

CODEX ALIMENTARIUS COMMISSION



Food and Agriculture
Organization of the
United Nations



World Health
Organization

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REP25/GP

JOINT FAO/WHO FOOD STANDARDS PROGRAMME

CODEX ALIMENTARIUS COMMISSION

48th Session

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REPORT OF THE 34th SESSION OF THE CODEX COMMITTEE ON GENERAL PRINCIPLES

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SUMMARY AND STATUS OF WORK

Responsible party	Purpose	Text/Topic	Paragraph
CAC48	Adoption	Proposed amendments to paragraph 8, paragraph 12 and Part 7 of Section 2.1 Procedures for the elaboration of Codex standards and related texts of the <i>Codex Procedural Manual</i> .	57 i., Appendix IV
CAC48	Adoption	Proposed changes to Sections 2.1, 2.11, 6.1 and 7.2 of the <i>Codex Procedural Manual</i> .	43 i., Appendix III
CAC48	Adoption	Proposed changes to Sections 3.1-3.3 of the <i>Codex Procedural Manual</i> .	38 ii., Appendix II
CAC48	Adoption	Proposed changes to Section 3.4 of the <i>Codex Procedural Manual</i> .	74 i., Appendix VI
CAC48	Adoption	Proposed change to the “Principles concerning the participation of international non-governmental organizations in the work of the Codex Alimentarius Commission” of the <i>Codex Procedural Manual</i> .	63 i., Appendix V
CAC48	Consideration	The need for clarity and transparency on the interpretation of current procedures and practices while recognizing the complexities and challenges of revising and interpreting the <i>Codex Procedural Manual</i> .	38 v.
CAC	Action	Provide a clear statement of tasks and timeframe when assigning work to be conducted by correspondence.	74 ii.
CAC	Attention	The importance of transparency regarding reporting on the absence of a quorum at a session of subsidiary bodies of Codex and recommended drawing the attention of CAC to this matter.	74 iii.
CCEXEC	Consideration	Monitor the application of Part 7 of Section 2.1 of the <i>Codex Procedural Manual</i> in the critical review process, and if needed request CAC to refer the issue back to CCGP for further consideration.	57 ii.
Codex Secretariat, Legal offices of FAO and WHO	Consideration	In collaboration with the legal offices of FAO and WHO, consider the proposals for further amendments of the double representation clause, and present a review for consideration by a future session of CCGP.	63 ii.
Codex Secretariat	Action	Harmonize references to standards throughout the <i>Codex Procedural Manual</i> and to ensure that the link to the membership of CAC was more visible in Section 6 of the <i>Codex Procedural Manual</i> .	43 iv.
Codex Secretariat, CCGP35	Action	Continue the discussion on resource-efficient practices in the review of new work proposals, including those for which there may not be a relevant existing or active committee that might undertake their technical review based upon an updated document from the Codex Secretariat taking into account the proposals and feedback from delegates at CCGP34.	68 iii.

CCPR	Action	Consider the comments from CL 2024/27-GP related to Section 4.8 “Risk analysis principles applied by the Codex Committee on Pesticide Residues”.	43 v.
Members	Support	Advocate for the continued support of Codex work in FAO and WHO Governing Bodies; and to support the proposed increase in the Codex budget at the FAO Governing Bodies.	15 iii., iv.
Members, CCGP35	Action	Continue their review through an EWG chaired by the United States and co-chaired by Spain and Panama, working in English and Spanish.	38 viii.
New Zealand and the United States of America	Action	Prepare a discussion paper to address the ongoing relevance of reference to IDF in Step 2 of the uniform procedures for the elaboration of Codex standards and related texts.	43 iii.
Uruguay, Côte d’Ivoire, El Salvador, Senegal and the United States of America	Action	Prepare a discussion paper on virtual meetings for further consideration by CAC.	38 vii.
United Kingdom, Codex Secretariat	Discussion	Continue discussing the potential way forward of the proposal for a centralized glossary of Codex terms with the Codex Secretariat.	75-76
Members and Chairpersons	Discussion	Informal initial discussions on the use of reservations among committee chairpersons to exchange experiences.	81

LIST OF ABBREVIATIONS

CAC	Codex Alimentarius Commission
CCFA	Codex Committee on Food Additives
CCEXEC	Executive Committee of the Codex Alimentarius Commission
CCGP	Codex Committee on General Principles
CCPR	Codex Committee on Pesticide Residues
CCP	Codex Contact Point
CCPR	Codex Committee on Pesticide Residues
CCRVDF	Codex Committee on Residues of Veterinary Drugs in Foods
CL	circular letter
CRD	conference room document
CTF	Codex Trust Fund
CWBC	committee working by correspondence
CXS	Codex standard
EWG	electronic working group
FAO	Food and Agriculture Organization of the United Nations
GPW14	Fourteenth General Programme of Work (2025–2028)
GSFA	<i>General standard for food additives</i> (CXS 192-1995)
ICT	information and communication technology
IDF	International Dairy Federation
INGO	international non-governmental organization
IPPC	International Plant Protection Convention
ML	maximum level
ND	not detectable/not determined (context-dependent)
PWB	Programme of Work and Budget
PWG	physical working group
USD	United States dollar
WHO	World Health Organization
WOAH	World Organisation for Animal Health
WHA78	Seventy-eighth World Health Assembly

INTRODUCTION

1. The Codex Committee on General Principles (CCGP) held its Thirty-fourth Session (CCGP34) in Lille, France, from 2 to 6 June 2025, at the kind invitation of the Government of France. Mr Jean-Luc Angot, General Inspector of Veterinary Public Health at the French Ministry of Agriculture and Food Sovereignty, France, chaired the session, which was attended by 63 Member Countries, one Member Organization and eight Observer organizations. The list of participants is included in Appendix I.

OPENING

2. Ms Annie Genevard, Minister of Agriculture and Food Sovereignty, welcomed the participants by recalling that 2025 marked the 60th anniversary of CCGP, and underscored its pivotal role in strengthening expertise and methodological rigour, which is crucial for safeguarding consumer health and ensuring fair practices in international food trade. Ms Genevard noted that France had had the honour to host and chair CCGP since its inception, reaffirming the nation's unwavering commitment to Codex's foundational values and its important role in global food safety. The Minister also stressed the responsibility to adapt Codex to contemporary and future challenges, noting that consumer expectations globally demanded greater transparency, sustainability, and better health protection. She concluded by emphasizing that evolving Codex procedures would strengthen international standard-setting, ensure inclusivity, and maintain its global authority, while preserving its core strengths of rigour, transparency, inclusivity, and science.
3. Ms Véronique Louwagie, Minister Delegate for Trade, Crafts, Small and Medium-Sized Enterprises and the Social and Solidarity Economy, also addressed CCGP34 via a video message. She noted that ensuring food safety and security remained a constant challenge in increasingly complex global supply chains. Ms Louwagie underscored the pivotal role of Codex in this context, noting that Codex embodied a shared commitment to fair practices in the food trade, economic equity, and sustainable development, by establishing science-based standards. Ms Louwagie highlighted the crucial contribution of Codex to combating food fraud, thereby improving consumers' trust and bolstering the integrity of food supply chains by supporting compliant food business operators.
4. Dr Emmanuelle Soubeyran, Director-General of the World Organisation for Animal Health (WOAH), addressed CCGP34 and highlighted how WOAH standards, together with those of Codex and the International Plant Protection Convention (IPPC) shared the same scientific rigour, institutional legitimacy, and the common purpose of protecting health and ensuring fair practices in trade. Dr Soubeyran affirmed that WOAH stood firmly alongside Codex to face shared challenges, united by a vision of a world where authoritative, science-based and implementable standards protect the health of all.
5. Ms Catherine Bessy, Senior Food Safety Officer, and Dr Moez Sanaa, Head of Unit, welcomed the attendees on behalf of the Food and Agriculture Organization of the United Nations (FAO) and the World Health Organization (WHO), respectively. Dr Allan Azegele, Chairperson, Codex Alimentarius Commission (CAC), and Dr Sarah Cahill, Codex Secretary, also addressed the Committee.

Division of competence¹

6. CCGP34 noted the division of competence between the European Union and its Member States, according to paragraph 5, Rule II, of the Rules of Procedure of CAC.

ADOPTION OF THE AGENDA (Agenda item 1)²

7. CCGP34 adopted the provisional agenda as its agenda for the session and agreed to consider the following topics under Agenda item 9 (Other business), subject to the availability of time:
 - A proposal for a centralized Codex glossary (prepared by the United Kingdom of Great Britain and Northern Ireland).
 - A discussion paper on the use of "reservations" in Codex proceedings (prepared by Egypt, Oman and Tunisia).

MATTERS ARISING FROM THE CODEX ALIMENTARIUS COMMISSION AND ITS SUBSIDIARY BODIES (Agenda item 2)³

8. The Codex Secretariat introduced this item, summarizing the matters for information, and highlighting the matters for action and the initiatives that had already been taken to address these, noting that some would be further addressed during this session.

¹ GP34/CRD01

² CX/GP 25/34/1; CRD03 (United Kingdom); CRD20 (Egypt, Oman, and Tunisia)

³ CX/GP 25/34/2; CRD04 (Kenya); CRD11(Nigeria); CRD12 (Russian Federation); CRD13 (Panama); CRD14 (Senegal)

Conclusion

9. CCGP34 noted the matters for information as contained in document CX/GP 25/34/2, and that the matters for action referred to in paragraphs 11.i, 12.iii, 15, 17 and 16 of the same document would be addressed under Agenda items 4.1, 4.2, 6, 7 and 8, respectively.

INFORMATION ON ACTIVITIES OF FAO AND WHO RELEVANT TO THE WORK OF CCGP (Agenda item 3)⁴

10. The Representative of FAO drew Members' attention to the upcoming 44th Session of the FAO Conference (2025), and the related discussions on the Programme of Work and Budget (PWB) 2026–2027, including their impact on the funding of food safety and Codex work. She also shared the key thematic components for this work, as reflected in the relevant Priority Programme Areas of the FAO Strategic Framework 2022–2031. The Representative of WHO, further referred to the ongoing work on the agrifood system transformation agenda, including how food safety fit within it. Progress made on the development of the Codex e-learning courses was also highlighted.
11. The Representative of WHO noted that the Codex Trust Fund (CTF) was experiencing serious financial constraints and that the current funding was insufficient to implement the programme as planned. Limited donor support had allowed completion of some ongoing projects, but new initiatives could not start and several active projects were paused. He further noted that CTF remained focused on maximizing outcomes and impact, and that a comprehensive review of the current situation, with a view to identify alternatives beyond the CTF, was underway. Members were encouraged to support this strategic reflection.
12. The Representative of WHO recalled that a WHO restructuring exercise took place in 2025, and that normative work on food safety and nutrition was prioritized across all levels of the Organization. The WHO Food Safety Strategy (2022–2030) implementation, which was underway, supported countries through new impact indicators, the WHO Alliance for Food Safety, a roadmap tool, and a new publication on return on investment in foodborne disease surveillance.
13. Members expressed appreciation for the work of FAO and WHO in supporting development and application of Codex standards, and made the following comments:
- requested a more detailed update on the Seventy-eighth World Health Assembly (WHA78) that was held in May 2025, in particular on topics linked to Codex work;
 - recalled that a proposal to increase the Codex-related biennial budget by USD 0.5 million was included in the FAO PWB 2026–2027, which would be discussed at the FAO Conference in 2025, and encouraged Members to support this proposal;
 - underscored the great importance that the CTF had for several Members in increasing their participation in Codex work and developing capacities at the country level;
 - noted that there were several Members who were eligible, some with approved projects, that could not benefit from the CTF;
 - noted the importance of the repository of documents related to CTF, including success stories, that could benefit other Members, and encouraged FAO and WHO to continue obtaining stories from CTF participating countries;
 - encouraged WHO to continue its resource mobilization efforts with a view to diversifying CTF funding, and that FAO and WHO explore other ways of funding such initiatives; and
 - noted that a CRD had been submitted to the Codex Secretariat by coordinators requesting that a discussion be held at CCEXEC88 on the budgetary situation of Codex, including that of the joint FAO/WHO scientific expert bodies, and any possible impact on the delivery of the Codex work plan.
14. The Representatives of FAO and WHO thanked Members for their support. The Representative of WHO noted that there were no specific discussions linked to Codex work at WHA78, but underlined that normative work on food safety and nutrition was included in the Global Health Strategy and Fourteenth General Programme of Work 2025–2028 (GPW14). Regarding resource mobilization for the CTF, he noted the efforts to reach non-traditional donors and highlighted that it was difficult to engage new donors when the current CTF cycle (2015–2027) was coming to its end.

Conclusion

15. CCGP34:
- i. noted the updates from FAO and WHO and expressed appreciation for the support to the development

⁴ CX/GP 25/34/3; CRD04 (Kenya); CRD13 (Panama); CRD14 (Senegal)

- and application of Codex standards;
- ii. noted the positive impact of CTF for Members and the concerns regarding its financial situation, and the need to explore alternative mechanisms to continue supporting Members in their participation in Codex work;
- iii. recognized the importance of Codex work, and encouraged Members to advocate for the continued support of Codex work in FAO and WHO Governing Bodies; and
- iv. encouraged Members to support the proposed increase in the Codex budget at the FAO Governing Bodies.

CODEX PROCEDURAL MANUAL: REVIEW OF THE PROCEDURES IN SECTION 3: GUIDELINES FOR SUBSIDIARY BODIES (Agenda item 4.1)⁵

16. The United States of America, as chair of the host secretariat's working group, speaking also on behalf of France as co-chair of the working group, presented the outcome of the review undertaken. Noting that more than 250 comments were received in response to CL 2025/33-GP, the chair and co-chair of the working group had prepared an updated proposal for amendments as contained in CRD18.
17. As proposed by the chairperson, CCGP34 agreed to use CRD18 as the basis for discussion.

Discussion

Overall comments

18. Members welcomed the work undertaken and expressed the following views:
 - recognition that some of the proposed changes to Section 3 also concerned other sections of the *Codex Procedural Manual*; and
 - recognition of virtual tools as an increasingly important modality for Codex work, with both benefits, in terms of inclusivity, transparency and cost-efficiency, and challenges, such as working across different time-zones and connectivity.
19. The Codex Secretariat and some Members noted the importance of focusing on necessary updates and trying to ensure that any changes did not lead to unintended consequences.

Specific issues

Paragraph 5 and the proposal to include references to co-chairpersons and assistants

20. While some Members questioned the need to include a reference to assistants, CCGP34 agreed to include such a reference without mentioning that they should be nationals from the host country.

Paragraph 9 and the proposal to refer to a virtual format

21. Members expressed the following views:
 - the use of virtual tools was already a reality, and it was important that this reality was reflected in Codex procedures;
 - the need for clarification and transparency on how to interpret "place", particularly in the case of a committee being convened in-person with the option of remote participation;
 - the importance of having flexibility regarding the modality for the conduct of Codex meetings and clarity on this flexibility within the *Codex Procedural Manual*;
 - the issue was complex and multilayered, and the technologies evolving;
 - the need for a cautious approach, taking the necessary time to make appropriate updates;
 - the current language in the *Codex Procedural Manual* did not prohibit use of virtual tools, and therefore it could be considered that there was no impediment to their use;
 - the CAC44 decision that place of session could be interpreted as a "virtual" setting for subsidiary bodies currently provided flexibility regarding the use of virtual tools;
 - consideration of the introduction of a virtual format should be done in a pragmatic yet progressive way;

⁵ CX/GP 25/34/4; CX/GP 25/34/4 Add.1; CRD02 (Codex Secretariat); CRD05 (Brazil, India, Indonesia, Philippines, South Africa, and Thailand); CRD11 (Nigeria); CRD12 (Russian Federation); CRD13 (Panama); CRD14 (Senegal); CRD15 (Uganda); CRD16 (El Salvador); CRD18 (United States of America and France); CRD19 (African Union); CRD21 (Ghana); CRD22 (Burundi); CRD24 (IUFOST)

- virtual modality increased inclusiveness and participation and was cost-saving;
 - the importance of including clear rules about virtual meetings in the *Codex Procedural Manual*;
 - virtual modalities were used to facilitate discussions in an effective manner and promoted inclusiveness and were therefore in line with the core values of Codex;
 - the need to further consult the legal offices of FAO and WHO to better understand the legal framework in which these modalities would be applied;
 - the need to ensure that CAC as an Article VI body of FAO was not deviating from the legal framework of FAO or WHO;
 - the need to acknowledge the different needs and challenges of Codex, including the large number of meetings per year, and whether it was necessary to wait for further guidance from FAO and WHO before making changes to Codex procedures with regard to virtual meeting modalities;
 - CAC subsidiary bodies differed from other governing meetings of FAO and WHO in that they were hosted by Member countries and not always held in places with permanent missions of Members, thus necessitating clearer rules on meeting formats;
 - a mixed approach could also be considered, with virtual meetings used to address routine matters, while in-person meetings would handle critical issues;
 - while virtual meetings might be more cost-effective, hybrid meetings (with in-person and remote participation options) did not reduce costs for host countries, rather increased them. Hybrid meetings also presented additional challenges for chairpersons in handling the meeting; and the importance of involving the broader Codex membership in future discussions related to the use of virtual formats.
22. In response to comments related to the legal framework, the Codex Secretariat clarified that according to the legal offices of FAO and WHO, it was necessary to ensure consistency between the procedural rules of the governing bodies of FAO and WHO and the procedural rules of the statutory bodies established under their legal frameworks. Noting that neither the parent organizations' frameworks nor the *Codex Procedural Manual* explicitly provided for virtual meetings, the Codex Secretariat reminded CCGP34 that there was possibility to use flexibility on a case-by-case basis, as demonstrated during CAC47 where the "methods for work" document, endorsed by Codex Members, allowed virtual engagement. The Codex Secretariat also recalled that during the COVID-19 pandemic, the concept of a "place of meeting" was interpreted by CAC44 to include virtual settings, allowing subsidiary body meetings to proceed accordingly. The Codex Secretariat underlined the need to carefully assess potential limitations in current procedures, proposed amendments and the consequential benefits of changes, noting that any amendments would require further consultation with FAO and WHO.
23. The chairperson noted the good experience Codex had had, to date, in using virtual technology, including holding virtual meetings, the significant interest of a large number of Members to include explicit reference to virtual meetings in the *Codex Procedural Manual*, and the need for clarification on how to interpret "place" of meeting. He also pointed out that holding a virtual session of a Codex subsidiary body was allowed. The chairperson highlighted that Codex was member-driven, and that Members could also influence discussions and decisions in the governing bodies of FAO and WHO, noting that there were numerous arguments in support of virtual meetings, including the number of Codex meetings convened annually. The chairperson also mentioned artificial intelligence and how this could potentially be applied in Codex, and that this was a possible topic for discussion at CCGP35.
24. Several options were considered regarding next steps, including minor changes to the *Codex Procedural Manual* to serve as a reminder or placeholder for future revisions, or further work to better define the procedural and other challenges regarding virtual meetings and how these might be addressed.
25. A discussion paper outlining the issues and challenges related to virtual working modalities, including the link to the legal frameworks of FAO and WHO, could lead to a way forward for further consideration by CAC. Uruguay volunteered to take the lead on developing such a discussion paper, taking into consideration comments made at CCGP34. Côte d'Ivoire, El Salvador, Senegal and the United States of America expressed interest in working together with Uruguay in this endeavour. The importance of ensuring that further discussion on virtual working modalities be inclusive, and in a forum open to all Members such CCGP, was highlighted.
26. CCGP34 also agreed to an amendment to paragraph 9 that would somehow capture the possibility of different meeting modalities, adding "and how" in the first sentence so that it read: "A host country is consulted by the Directors-General of FAO and WHO before they determine when, where **and how** a session of this committee shall be convened".

27. It was clarified that as Rule XIV of the Rules of Procedure of CAC referred to working languages rather than official languages, and for consistency, Section 3 should also use the term “working languages” throughout.

Proposed new paragraph on conference room documents

28. CCGP34 supported the inclusion of this proposed new paragraph.

Paragraph 32 and reference to Observer countries

29. Regarding the proposal to delete reference to Observer countries in paragraph 32, Members expressed different views. The Codex Secretariat clarified that there were two categories of Observer countries – countries of a different region attending a coordinating committee meeting, and countries not being a Member of Codex, but a Member of FAO and/or WHO, attending a Codex meeting. It was also clarified that the paragraph did not deal with decision-making but rather the *recording* of views on the decision that had been taken by Members.

30. Members agreed to keep the existing text with the addition of “from Members” following the first word “delegations” to clarify that it referred to Member delegations.

Paragraph 33 and reference to economic impact statements

31. Concerns were noted regarding the potential misunderstanding of the term economic impact statements. However, based on clarification that this paragraph referred to comments regarding economic interests made by Members within the context of a Codex meeting and as described in Step 5 of the Uniform procedure for the elaboration of Codex standards and related texts, it was agreed to retain the existing text.

Paragraph 36 and reference to Step 5/8

32. In light of the inclusion of a specific reference to Step 5/8 in paragraph 6 of Section 2.1, it was agreed to include reference to Step 5/8 in Section 3.2.

Paragraph 48 and proposal to add a footnote regarding the Member Organization's right to vote

33. A Member proposed the inclusion of a footnote containing the same text as in footnote ii to Rule II.7 of the Rules of Procedure of CAC to clarify and serve as a reminder of Member Organization's or Member States' right to vote and the practice of reflecting the views of the party not having the right to vote in the report. As other Members argued that this would be an unnecessary duplication of text from Rule II, it was agreed to leave the text unchanged.

Reference to proposed draft and draft standards

34. CCGP34 noted the inconsistent use of the terms “proposed draft”, “draft standards” and “proposed standards” throughout the *Codex Procedural Manual* and encouraged harmonization of this terminology in the *Codex Procedural Manual* for consideration by CCGP35.

Paragraph 54 and reference to concern forms

35. Members expressed varying views on the proposed reference to concern forms that were currently used by the Codex Committee on Pesticide Residues (CCPR) and the Codex Committee on Residues of Veterinary Drugs in Foods (CCRVDF) as a means for Members to express any concerns they might have regarding the scientific advice received and provide any other relevant data, and described in the risk analysis principles for these committees in Section 4: Risk analysis. It was agreed not to add a new bullet point but rather refer to concern forms under b) iii.
36. A Member noted that any measures a committee considers to facilitate consensus should align with those outlined for CAC in Appendix 1.3 of the *Codex Procedural Manual*.

Sections 3.5: Guidelines on physical working groups and 3.6: Guidelines on electronic working groups

37. Members expressed support for continuing the review of these guidelines to align with current practices building upon the comments provided in preparation for CCGP34. There was consensus to maintain separate guidelines, for physical working groups (PWGs) and electronic working groups (EWGs) while reflecting the relationships between the two. The Codex Secretariat underlined that the updated guidelines for the *Codex Procedural Manual* should remain as high-level procedural guidelines and not include detailed information on operational matters, as covered in the handbook for EWGs.

Conclusion

38. CCGP34:

- i. thanked the host secretariats for the thorough and extensive work on reviewing Section 3;
- ii. Agreed to forward the proposed changes to Sections 3.1-3.3 to CAC48 for adoption (Appendix II); and

- iii. Requested the Codex Secretariat to propose harmonization of the terminology related to “proposed draft” and “draft” standards in the *Codex Procedural Manual* for consideration by CCGP35.

Regarding virtual meeting modalities, CCGP34:

- iv. noted the strong interest on the use of virtual modalities in convening Codex meetings;
- v. recommended that CAC48 further consider the need for clarity and transparency on the interpretation of current procedures and practices while recognizing the complexities and challenges of revising and interpreting the *Codex Procedural Manual*;
- vi. noted the importance of inclusiveness in future discussions, in a forum open to all Members such as CCGP; and
- vii. noted the willingness of Uruguay together with Côte d'Ivoire, El Salvador, Senegal and the United States of America to prepare a discussion paper on virtual meetings for further consideration by CAC.

Regarding Sections 3.5 and 3.6, CCGP34:

- viii. agreed to continue their review through an EWG chaired by the United States of America and co-chaired by Spain and Panama, working in English and Spanish, with the following terms of reference:
 - o propose updates to Sections 3.5 and 3.6 to align with current practices, covering all working modalities including virtual;
 - o use the comments from CCGP34 as a basis for the review; and
 - o submit the EWG report three months prior to CCGP35.

CODEX PROCEDURAL MANUAL: REVIEW OF INCONSISTENCIES IN LANGUAGE AND SUPERSEDED CONTENT, APART FROM SECTION 3 (Agenda item 4.2)⁶

- 39. The Codex Secretariat introduced CX/GP 25/34/5 as a follow-up to the recommendation by CCGP33 and the approval by CAC46 to issue a circular letter (CL) to gather comments and proposals on inconsistencies in language and superseded content within the *Codex Procedural Manual*. Comments in response to CL 2024/27-GP issued in March 2024, were published for CAC47, as CX/CAC 24/47/2 Add.1, Annex 1.
- 40. The Codex Secretariat explained that the working document for CCGP34 included two appendices. Appendix I consolidated the feedback related to superseded sections of the *Codex Procedural Manual* (part B of the CL), with commentary and proposed follow-up actions, when relevant, presented for CCGP34's consideration.
- 41. For the purpose of transparency, a second appendix to document CX/GP 25/34/5 detailed editorial changes that had been made or were planned for subsequent editions of the *Codex Procedural Manual*.

Discussion

- 42. Members welcomed the work carried out by the Codex Secretariat and were generally in agreement with the proposed follow-up, and made the following comments and suggestions:
 - Final adoption of Codex texts with the omission of Steps 6 and 7 was commonly referred to as adoption at Step 5/8, although this was not specifically mentioned in the *Codex Procedural Manual*. Noting the practice that had evolved, the need to include an explicit description of this in Section 2, paragraph 6 for clarity was recognized.
 - References to both “standards” and “standards and related texts” appeared in the *Codex Procedural Manual* inconsistently, and these terminologies should be harmonised throughout.
 - The use of accurate and consistent language and terminology throughout the *Codex Procedural Manual* was crucial to making it clear to read. It was proposed to replace the phrase “the endorsement procedure” with “the endorsement, by the relevant committee,” in paragraph 19b(ii) of Part 2 in Section 2.1 because there was no specific endorsement *procedure*.
 - The need for an explicit reference to the International Dairy Federation (IDF) in Step 2 of both the Uniform procedure and the Uniform accelerated procedure for the elaboration of Codex standards and related texts was questioned, suggesting that the last statement in Step 2 be deleted, noting that all Observers had the possibility to contribute to all standard setting discussions. Others recalled the historical relevance of this and the need for careful review and consideration before making any changes to Step 2 of the uniform procedures. It was thus suggested to further discuss this at a future session.

⁶ CX/GP 25/34/5; CRD02 (Codex Secretariat); CRD06 (Brazil, EU, India, Indonesia, Kenya, South Africa, and Thailand); CRD11 (Nigeria); CRD12 (Russian Federation); CRD13 (Panama); CRD14 (Senegal); CRD15 (Uganda)

- A proposal was made to undertake a review of Section 2.1, together with the criteria for the establishment of work priorities described in Section 2.3 and the criteria applicable to commodities described in Section 2.4, in particular relating to new work proposals, and that the Codex Secretariat put on hold the development of guidelines for new work proposals until such a review was completed. In response, it was highlighted that this proposal went beyond the scope of the current work, and it might be more appropriate to wait until the guidelines were developed and Members gained experience with them before considering procedural updates. The Codex Secretariat indicated that work on the guidelines, which had been requested by Members on several occasions, was already ongoing. The guidelines would provide an overview of current procedures and practices regarding new work proposals as well as guidance on preparing discussion papers and project documents. A draft would be available at the end of 2025. The chairperson proposed that it would be useful to consult Members on the content when the draft would be available.
- The need to ensure that Section 4.8 was clear and consistent with Section 2 was highlighted. Noting that this section had been developed by CCPR, it was considered appropriate that the comments be reviewed by that Committee.
- The value of retaining Section 6 was questioned given its reduced content since the list of Members was moved to the Codex webpage. Furthermore, some of the functions of the Codex contact points (CCPs) were considered to be outdated and in need of revision. In this regard, a Member noted the importance of keeping Section 6 in the *Codex Procedural Manual* as it established the core functions of CCPs. It was noted that Members could make explicit proposals at a future date.
- Reference to “seminar” in Section 7 could be deleted noting that it was superfluous and not a commonly used term.
- A Member highlighted a transcription error in paragraph 17 of Section 7, noting that the cross-reference should be updated from paragraph 16 a) to paragraph 16 c) i.

Conclusion

43. CCGP34:

- agreed to forward the proposed changes to Sections 2.1, 2.11, 6.1 and 7.2, of the *Codex Procedural Manual* to CAC48 for adoption (Appendix III);
- noted the editorial updates as presented in Appendix II of CX/GP 25/34/5;
- noted that New Zealand with the support of the United States of America would prepare a discussion paper to address the ongoing relevance of reference to IDF in Step 2 of the uniform procedures for the elaboration of Codex standards and related texts;
- requested the Codex Secretariat to harmonize references to standards throughout the *Codex Procedural Manual* and to ensure that the link to the membership of CAC was more visible in Section 6; and
- agreed to forward the comments from CL 2024/27-GP related to Section 4.8 “Risk analysis principles applied by the Codex Committee on Pesticide Residues” to CCPR for their consideration.

CODEX PROCEDURAL MANUAL: UPDATE TO THE GUIDE TO THE PROCEDURE FOR THE AMENDMENT AND REVISION OF CODEX STANDARDS AND RELATED TEXTS (Agenda item 5)⁷

Introduction

- Combining comments from the discussion at CCGP33 where an initial proposal was made, with comments received through CL 2024/25-GP, the Codex Secretariat presented an updated proposal to the guide to paragraphs within Section 2.1 of the *Codex Procedural Manual*, including Part 7: Guide to the procedure for the amendment and revision of Codex standards and related texts. The Codex Secretariat noted that the key issues, identified through discussion and comments, included the need for clearer definitions for terminology such as revision and amendment, improved workflows, enhanced transparency of updates, and version control.
- Acknowledging the complexity and diversity of edits regularly made to Codex standards, the Codex Secretariat highlighted that the proposal prioritized guidance that clarified definitions without disrupting established practices. While recognizing Members were seeking clear and linear solutions that linked each type of update

⁷ CX/GP 25/34/6 Rev1; CRD07 (European Union, India, Indonesia, Kenya, South Africa and Thailand); CRD11 (Nigeria); CRD12 (Russian Federation); CRD13 (Panama); CRD14 (Senegal); CRD15 (Uganda)

(correction, amendment and revision) to a singular process, the proposal avoided imposing inflexible rules and instead sought to balance precision with pragmatic implementation.

46. Alignment of Codex standards with FAO publishing policies, a requirement for all Codex publications, was also addressed. Due to the adoption of the FAO Publications Taxonomy, Codex standards can be published in the FAO Knowledge Repository while maintaining revision history and benefitting from improved versioning, traceability, metadata, and access metrics.
47. To facilitate understanding of the proposed definitions for correction, amendment and revision examples of their application were presented. Through the example of the *Standard for named vegetable oils* (CXS 210-1999), where the value for fatty acid C16:1 for pistachio oil had been corrected to ND –2.0 from of ND –0.2 in 2023, the correction type “incorrect transcription” was illustrated. The example also provided a sample of the placement of corrigenda for corrections and the notation for amendments and revisions. Amendment was illustrated through four simultaneous amendments to the *Standard for canned sardines and sardine-type products* (CXS 94-1981) in 2024. Revision was exemplified through the *Standard for olive oils and olive pomace oils* (CXS 33-1981), which was revised in 2024 and qualified as a revision because the update impacted more than a limited number of provisions, therefore disqualifying it from being an amendment.

Discussion

48. Members welcomed the work carried out by the Codex Secretariat, and while there was general support for the proposal, a Member questioned if it was needed and remarked on potential consequential changes to terminology within other paragraphs of Part 2: Critical review.
49. The importance of notifying CAC and the relevant subsidiary bodies of corrections was highlighted, and text to support this was added to paragraphs 25 and 32 of Part 7.
50. Within the definition of corrections, it was decided to include “typographical” in the introductory sentence of correction, to improve clarity.
51. The word “incomplete” was also added when referring to correcting transcription errors to account for missing text as well as incorrectly transcribed text.
52. It was noted that there may be value, or even the need, in the future to add more detail to the requirements of the corrigendum that is required for corrected texts – and also the notation of amendment and revision for amended or revised texts – for ease of application.
53. Some concerns remained regarding the clarity of the distinction between amendment and revision. Specifically, the last item in the definition of amendment was considered broad and widely applicable and therefore difficult to discern from a revision, although there was acknowledgment that it was trying to reflect existing practices. The Codex Secretariat provided some examples of the type of amendment that the last item aimed to cover and where a project document was not needed. One such example related to alignment practices of food additive provisions in commodity standards with the *General standard for food additives* (CXS 192-1995) where the work of the Codex Committee on Food Additives (CCFA) can lead to changes in maximum levels (MLs) in relevant commodity standards. The Codex Secretariat further noted that such amendments were subject to thorough discussion in the relevant subsidiary body before they were recommended for adoption by CAC. Members considered that inclusion of such contextual information would provide further clarity.
54. Clarity was requested in relation to editorial changes referred to in the definition of amendment. The example of the *Standard for canned sardines and sardine-type products* (CXS 94-1981) was provided where the text was updated with the replacement of four scientific names of sardines. This editorial update was not a correction as it was not fixing an error but rather reflecting an evolution in scientific nomenclature, and therefore fell into the category of amendment.
55. The need for ongoing monitoring on the application of the revised definitions through the critical review was proposed as a means of determining if the procedures laid out fulfilled the objective of simplifying the labelling of updates and promoting consistent applicability. The identification of any issues could serve as the basis for further discussion.
56. Paragraph 31b was amended to clarify that adoption could occur at either Step 5 or Step 8.

Conclusion

57. CCGP34:
 - i. agreed to forward to CAC48 for adoption the proposed amendments to paragraph 8, paragraph 12 and Part 7 of Section 2.1 Procedures for the elaboration of Codex standards and related texts (Appendix IV); and
 - ii. proposed that CCEXEC monitor the application of part 7 of Section 2.1 of the *Codex Procedural Manual* in the critical review process, and if needed request CAC to refer the issue back to CCGP for

further consideration.

PROPOSED AMENDMENT TO THE PRINCIPLES CONCERNING THE PARTICIPATION OF INTERNATIONAL NON-GOVERNMENTAL ORGANIZATIONS IN THE WORK OF THE CODEX ALIMENTARIUS COMMISSION (Agenda item 6)⁸

58. The Codex Secretariat introduced the item noting the potential misinterpretation of the “Principles concerning the participation of international non-governmental organizations in the work of the Codex Alimentarius Commission” of the *Codex Procedural Manual*, Section 7 with regards to the double representation clause. The Codex Secretariat explained that the double representation clause as currently placed in the text, might imply that it did not apply to INGOs having status with FAO and/or in official relations with WHO. To address this, a new heading, “Relations between international non-governmental organizations holding Observer status with Codex”, was proposed to be inserted above paragraph 24 to clarify that the clause applied to all INGOs with Observer status with Codex, aligning with current practices.
59. The Codex Secretariat recalled that the proposal, developed with FAO and WHO Legal Offices, had been endorsed by CCEXEC86, which had also requested that further consideration be given to the application of the double representation clause under the next review of INGOs with Observer status with Codex, scheduled for the end of 2026.

Discussion

60. In response to proposals to amend paragraph 24, including introducing new language as outlined in CRD17, and removing the term “normally” to enhance clarity of the double representation clause, the Codex Secretariat advised on the need for careful consideration of any proposed changes. The Codex Secretariat advised that these proposed changes could be considered as part of the analysis of the application of the clause within the context of the next review of INGOs with Observer status with Codex.
61. In response to a question related to the timeframe of this review, the Codex Secretariat recalled that the *Codex Procedural Manual* indicated that a review should be carried out every four years.
62. The conclusion of CAC46, which encouraged INGOs holding Observer status with Codex to actively provide information on their membership in other organizations in accordance with the *Codex Procedural Manual* was recalled.

Conclusion

63. CCGP34:
 - i. agreed to recommend that CAC48 adopt the proposed change to the “Principles concerning the participation of international non-governmental organizations in the work of the Codex Alimentarius Commission” of the *Codex Procedural Manual* (Appendix V); and
 - ii. requested the Codex Secretariat to consider, in collaboration with the legal offices of FAO and WHO, the proposals for further amendments of the double representation clause, and present a review for consideration by a future session of CCGP.

CODEX PROCEDURAL MANUAL: REVIEW OF THE POTENTIAL USE OF EXISTING PROVISIONS TO PROMOTE MORE RESOURCE-EFFICIENT PRACTICES IN THE REVIEW OF NEW-WORK PROPOSALS WHICH DO NOT FALL WITHIN THE REMIT OF AN ACTIVE CODEX COMMITTEE (Agenda item 7)⁹

64. The Codex Secretariat introduced this item underlining that in an increasingly resource-constrained environment, making optimal use of existing structures was important. CCEXEC87 had recalled that for new work proposals for which the relevant committee was adjourned *sine die*, there was a need to seek the views of Members and Observers on the need for the new work and facilitate technical discussion on the content of any new work, and that this should be done in an inclusive, timely and resource-efficient way.
65. The Codex Secretariat explained that its review had confirmed that use of the existing provisions of the *Codex Procedural Manual* could promote resource-efficient practices in the review of new work proposals, including those for which there may not be a relevant existing or active committee that might undertake their technical review. It was recognized that the use of a CL had been a useful way to gauge interest in new work proposals falling outside the remit of an active committee. However, it did not provide the possibility for technical exchange and dialogue.

⁸ CX/GP 25/34/7; CRD08 (Indonesia, Kenya, South Africa and Thailand); CRD17 (United States of America); CRD23 (NCD Alliance); CRD24 (IUFOST)

⁹ CX/GP 25/34/8; CRD09 (EU, India, Kenya, and Thailand); CRD12 (Russian Federation); CRD13 (Panama); CRD21 (Ghana)

Discussion

66. Members welcomed the document as thought-provoking, and expressed the following views:

- the use of CLs remained a useful means of gathering comments from Members and Observers on the interest in, and need for a new area of work;
- working by correspondence could be a cost-effective way of discussing new work proposals;
- the establishment of an EWG reporting to CCEXEC and CAC with the mandate to review such work proposals in advance of CCEXEC and CAC meetings could be considered;
- concerns were expressed regarding the use of coordinating committees to review new work proposals as they only meet every two years and might not have the necessary technical expertise available at their sessions;
- the organization of informal events was insufficient to ensure an inclusive discussion by Members, and there was also lack of clarity as to the expected outcome or follow up actions;
- recognizing current challenges regarding the completeness of new work proposals, the upcoming guidelines on new work proposals, currently under development by the Codex Secretariat, were welcomed;
- it was proposed that consideration be given to whether other tools outlined in the *Codex Procedural Manual* such as task forces could be useful for the purpose of reviewing new work proposals;
- while there was flexibility to discuss new work proposals in existing committees, it was noted that such proposals should be fairly closely related to the committee's mandate as it was not feasible for Members to include a broad range of expertise in their delegations;
- the use of information communication technology (ICT) tools was considered important and further clarification on what these might include beyond those currently in use, was requested; and
- careful consideration of the various proposals was needed as each had positive and negative aspects and it would be premature to make any specific recommendations at this session, but important to continue the analysis in support of further discussions at the next session.

67. The Codex Secretariat recognized the interest and proposals of Members in continuing the discussion in these areas, and that some proposals merited further thinking and elaboration. It was noted that working groups of CAC were not currently considered in the procedures, and their impact on the nature of discussions at CAC and the current structure of advising the CAC through subsidiary bodies would need to be considered. The Codex Secretariat clarified that the proposal to use coordinating committees was made in the spirit of considering all existing options for discussion as part of a broader framework approach.

Conclusion

68. CCGP34:

- i. noted that the existing provisions of the *Codex Procedural Manual* could promote resource-efficient practices in the review of new work proposals, including those for which there may not be a relevant existing or active committee that might undertake their technical review;
- ii. noted the importance of CLs as a mean for gathering views of Members and Observers on new work proposals; and
- iii. recommended that CCGP continue the discussion on this issue based upon an updated document from the Codex Secretariat taking into account the proposals and feedback from delegates at CCGP34.

REVIEW OF THE APPLICATION OF THE CRITERIA AND PROCEDURAL GUIDELINES FOR CODEX COMMITTEES AND AD HOC INTERGOVERNMENTAL TASK FORCES WORKING BY CORRESPONDENCE (Agenda item 8)¹⁰

69. The Codex Secretariat introduced this item recalling the previous discussions at CCGP31 and CCGP32 on procedural guidance for committees working by correspondence (CWBC), the analysis undertaken by the Codex Secretariat in preparing the current document, and the related proposals for amendments to Section 3.4 of the *Codex Procedural Manual*.

¹⁰ CX/GP 25/34/9; CX/GP 25/34/9 Add.1; CRD10 (Brazil, India, Indonesia, Philippines, and Thailand); CRD12 (Russian Federation); CRD14 (Senegal); CRD15 (Uganda); CRD19 (African Union); CRD 21 (Ghana); CRD22 (Burundi); and CRD25 (El Salvador).

Discussion

70. Members thanked the Codex Secretariat for the work, expressed general support for the amendments proposed, and made the following general comments:

- allowing part of the work of a session of a CWBC to be undertaken through simultaneous virtual presence was an additional helpful tool for chairpersons to reach consensus;
- the proposed amendments would allow alignment with current work practices, experience and technology;
- working by correspondence was a practical and cost-effective working modality of Codex committees;
- the scope of the work of CWBC should be: (i) limited to specific tasks, not too complex in nature, and where general agreement could be expected; and (ii) focused on the work assigned to it by CAC to ensure its smooth and efficient conduct;
- the need for clarification on the provision of logistical arrangements, translation and interpretation to ensure equitable participation of Members;
- with the proposed amendments, CWBC would become an even more effective modality to address new work;
- the term “simultaneous virtual presence” and how it differed from “simultaneous presence” needed further explanation/clarification; and
- clarification was needed on how the chairperson in consultation with the Codex Secretariat would determine the need for part of the work of the CWBC to be undertaken through simultaneous virtual presence, and how this would be communicated to and agreed by Members.

71. The Codex Secretariat clarified that the absence of “simultaneous presence” was the criteria distinguishing CWBC from other committees. Any potential deviation therefore needed to be explicitly described, and the addition of the possibility of discussing issues through “simultaneous virtual presence” provided clarity on the nature of participation and how that could be achieved by means of virtual tools to address part of the work of a CWBC.

72. Regarding the specific amendments proposed, Members made the following observations and modifications.

Paragraph 59

- The word “exceptionally” was removed, as it potentially limited the flexibility of chairpersons to propose simultaneous virtual presence to address parts of the work, and was somewhat redundant as the text also indicated that the option would be limited to a specific issue.
- The phrase “specific issue” was changed to “specific issues”, noting that there may be more than one issue on which the chairperson might need to propose use of this approach.
- Text was added to clarify that the chairperson’s proposal to hold part of the work of a CWBC through simultaneous virtual means needed “the agreement of the Members participating in the session of the committee”. This was to ensure that Members were consulted on the use of the virtual modality.

New paragraph 62

- While the need for this additional paragraph was questioned, given that paragraph 59 already mentioned that the work would be approved and assigned by CAC, concerns were expressed that this was not sufficiently explicit on the scope of work and could be interpreted broadly.
- The Codex Secretariat explained that the new paragraph was proposed based on recent experiences with CWBC, and whether the procedural requirements to refer certain alignment tasks to active commodity committee were relevant when that committee was working by correspondence, noting that it might be disruptive to ongoing alignment work and beyond the capacity of a CWBC.
- To facilitate the definition of the tasks of a CWBC, it could be useful to provide CAC with a list of the matters that could be referred from other Codex committees to the specific committee for CAC to take an informed decision on the work to be assigned to the CWBC.
- Members agreed to include the proposed new paragraph and changed the word “topic” to “tasks” to better reflect that nature of Codex work and note that there may be more than one task.

Paragraph 70

- As a consequential amendment to the new text proposed under paragraph 59, and in response to

requests to clarify that the necessary logistical support to ensure equitable participation of Members to the CWBC would be provided, the need for a host country to provide interpretation as appropriate was added.

Paragraph 72

- While not a proposed amendment, a concern was expressed regarding transparency on the issue of quorum in meeting reports and it was proposed that an explicit reference be added on the need to record the absence of a quorum in the CWBC report.
- It was agreed that the existing wording already foresaw this and no change was needed. Noting that this issue was not specific to CWBC, it was also agreed that CCGP34 would draw the attention of CAC to the need for transparency regarding the quorum in subsidiary body meetings.

Paragraph 76 and paragraph 81

- In response to requests from Members, the Codex Secretariat clarified that paragraph 76 referred to the use of virtual tools by the chairperson during *informal* discussions, while paragraph 59 provided the possibility to use virtual tools during the *formal* discussions of a CWBC.
- Regarding paragraph 81, the Codex Secretariat noted that these provisions referred to the case when a CWBC, following completion of its deliberations, concluded that it was not able to progress work and in the report of the session submitted to CAC could recommend alternate working mechanisms for decision by CAC on the way forward.

73. Additional amendments stemming from the review of Sections 3.1 to 3.3 of the *Codex Procedural Manual* (Agenda item 4.1) were inserted into Section 3.4 for consistency purposes.

Conclusion

74. CCGP34:

- i. agreed to forward for adoption by CAC48 the proposed changes to Section 3.4 of the *Codex Procedural Manual*, “Criteria and procedural guidelines for Codex committees and ad hoc intergovernmental task forces working by correspondence” (Appendix VI);
- ii. recommended that CAC provide a clear statement of tasks and timeframe when assigning work to be conducted by correspondence; and
- iii. recalled the importance of transparency regarding reporting on the absence of a quorum at a session of subsidiary bodies of Codex and recommended drawing the attention of CAC to this matter.

OTHER BUSINESS (Agenda item 9)¹¹

Proposal for a centralised Codex glossary

75. The United Kingdom introduced its proposal of a Codex glossary, as contained in GP34/CRD03. It was clarified that the glossary was foreseen as a centralized resource that would be accessible to all Codex stakeholders, and was intended to enhance the accessibility of Codex standards and amplify their impact. The scope of the project would be a collation exercise and would not re-open any conversations around the definition of terms or make attempts to harmonize them. It was proposed that the Codex Secretariat and host country secretariats would compile key terms, which would be blended into a living information document, which would allow for multiple definitions for the same term, based on context.
76. The potential value of a centralised glossary resource was recognized, but the need for more discussion to clarify the scope of the proposal was also noted. Concerns regarding the resources required were expressed, in particular the additional work for the Codex Secretariat. It was noted that confusion could be created should a term used in a specific text be applied in a different context. The possible use of technology to undertake this work, including artificial intelligence, was suggested
77. CCGP34 agreed to continue the conversation around this proposal informally between the Codex Secretariat and interested Members to explore the scope and its potential benefit. The United Kingdom indicated its willingness to continue discussing the potential way forward of this proposal with the Codex Secretariat.

Use of “reservations” in Codex proceedings

78. Oman introduced the discussion paper, as contained in GP34/CRD20, prepared in collaboration with Egypt and Tunisia, noting that its scope was to address the definition and application of reservations as recorded in reports of Codex sessions. The paper further aimed to initiate dialogue among Codex Members on improving

¹¹ CRD03 (United Kingdom); CRD20 (Egypt, Oman and Tunisia).

guidance for reservations, frequently used in Codex committee meetings, and to enhance their clarity, consistency, and transparency.

79. Noting that more time was needed for review of the document, it was proposed to defer further discussion on the matter. It was also proposed that the Codex Secretariat could include information on the use of reservation in their capacity building training on the application of working procedures within Codex committees, tailored for different participants, including committee chairpersons. This approach would foster a more uniform understanding across committees, mitigating the need for extensive procedural review.
80. The Codex Secretariat recalled that previous discussions on reservations, documented in Codex archives, provided extensive elaboration on their use and interpretation, and encouraged Members to review these archives to gain insights into past practices.
81. CCGP34 agreed that initial discussions on the use of reservations could be held informally among committee chairpersons to exchange experiences before reverting to CCGP.

DATE AND PLACE OF NEXT SESSION (Agenda item 10)

82. CCGP35 was envisaged to take place in approximately 18 months. The date and place will be determined based upon discussions between the host secretariat and the Codex Secretariat.
83. A Member noted that, with CAC48 and CAC49 scheduled before CCGP35, maintaining workflow continuity was critical and requested careful agenda planning to ensure efficient progress between meetings.

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APPENDIX II

PROPOSED EDITS TO THE CODEX PROCEDURAL MANUAL, SECTION 3: GUIDELINES FOR SUBSIDIARY BODIES

Text proposed to be added is underlined and in **bold**; text proposed to be removed is ~~struck through~~.

Table 1: Section 3.1 Guidelines to host governments of Codex committees, coordinating committees and ad hoc intergovernmental task forces

<p>1. By virtue of Article 7 of the statute of the Commission and Rule XI.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 <u>and related texts</u> in accordance with Section 2.1: Procedures for the elaboration of Codex standards and related texts, <u>and coordinating committees</u> to exercise general coordination of its work in specific regions or groups of countries. [...]</p>
<p>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 <u>comments</u>), 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.</p>
<p>5. The host country 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 host country shall designate another person to perform the functions of the chairperson for as long as the chairperson is unable to do so. <u>The chairperson may be supported by one or more co-chairpersons and/or assistants designated by the host country.</u></p>
<p><u>Host country secretariat</u></p> <p>7. A Member Nation to which a Codex committee has been assigned <u>The host country</u> is responsible for providing all conference services including the secretariat; <u>referred to herein as host country secretariat.</u> The <u>host country</u> secretariat should have adequate administrative support staff able to work easily in <u>at least one of</u> the languages used at the session and should have at its disposal adequate information <u>and communications</u> technology tools <u>for the session to function efficiently.</u> <u>Simultaneous</u> interpretation, preferably simultaneous, should be provided from and into all <u>of the working</u> 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 <u>translation</u> services of a translator should be available <u>to translate the report of the session into all the working languages of the committee.</u> The committee secretariat and the Codex Secretariat are charged with the preparation of the draft report in consultation with the rapporteurs, if any.</p>

8. 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 **and related texts** for general application or in reference to specific food products;
- c) consideration of the types of products to be covered by standards **and related texts** e.g. whether materials for further processing into food should be covered;
- d) preparation of draft Codex standards **and related texts** within its terms of reference;
- e) reporting, **after each of its sessions**, to each session of the Commission on the progress of its work and, where necessary, on any difficulties **encountered, including those** caused by its terms of reference, together with suggestions for their amendment; and
- 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.

9. A host country is consulted by the Directors-General of FAO and WHO before they determine when, and where **and how** a session of ~~this~~ the committee shall be convened. In determining the place of the session, consideration should be given to its accessibility.

10. **When considering co-hosting**, ~~The~~ the host country should consider arrangements for holding Codex sessions in developing countries.

11. The country, different from the host country, in which the session is held is ~~in following~~ **herein** referred to as "co-host country".

12. The host country and co-host country should **agree on financial and all other responsibilities to** ensure that all arrangements necessary to hold a Codex session in the co-host country are completed in a timely manner so as ~~to~~ **not to** interfere with the time frame for the distribution of the official invitations to the session as mentioned in these guidelines.

Note: Practical information and timelines for co-hosting arrangements can be found on the Codex website at: www.codexalimentarius.org **fao.org/fao-who-codexalimentarius**.

Co-host country co-chairpersoning

13. The host country may invite the co-host country to appoint an official as a co-chair**person** for the session

14. Sessions of Codex committees ~~and coordinating committees~~ will be convened by the Directors-General of FAO and WHO in consultation with the chairperson **and the host country secretariat** of the respective Codex committee. The letter of invitation and provisional agenda shall be prepared by the Secretary of the Commission in consultation with the chairperson **and the host country secretariat** of the committee for issuance 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,~~ **Before distribution of the invitation and provisional agenda, host country secretariats should**, inform and consult with their national Codex contact point (CCP) 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 **other authorities** as the case may be). The invitation and provisional agenda will be translated and distributed by FAO/WHO **to CCPs and interested international organizations, in accordance with the official mailing lists of FAO and WHO**, in the working languages of the Commission **concerned committee** at least four months before the date of the ~~meeting~~ **session**.

15. 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 **and, if appropriate, information on meeting arrangements;**
- d) **working** languages **used at the session** to be used and arrangements for interpretation, i.e. whether simultaneous or not;
- e) if appropriate, information on hotel accommodation; and **information on entry visas;**
- f) **if appropriate, time and date of the working groups convened in conjunction with the session; and**
- g) request for **Codex contact points and international organizations with observer status to register their delegations through the specified registration system.** ~~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.~~

16. Replies to invitations will normally be requested to be sent **provided in the form of registration to the session** 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 **in the invitation, delegates** of a reply to invitations should be sent by all those governments and international organizations which intend to participate **are registered to the session.**

17. The provisional agenda should state the ~~time~~, date and place of the ~~meeting~~ **session** and should include the following items:

- a) adoption of the agenda;
- b) if considered necessary, ~~election~~ **the appointment** 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 **and related texts** at which the item is being dealt with at the session. There should also be reference to the committee ~~papers~~ **documents** relevant to the item;
- d) any other business;
- e) consideration of date and place of next session; and
- f) adoption of ~~draft~~ **the** report.

18. The work of the committee and the length of the ~~meeting~~ **session** should be so arranged as to leave sufficient time at the end of the session for a report of the committee's ~~transactions~~ **discussions and conclusions** to be agreed ~~adopted~~.

NEW PARA 19. The Codex Secretariat is charged with the preparation of the draft report, in consultation with the rapporteurs (if any), the chairperson and the host country secretariat. The draft report should be made available in all the working languages of the committee in sufficient time for consideration by the delegations.

19. A Codex ~~or coordinating~~ committee may assign ~~request~~ **Members or international organizations represented at the session to accomplish** specific tasks to countries, groups of countries or to international organizations represented at meetings of the committee and may ask Members and international organizations for **or provide data, information or** views on specific points.

21. A Codex ~~or coordinating~~ committee may not set up standing subcommittees, whether open to all Members of the Commission or not, without the specific approval of the Commission.

(TO BE SWITCHED WITH PARA 23) Preparation and Distribution of papers-working documents

22. ~~Papers-Working documents~~ for a session should be made **publicly** available in the relevant ~~all of the working~~ languages **used at the session** through the Codex website at least two months before the opening of the session by the **Codex Secretariat** ~~host secretariat~~ in collaboration with the **host country secretariat** ~~Codex Secretariat~~.

(TO BE SWITCHED WITH PARA 22) Preparation of working documents^{xxvii}

^{xxvii} See Section 5.1 for references for Codex documents.

23. ~~Papers~~ **Working documents** for a session prepared by participants **and working group chairs** must be ~~drafted~~ **submitted** in one **or more** of the working languages of the Commission, which should, if possible, be one of the languages used in the Codex committee concerned. These ~~papers~~ **documents** should be sent ~~made available electronically~~ to the chairperson of the committee, **the host country secretariat and the Codex Secretariat** with a copy to the Secretary, CAC, Joint FAO/WHO Food Standards Programme, FAO, Rome, in good time **at least three months before the opening of the session to ensure translation into the working languages of the session** to be included in the distribution of papers for the session.

24. ~~Working d~~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~~ **documents** prepared for the committee.

25. Codex contact points will be responsible for ensuring that ~~working papers~~ **documents**^{xxviii} are ~~circulated~~ **available** to those concerned within their own country and for ensuring that all necessary action is taken by the date specified.

26. 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~~ **an indication** 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~~ **document** 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 Commission for its own sessions and those of its subsidiary bodies.~~

Conference room documents

NEW PARA 27. The reports of working groups held in conjunction with a committee session will be published as conference room documents (CRDs). Comments, proposals or any other information, may be published as CRDs as soon as available and up until an established deadline for publication of CRDs at the session. CRDs should be publicly available through the Codex website.

Table 2: Section 3.2 Guidelines on the conduct of meetings of Codex committees, coordinating committees and ad hoc intergovernmental task forces

27. By virtue of Article 7 of the statutes of the Commission and Rule XI.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 **and related texts** in accordance with Section 2.1: Procedures for the elaboration of Codex standards and related texts, **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 the conduct of meetings of Codex committees **(also referred to herein as sessions)** as described in this section apply also to those of coordinating committees and to those of Codex ad hoc intergovernmental task forces.

28. Meetings of Codex ~~and coordinating~~ committees shall be held in public ~~unless the committee decides otherwise. Members~~ **The host countries** responsible for Codex ~~and coordinating~~ committees shall decide who should open meetings on their behalf.

30. Only the ~~chief delegates~~ **heads of delegations** of Members, or of Observers ~~countries or of international organizations~~ have the right to speak unless they authorize other members of their delegations to do so.

31. The representative of a ~~regional economic integration organization~~ **Member Organization** shall provide the chairperson of the committee, before the beginning of each session, with a written statement outlining where the competence lies between ~~this~~ **the Member Organization** and its ~~Members~~ **States**

^{xxviii} See Section 5.1 for references for Codex documents.

for each item, or subparts thereof, as appropriate, of the provisional agenda **of a session**, pursuant to the declaration of competence submitted according to Rule II of the rules of procedure of the Commission by this **Member Organization**. In areas of shared ("mixed") competence between this **Member Organization** and its **Members States**, this statement shall make clear which party has the voting right.

32. Delegations **from Members** 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.

33. 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 **and related texts** should be accompanied by an indication of the step in the procedure that these standards **and related texts** 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:
 - i. standards **and related texts** considered at the session and the steps they have reached;
 - ii. standards **and related texts** at any step of the procedure, the consideration of which have been postponed or which are held in abeyance and the steps which they have reached; and
 - iii. new standards **and related texts** proposed for consideration, ~~the probable time of their consideration at Step 2 and the responsibility~~ **responsible party** for drawing up the first draft.

34. The following appendices should be attached to the report:

- a) list of participants ~~with full postal addresses; and~~
- b) draft standards **and related texts** with an indication of the step in the procedure which has been reached;
- c) **new work proposals submitted by the committee to the Commission for approval; and**
- d) **provisions or work proposed for revocation or discontinuation.**

If relevant, information documents^{xxix} agreed upon by the committee may also be attached to the report.

35. The Codex Secretariat should ensure that, as soon as possible and in any event not later than one month after the end of the session, the final report, as adopted in the **working** languages of the committee, is made available to all Members and Observers of the Commission on the Codex website.

36. Circular letters should be issued, as required, following publication of the meeting report requesting comments on proposed draft standards or related texts at Steps 5, **Step 8, Step 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.

37. 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:~~

^{xxix} **Guidance on information documents can be found on the Codex website at: <https://www.fao.org/fao-who-codexalimentarius>**

- i. ~~the description of the standard or related text;~~
 - ii. ~~a brief description of the scope and purpose(s) of the standard or related text;~~
 - iii. ~~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; and~~
 - iv. ~~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 subcategories, the committee should give preference to the development of a **group standard or a** general standard or related text with specific provisions as necessary for subcategories **(e.g. annexes)**.

Table 3: Section 3.3 Guidelines to chairpersons of Codex committees, coordinating committees and ad hoc intergovernmental task forces

38. By virtue of Article 7 of the statutes of the Commission and Rule XI.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 **and related texts** in accordance with Section 2.1: Procedures for the elaboration of Codex standards and related texts, **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 the chairpersons of Codex committees as described in this section apply also to those of coordinating committees and to those of Codex ad hoc intergovernmental task forces.

39. The Commission will designate a Member Nation of the Commission, which has indicated its willingness to accept financial and all other responsibility, as responsible for appointing a chairperson of the committee. **Herein, The-this** Member Nation ~~concerned~~ **is referred to as host country. The host country** 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 Nation concerned~~ **host country** shall designate another person to perform the functions of the chairperson for as long as the chairperson is unable to do so. **The chairperson may be supported by one and/or more co-chairpersons or assistants designated by the host country.**

42. The following criteria may be considered during the selection of the appointee:

- a) to be a national of the Member Nation responsible for appointing the chairperson of the committee;
- b) to have a general knowledge in the fields of the subsidiary body concerned and to be able to understand and analyse technical issues;
- c) insofar as possible, to be able to serve in a continuing capacity;
- d) to be familiar with the system of Codex, ~~and~~ its rules **and procedures**, and to have experience in the work of relevant international, governmental, or non-governmental organizations;

[...]

43. 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.

44. Meetings **of Codex committees, also referred to as sessions**, should be conducted in accordance with the rules of procedure of the Commission. Attention is particularly drawn to Rule VIII.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 VIII of the present Rules."

45. Rule XII of the general rules of FAO, ~~a copy of which will be supplied~~ **which should be made available** 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.

48. Chairpersons should use the statement submitted by the representatives of the ~~regional economic integration organizations~~ **Member Organizations** on the matters of respective competence between these **Member Organizations** and their ~~Members~~ **States** in the conduct of meetings, including assessing of the situation with regard to the party which has the right to vote.

52. When working out the means of progressing the work of a committee, the chairperson should consider:

- a) the need for timely progress in developing standards **and related texts**;
- b) the need to achieve consensus among the Members as to the content of, and justification for, proposed standards **and related texts**; and
- c) the importance of achieving consensus at all stages of the elaboration of standards and that draft standards **and related texts** should, as a matter of principle, be submitted to the Commission for adoption only where consensus has been achieved at the technical level.

54. The chairperson should also consider implementing the following measures in order to facilitate consensus building in the elaboration of standards at the committee stage:

- a) **Ensuring that issues are thoroughly discussed at meetings of the committees concerned.**
- b) Ensuring that:
 - i. the scientific basis is well established on current data including, wherever possible, scientific data and intake and exposure information from the developing countries;
 - ii. where data from developing countries are not available, an explicit request for collecting and making available such data is made; and
 - iii. where necessary, further studies are carried out in order to clarify controversial issues, **and where applicable, concern forms are submitted in line with the procedures set forth in Section 4: Risk Analysis.**
- c) ~~Ensuring that issues are thoroughly discussed at meetings of the committees concerned.~~ **Facilitating increased involvement and participation of developing countries.**

[...]

55. Where there is a deadlock in the standards development, the chairperson should consider acting as a facilitator or appointing a facilitator in agreement with the relevant Codex committee, working during a session or between sessions to work with Members to reach consensus. The facilitator should ~~orally~~ report on the activity undertaken and the outcome of the facilitation to the plenary. [...]

APPENDIX III

PROPOSED EDITS TO SUPERSEDED TEXT IN THE CODEX PROCEDURAL MANUAL (APART FROM SECTION 3)

Text proposed to be inserted is in **bold** and text proposed to be removed is ~~struck through~~.

Table 1: Section 2.1 Procedures for the elaboration of Codex standards and related texts

Location	Proposed edits
Paragraph 6	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. This implies concurrent adoption at Steps 5 and 8 (commonly referred to as adoption at Step 5/8). 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.
Paragraph 9	Codex standards and related texts are published and are sent made freely accessible to governments ...
Paragraph 11	The Strategic Plan shall cover a six-year period, and it shall be renewed, as needed , every two years on a rolling basis .
Part 2 Critical review, paragraph 12(i)	the proposed timeline for completion of the new work, including the start date, the proposed date for adoption at Step 5, and the proposed date for adoption by the Commission; and the number of sessions foreseen to develop the standard; the time frame for developing a standard should not normally exceed five years.
Part 2 Critical review, paragraph 19b(ii)	to ensure that the requirements of the endorsement procedure by the relevant committee have been fulfilled, where appropriate;
Part 3 Uniform procedure for the elaboration of Codex standards and related texts, Step 3 (also Part 4, Step 3)	The proposed draft standard is sent by the Codex Secretariat to Members of the Commission and interested international organizations...
Part 5 Subsequent procedure concerning publication of Codex standards, paragraph 20	The Codex standard is published and issued made freely accessible to all Members and Associate Members of FAO and/or WHO and the international organizations concerned.
Part 6 Subsequent procedure concerning publication and possible extension of territorial application of the standard and paragraph 22	[Subheading] Subsequent procedure concerning publication and possible extension of territorial application of the standard Remove paragraph 22: The Codex regional standard is published and issued to all Members and Associate Members of FAO and/or WHO and to the international organizations concerned.
Part 6 Subsequent procedure concerning publication and possible extension of territorial application of the standard, paragraph 23b(ii)	When the relevant commodity committee is not active: When the commodity committee is not active (i.e. In such cases , the proposal for conversion of a regional standard into a worldwide standard should preferably come through the originating coordinating committee, substantiated by a project document; ...

Table 2: Section 2.11 Principles for the establishment or selection of Codex sampling procedures

Location	Proposed edits
Final paragraph	Methods of analysis which have already been printed published as official methods of analysis in other available publications...

Table 3: Section 6.1 Core functions of Codex contact points

Location	Proposed edits
Codex contact points (CPPs), paragraph 3	“Receive Access all Codex final texts...”

Table 4: Section 7.2 Principles concerning the participation of international non-governmental organizations in the work of the Codex Alimentarius Commission

Location	Proposed edits
Paragraphs 26a-c	<p>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 accessreceive 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 Chairperson;</p> <p>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 accessreceive from the secretariats 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 Chairperson;</p> <p>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 does not so participate, it may submit its views in writing to any such meeting or seminar;</p>

APPENDIX IV

PROPOSED EDITS TO THE CODEX PROCEDURAL MANUAL, SECTION 2.1: PROCEDURES FOR THE ELABORATION OF CODEX STANDARDS AND RELATED TEXTS

Proposed edits appear in **bold** for insertions and ~~strike through~~ for deletions. Paragraph 25 in the 30th edition of the *Codex Procedural Manual* has been moved with minor edits to paragraph 29.

Introduction

8. It will be for the Commission itself to keep under review the **amendment and** revision of Codex standards. The procedure for **amendment or** 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 the Codex committee subsidiary body concerned, or the Codex Secretariat or Member of the Commission where the subsidiary body concerned is abolished or dissolved or has been adjourned~~ **sine die** 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, **as further outlined in Part 7 Guide to the procedure for the correction, amendment and revision of Codex standards and related texts.**

Part 2 Critical review

Proposals to undertake new work or to **amend** or revise a standard

12. Prior to approval for development, each proposal for new work or **amendment or** revision (**as appropriate, see Part 7**) of a standard shall be accompanied by a project document, prepared by the Committee or Member proposing new work or **amendment or** revision of a standard detailing: ...

Part 7 Guide to the procedure for the **correction**, amendment and revision of Codex standards and related texts

24. The procedure for amending or revising a Codex standard is laid down in paragraph 8 of **the introduction to** Section 2.1: Procedures for the elaboration of Codex standards and related texts. This guide provides more detailed guidance on the existing procedure for the amendment and revision of Codex standards and related texts.

~~25. When the Commission has decided to amend or revise a standard, the unrevised standard will remain the applicable Codex standard until the amendment to the standard or the revised standard has been adopted by the Commission.~~

- 25. For the purpose of this guide, correction of a Codex standard or related text means fixing any editorial or typographical errors including:**

- **incorrect spelling;**
- **incorrect bold or italics;**
- **other incorrect formatting of text;**
- **an incorrect or incomplete transcription;**
- **an incorrectly numbered or located footnote; and/or**
- **errors in translation.**

A corrigendum for all corrections should be included in the standard or related text and the Commission and relevant subsidiary body notified accordingly.

- 26. For the purpose of this guide, the aAmendment of a Codex standard or related text means:** any addition, change or deletion of text or numerical values in a Codex standard or related text, may be editorial or substantive, and concerns one or a limited number of articles in the Codex text. ~~In particular, amendments of an editorial nature may include but are not limited to: a) correction of an error;~~

- **editorial changes that are not corrections, as defined in paragraph 25;**
- ~~b) insertion of an explanatory footnote; and c)~~

- updating of references consequential to the adoption, amendment or revision of Codex standards and other texts of general applicability, including the provisions in the *Codex Procedural Manual*;
- **alignment of provisions, for consistency, to those in similar standards or related texts adopted by the Commission including replacement of content with a reference to another Codex text (a consequential amendment);**
- **updating of methods of analysis and sampling; and/or**
- **may include any other addition, change or deletion of text or numerical values in one or a limited number of provisions following due consideration and agreement by the relevant subsidiary body and adoption by the Commission.**

An explanation for the amendment should be included in the standard.

~~27. Finalization or updating of methods of analysis and sampling as well as alignment of provisions, for consistency, to those in similar standards or related texts adopted by the Commission may be handled by the Commission in the same manner as amendments of an editorial nature, as far as the procedure described in this guide is concerned.~~

27. For the purpose of this guide, revision means any changes to of a Codex standard or related text means a change to the scope, or changes other than those covered under “correction”, as defined in paragraph 25 or “amendment”, as defined above in paragraph 26. An explanation for the revision should be included in the standard.

~~28. The Commission has the final authority to determine whether a proposal made constitutes an amendment or a revision., and in the case of an amendment, the procedure by which it is addressed. whether an amendment proposed is of an editorial or substantive nature~~
Corrections, as described in paragraph 25, are the responsibility of the Codex Secretariat.

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

~~30. Proposals for the amendment or revision of Codex standards and related texts should be submitted to the Commission by the subsidiary body concerned., by the Codex Secretariat, or a Member of the Commission. Where the subsidiary body concerned is not in existence, abolished, dissolved or has been adjourned sine die, the proposal for an amendment or revision should be submitted to the Commission by the Codex Secretariat or a Member of the Commission.~~
 In the latter case, proposals should be received by the Codex Secretariat in good time (not less than three months) before the session of the Commission at which they are to be considered. The proposal should be accompanied by a project document (see Part 2 of the elaboration procedures) unless the Executive Committee **recommends and/or** the Commission decides otherwise. ~~However, if the amendment proposed is of an editorial nature, the preparation of a project document is not required.~~

31. Taking into account the outcome of the ongoing critical review conducted by the Executive Committee, the Commission decides whether the amendment or revision of a standard is necessary. If the Commission decides in the affirmative, one of the following courses of action will be taken:

- In the case of an amendment of an editorial nature, it will be open to the Commission to adopt the amendment at Step 8 of the uniform procedure (see Part 3 of the elaboration procedures).**
- In the case of an amendment proposed and agreed upon by a subsidiary body, it will also be open to the Commission to adopt the amendment at Step 5 or Step 8 of the uniform procedure (see Part 3 of the elaboration procedures).**
- In other cases, the Commission will approve the proposal as new work and the approved new work will be referred for consideration to the appropriate subsidiary body, if such body is still in existence. If such body is not in existence, the Commission will determine how best to deal with the new work.**

~~32. Where Codex subsidiary bodies have been abolished, or dissolved, or Codex committees have been adjourned sine die, the Codex Secretariat keeps under review all Codex standards and~~

related texts elaborated by these bodies and determines the need for any **corrections or amendments**, in particular those arising from decisions of the Commission.

- **If the need for corrections is identified, then the Codex Secretariat should make the corrections and notify the Commission and relevant subsidiary body accordingly.**
- If the need for amendments of an editorial **or consequential** nature is identified, then the Codex Secretariat should prepare proposed amendments for consideration and adoption by the Commission.
- If the need for **any other** amendments ~~of a substantive nature~~ is identified, the Codex Secretariat, in cooperation with the ~~national~~ **host** secretariat of the adjourned committee, if applicable, should prepare a working paper containing the reasons for proposing amendments and the wording of such amendments as appropriate, and request comments from Members of the Commission: 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 Members of the Commission 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 for consideration and adoption.
 - 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.

APPENDIX V

PROPOSED EDIT TO THE *CODEX PROCEDURAL MANUAL*, SECTION 7.2: PRINCIPLES CONCERNING THE PARTICIPATION OF INTERNATIONAL NON-GOVERNMENTAL ORGANIZATIONS IN THE WORK OF THE CODEX ALIMENTARIUS COMMISSION

It is proposed to add the subheading: “**Relations between INGOs holding observer status with Codex**” between paragraphs 23 and 24 in the 30th edition of the *Codex Procedural Manual*.

(...)

Procedure for obtaining observer status

International non-governmental organizations having status with FAO and/or official relations with WHO

18. Observer status shall be accorded to those INGOs in consultative status, specialized consultative status or liaison status with FAO or INGOs having official relations with WHO that inform the Secretary of the Commission of their desire to participate in the work of the Commission and/or any or all of the Commission’s subsidiary bodies^{xlix} on a regular basis. They may also request invitations to participate in specific sessions of the Commission or its subsidiary bodies on an ad hoc basis.

INGOs neither having status with FAO nor official relations with WHO

19. 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.
20. The Secretary of the Commission will verify the completeness of the information provided by the organization and will also perform an initial assessment of whether the organization appears to meet the requirements indicated in paragraph 16 of these principles. In case of doubt, he or she will consult with the Directors-General of FAO and WHO and may seek further information and clarifications from the organization as appropriate.
21. Upon satisfactory completion of the verification and assessment referred to in the previous paragraph, the Secretary of the Commission will submit the application and all relevant information received from the applicant to the Executive Committee for its advice, pursuant to Rule IX.6 of the Rules of Procedure of the Commission.
22. The Secretary of the Commission will transmit the application, together with all relevant information received from the applicant and the advice of the Executive Committee, to the Directors-General who will decide whether an organization is to be granted observer status. In case of rejection of an application, a re-application by the same organization shall not normally be considered until two years have elapsed since the Directors-General’s decision on the original application.
23. The Secretary of the Commission shall inform each organization of the Directors-General’s decision on its application and shall provide a written explanation of the decision in case of rejection.

Relations between INGOs holding observer status with Codex

24. 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.

^{xlix} The term “subsidiary bodies” means any body established under Rule XI of the Commission’s rules of procedure

APPENDIX VI

PROPOSED EDITS TO THE CODEX PROCEDURAL MANUAL, SECTION 3.4: CRITERIA AND PROCEDURAL GUIDELINES FOR CODEX COMMITTEES AND AD HOC INTERGOVERNMENTAL TASK FORCES WORKING BY CORRESPONDENCE

Proposed edits are shown in **underlined bold** or ~~strikethrough~~

Introduction

56. The criteria and procedural guidelines set out in this section are intended to guide the work and conduct of sessions of Codex committees and ad hoc intergovernmental task forces working by correspondence. The rules of procedure of the Commission apply *mutatis mutandis* to committees working by correspondence, unless otherwise specified in these guidelines.

Definitions

57. Working by correspondence: Describes a working modality that can be assigned by the Commission for the development of an approved new work to a Codex committee or ad hoc intergovernmental task force, which will normally not hold sessions that require the simultaneous presence of participants.
58. Committees and ad hoc intergovernmental task forces that are assigned to operate under this modality are defined as committees working by correspondence (CWBC) in the remainder of this document.
59. Session of a CWBC: After the Commission approves the work, assigns it to the committee, and authorizes the committee to work by correspondence, the chairperson of the committee in consultation with the Codex Secretariat will determine dates for registration of Codex Members and Observers to participate in committee deliberations over a defined period of time that will constitute a “session” of the committee. The duration of the session should be of sufficient length to allow for deliberations on agenda items and report adoption. During a session of a CWBC, participants engage in formal consultations by correspondence. **However, the chairperson, in consultation with the Codex Secretariat, may propose that a specific issue(s) be discussed by simultaneous virtual presence of participants if deemed necessary for the efficient conclusion of the item, with the agreement of the Members participating in the session of the committee.**

Codex values

60. An overarching consideration and guiding principle in relation to CWBCs is the need to respect and adhere to the Commission’s core values of collaboration, inclusiveness, consensus building, and transparency.

Decision to assign work by correspondence

61. In deciding whether an approved new work should be undertaken by a CWBC, the Executive Committee and the Commission’s assessment will take into account the following criteria:

Criteria	Reference
i. Scope, objective, and content	Project document
ii. Nature and complexity of the work and its previous and recent history in Codex (for example, this may include, <i>inter alia</i> , the time frame to develop the work)	Meeting reports Project document
iii. Urgency and importance	Project document
iv. Availability of adequate scientific information and/or other supporting information, including any support from expert bodies	Project document
v. Potential for assigning the work to another existing committee, with relevant expertise. This should take into consideration whether the work can reasonably be expected to be completed within a set time frame.	Terms of reference of existing Codex committees _

NEW paragraph 62: The CWBC would address only the task(s) assigned by CAC.

Verification of membership and credentials for participation

62. The status and credentials of participants in sessions of CWBCs are subject to scrutiny and verification by the Codex Secretariat, according to official information provided by CCPs.
63. Before work in a CWBC commences, and before each subsequent session of a CWBC, there shall be

a period for registration (opening/closing date) during which Members and Observers may register. After the registration period closes, work of the CWBC will take place among participants (i.e. communication will not be copied to the whole Codex membership) between the starting date and end date of a CWBC session as communicated in the invitation.

Sessions

64. To ensure comparability of sessions of committees and ad hoc intergovernmental task forces meeting with simultaneous presence of participants and those meeting by correspondence, a session of a CWBC is defined as in paragraph 59.
65. The time frames for implementing the workplan, working languages, and tasks for the session of the CWBC including the time frames for preparation of working documents^{xxxiv} shall be clearly documented and shall be agreed by Members at the outset of the session of the CWBC.
66. The agenda, working documents, and reports should be published on the Codex website.
67. The work and outputs of the CWBC are subject to critical review by the Executive Committee prior to submission to the Commission.
68. Each session of the CWBC shall be concluded within the time frame prescribed by the Commission.

Languages

69. Use of languages for CWBCs shall be in line with Rule XIV of the rules of procedure of the Commission.^{xxxv}
70. It is the responsibility of the host government to ensure adequate funding for translation of working documents and the reports, **and simultaneous interpretation as appropriate.**

Determining a quorum

71. The quorum shall be calculated on the basis of Rule VI (7) of the Rules of Procedure of the Commission,^{xxxvi} on the understanding that the majority of Members "attending the session" is construed as those having registered for the session within the registration period under paragraphs 62 and 63.
72. The absence of a quorum shall be reported to the Commission for further guidance.

Roles of the chairperson and the Codex Secretariat

The role of the chairperson

73. The guidelines to chairpersons of Codex committees, **coordinating committees** and ad hoc intergovernmental task forces^{xxxvii} apply *mutatis mutandis* to chairpersons of CWBCs.

In particular, chairpersons of CWBCs should ensure that:

- a) All communications are open to all participating Members and Observers and are carried out in an open and transparent manner and in accordance with any guidelines or protocols that may be established by the Commission.
 - b) All specific matters raised are fully considered by the CWBC.
 - c) There is enough time and opportunity for Members and Observers to respond or build on comments made by other Members, much like a plenary conversation in real time.
 - d) The reports of the CWBC clearly document where there are ~~are~~ significant points of difference either in relation to the content of the work or with respect to the advancement of a standard through the step process.
 - e) The rules/procedures specified in the *Codex Procedural Manual* are adhered to in the CWBC setting.
74. The chairperson(s) of CWBCs may be supported by one or more co-chairpersons **and/or assistants.**

The role of the Codex Secretariat

75. The Codex Secretariat shall perform its usual functions in support of the efficient operation of the

^{xxxiv} See Section 3.1: Guidelines to host governments of Codex committees, **coordinating committees** and ad hoc intergovernmental task forces.

^{xxxv} See Section 1.2 Rules of procedure of the Codex Alimentarius Commission.

^{xxxvi} See note xx above.

^{xxxvii} See note xix above.

CWBC, including verification of credentials of participants, preparing and circulating CWBC documents, and providing guidance and support to the chairperson on procedural and other matters relating to the work of the CWBC.

Consensus

76. Chairpersons of CWBCs should make every effort to promote consensus-based decision-making, which may include informal discussions by using virtual technologies, and should also consider implementing measures as described in Section 3.3: Guidelines to chairpersons of Codex committees, **coordinating committees** and ad hoc intergovernmental task forces to facilitate consensus building in the elaboration of standards at the committee stage.

Interpretation of silence

77. Means of communication to signal support or objection shall be explicitly clarified in advance of sessions. It is, however, understood that silence or the absence of specific contrary views or objections shall be taken to mean tacit agreement or no objection to proceed as proposed by the chairperson. This point should be clearly communicated to all participants to avoid any misunderstanding when seeking comment on specific matters under discussion including proposed conclusions on progression of a standard through the step process. Chairpersons should allow sufficient time for response to make sure that silence is not the result of temporary technical problems.

Advancement of standards and related texts

78. In determining the level of consensus when progressing through the step process, chairpersons should typically propose a conclusion for consideration by Members, which may be modified and presented as revised to achieve consensus. The same practice should be followed by CWBCs. For example, a chairperson could propose a conclusion to advance a standard by asking a specific question, such as: *"Is there any objection to advancing the draft standard to Step X?"*
79. CWBCs may use a similar approach, including when determining the level of consensus on more detailed points of discussion, such as text changes.
80. Reservations in the correspondence setting should be treated in the same manner as reservations in a physical meeting (i.e. by specifying the basis or rationale of the delegation's opposition to a decision) and should be recorded in the meeting report upon request.^{xxiii}

Options when a CWBC is not able to progress work

81. When a CWBC is not able to progress work, it may recommend alternative working mechanisms to working by correspondence to the Commission, which may include but are not limited to:
 - a) convening a session that requires the simultaneous presence of all participants;
 - b) referring the work to another committee (other than the original committee) that has relevant expertise on the topic under consideration; or
 - c) discontinuing the work.
82. In addition, the chairperson has the opportunity, as part of the critical review process, to report on the status of work and prospects for advancement to the Commission for its consideration.

Voting

83. While the rules of procedure of the Commission provide for voting in situations where all efforts to achieve consensus have failed, CWBCs shall not resort to voting to resolve differences. In this regard, Rule VIII shall not be applicable to CWBCs.
84. Instead, the option of alternative mechanisms (as described above) to resolve differences which cannot be addressed otherwise shall be submitted to the Commission for its consideration.

Reporting to the Commission

85. CWBCs shall report to the Commission. As with reports of physical sessions of Codex committees, **coordinating committees** and ad hoc intergovernmental task forces, reports of CWBCs shall be prepared by the Codex Secretariat in consultation with the chairperson **and the host country secretariat**.
86. The conventions and practices that apply to drafting of reports of committees holding physical meetings should also be observed, to the extent relevant, by CWBCs. Reports of CWBCs should be objective and accurately reflect the discussions, conclusions, and recommendations.
87. Members of CWBCs have the right to ask that their positions, including reservations and opposition

to a recommendation or decision, be recorded in the report of the CWBC.

88. Members of CWBCs should refrain from raising issues or seeking inclusion of comments that were not relevant to the matters under consideration, and such comments will not be included in the report of the session consistent with the Commission's procedure and practice.
89. The draft report of the CWBC session should be made available to all participants who were registered in the session within one week of the conclusion of the agenda and deliberations. The procedures for review and comments should be clearly communicated to all participants.
90. The Codex Secretariat should circulate the final report, as adopted, in not less than three of the working languages of the Commission, within one month of conclusion of the CWBC session.