

CODEX ALIMENTARIUS COMMISSION



**Food and Agriculture
Organization of
the United Nations**



**World Health
Organization**

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Agenda Item 2

CX/PFV 14/27/2-Add.1

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**JOINT FAO/WHO FOOD STANDARDS PROGRAMME
CODEX COMMITTEE ON PROCESSED FRUITS AND VEGETABLES**

**27th Session
Philadelphia, Pennsylvania, United States of America,
8 – 12 September 2014**

**MATTERS REFERRED / OF INTEREST TO THE COMMITTEE BY THE CODEX ALIMENTARIUS COMMISSION
AND ITS SUBSIDIARY BODIES**

MATTERS FOR INFORMATION

GUIDANCE ON INFORMATION DOCUMENTS

1. The 37th Session of the Codex Alimentarius Commission (July 2014) agreed to forward guidance on information documents to all Committees as recommended by CCGP28.¹ The guidance on information documents is attached as Appendix I to this document.
2. The Committee is invited to note this guidance.

MATTERS FOR ACTION

CODEX ALIMENTARIUS COMMISSION

STRATEGIC PLAN 2014-2019

3. The 36th Session of the Codex Alimentarius Commission (July 2013) adopted Strategic Plan 2014-2019.²
4. The 37th Session of the Commission (July 2014) endorsed the conclusions and recommendations of the 69th Session of the Executive Committee³ to establish a monitoring framework for the implementation of the Strategic Plan including mechanisms for systematic data collection (e.g. templates) to make assessing information from multiple committees easier where these were the main providers of monitoring information.⁴
5. In order to monitor the implementation of the strategic plan, the Committee is invited to provide replies to the activities of relevance as indicated in the provisional template attached at Appendix II to this document.

¹ REP14/CAC, para. 105.

² REP13/CAC, para. 177 and Appendix IX.

³ REP14/CAC, para. 119.

⁴ REP14/EXEC, para. 42.

Guidance on information documents

- i. It is recognised that there is the occasional need for Codex committees to make available information documents, however Codex committees should not deliberately develop such documents and these documents should be by-products of ongoing work of the Committee.
- ii. Documents are considered to be information documents if they:
 - Have been developed and agreed upon by a Codex committee;
 - Have been determined by the Committee to contain information that is useful to national governments and/or Codex members and observers and Codex committees; and
 - Are not considered appropriate by the Committee to be adopted as Codex standards, guidelines or codes of practice or as recommendations for inclusion in the Procedural Manual.
- iii. Information documents will be made available on the Codex website of the relevant committee, clearly separated from official Codex documents and adopted texts.

2014-2019 Strategic Plan Activities for which “all committees” are responsible

Strategic Goal	Objective	Activity	Expected Outcome	Measurable Indicators/Outputs
1: Establish international food standards that address current and emerging food issues.	1.1: Establish new and review existing Codex standards, based on priorities of the CAC.	1.1.1: Consistently apply decision-making and priority-setting criteria across Committees to ensure that the standards and work areas of highest priority are progressed in a timely manner.	New or updated standards are developed in a timely manner.	<ul style="list-style-type: none"> - Priority setting criteria are reviewed, revised as required and applied. - # of standards revised and # of new standards developed based on these criteria.
<p>Question to the Committee: Is this activity relevant to the work of the Committee? YES/NO. Does the Committee use any specific criteria for standards development? Does the Committee intend to develop such criteria</p>				
	1.2: Proactively identify emerging issues and Member needs and, where appropriate, develop relevant food standards.	1.2.1: Develop a systematic approach to promote identification of emerging issues related to food safety, nutrition, and fair practices in the food trade.	Timely Codex response to emerging issues and to the needs of Members.	<ul style="list-style-type: none"> - Committees implement systematic approaches for identification of emerging issues. - Regular reports on systematic approach and emerging issues made to the CCEXEC through the Codex Secretariat.
<p>Question to the Committee: Is this activity relevant to the work of the Committee? YES/NO. How does the Committee identify emerging issues and members needs? Is there a systematic approach? Is it necessary to develop such an approach?</p>				
		1.2.2: Develop and revise international and regional standards as needed, in response to needs identified by Members and in response to factors that affect food safety, nutrition and fair practices in the food trade.	Improved ability of Codex to develop standards relevant to the needs of its Members.	<ul style="list-style-type: none"> - Input from committees identifying and prioritizing needs of Members. - Report to CCEXEC from committees on how standards developed address the needs of the Members as part of critical review process.
<p>Included in question to 1.2.</p>				

Strategic Goal	Objective	Activity	Expected Outcome	Measurable Indicators/Outputs
2: Ensure the application of risk analysis principles in the development of Codex standards.	2.1: Ensure consistent use of risk analysis principles and scientific advice.	2.1.1: Use the scientific advice of the joint FAO/WHO expert bodies to the fullest extent possible in food safety and nutrition standards development based on the "Working Principles of Risk Analysis for Application in the Framework of the Codex Alimentarius".	Scientific advice consistently taken into account by all relevant committees during the standard setting process.	<ul style="list-style-type: none"> - # of times the need for scientific advice is: - identified, - requested and, - utilized in a timely manner.
<p>Question to the Committee:</p> <p>Is this activity relevant to the work of the Committee? YES/NO.</p> <p>Does the committee request scientific advice in course of its work, how often does it request such advice.</p> <p>Does the committee always use the scientific advice, if not, why not?</p>				
		2.1.2: Encourage engagement of scientific and technical expertise of Members and their representatives in the development of Codex standards.	Increase in scientific and technical experts at the national level contributing to the development of Codex standards.	<ul style="list-style-type: none"> - # of scientists and technical experts as part of Member delegations. - # of scientists and technical experts providing appropriate input to country positions.
<p>Question to the Committee:</p> <p>Is this activity relevant to the work of the Committee? YES/NO.</p> <p>How do members make sure that the necessary scientific input is given into country positions and that the composition of the national delegation allows to adequately present and discuss this position? What guidance could be given by the Committee or FAO and WHO?</p>				
		2.1.3: Ensure that all relevant factors are fully considered in exploring risk management options in the context of Codex standard development.	Enhanced identification, and documentation of all relevant factors considered by committees during the development of Codex standards.	<ul style="list-style-type: none"> - # of committee documents identifying all relevant factors guiding risk management recommendations. - # of committee documents clearly reflecting how those relevant factors were considered in the context of standards development.
<p>Question to the Committee:</p> <p>Is this activity relevant to the work of the Committee? YES/NO.</p> <p>How does the Committee ensure that all relevant factors have been taken into account when developing a standard and how are these documented?</p>				

Strategic Goal	Objective	Activity	Expected Outcome	Measurable Indicators/Outputs
		2.1.4: Communicate the risk management recommendations to all interested parties.	Risk management recommendations are effectively communicated and disseminated to all interested parties.	<ul style="list-style-type: none"> - # of web publication/communications relaying Codex standards. - # of media releases disseminating Codex standards.
<p>Question to the Committee: Is this activity relevant to the work of the Committee? YES/NO. When taking a risk management decision, does the committee give guidance to members how to communicate this decision? Would more consideration of this be helpful to members?</p>				
3: Facilitate the effective participation of all Codex Members.	3.1: Increase the effective participation of developing countries in Codex.	3.1.5: To the extent possible, promote the use of the official languages of the Commission in committees and working groups.	Active participation of Members in committees and working groups.	<ul style="list-style-type: none"> - Report on number of committees and working groups using the languages of the Commission.
<p>Question to the Committee: Is this activity relevant to the work of the Committee? YES/NO. Is the use of official languages in working groups of the committee sufficient? What are the factors determining the choice of languages? How could the situation be improved?</p>				
	3.2: Promote capacity development programs that assist countries in creating sustainable national Codex structures.	3.2.3: Where practical, the use of Codex meetings as a forum to effectively conduct educational and technical capacity building activities.	Enhancement of the opportunities to conduct concurrent activities to maximize use of the resources of Codex and Members.	<ul style="list-style-type: none"> - # of activities hosted on the margins of Codex meetings.
<p>Question to the Committee: Is this activity relevant to the work of the Committee? YES/NO. Does the Committee organize technical capacity activities or other activities in the margins of Committee sessions? If yes – how many and with which topics have been organized in the past. If no – could this be useful and what topics could be addressed?</p>				
4: Implement effective and efficient work management systems and practices.	4.1: Strive for an effective, efficient, transparent, and consensus based standard setting process.	4.1.4: Ensure timely distribution of all Codex working documents in the working languages of the Committee/ Commission.	Codex documents distributed in a more timely manner consistent with timelines in the Procedural Manual.	<ul style="list-style-type: none"> - Baseline Ratio (%) established for documents distributed at least 2 months prior to versus less than 2 months prior to a scheduled meeting. - Factors that potentially delay the circulation of documents identified and addressed. - An increase in the ratio (%) of documents circulated 2 months or more prior to meetings.

Strategic Goal	Objective	Activity	Expected Outcome	Measurable Indicators/Outputs
<p>Question to the Committee: Is this activity relevant to the work of the Committee? YES/NO. Does the Committee have a mechanism in place to ensure timely distribution of documents? What could be done to further improve the situation?</p>				
		4.1.5: Increase the scheduling of Work Group meetings in conjunction with Committee meetings.	Improved efficiency in use of resources by Codex committees and Members.	- # of physical working group meetings in conjunction with committee meetings, where appropriate.
<p>Question to the Committee: Is this activity relevant to the work of the Committee? YES/NO. Does the Committee hold physical working groups independent of Committee sessions? If yes – why is this necessary?</p>				
	4.2: Enhance capacity to arrive at consensus in standards setting process.	4.2.1: Improve the understanding of Codex Members and delegates of the importance of and approach to consensus building of Codex work.	Members and delegates awareness of the importance of consensus in the Codex standard setting process improved.	<ul style="list-style-type: none"> - Training material on guidance to achieve consensus developed and made available in the languages of the Commission to delegates. - Regular dissemination of existing material to Members through Codex Contact Points. - Delegate training programs held in association with Codex meetings. - Impediments to consensus being achieved in Codex identified and analyzed and additional guidance developed to address such impediments, if necessary.
<p>Question to the Committee: Is this activity relevant to the work of the Committee? YES/NO. Are there problems with finding consensus in the Committee? If yes – what are the impediments to consensus? What has been attempted and what more could be done?</p>				