

## APPENDIX II

## PROPOSED CHANGES TO THE CODEX PROCEDURAL MANUAL TO ALIGN WITH MODERN TECHNOLOGY AND CURRENT PRACTICES

(page numbers refer to the English version of the 28th edition)

Section	Sub-section	Page number	Para graph	Current text	Proposed change
Section 2. Elaboration of Codex Standards and related texts	Relations between commodity committees and general subject committees	37	54	Codex committees may ask the advice and guidance of general subject committees having responsibility for matters applicable to all foods on any points coming within their province, in accordance with their terms of reference. In particular, due referral should take place between commodity committees (in this document “commodity committees” are meant to include coordinating committees and other subsidiary bodies of the Commission insofar as they elaborate commodity standards) and general subject committees during the elaboration of Codex commodity standards.	Codex committees may <del>seek</del> <b>ask</b> the advice and guidance of general subject committees <del>having responsibility</del> <b>responsible</b> for matters applicable to all foods on any points coming within their province, in accordance with their terms of reference. In particular, due referral should take place between commodity committees (in this document “commodity committees” are meant to include coordinating committees and other subsidiary bodies of the Commission insofar as they elaborate commodity standards) and general subject committees during the elaboration of Codex commodity standards.
Section 3: Guidelines for subsidiary bodies	Guidelines to host governments of Codex Committees and ad hoc intergovernmental task forces	76	7	7. A Member Nation 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	7. A Member Nation 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 <b>information technology</b> <del>word processing and document reproducing equipment</del> <b>tools</b> . 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
Section 3: Guidelines for subsidiary bodies	Guidelines to host governments of Codex Committees and ad hoc intergovernmental task forces	77	16	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 Secretary, CAC, 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.	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 Secretary, CAC, 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. <del>The reply should specify the number of copies and the language of the documents required.</del>
Section 3: Guidelines for subsidiary bodies	Guidelines to host governments of Codex Committees and ad hoc intergovernmental task forces	78	22	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: a) all Codex contact points; b) chief delegates of Member Nations, of Observer countries and of international organizations; and c) 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 Secretary, CAC, Joint FAO/WHO Food Standards Programme, FAO, Rome.	Papers for a session should be <del>sent by the chairperson of the Codex committee concerned</del> <u>made available in the relevant languages through the Codex website</u> at least two months before the opening of the session <u>by the host secretariat in collaboration with the Codex Secretariat</u> <del>to the following: a) all Codex contact points; b) chief delegates of Member Nations, of Observer countries and of international organizations; and c) 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 Secretary, CAC, Joint FAO/WHO Food Standards Programme, FAO, Rome.</del>
Section 3: Guidelines for subsidiary bodies	Guidelines to host governments of Codex Committees and ad hoc intergovernmental task forces	79	27	Members of Codex committees should advise the committee chairperson through their Codex contact point of the number of copies of documents normally required.	<del>Members of Codex committees should advise the committee chairperson through their Codex contact point of the number of copies of documents normally required.</del>
Section 3: Guidelines for subsidiary bodies	Guidelines to host governments of Codex Committees and ad hoc intergovernmental task forces	79	28	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.	<del>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</del> <u>can be made available to all those assisting a delegation in preparing for the business of the committee through the Codex webpage;</u>

					<del>publication of reports of the meetings of committees or of completed draft standards.</del>
Section 3: Guidelines for subsidiary bodies	Guidelines on the conduct of meetings of Codex Committees and ad hoc intergovernmental task forces	80	37	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 in the languages of the committee, are sent to all Members and Observers of the Commission.	The Joint FAO/WHO <b>Codex</b> Secretariat should ensure that, as soon as possible and in any event not later than one month after the end of the session, <del>copies of the final report, as adopted in the languages of the committee, are sent</del> <b>is made available</b> to all Members and Observers of the Commission <b>on the Codex website page.</b>
Section 3: Guidelines for subsidiary bodies	Guidelines on the conduct of meetings of Codex Committees and ad hoc intergovernmental task forces	81	38	Circular letters should be attached to the report, as required, requesting comments on proposed draft or draft standards or related texts at Steps 5, 8 or Step 5 (accelerated), with the indication of the date by which comments or proposed amendments must be received in writing, so as to allow such comments to be considered by the Commission.	<del>Circular letters should be attached to the report, should be issued</del> as required <b>following publication of the meeting report</b> requesting comments on proposed draft or draft standards or related texts at Steps 5, 8 or Step 5 (accelerated), with the indication of the date by which comments or proposed amendments must be received in writing, so as to allow such comments to be considered by the Commission.
Section 3: Guidelines for subsidiary bodies	Guidelines on physical working groups	91	117	The secretariat of the host should, as soon as possible after the end of the session of a working group, send a copy of the final conclusions, in the form of either a discussion paper or a working document, and the list of participants, to the Joint FAO/WHO Secretariat and to the host country secretariat of the committee.	The <b>host</b> secretariat <del>of the host</del> should, as soon as possible after the end of the session of a working group, send a copy of the final conclusions, in the form of either a discussion paper or a working document, and the list of participants, to the Joint FAO/WHO <b>Codex</b> Secretariat and to the host country secretariat of the committee.
Section 3: Guidelines for subsidiary bodies	Guidelines on physical working groups	91	118	Conclusions of a working group shall be distributed to all CCPs and Observers by the Joint FAO/WHO Secretariat in time to allow full consideration of the working group's recommendations.	Conclusions of a working group shall be <del>made available electronically distributed</del> to all CCPs and Observers by the Joint FAO/WHO <b>Codex</b> Secretariat in time to allow full consideration of the working group's recommendations.
Section 3: Guidelines for subsidiary bodies	Guidelines on physical working groups	91	119	The Joint FAO/WHO Secretariat should ensure that these conclusions are included in the distribution of papers for the next session of the Codex committee.	The Joint FAO/WHO <b>Codex</b> Secretariat should ensure that these conclusions are included in the distribution of papers for the next session of the Codex committee
Section 3: Guidelines for subsidiary bodies	Guidelines on electronic working groups	94	142	An update on the progress of its work shall be presented by the host at each session of the Codex committee which has established it, indicating the number of countries having sent	An update on the progress of its work shall be presented by the host at each session of the Codex committee which has established it, indicating the number of countries having

				contributions by <u>mail</u> . A compilation of these contributions should be made available.	<del>submitted</del> contributions <del>by email</del> <u>electronically</u> . A compilation of these contributions should be made available.
Section 3: Guidelines for subsidiary bodies	Guidelines on electronic working groups	94	146	As soon as possible after the end of the business of an EWG, the secretariat of the host should send a copy of the final conclusions, in the form of either a discussion paper or a working document and of the list of participants to the Joint FAO/WHO Secretariat and to the host country secretariat of the committee.	As soon as possible after the end of the business of an EWG, the secretariat of the host should send a copy of the final conclusions, in the form of either a discussion paper or a working document and of the list of participants to the Joint FAO/WHO <b>Codex</b> Secretariat and to the host country secretariat of the committee.
Section 3: Guidelines for subsidiary bodies	Guidelines on electronic working groups	94	147	The conclusions of an EWG and the list of participants shall be distributed to CCPs and Observers by the Joint FAO/WHO Secretariat in time to allow full consideration of the EWG's recommendations.	The conclusions of an EWG and the list of participants shall be distributed to CCPs and Observers by the Joint FAO/WHO <b>Codex</b> Secretariat in time to allow full consideration of the EWG's recommendations.
Section 3: Guidelines for subsidiary bodies	Guidelines on electronic working groups	94	148	The Joint FAO/WHO Secretariat should ensure that these conclusions are included in the distribution of papers for the next session of the Codex committee, which has established the EWG.	The Joint FAO/WHO <b>Codex</b> Secretariat should ensure that these conclusions are included in the distribution of papers for the next session of the Codex committee, which has established the EWG.
Section 7: Relations with other organizations	Annex: Information required of international non-governmental organizations requesting observer status	191	2	Full postal address, telephone, facsimile and email, as well as telex and website addresses as appropriate.	2. Full postal address, telephone, <del>facsimile</del> and email, <del>as well as telex</del> and website addresses as appropriate.