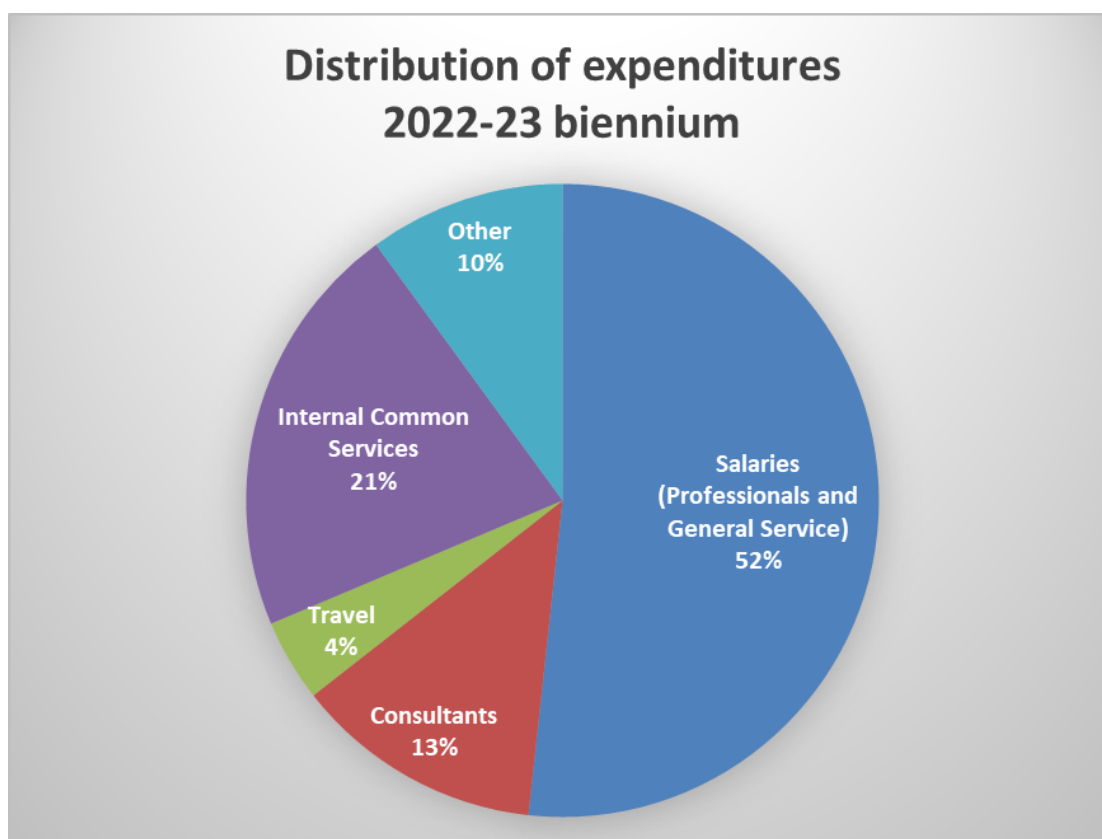


Figure 1: Distribution of expenditures - 2022-23 biennium<sup>7</sup>

<sup>6</sup> CX CAC 23/46/23 paragraph 6 iii, FC 199/5 paragraph 9

<sup>7</sup> Other includes: Locally contracted labour; Expendable Procurement; Non-Expendable Procurement; General Operating Expenses; and General Operating Expenses - External Common Services.

**BUDGET PROPOSAL 2024-25**

7. A breakdown by FAO account description of the Codex budget for the 2024-2025 biennium is provided in Table 2.

**Table 2: Budget proposal 2024-2025 by FAO account description (USD)**

<b>FAO Account description</b>	<b>Budget 2024-25</b>	<b>%</b>
5011 Salaries Professional	3 373 000	38.0%
5012 Salaries General Service	1 151 000	13.0%
5013 Consultants	1 000 000	11.3%
5014 Contracts	66 000	0.7%
5020 Locally Contracted Labour	100 000	1.1%
5021 Travel	800 000	9.0%
5024 Expendable Procurement	100 000	1.1%
5025 Non-Expendable Procurement	200 000	2.3%
5028 General Operating Expenses	375 000	4.2%
5040 General Operating Expenses - External Common Services	10 000	0.1%
5050 Internal Common Services and Support	1 700 000	19.2%
<b>TOTAL</b>	<b>8 875 000</b>	<b>100.0%</b>

8. A description of the main budget lines is reported below:

- Salaries include Codex Professional and General Service staff.
- Consultants include costs for:
  - Support to Codex IT systems (databases, website and related document repositories, online systems management);
  - Communication and outreach, including production, editing, layout of, publications, in particular Codex texts, graphic design to support for Codex meetings, etc.;
  - Translation and interpretation that cannot be handled by FAO internally (under Internal Common Services), including editorial services for standards; and
  - Facilitating outreach (i.e. online webinars, etc.).
- Contracts include expenditures related to supporting Codex meetings, including audiovisual support, external translation services, logistics, etc.
- Locally contracted labour includes General service staff overtime to support Codex activities (Codex Secretariat, Security, Medical, etc.), particularly during CAC, as well as additional, locally recruited staff, such as messengers to support CAC.
- Travel are expenses related to Codex staff serving Codex Committee sessions as well as travel to meetings for which the participation of the Codex Secretariat is required (e.g. SPS and TBT Committee meetings).
- Travel also includes support to CCEXEC Members from LMICs to all physical sessions of CCEXEC during the biennium.<sup>8</sup>
- Expendable procurement includes communication material and publication costs related to CAC (meeting room backdrop, delegate kits, etc.). This also includes licensing of the Online Commenting System (OCS), Zoom and various licenses to support surveys, webcasting, etc.
- Non-expendable procurement includes office equipment such as computers, as well as recurring costs related to the Codex website hosting and maintenance.
- General operating expenses include:

<sup>8</sup> As per Rule XIII.3 of the Rules of Procedure of the Codex Alimentarius Procedural Manual.

- reimbursements to WHO and other providers for costs incurred to holding CAC and CCEXEC in Geneva;
- contracts with external translators and/or interpreters;
- catering costs, ambulance services and other miscellaneous costs; and
- eventual support to host countries to run Codex committees.<sup>9</sup>
- General operating expenses - External common services include expenditures such as photocopying, printing, telephone, stationery and IT services provided by FAO.
- Internal common services refer to interpretation and translation provided by FAO.

9. Table 3 below provides a description of the main activities the Codex Secretariat will implement during the 2024-25 biennium with the budget presented in Table 2.

---

<sup>9</sup> Such requests are considered on a case-by-case basis with the aim of ensuring that the work of the Commission is not delayed due to any temporary or unexpected resource challenges faced by Host Secretariats. Depending on their criticality, other activities may have to be postponed to meet the cost.

**Table 3: Description of activities, 2024-25 biennium**

Link to Codex Strategic Plan 2020-25 Goals	Outputs	Activities 2024	Activities 2025
<b>Codex meetings</b>			
<b>Goal 1: Address current and emerging issues in a timely manner- 1.1 and 1.2</b> <b>Goal 2: Develop standards based on science and Codex risk analysis principles: 2.1, 2.2, 2.3</b>	<b>Implementation of the Codex Alimentarius Commission</b>	1 hybrid session (6 languages) convened in Geneva; working documents and report prepared and published in 6 languages with elections	1 hybrid session (6 languages) convened in Rome; working documents and report prepared and published in 6 languages
<b>Goal 1: 1.1 and 1.2</b> <b>Goal 2: 2.3</b>	<b>Implementation of the Executive Committee</b>	1 physical session convened in Rome	1 physical session convened in Geneva (or a virtual session)
<b>Goal 1: 1.2</b> <b>Goal 2: 2.3</b>		1 physical session convened in Geneva	1 physical session convened in Rome
<b>Goal 1: 1.2, 1.2</b> <b>Goal 2: 2.1, 2.2</b>	<b>General subject committees</b>	9 sessions	6 sessions
<b>Goal 1: 1.2, 1.2</b> <b>Goal 2: 2.1, 2.2</b>	<b>Commodity committees</b>	3 sessions (including 1 by correspondence)	2 sessions
<b>Goal 1: 1.2, 1.2</b> <b>Goal 2: 2.1, 2.2</b> <b>Goal 3: Increase impact through the recognition and use of Codex standards: 3.1, 3.2</b> <b>Goal 4: Facilitate the participation of all Codex Members throughout the standard setting process: 4.3:</b>	<b>Coordinating Committees</b>	2 sessions (translation of working documents and report, Secretariat travel, communication and graphic design support on request)	4 sessions (translation of working documents and report, Secretariat travel, communication and graphic design support on request)
<b>Enabling environment (IT infrastructure, publications, outreach and communication)</b>			
<b>Goal 3: Increase impact through the recognition and use of Codex standards: 3.1:</b>	<b>Finalization and publication of standards</b>	Standards adopted by CAC46 published in 6 languages and translation backlog of previously adopted standards reduced	Standards adopted by CAC47 published in 6 languages and translation backlog of previously adopted standards reduced

<b>Goal 3: Increase impact through the recognition and use of Codex standards: 3.1:</b>	<b>Other documents/publications</b>	29th edition of the Codex PM, the annual Codex magazine and annual report on the use and impact of Codex texts published	30th edition of the Codex PM (if needed), the annual Codex magazine and annual report on the use and impact of Codex texts published
<b>Goal 4: 4.3 Goal 5; Enhance work management systems and practices that support the efficient and effective achievement of all strategic plan goals: 5.2</b>	<b>Guidance documents/handbooks</b>	EWG handbook	New work proposals handbook
<b>Goal 4: 4.3</b>	<b>Support for webcasting and virtual meetings</b>	Webcasting of all sessions (excluding CCEXEC) and support to virtual or hybrid sessions (e.g. CCLAC, CAC)	Webcasting of all sessions (excluding CCEXEC) and support to virtual or hybrid sessions (e.g. CCLAC, CAC)
<b>Goal 2: 2.1, 2.2 Goal 4: 4.3 Goal 5: 5.1</b>	<b>Maintenance, content updates, license fees and user support to webpage, ORS, OCS and e-forum</b>	Active and user-friendly webpage and online participatory tools with timely helpdesk support	Active and user-friendly webpage and online participatory tools with timely helpdesk support
<b>Goal 3: 3.1</b>	<b>Database updates</b>	Initiation of the update to the structure of GSFA in line with the CCFA defined stepwise approach. Update of the pesticide residue database, in line with the adopted revised classification of food and feed initiated.	Continuation of the update to the structure of GSFA in line with the CCFA defined stepwise approach. Update of the pesticide residue database, in line with the adopted revised classification of food and feed progressed (completion target 2026). Development of a database on methods of analysis and sampling initiated (CCMAS).
<b>Goal 2: 2.1 Goal 3: 3.1 and 3.2 Goal 4: 4.3</b>	<b>Collaboration with FAO and WHO</b>	Participate in scientific advice meetings and other relevant FAO and/or WHO meetings and support WFSD	Participate in scientific advice meetings and other relevant FAO and/or WHO meetings and support WFSD

<b>Goal 3: 3.1 and 3.2</b>	<b>Cooperation with international intergovernmental and non-governmental organizations (WTO, WOH, ISO, UNECE, IOC, etc.) to share information and promote consistency and harmonization with Codex standards to the extent possible</b>	Information or briefing papers prepared and submitted and attendance (physical or virtual) at 6 WTO meetings and 6 to 8 other events (focus on virtual participation)	Information or briefing papers prepared and submitted and attendance (physical or virtual) at 6 WTO meetings and 6 to 8 other events (focus on virtual participation)
<b>Goal 3: 3.1 and 3.2</b> <b>Goal 4: 4.3</b> <b>Goal 5: 5.1</b>	<b>Outreach and communication</b>	Online training on use of Codex systems, programmes, information for delegates and related materials for meetings and sharing of information from Members and Observer (news, social media, podcasts)	Online training on use of Codex systems, programmes, information for delegates and related materials for meetings and sharing of information from Members and Observer (news, social media, podcasts)
<b>Goal 3: 3.3</b>	<b>Monitoring of the use and impact of Codex texts</b>	Annual survey on the use and impact of Codex texts and case study on use and impact of a specific Codex text	Annual survey on the use and impact of Codex texts and case study on use and impact of a specific Codex text

10. The implementation of the above activities is also supported by seconded officers from Republic of Korea and Singapore, and a Junior Professional Officer (JPO) from Japan. The monitoring of the use and impact of Codex texts is also supported by the ACT project (until 2026).

11. Compared to the 2022-23 biennium expenditures, the 2024-25 budget proposal foresees:

- a recosting of staff costs from 2022-23 to the approved PWB 2024-25 levels to provide full funding for Codex budgeted posts in 2024-25;
- a smaller allocation to the IT infrastructure, as the majority of the work was undertaken during the 2022-23 biennium (under contracts);
- a reduction in the expected expenditures for consultants, in particular for interpretation for pre-session virtual events of CAC and CCEXEC which will not be convened in this biennium;
- a reduction in the rate of translation of the backlog of standards;
- an increase in travel costs as Codex work returns to a pre-pandemic setting;
- an increase in General operating expenses (reimbursements to WHO) as one session of CAC is taking place in Geneva, as well as two sessions of CCEXEC;

12. While some small savings may be achieved depending on travel costs and the cost of CAC sessions, these will be allocated to addressing the backlog of standards for translation and their publication in the FAO knowledge repository.

13. It is important to note that the Codex budget for the 2024-25 biennium is fully allocated to activities to support regular Codex work. Furthermore, it should be noted that, while USD 1 million has been provided for the Joint FAO/WHO food safety scientific advice programme in 2019,<sup>10</sup> Codex Secretariat budget has remained unchanged since 2010. The increased demands on the Codex Secretariat coupled with the decline in purchasing power over the period is limiting the margin to face unexpected expenses or additional needs.

#### COMPARATIVE ANALYSIS OF MEETING COSTS

14. CCEXEC85 requested the Codex Secretariat to provide a comparative analysis of meeting costs, with inputs from the host secretariats on subsidiary body meetings, to improve recognition and understanding of the significant contribution of Member governments in support of the Codex programme.

#### Codex Alimentarius Commission

15. A comparative analysis of expenses associated with the implementation of CAC sessions and the related CCEXEC sessions from 2018 to 2023, with a breakdown by FAO account description is presented in Table 4. As meetings of CAC are normally held back-to-back with CCEXEC (except in 2020) it was not possible to separate some expenses related to the CCEXEC session occurring right before (and in one case after) the CAC session, hence the two sessions (and in one case three sessions) were considered in total. CAC43 was held in isolation, virtually, with no preceding CCEXEC.

**Table 4: Comparative analysis of expenses incurred to hold several CAC and CCEXEC meetings (USD)**

FAO Account Description	CAC41+EXE C75&76 (FAO, Rome, 2018)	CAC42+EXE C77 (CICG, Geneva, 2019)	CAC43 (Virtual, 2020)	CAC44+EXE C81 (Virtual, 2021)	CAC45+EXE C83 (FAO, Rome, 2022)	CAC46+EXE C85 (FAO, Rome, 2023)
5014 Contracts	-	-	170	108 896	-	-
5020 Locally Contracted Labour	28 428	-	4 132	3 852	33 129	55 550
5021 Travel	38 448	101 472	2 129	20 477	31 666	29 578
5024 Expendable Procurement	45 706	46 575	-	2 433	23 596	34 130
5028 General Operating Expenses	27 441	374 592	822	195 532	23 873	14 623
5050 Internal Common Services and Support	513 764	367 724	260 941	569 264	618 281	513 510
<b>Total</b>	<b>653 787</b>	<b>890 363</b>	<b>268 193</b>	<b>900 454</b>	<b>730 545</b>	<b>647 391</b>

<sup>10</sup> C 2023/3 paragraph 75 and footnote 15

16. A description of the main budget lines is reported below:

- Contracts correspond to rental of a studio as well as the hiring of a video and broadcasting company to hold CCEXEC81 and CAC44 virtually.
- Locally contracted labour includes General service staff overtime, as well as additional, locally recruited staff, such as messengers to support CAC. These were paid through the General operating expenses line when CAC was held in Geneva.
- Travel includes:
  - Codex Secretariat staff traveling to Geneva when the CAC was held there;
  - travel support for CCEXEC Members from LMICs to participate in the preceding CCEXEC, irrespective of the meeting location;
  - travel support of the Chairperson and vice-chairpersons from LMICs to Rome to be located with the Secretariat, although CAC44 and CCEXEC81 were virtual.
  - for CAC44, with elections held physically in Geneva, a member of the Codex Secretariat team and the Elections Officer to support their implementation.
- Expendable procurement includes communication material and publication costs, related to CAC (e.g Codex@60 exhibit, meeting room backdrop, delegate kits, etc.).
- General operating expenses include:
  - reimbursements to WHO for costs incurred for translation and interpretation of CAC and EXEC when FAO services were not available and/or costs related to holding CAC and EXEC in Geneva;
  - rental of premises for CCEXEC and CAC in Geneva and related logistics;
  - costs related to the venue, set-up and support of the elections in Geneva during CAC41;
  - contracts with external translators and/or interpreters; and
  - health related costs (insurance for delegates, ambulance availability during CAC).
- Internal Common Services cover interpretation and translation services provided by FAO.

17. Based on the above, the comparative analysis of CAC and CCEXEC meetings over the past six years shows no clear trend. Apart from 2018 and 2019, where the only difference was the location, for all meetings since then, there have been different elements included which have impacted the costs. In 2020, only a virtual session of CAC was convened, while in 2021 the virtual session of the CAC was run with the chairperson and vice chairpersons sitting together with the Codex Secretariat, hence requiring a different set-up and elections being convened physically in Geneva. While in 2022 and 2023 both sessions were convened in Rome as physical meetings with the possibility of virtual participation, report adoption in 2022 was carried out virtually and additional sessions were required, increasing interpretation costs.

18. However, from the analysis carried out on CAC expenses, and taking into account the aforementioned differences between the sessions, there were no clear indication of any significant increase in unit costs between a pre-pandemic and a post-pandemic CAC, considering CAC43 and CAC44 exceptional years. Costs varied according to meeting format and characteristics. For example, renting a separate venue (i.e., an equipped studio) to hold a virtual CAC proved to be costly. Similarly, the hiring of specialized companies to assist with the running of virtual or hybrid CAC was expensive. Only when Codex had access to FAOs fully equipped facility to run hybrid meetings, running costs decreased to pre-pandemic levels.

19. Other factors that influence expenditures related to CAC are:

- The location (FAO, Rome versus CICG, Geneva);
- The availability of FAO interpretation and translation services;
- The length of the meeting. For instance, if held virtually, CAC may last more than six days (for example the need for additional days for report adoption in 2022 increased interpretation costs).
- For virtual and hybrid sessions, interpretation costs are higher than for physical sessions (i.e. either session length is reduced or the number of interpreters is increased for virtual meetings).
- The volume of texts to translate, that varies from session to session.
- The Membership of the Executive Committee and those requiring travel support.

20. Since the pandemic, the FAO plenary hall has been refitted so that it is set-up for hybrid meetings. This means that such a meeting format can be organized with limited impact on cost. However, without access to such a facility, it was noted that the costs can be significant, and this is likely to be the case for subsidiary body meetings. Convening a physical meeting with a virtual dimension will lead to a higher interpretation cost. It will likely take a few years of cost monitoring with the current setting to get a clearer picture of trends.

**Codex subsidiary body meetings**

21. The Secretariat sent a questionnaire to host countries to gather data related to expenses incurred to hold Codex Committee sessions. Information was requested on expenses related to pre-pandemic, during the pandemic (virtual) and post-pandemic sessions. A comparative analysis of the information received is published as CX/EXEC 24/86/5 Add. I.