



## JOINT FAO/WHO FOOD STANDARDS PROGRAMME CODEx ALIMENTARIUS COMMISSION

### Forty-fifth Session

FAO Headquarters, Rome, Italy

21-25 November and 12-13 December 2022

## AMENDMENTS TO THE PROCEDURAL MANUAL

*Prepared by the Codex Secretariat*

### BACKGROUND

1. The 32nd session of the Codex Committee on General Principles (CCGP32), in sending the draft *Procedural Guidance on Committees Working by Correspondence* to CAC44 for adoption, noted that the Codex Secretariat would ensure editorial consistency of the text with the Procedural Manual (PM).
2. CCGP32 also supported the proposal that the Codex Secretariat would prepare a document indicating the amendments to the *Guide to the Procedure for the Amendment and Revision of Codex Standards and Related Texts*, recommended by the Secretariat, including examples for the different changes and workflows, and the version numbering and history, taking into account the comments made at CCGP32, for the next session of CAC for possible referral to CCGP.
3. This paper therefore addresses both these issues. Part 1 describes the elements in the PM that have been harmonized for editorial consistency. Part 2 briefly sets out the rationale for updates to the section in the PM that deals with amendments and revisions of Codex texts. Both parts are based on extensive collaboration with the FAO Office of Communications, Publications and Library stream (OCCP).

### PART 1. Editorial consistency in the Procedural Manual

4. The PM has been a so-called “living document” for many years with a word count in excess of 70 000. Further to the latest addition of the “committees working by correspondence” text at CAC44, the Secretariat has undertaken a review of the formatting and layout of the entire document to ensure that it meets the editorial standards and style requirements of FAO where it is published. This extensive work will ensure that future updates can now follow a standard process and that the text is consistent throughout. Annex I lists the adjustments made which are provided for information only.

### PART 2. Proposed amendments to the *Guide to the Procedure for the Amendment and Revision of Codex Standards and Related Texts* in the Procedural Manual

5. The Codex Secretariat together with OCCP has undertaken an initial examination of 30 Codex texts, approximately 10 percent of the Codex Alimentarius — that have undergone modification since first publication — in order to establish patterns of changes and either identify or establish a syntax that works to cover these changes.
6. Consideration was given to how other standard-setting bodies define updates and revisions and identify them in publications. The initial examination also compared use of language in Codex revisions to FAO publishing standards.
7. This work is also central to identifying how Codex texts should be referenced and cited according to international publishing standards as part of the ongoing initiative to have every text in the Codex Alimentarius available with a digital object identifier, or DOI — a permanent hyperlink providing statistical data on downloads and citations — and clear, accurate information (the complete history of a text) on the copyright page.
8. Preliminary findings indicate that in Codex while the term “revision” seems to generally indicate larger, more substantial changes to the text than “amendment”, there is not a clear delineation between the two in terms of volume of text changes or the addition of new content.

9. The International Standard Organization (ISO), for example, uses “edition”, “amendment” and “correction” to describe changes to publications. FAO publishing standards generally use the terms “new edition”, “revision”, or “correction”.
10. The task therefore, following this initial analysis, is to complete the examination and define a series of clear criteria for dealing with future changes in Codex standards, guidelines and codes of practice.
11. CCGP would be the appropriate committee to discuss any proposed changes.

#### **Recommendation**

12. CAC45 is invited to:

##### **Part 1**

- i. note the work on editorial consistency in the PM;

##### **Part 2**

- ii. request the Codex Secretariat to prepare a paper for CCGP:
  - a. examining how amendments and revisions of Codex texts have been treated historically;
  - b. suggesting improvements to enhance consistency and alignment with FAO and industry publishing standards;
  - c. recommending clear criteria and options for current and future publications concerning amendments/revisions and new editions;
  - d. indicating draft text for the Procedural Manual on *Guide to the Procedure for the Amendment and Revision of Codex Standards and Related Texts* to update the current version.

## ANNEX I

## Editorial changes regarding formatting and layout made to the Procedural Manual to ensure consistency

The following elements have been harmonized in the latest edition of the Procedural Manual (PM) to align with FAO publishing standards.

### 1. SPELLING/GRAMMAR

Use FAOSTYLE<sup>1</sup>, including Term Portal (<https://www.fao.org/faoterm/en/>) and the Oxford English Dictionary (taking the first spelling from [www.dictionary.com](http://www.dictionary.com)), e.g. *emphasize*, *programme* and *behaviour*.

#### Examples:

ad hoc (not italicized)	prepackaged (one word)	time line
endpoint (one word)	subcategories	time frame
foodborne (one word)	subcommittee	work plan (two words)
micro-organisms	subpopulations	

#### Grammar

Use the Oxford comma: a comma may be used in lists before the final and to avoid ambiguity, e.g. “The unit was responsible for overall management, research and development, **and** marketing”. It may also be used where a sentence comprises a complex series of phrases, e.g. “Ensure that the participants receive the training material in advance, have time to prepare their responses, **and** have access to relevant resources.”

### 2. CAPITALIZATION

For Codex and related meeting names capitalize each word: i.e. Codex Committee on Food Hygiene (CCFH) or Joint FAO/WHO Meeting on Pesticide Residues (JMPR) but use lower case when referring to Codex meetings in general.

#### Other examples

Codex Members (useful as the term includes the one Member Organization – EU)

Codex Observers, Codex Observer Organizations.

Member Countries

Commission Members

Procedural Manual

Members and Observers

Use capitals when referring to steps/paragraphs and sections: Step 8, Paragraph 132, and Section IV (Sections in the PM are in Roman numerals)

### 3. REFERENCES

ENDNOTES in Arabic numerals. Use an Endnote for the first mention and then cross reference when same reference occurs later in the document.

FOOTNOTES in Roman numerals.

When same footnote is referenced, insert new footnote, and add text “See note x above”

Footnotes in tables are independent of text numbers and are located immediately below the table (Chicago Manual of Style (CMOS))

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<sup>1</sup> [https://www.fao.org/fileadmin/user\\_upload/faoterm/PDF/FAOSTYLE\\_2021\\_EN.pdf](https://www.fao.org/fileadmin/user_upload/faoterm/PDF/FAOSTYLE_2021_EN.pdf)

## Reference for Codex Texts

[Author(s)]. Year of publication. [*Title in italics*]. [Type of text and unique Codex reference]. [Name of Publisher]. [Place of publication]. [Digital Object Identifier (doi) if available]

FAO and WHO. 2022. *Code of Practice for the Prevention and Reduction of Lead Contamination in Foods*. Codex Code of Practice, No. CXC 56-2004. Codex Alimentarius Commission. Rome. <https://doi.org/10.4060/cc0579en>

## 4. HEADING FORMATS

Headings and subheadings in sentence case.

Codex statements, guidelines, principles, decision titles capitalize each main word and in italics:

- *Statements of Principle Relating to Role of Food Safety Risk Assessment*
- *Working Principles of Risk Analysis for Application in the Framework of the Codex Alimentarius*

## 5. PARAGRAPH FORMATTING AND LISTS

### Numbering:

Use this format hierarchy for lists: 1., a), and i)

1. This is the first level
  - a. This is the second level
    - i. This is the third level
2. Headings are not numbered but paragraphs are. Exceptions: Articles, Steps, Rules, Principles and Definitions, which will remain without paragraph numbers.
3. Restart paragraph numbers for each major Section of the PM.
4. Annexes and appendices have their own numbering.
5. Definitions will be in alphabetical order.
6. Headings will not have a list element preceding them.

## 6. CROSS REFERENCES

When a passage in the PM refers to another passage (a cross reference), the text should indicate both the section number reference (Roman numerals) and the section heading text, and should follow the capitalization of the destination reference.

E.g.: See Section IV: Procedures ...