

CODEX ALIMENTARIUS COMMISSION



Food and Agriculture
Organization of the
United Nations



World Health
Organization

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Agenda item 4.1

GP/34 CRD18
Original Language Only

JOINT FAO/WHO FOOD STANDARDS PROGRAMME

CODEX COMMITTEE ON GENERAL PRINCIPLES

Thirty-fourth Session

Lille, France

2–6 June 2025

CODEX PROCEDURAL MANUAL: REVIEW OF THE PROCEDURES IN SECTION 3: GUIDELINES FOR SUBSIDIARY BODIES

Report on the comments received in reply to the circular letter 2025/33-GP

Prepared by the United States of America (CCFH and CCCPL secretariat) and France (CCGP secretariat)

I. INTRODUCTION

1. The host secretariats working group, chaired by the United States of America (CCFH and CCCPL secretariats) and France (CCGP secretariat), proposed updates to Section 3 in [CX/GP 25/34/5](#). The circular letter (CL) 2025/33-GP was subsequently distributed to collect comments on the proposed updates in preparation for the 34th session of CCGP.
2. More than 250 comments were received in response to CL 2025/33-GP from 16 Members, 1 Member Organization and 1 Observer. The comments are enclosed in [CX/GP 25/34/5 Add.1](#). The chairs of the working group have carefully reviewed all the comments and incorporated most of the suggestions received as new possible updates for Section 3.
3. This CRD presents a summary of the general comments received in response to CL 2025/33-GP, on the views expressed on the overarching and specific issues previously identified in CX/GP 25/34/5, and signals new issues identified in responses to the CL that may necessitate discussions at the committee.
4. A summary of all comments received and consequential new proposed updates to Section 3 are presented in Appendix I.

II. GENERAL COMMENTS

5. The comments received were largely appreciative of the work realized by the host country secretariats. Responders to the CL agreed with most of the updates proposed considering they increased clarity, consistency and were in line with current working practices.
6. A large number of suggestions for new edits received aimed to further increase harmonization and consistency of the terminology used, for example by generalizing the use of the word “session” when referring to meetings of committees, or by clarifying, when appropriate, the distinction between a host of a committee and a host of an EWG or PWG.

7. Based on the comments received, some minor restructuring was made to certain sections, notably by moving a paragraph to another part or inverting two paragraphs.
8. Overall, there was no real divergence identified, and the new edits proposed to Section 3 can be considered as a solid basis for discussions at CCGP34.

III. COMMENTS ON PREVIOUSLY IDENTIFIED ISSUES

Overarching issues

Revision of the PWG and EWG guidelines

9. The chairs proposed in their initial working document three different options of possible follow-up work on the PWG and EWG guidelines:

- ✓ Option 1: development of single guidelines on Codex working groups intended to replace the current PWG and EWG guidelines;
- ✓ Option 2: in-depth revisions to the PWG and EWG guidelines to align them with current working practices, especially virtual modalities;
- ✓ Option 3: not undertaking further substantial work at this stage on the PWG and EWG guidelines.

10. The feedback received was systematically positive on the need to proceed with more in-depth revisions of the guidelines given their outdated state. The different views expressed had different opinions regarding the preferred outcome between option 1 and option 2.

11. The chairs are of the opinion that option 1 – a streamlined text covering all types of working groups including virtual modalities – would be more efficient and less time consuming to develop. It would also be in line with the guidance of the *Codex Procedural Manual*, Section 3.2, paragraph 37.c encouraging the development of transversal texts that include specific provisions when necessary.

Meeting format and virtual modalities

12. Several comments expressed the need to better reflect in Section 3 the current practices regarding the use of virtual modalities in the context of participation to committee sessions. It was notably suggested that detailed information on meeting format be provided in the invitation to committee sessions.

13. However, given the opinion provided by the Codex secretariat and the FAO Legal Office in [GP34/CRD02](#), the chairs have made limited changes in that direction and suggest to further discuss the matter at the plenary. A possible way forward could be the use of language flexible enough and compatible with the parent organizations' legal framework. The chairs notably propose in paragraph 15 that the invitation to committee sessions contains information on "meeting arrangements", if appropriate.

Specific issues

Paragraph 32: Recording an opposition from Observer countries

14. Several comments were received requesting either additional clarification on the possibility for Observer countries to record an opposition to a decision, or even to delete the concerned provision as it was perceived that this was not a prerogative of Observer countries.

15. The chairs recommend that, subject to a favorable opinion from the Codex secretariat and the Legal Offices, the concerned text be deleted as the participation of Observer countries to Codex committee meetings is now very rare in any case.

Paragraph 36: Step 5/8

16. The views expressed were all in favor of mentioning Step 5/8 in paragraph 36. Considering that the Codex secretariat also suggests, in relation to agenda item 4.2, to add an explanatory footnote on adoption at Step 5/8 in Section 2.1, the chairs consider that this addition in Section 3.2 would be useful and in line with current practices.

Paragraph 37: Preface of standards

17. The comments received were of the opinion that the section related to the preface of standards was outdated. The chairs therefore propose to delete it, considering that a preface is not part of the actual content of a Codex standard but is rather governed by FAO publishing rules.

Paragraphs 94-96, 124-126: Composition of PWG/EWG

18. Members were of the opinion that these two sections were largely outdated and requested either to ask for additional clarification or to delete them entirely. However, the chairs consider that these sections contain important concepts for PWGs/EWGs that are still relevant in the current context (representation, participation of Observers).
19. If follow-up work is undertaken on the PWG and EWG guidelines, there could be opportunities to update these texts in line with current practices.

IV. NEW ISSUES ARISING FROM CIRCULAR LETTER COMMENTS

Working languages

20. The host secretariat working group initially proposed to harmonize the terminology related to the languages used in Codex by “official working languages”. However, the comments received expressed reluctance and were more in favor of using “working languages” only. Furthermore, the chairs were subsequently informed that, in FAO, WHO and the broader UN system, common terminology used was either “languages”, “working languages” or “official languages”. Considering that the Rules of procedure of the Commission also refer to “working languages”, the chairs consider that this term would be more appropriate.
21. Other comments in relation to languages were received asking for more information and clarity about the linguistic regime in various Codex meetings (Commission, committees, EWG/PWG), especially the number of languages to be used and which ones are admissible in different contexts.
22. The chairs would also welcome such clarifications from the Codex secretariat during CCGP34.

Paragraph 48: addition of a footnote on the record of the views expressed by Member Organizations and their Member States

23. It was suggested to add a footnote in paragraph 48 mirroring footnote 2 included in Rule II of procedure of the Commission. This footnote would state that “Where the views of the party not having the right to vote are reflected in the report, the fact that they are the views of the party not having the right to vote shall also be reflected in the report”.
24. The chairs suggest that this issue be discussed at the plenary considering its possible legal implications.

Additional information in Section 3.1

25. Different members suggested that new information be added to Section 3.1: information sharing on host country logistics, sustainability considerations in organizing committee sessions, definition of working documents and discussion papers.
26. While the incorporation of such new provisions in Section 3.1 would not be in the mandate of the host secretariat working group, the chairs consider that these suggestions may benefit from discussions at the plenary of CCGP34.

V. RECOMMENDATIONS

27. The chairs have reviewed all the comments received in response to CL 2025/33-GP and proposed further updates to Section 3 of the Procedural manual in Appendix I.
28. Where the comments were not incorporated, were incorporated with modifications, or where more discussions are needed, the chairs have provided a rationale.
29. The chairs of the host secretariats working group recommend that CCGP34:
 - i. Taking into account the above-mentioned issues, where relevant, consider and agree upon the new edits made to Sections 3.1 to 3.3 that are enclosed in Appendix I (Tables 1 to 3) of this CRD and forward them to CAC48 for final adoption and integration in a future edition of the *Codex Procedural Manual*;
 - ii. Discuss the outstanding questions on the structure and the need to further refine Sections 3.5 and 3.6 on PWGs and EWGs:

- Option 1: new work to merge and update into a single “Codex working groups” guidelines intended to replace the current Sections 3.5 and 3.6, covering all working modalities, including virtual components;
- Option 2: new work to update Sections 3.5 and 3.6, maintaining them as separate texts, covering all working modalities, including virtual components;
- Option 3: consider and agree upon the new edits made to Sections 3.5 and 3.6 located in Appendix I (Tables 4 and 5) of this CRD and forward them CAC48 for final adoption and integration in a future edition of the *Codex Procedural Manual*.

APPENDIX I

REVISED PROPOSED UPDATES TO SECTION 3

(Note: this document does not include paragraphs on which no edits were initially proposed by the host secretariats working group and no comments were received in response to CL 2025/33-GP)

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

Original text, including proposed updates from CX/GP 25/34/5 (in red)	Comments received	Recommendations (new edits in track change)
Title 3.1 Guidelines to host governments of Codex committees, coordinating committees and ad hoc intergovernmental task forces	Identification of “coordinating committees” brings clarity.	Title 3.1 Guidelines to host governments of Codex committees, coordinating committees and ad hoc intergovernmental task forces
Introduction 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 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. [...]	Addition of a comma following the title of Section 2.1 to clarify.	Introduction 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 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. [...] <i>Comma added. Note: the Codex secretariat had already made this editorial update in the working document CX/GP 25/34/5 (version updated on May, 19).</i>
Observers 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	Proposal to replace the word “memoranda” by “comments” as usually used in Codex.	Observers 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

<p>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), 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>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 <u>memoranda</u> <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>Chairperson and host country</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. The chairperson may be supported by one or more assistants or co-chairpersons designated by the host country.</p>	<p>No opposition received from Members in response to this additional sentence.</p> <p>Suggestions to clarify that an assistant and a co-chairperson can be designated at the same time, and that both come from the host country.</p> <p>Opinion from the Codex secretariat: current provisions do not preclude the use of an assistant and that the absence of definition might create confusion.</p>	<p>Chairperson and host country</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. The chairperson may be supported by one or more assistants <u>and/or</u> co-chairpersons designated by the host country <u>from among its own nationals</u>.</p> <p><i>Common practice in several committees for chairpersons to be supported by an assistant and/or a co-chairperson, including in the absence of co-hosting country.</i></p> <p><i>Assistants help the chairperson in the conduct of committee sessions (taking notes, technical expertise, etc.) but do not chair the session. Co-chairperson are given the responsibility to chair certain agenda items.</i></p>
<p>Host country Secretariat</p> <p>7.—A Member Nation to which a Codex committee has been assigned The host country is responsible for providing all conference</p>	<p>Suggestion to add that administrative support staff should “be able to work easily in at least one of the languages used at the session”, as host secretariats are not always multilingual.</p>	<p>Host country Secretariat</p> <p>7.—A Member Nation to which a Codex committee has been assigned The host country is responsible for providing all conference</p>

<p>services including the secretariat; referred to herein as host country secretariat. The host country secretariat should have adequate administrative support staff able to work easily in the languages used at the session and should have at its disposal adequate information and communications technology—tools for the session to function efficiently. Simultaneous interpretation, preferably simultaneous, should be provided from and into all of the official working languages used at the session, and if the report of the session is to be adopted in more than one of the official working languages of the committee, then the translation services of a translator should be available. The committee secretariat and the Codex Secretariat are charged with the preparation of the draft report in consultation with the rapporteurs, if any.</p>	<p>Interpreters are not part of the host secretariat <i>per se</i>.</p>	<p>services including the secretariat; referred to herein as host country secretariat. The host country 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 and communications technology—tools for the session to function efficiently. Simultaneous interpretation, preferably simultaneous, should be provided from and into all of the official—working languages used at the session, and <u>if the report of the session is to be adopted in more than one of the official working languages of the committee, then the translation services of a translator</u> should be available <u>to translate the report of the session in 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> <p><i>The term “official working languages” has been changed to “working languages”, in line with the rationale provided under paragraph 14.</i></p> <p><i>Additional changes were made to ensure that reports of committee sessions are translated in all working languages of the committee, in line with current practices and as reflected in the new paragraph 19 (see below).</i></p>
<p>Duties and terms of reference</p> <p>8. The duties of a Codex committee shall include:</p> <p>a) the drawing up of a list of priorities as appropriate, among the subjects and products within its terms of reference;</p> <p>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</p>	<p>Under point e), to retain the words “where necessary as there may not be any difficulty encountered during a session.</p>	<p>Duties and terms of reference</p> <p>8. The duties of a Codex committee shall include:</p> <p>a) the drawing up of a list of priorities as appropriate, among the subjects and products within its terms of reference;</p> <p>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</p>

<p>food products;</p> <p>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;</p> <p>d) preparation of draft Codex standards and related texts within its terms of reference;</p> <p>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</p> <p>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.</p>		<p>food products;</p> <p>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;</p> <p>d) preparation of draft Codex standards and related texts within its terms of reference;</p> <p>e) reporting, after each of its sessions, to each session of the Commission on the progress of its work and, <u>where necessary, on</u> any difficulties encountered, including those caused by its terms of reference, together with suggestions for their amendment; and</p> <p>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.</p>
<p>Date and place</p> <p>9. A host country is consulted by the Directors-General of FAO and WHO before they determine when and where a session of this committee shall be convened. In determining the place of the session, consideration should be given to its accessibility.</p>	<p>Change “this committee” to “the committee”.</p> <p>Information from the Codex secretariat that the possible mention here of the format of meetings and virtual participation would not be in line with FAO Basic Text and Codex Rules of Procedure.</p>	<p>Date and place</p> <p>9. A host country is consulted by the Directors-General of FAO and WHO before they determine when and where a session of this-the committee shall be convened. In determining the place of the session, consideration should be given to its accessibility.</p> <p><i>The question of meeting format and virtual participation would need to be addressed by the committee.</i></p>
<p>Co-hosting arrangements</p> <p>10. The host country should consider arrangements for holding Codex sessions in developing countries.</p>	<p>To clarify that co-hosting is not considered for every single session of the committee.</p> <p>To add the following text: “The host country of a Codex committee”.</p>	<p>Co-hosting arrangements</p> <p>10. The-When considering co-hosting, the host country should consider arrangements for holding Codex sessions in developing countries, <u>when possible</u>.</p> <p><i>Agreement with the first suggestion. Adding “Codex committee” is redundant according to</i></p>

		<i>the definition given in paragraph 4.</i>
11. The country, different from the host country, in which the session is held is in following referred to as “co-host country”.	To replace “in following” by “herein” for consistency with paragraph 7.	11. The country, different from the host country, in which the session is held is in following <u>herein</u> referred to as “co-host country”.
<p>12. The host country and co-host country should 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 interfere with the time frame for the distribution of the official invitations to the session as mentioned in these guidelines.</p> <p>Note: Practical information and timelines for co-hosting arrangements can be found on the Codex website at:</p> <p>www.codexalimentarius.orghttps://www.fao.org/fao-who-codexalimentarius/meetings/co-host/en/.</p>	<p>To clarify that co-hosting involves cost-sharing by including the text:</p> <p>“The host country and co-host country should <u>agree on financial and all other responsibilities to</u> ensure that all arrangements [...]”.</p>	<p>12. The host country and co-host country should <u>agree on financial and all other responsibilities to</u> 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 <u>to</u> interfere with the time frame for the distribution of the official invitations to the session as mentioned in these guidelines.</p> <p>Note: Practical information and timelines for co-hosting arrangements can be found on the Codex website at:</p> <p>www.codexalimentarius.orghttps://www.fao.org/fao-who-codexalimentarius/meetings/co-host/en/.</p>
<p>Co-host country co-chairpersoning</p> <p>13. The host country may invite the co-host country to appoint an official as a co-chair<u>person</u> for the session</p>	No comments received	<p>Co-host country co-chairpersoning</p> <p>13. The host country may invite the co-host country to appoint an official as a co-chair<u>person</u> for the session</p>
<p>Invitations and provisional agenda</p> <p>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 issue 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</p>	<p>Suggestions from Members to:</p> <ul style="list-style-type: none"> - use the term “official working languages used at the session” consistently here in other paragraphs; - replace the last word “meeting” with “session”; - add “other authorities” in the list of recipients of invitations; - indicate that “international organizations <u>with observer status</u>” are recipients of invitations; - replace “issue” by “issuance” (editorial). <p>Reminder from the Codex secretariat and FAO legal office that the Rules of procedure of the</p>	<p>Invitations and provisional agenda</p> <p>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 issue <u>issuance</u> by the Directors-General to all Members and Associate Members of FAO and WHO or, in the case of coordinating committees, to the</p>

<p>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 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 as the case may be). The invitation and provisional agenda will be translated and distributed by FAO/WHO to the Codex contact points and interested international organizations, in accordance with the official mailing lists of FAO and WHO, in the official working languages of the Commission concerned committee at least four months before the date of the meeting.</p>	<p>Commission states that the provisional agenda of CAC should be circulated at least two months before the session. These Rules apply <i>mutatis mutandis</i> to the subsidiary bodies.</p>	<p>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 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 <u>other authorities</u> as the case may be). The invitation and provisional agenda will be translated and distributed by FAO/WHO to the Codex contact points and <u>interested-selected</u> international organizations, in accordance with the official mailing lists of FAO and WHO, in the <u>official</u> working languages of the Commission concerned committee at least four months before the date of the <u>meeting session</u>.</p> <p><i>On languages: the chairs were informed by FAO legal office that usual terminology was either “languages”, “official languages”, “working languages” but not “official working languages”. Noting that Article XIV of the Rules of procedure of the Commission already uses the term “working languages”, the chairs suggest to harmonize Section 3 with this terminology.</i></p> <p><i>On international organizations: the chairs suggest not to specify “with observer status” in case the invitations are actually distributed to non-Observer organizations. The chairs also suggest to replace the word “interested” by “selected” in accordance with the current wording of the official invitations.</i></p> <p><i>On timeframe: while the Rules of procedure indicate a distribution of the invitation two months in advance, this applies to CAC sessions. The chairs understand that the use of</i></p>
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		<p><i>the term “mutatis mutandis” in the context of subsidiary bodies indicate the possibility to introduce necessary changes when applying these provisions to these bodies.</i></p>
<p>Invitations and provisional agenda</p> <p>15. Invitations should include the following:</p> <ul style="list-style-type: none"> a) title of the Codex committee; b) time and date of opening and date of closing of the session; c) place of the session; d) official working languages 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. 	<p>Suggestions:</p> <ul style="list-style-type: none"> - to harmonize the term “official working languages”, in line with previous comments; - to add the words “Codex contact points of Members and of international organizations” to indicate that CCPs of both Members and INGO should register delegates. - to add on new point h) on meeting format. 	<p>Invitations and provisional agenda</p> <p>15. Invitations should include the following:</p> <ul style="list-style-type: none"> a) title of the Codex committee; b) time and date of opening and date of closing of the session; c) place of the session <u>and, if appropriate, information on meeting arrangements;</u> d) official working languages <u>used at the session to be used and arrangements for interpretation, i.e. whether simultaneous or not;</u> 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. <p><i>On languages: see rational provided under paragraph 14.</i></p> <p><i>On CCPs: according to Section 6.1 Core functions of Codex contact points, only governments have CCPs, not INGOs.</i></p>

		<i>On meeting format: considering the legal advice provided, the chairs propose the alternative wording "meeting arrangements" that are less specific and may be compatible with the Rules of procedure and FAO Basic Texts.</i>
<p>16. Replies to invitations, in the form of registration to the session, will normally be requested to be sent to reach the Chairperson as early as possible and in any case not less than 30 days before the session. A copy should be sent also to the Secretary, CAC, Joint FAO/WHO Food Standards Programme, FAO, Rome. It is of the utmost importance that by the date requested 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.</p>	<p>Suggestions to rephrase the first sentence for clarity and to replace the verb "sent" by "provided".</p>	<p>16. Replies to invitations, in the form of registration to the session, 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.</p>
<p>17. The provisional agenda should state the time, date and place of the meeting and should include the following items:</p> <ul style="list-style-type: none"> 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 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 	<p>Suggestion to replace "meeting" by "session" and to add the words "standards <u>and related texts</u>".</p>	<p>17. The provisional agenda should state the time, date and place of the meeting <u>session</u> and should include the following items:</p> <ul style="list-style-type: none"> 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 <u>and related texts</u> 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.

f) adoption of draft the report.		
<p>18. The work of the committee and the length of the meeting 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.</p>	<p>Suggestions to:</p> <ul style="list-style-type: none"> - replace "committee" by "session"; - replace "discussions and conclusions" by "deliberations" to convey the idea of extensive discussions. 	<p>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.</p> <p><i>Partial agreement with the first suggestion, the word "session" would better replace "meeting", in line with previous edits.</i></p> <p><i>On "deliberations", the chairs are of the view that the word is not currently used in Codex, that using "discussions and conclusions" is clearer and in line with the actual structure of reports.</i></p>
<p>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 official working languages used at the session in sufficient time for consideration by the delegations.</p>	<p>Suggestion to add the words "official working languages <u>of the committee</u> used at the session". This would ensure consistency with paragraph 7 that distinguish between:</p> <ul style="list-style-type: none"> - languages used at the session for communication; and - the working languages used for the preparation of the report. 	<p>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 official-working languages used at the session<u>of the committee</u> in sufficient time for consideration by the delegations.</p> <p><i>Agreement with additional clarifications.</i></p>

<p>Organization of work</p> <p>19. A Codex or-coordinating committee may assign-request Member Nations, Member Organizations or international organizations represented at sessions of the committee 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.</p>	<p>Suggestions to edit the text as follow:</p> <ul style="list-style-type: none"> - "international organizations with observer status represented at sessions"; - "A Codex or-coordinating committee may assign request Member Nations, Member Organizations Members or international organizations represented at sessions"; - A Codex or-coordinating committee may assign-request Member Nations, Member Organizations or international organizations represented at sessions of the committee session to accomplish specific tasks" <p>The need to ensure consistency in the use of terms (i.e. "Member", "Member nation", "nation", "Member country", or "country") in the entire Manual was highlighted.</p>	<p>Organization of work</p> <p>19. A Codex or-coordinating committee may assign-request Member Nations, Member OrganizationsMembers or international organizations represented at sessions of the committee 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.</p> <p><i>On international organizations: adding "with observer status" may exclude FAO and WHO as parent organizations that do not have Observer status, or any other organization willing to undertake work at the request of the Commission.</i></p>
<p>20. Ad hoc working groups established to accomplish specific tasks shall be disbanded once the tasks have been accomplished as determined by the committee.</p>	<p>Suggestion to add the following phrase at the end of the paragraph: "<u>or when the time limit allocated for the work has expired</u>".</p>	<p>20. Ad hoc working groups established to accomplish specific tasks shall be disbanded once the tasks have been accomplished as determined by the committee, <u>or when the time limit allocated for the work has expired</u>.</p> <p><i>Agreement, as it is consistent with paragraph 105 and does not preclude the Commission to give an extension of time.</i></p>
<p>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.</p>	<p>No comments received.</p>	<p>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.</p>
<p>(TO BE SWITCHED DOWN AS PARA 23) Preparation and Distribution of papers documents</p> <p>22. (PARA 23) Papers Working documents for a session should be made publicly available in the relevantall of the official working languages</p>	<p>Suggestion to add "<u>working</u> documents" in the title.</p>	<p>(TO BE SWITCHED DOWN AS PARA 23) Preparation and Distribution of papers <u>working documents</u></p> <p>22. (PARA 23) Papers Working documents for a session should be made publicly available in the relevantall of the official working languages</p>

<p>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.</p>		<p>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.</p>
<p>(TO BE SWITCHED UP AS PARA 22) NEW TITLE: Preparation of documents</p> <p>23. (PARA 22) Papers-Working documents for a session prepared by participants and working group chairs must be drafted-submitted in one or more of the official 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 committee to ensure translation by the host country into the official working languages of the session to be included in the distribution of papers for the session.</p>	<p>Suggestions to:</p> <ul style="list-style-type: none"> - Add "<u>working</u> documents" in the title and include a footnote referring to Section 5.1 (as in paragraph 25); - Include this sentence at the beginning: "<u>Documents for consideration at a session are referred to as "working documents."</u> <u>Working documents include "discussion papers," which are intended primarily to initiate discussion on new topics.</u>" - Replace "meeting" and "committee", where appropriate, by "session"; - Retain the following text: "must be drafted submitted in one or more of the official working languages of the <u>Commission, which should, if possible, be one of the languages used in the</u> Codex committee concerned."; - Delete "translation by the host country into the <u>official</u> working languages". 	<p>(TO BE SWITCHED UP AS PARA 22) NEW TITLE: Preparation of <u>working documents</u> (add following footnote: See Section 5.1 for references for Codex documents.)</p> <p>23. (PARA 22) Papers-Working documents for a session prepared by participants and working group chairs must be drafted-submitted in one or more of the official 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 committee session to ensure translation by the host country into the official working languages of the session to be included in the distribution of papers for the session.</p> <p><i>Discussion papers are not always used in support of active work or new topics (e.g., to provide information, to initiate a discussion, etc.). They can also be submitted as CRDs just prior to the committee session and are not always discussed as part of the official agenda. The chairs propose not incorporating this suggestion.</i></p> <p><i>The working documents must be submitted in at least one the working languages used at the committee. If a committee works only in English, French or Spanish, working documents and comments should be submitted in at least one of those languages and not in any of the other</i></p>

		<p><i>working languages of the Commission. The chairs also propose not incorporating this suggestion.</i></p> <p><i>On the deletion of “by host country” in relation to the translation of working documents: the chairs agree as working documents are translated by FAO in the context of coordinating committees.</i></p>
24. Working 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.	No comments received.	24. Working 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 papers documents ^{xvi} are circulated available to those concerned within their own country and for ensuring that all necessary action is taken by the date specified.	Suggestion to add “ <u>working</u> documents”.	25. Codex contact points will be responsible for ensuring that <u>working</u> papers documents ^{xvi} 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.	No comments received.	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.
NEW TITLE. Conference room documents	Suggestions to:	NEW TITLE. Conference room documents

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

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

<p>NEW PARA 27. The reports of working groups held in conjunction with a committee session will be published as Conference room documents (CRDs). Comments related to the agenda items received after the established deadline may be published as CRDs.</p>	<ul style="list-style-type: none"> - Include further guidance on languages used in CRDs; - Reflect current practice regarding the nature of documents submitted as CRDs and to clarify that they are not in paper form anymore; - Indicate that CRDs may also contain comments related to circular letters; - Reflect that information provided by members in CRDs are not linked to a deadline and can be published early. 	<p>NEW PARA 27. The reports of working groups held in conjunction with a committee session will be published as Conference room documents (CRDs). <u>Comments, proposals or any other information related to the agenda items, received after the established deadline 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.</u></p> <p><i>Paragraph reworded to accommodate most of the comments received. The chairs suggest not to mention languages in relation with CRDs as practices vary across committees. Comments related to CLs are usually uploaded as addenda to working documents and not as CRDs.</i></p> <p><i>Giving the flexibility to publish CRDs as soon as available is now possible as they are not physical anymore and can help delegates in preparing a committee session in a timely manner.</i></p>
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Table 2: Section 3.2 Guidelines on the conduct of meetings of Codex committees, coordinating committees and ad hoc intergovernmental task forces

Original text, including proposed updates from CX/GP 25/34/5 (in red)	Comments received	Recommendations (new edits in track change)
<p>Title</p> <p>Section 3.2 Guidelines on the conduct of meetings of Codex committees, coordinating committees and ad hoc intergovernmental task forces</p>	<p>No comments received.</p>	<p>Title</p> <p>Section 3.2 Guidelines on the conduct of meetings of Codex committees, coordinating committees and ad hoc intergovernmental task forces</p>
<p>Introduction</p> <p>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</p>	<p>Addition of a comma after the title of Section 2.1, as in paragraph 1.</p>	<p>Introduction</p> <p>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</p>

<p>number of Codex committees and ad hoc intergovernmental task forces to prepare standards and related texts in accordance with Section 2.1: <u>Procedures for the elaboration of Codex standards and related texts</u> 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, <i>mutatis mutandis</i>, to Codex committees, coordinating committees and ad hoc intergovernmental task forces. The guidelines applying to the conduct of meetings 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.</p>	<p>Adding the words “The guidelines applying to the conduct of meetings of Codex committees (i.e., sessions) as described in this section”</p>	<p>number of Codex committees and ad hoc intergovernmental task forces to prepare standards and related texts in accordance with Section 2.1: <u>Procedures for the elaboration of Codex standards and related texts</u>, 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, <i>mutatis mutandis</i>, to Codex committees, coordinating committees and ad hoc intergovernmental task forces. The guidelines applying to the conduct of meetings of Codex committees <u>(also referred to herein as sessions)</u> as described in this section apply also to those of coordinating committees and to those of Codex ad hoc intergovernmental task forces.</p>
<p>Conduct of meetings</p> <p>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.</p>	<p>Deletion of the text “Meetings of Codex committees shall be held in public unless the committee decides otherwise” as this could undermine the core values of Codex.</p>	<p>Conduct of meetings</p> <p>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.</p>
<p>30. Only the chief—delegates—heads of delegations of Members, or of Observer countries or of international organizations have the right to speak unless they authorize other members of their delegations to do so.</p>	<p>Replacing “Observer countries” by “Observers”.</p>	<p>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.</p>
<p>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 organization—Member Organization and its members—Member States for each item, or subparts thereof, as appropriate, of the provisional agenda of a session, pursuant to the declaration of</p>	<p>Deletion of the words “thereof, as appropriate” as this statement is provided in all cases.</p>	<p>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 organization—Member Organization and its members—Member States for each item, or subparts thereof, as appropriate, of the provisional agenda of a session, pursuant to the declaration of</p>

<p>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.</p>		<p>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.</p>
<p>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.</p>	<p>Comments of different nature received on the bracketed text:</p> <ul style="list-style-type: none"> - Maintain the text; <p>Request for legal advice on this provision in relation with Rule IX;</p> <ul style="list-style-type: none"> - Deletion of the text as Observer countries should not be permitted to record an opposition or a reservation; - Request for a more detailed categorization of Observers (countries and organizations); <p>A comment highlighted the need for additional guidance on the rationale to be provided when opposing a decision and a more detailed language regarding the use of reservations vs. opposition. The following edits were also suggested:</p> <p>"This statement should not merely use a phrase such as: "The delegation of X reserved its position" but should state the rationale for opposing the decision and make clear the extent of the delegation's opposition to a particular decision of the committee and state express whether they were simply opposed to reserve their position or oppose the decision progressing or wished for a further opportunity to consider the question."</p>	<p>32. Delegations from Members [and delegations from Observer countries] who wish their opposition-disagreement 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 positiontheir reservation 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 <u>state the rationale for reserving their position and</u> make clear the extent of the delegation's opposition-disagreement 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.</p> <p><i>The chairs suggest that the text "and delegation from Observer countries" be deleted, subject to a favorable opinion from the Codex secretariat and legal offices.</i></p> <p><i>The chairs propose to change "opposition" with "reservation" in line with current practices. The term "extent of a delegation's reservation" covers the whole range of rationale, from opposition to a decision progressing through further opportunity to consider the question, or any other reason.</i></p>
<p>33. In preparing reports, the following points shall be borne in mind:</p> <p>a) Decisions should be clearly stated; action taken in regard to economic</p>	<p>Suggestions to include "and related texts" following the word "standards" in various occurrences and add under point a) the additional words "all decisions on draft</p>	<p>33. In preparing reports, the following points shall be borne in mind:</p> <p>a) Decisions should be clearly stated; action taken in regard to economic</p>

<p>impacts statements—should be fully recorded; all decisions on draft standards should be accompanied by an indication of the step in the procedure that the standards have reached.</p> <p>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.</p> <p>c) Where matters require attention by other Codex committees, this should be clearly stated.</p> <p>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:</p> <ol style="list-style-type: none"> standards considered at the session and the steps they have reached; standards 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 new standards proposed for consideration, the probable time of their consideration at Step 2 and the responsibility responsible party for drawing up the first draft. 	<p>standards <u>and related texts (hereinafter in this section referred to as “standards”)</u>.</p> <p>Request for clarification on the sentence “action taken in regard to economic impacts should be fully recorded” and its practical implementation in today’s context.</p>	<p>impacts statements—should be fully recorded; all decisions on draft standards <u>and related texts</u> should be accompanied by an indication of the step in the procedure that <u>these standards and related texts</u> have reached.</p> <p>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.</p> <p>c) Where matters require attention by other Codex committees, this should be clearly stated.</p> <p>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:</p> <ol style="list-style-type: none"> standards <u>and related texts</u> considered at the session and the steps they have reached; standards <u>and related texts</u> 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 new standards <u>and related texts</u> proposed for consideration, the probable time of their consideration at Step 2 and the responsibility responsible party for drawing up the first draft.
<p>34. The following appendices should be attached to the report:</p>	<p>Under b), mention of “draft standards <u>and proposed draft standards</u>”</p>	<p>34. The following appendices should be attached to the report:</p>

<p>a) list of participants with full postal addresses; and</p> <p>b) draft standards with an indication of the step in the procedure which has been reached; and-</p> <p>c) new work proposals submitted by the committee to the Commission for approval.</p> <p>If relevant, information documents agreed upon by the committee may also be attached to the report.</p>	<p>New additional points after c):</p> <ul style="list-style-type: none"> - <u>“provisions for revocation or discontinuation of work, if any”</u> - <u>“replies to matters referred from the Commission and/or other committees.”</u> <p>Addition of a footnote associated with information documents that includes a link to the guidance available on the Codex webpage on such documents and as agreed by CCGP28 (2014) and endorsed by CAC37 (2014).</p>	<p>a) list of participants with full postal addresses; and</p> <p>b) <u>proposed draft standards and</u> draft standards with an indication of the step in the procedure which has been reached; and-</p> <p>c) <u>new work proposals submitted by the committee to the Commission for approval;</u></p> <p>e)d)<u>provisions or work proposed for revocation or discontinuation.</u></p> <p>If relevant, information documents <u>(add footnote: Guidance on information documents can be found on the Codex website at: https://www.fao.org/fao-who-codexalimentarius/resources/inf-doc/en/)</u> agreed upon by the committee may also be attached to the report.</p> <p><i>The chairs acknowledge that replies to matters referred may be captured in appendices. However, common practice is to capture them in the discussions and/or conclusions of the report. This paragraph is not intended to be an extensive list.</i></p>
<p>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 official working languages of the committee, is made available to all Members and Observers of the Commission on the Codex website.</p>	<p>No comments received</p>	<p>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 official working languages of the committee, is made available to all Members and Observers of the Commission on the Codex website.</p>
<p>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, 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</p>	<p>Unanimous support for the inclusion of standards at Step 5/8.</p>	<p>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, 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</p>

to allow such comments to be considered by the Commission.		to allow such comments to be considered by the Commission. <i>This addition is in line with the footnote proposed by the Codex secretariat in Section 2.1 (see agenda item 4.2).</i>
<p>Drawing up of Codex standards</p> <p>37. A Codex committee, in drawing up standards and related texts, should bear in mind the following:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 general standard or related text with specific provisions as necessary for 	<p>Suggestions to:</p> <ul style="list-style-type: none"> - Add "and related texts" in the title; - Move this entire paragraph 37 in Section 2.1 or 2.6, while specific information under point b) may be added to the section "reports"; - Delete or update point b) as it is outdated and not in line with current practices. - Update point b) pending the conclusions of CCGP on the use of FAO publishing rules (agenda item 5 of CCGP34). <p>On point a): it is not necessary to single out individual sections of the PM. All relevant provisions should be taken into account when drawing up standards.</p> <p>Adding the following texts:</p> <ul style="list-style-type: none"> - Point b) ii.: "a brief description of the scope and where applicable purpose(s) of the standard or related text"; - Point c): "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)" 	<p>Drawing up of Codex standards</p> <p>37. A Codex committee, in drawing up standards and related texts, should bear in mind the following:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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

subcategories.		<p>necessary for subcategories <u>(e.g., annexes)</u>.</p> <p><i>The chairs recommend to delete point b) as it is largely outdated and not in line with current practices. In all cases, FAO publishing rules must apply.</i></p> <p><i>If specific provisions about the content or structure of Codex standards are needed, they should be included in Section 2 and not in these guidelines on the conduct of meetings.</i></p>
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Table 3: Section 3.3 Guidelines to chairpersons of Codex committees, **coordinating committees and ad hoc intergovernmental task forces**

Original text, including proposed updates from CX/GP 25/34/5 (in red)	Comments received	Recommendations (new edits in track change)
Title Section 3.3 Guidelines to chairpersons of Codex committees, coordinating committees and ad hoc intergovernmental task forces	No comments received.	Title Section 3.3 Guidelines to chairpersons of Codex committees, coordinating committees and ad hoc intergovernmental task forces
Introduction 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: <u>Procedures for the elaboration of Codex standards and related texts</u> 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, <i>mutatis mutandis</i> , 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	Addition of a comma following the title of Section 2.1 to clarify.	Introduction 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: <u>Procedures for the elaboration of Codex standards and related texts</u> , 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, <i>mutatis mutandis</i> , 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.		and to those of Codex ad hoc intergovernmental task forces.
Designation 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. In the following, this nation is referred to as host country. The Member Nation concerned 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 or more assistants or co-chairpersons designated by the host country.	Proposed edits: " <u>Herein</u> In the following, this nation Membre Nation is referred to as 'host country'." Other similar comments as under paragraph 5 above.	Designation 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. In the following, <u>Herein,</u> this Member Nation <u>Member Nation</u> is referred to as host country. The Member Nation concerned 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 assistants or co-chairpersons designated by the host country from among its own nationals.
Criteria for the appointment of chairpersons 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	No comments received.	Criteria for the appointment of chairpersons 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

<p>international, governmental, or non-governmental organizations;</p> <p>e) to be able to communicate clearly both orally and in writing in one of the working languages of the Commission;</p> <p>f) to have demonstrated ability in chairing meetings with objectivity and impartiality, and in facilitating consensus building;</p> <p>g) to exercise tact and sensitivity to issues of particular importance to Members of the Commission; and</p> <p>h) not to engage and/or not to have engaged in activities which could give rise to a conflict of interest on any item on the agenda of the committee.</p>		<p>international, governmental, or non-governmental organizations;</p> <p>e) to be able to communicate clearly both orally and in writing in one of the working languages of the Commission;</p> <p>f) to have demonstrated ability in chairing meetings with objectivity and impartiality, and in facilitating consensus building;</p> <p>g) to exercise tact and sensitivity to issues of particular importance to Members of the Commission; and</p> <p>h) not to engage and/or not to have engaged in activities which could give rise to a conflict of interest on any item on the agenda of the committee.</p>
<p>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.</p>	<p>No comments received, editorial.</p>	<p>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.</p>
<p>44. Meetings 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."</p>	<p>Suggestion to add the following text: "Meetings <u>of Codex committees (i.e., sessions)</u> should be conducted in accordance with..."</p>	<p>44. Meetings <u>of Codex committees, also referred to as sessions</u>, 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."</p>
<p>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</p>	<p>Suggestion to replace "committees" by "subsidiary bodies" to encompass Codex committees, ad hoc intergovernmental task forces, and coordinating committees.</p>	<p>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</p>

<p>closure of discussions on a particular item, reconsideration of a subject already decided and the order in which amendments should be dealt with.</p>		<p>closure of discussions on a particular item, reconsideration of a subject already decided and the order in which amendments should be dealt with.</p> <p><i>According to paragraph 38 (introduction), the current guidelines applying to chairpersons of Codex committees also apply to those of coordinating committees and task forces. Therefore, the term “Codex committees” is to be understood as covering these three types of subsidiary bodies. Furthermore, according to Rule XI, there exists subsidiary bodies other than Codex committees, coordinating and task forces (see Rule XI.1.a). These subsidiary bodies are not included in the scope of these guidelines.</i></p>
<p>47. Chairpersons should also ensure that the written comments, received in a timely manner, of Members and Observers not present at the session are considered by the committee and that all issues are put clearly to the committee. This can usually best be done by stating what appears to be the generally acceptable view and asking delegates whether they have any objection to its being adopted.</p>	<p>Suggestion to break the text in two different paragraphs:</p> <p>“... that all issues are put clearly to the committee.</p> <p><u>47bis. Consensus can usually</u> best be <u>done reached</u> by stating...”</p>	<p>47. Chairpersons should also ensure that the written comments, received in a timely manner, of Members and Observers not present at the session are considered by the committee and that all issues are put clearly to the committee.</p> <p>47bis. This<u>Consensus</u> can be usually best be done<u>reached</u> by stating what appears to be the generally acceptable view and asking delegates whether they have any objection to its being adopted.</p>
<p>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 Member States in the conduct of meetings, including assessing of the situation with regard to the party which has the right to vote.</p>	<p>Add a footnote at the end of the paragraph mirroring footnote ii in Rule II: “...which has the right to vote. <u>(Add footnote: Where the views of the party not having the right to vote are reflected in the report, the fact that they are the views of the party not having the right to vote shall also be reflected in the report)</u></p>	<p>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 Member States in the conduct of meetings, including assessing of the situation with regard to the party which has the right to vote.</p> <p><i>Footnote ii under Rule II is used in a specific context related to agenda items falling under the competence of both a Member Organization and its Members States (“shared competence”).</i></p>

		<i>As this inclusion proposed here could have legal repercussions, the chairs recommend that the subject be further discussed at the committee.</i>
<p>52. When working out the means of progressing the work of a committee, the chairperson should consider:</p> <ul style="list-style-type: none"> a) the need for timely progress in developing standards; b) the need to achieve consensus among the Members as to the content of, and justification for, proposed standards; and c) the importance of achieving consensus at all stages of the elaboration of standards and that draft standards should, as a matter of principle, be submitted to the Commission for adoption only where consensus has been achieved at the technical level. 	<p>Suggestion to add “and related texts” after “standards” and to include “proposed draft standards” under point c).</p>	<p>52. When working out the means of progressing the work of a committee, the chairperson should consider:</p> <ul style="list-style-type: none"> a) the need for timely progress in developing standards <u>and related texts</u>; b) the need to achieve consensus among the Members as to the content of, and justification for, proposed standards <u>and related texts</u>; and c) the importance of achieving consensus at all stages of the elaboration of standards and that <u>proposed draft or draft standards and related texts</u> should, as a matter of principle, be submitted to the Commission for adoption only where consensus has been achieved at the technical level.
<p>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:</p> <ul style="list-style-type: none"> a) Ensuring that: <ul style="list-style-type: none"> 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 	<p>Suggestions to:</p> <ul style="list-style-type: none"> - Move b) to a) i.; - Move f) to b) for better clarity; - Delete the proposed new text under a) iv. as concerns forms are used in the only context of CCPR and CCRVDF work and are regulated by the provisions of Section 4. - Modify a) iv. as follows: “...the risk analysis principles of the committees concerned, the use of a concern form <u>is used</u> to provide...”. 	<p>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:</p> <ul style="list-style-type: none"> a) Ensuring that: <ul style="list-style-type: none"> <u>i. issues are thoroughly discussed at meetings of the committees concerned;</u> i.ii. <u>the scientific basis is well established on current data including, wherever possible, scientific data and intake and exposure information from the developing countries;</u> ii.iii. <u>where data from developing countries are not available, an explicit request for collecting and</u>

<p>are carried out in order to clarify controversial issues; and-</p> <p>iv. where applicable under the risk analysis principles of the committees concerned, the use of a concern form to provide additional explanation on the scientific concern(s) for consideration by the competent Joint FAO/WHO expert bodies.</p> <p>b) Ensuring that issues are thoroughly discussed at meetings of the committees concerned.</p> <p>c) Organizing informal meetings of the parties concerned where disagreements arise, provided that the objectives of any such meetings are clearly defined by the committee concerned and that participation is open to all interested delegations and Observers in order to preserve transparency.</p> <p>d) Requesting the Commission, where possible, for a redefinition of the scope of the subject matter being considered for the elaboration of standards in order to cut out issues on which consensus cannot be reached.</p> <p>e) Ensuring that matters are not progressed from step to step until all relevant concerns are taken into account and adequate compromises worked out. ^{xviii}</p> <p>f) Facilitating increased involvement and participation of developing countries.</p>		<p>making available such data is made; and</p> <p>iii-iv. where necessary, further studies are carried out in order to clarify controversial issues; and-</p> <p>iv-v. where applicable under the risk analysis principles of the committees concerned, the use of a concern form is used to provide additional explanation on the scientific concern(s) for consideration by the competent Joint FAO/WHO expert bodies.</p> <p>b) Ensuring that issues are thoroughly discussed at meetings of the committees concerned. — Facilitating increased involvement and participation of developing countries.</p> <p>c) Organizing informal meetings of the parties concerned where disagreements arise, provided that the objectives of any such meetings are clearly defined by the committee concerned and that participation is open to all interested delegations and Observers in order to preserve transparency.</p> <p>d) Requesting the Commission, where possible, for a redefinition of the scope of the subject matter being considered for the elaboration of standards in order to cut out issues on which consensus cannot be reached.</p> <p>e) Ensuring that matters are not progressed from step to step until all relevant concerns are taken into account and adequate compromises worked out. ^{xviii}</p> <p>f) Facilitating increased involvement and participation of developing countries.</p>
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		<i>The chairs consider that concern forms are an important tool for consensus-building and recommend maintaining point a)v.</i>
<p>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.</p> <ul style="list-style-type: none"> a) The committee concerned should clearly state the terms of reference of the facilitator. b) The facilitator should be experienced in Codex matters but neutral on the matter concerned. c) All parties participating in the process should agree on the selection of the facilitator. 	<p>Deletion of the word “orally” as such report may take the form of a CRD. For example, “Friends of the Chair” meeting established by CAC33 reported back to CAC 34 in writing (CX/CAC 11/34/3-Add.2).</p>	<p>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.</p> <ul style="list-style-type: none"> a) The committee concerned should clearly state the terms of reference of the facilitator. b) The facilitator should be experienced in Codex matters but neutral on the matter concerned. <p>All parties participating in the process should agree on the selection of the facilitator.</p>

Table 4: Section 3.5 Guidelines on physical working groups

Original text, including proposed updates from CX/GP 25/34/5 (in red)	Comments received	Recommendations (new edits in track change)
<p>Introduction</p> <p>91. Working groups should be ad hoc, open to all Members and Observers, take into account the problems of developing country participation, and only be established where there is consensus in the committee to do so and other strategies have been considered.</p>	<p>Suggestion to modify to the text as follows: “Physical working groups (PWGs) should be...” to avoid confusion with EWGs and make similar changes to the rest of the present guidelines.</p>	<p>Introduction</p> <p>91. <u>Physical</u> working groups (<u>PWGs</u>) should be ad hoc, open to all Members and Observers, take into account the problems of developing country participation, and only be established where there is consensus in the committee to do so and other strategies have been considered.</p>

<p>92. Section 1.2: Rules of procedure of the Codex Alimentarius Commission and the guidelines governing the work of a Codex committee shall apply, <i>mutatis mutandis</i>, to the working groups this committee establishes, unless stated otherwise in these guidelines. ^{XXIV}</p>	<p>Change “working groups” to “PWGs”.</p>	<p>92. Section 1.2: Rules of procedure of the Codex Alimentarius Commission and the guidelines governing the work of a Codex committee shall apply, <i>mutatis mutandis</i>, to the working groups <u>PWGs</u> this committee establishes, unless stated otherwise in these guidelines. ^{XXIV}</p>
<p>93. Section 3.5: Guidelines on physical working groups (hereinafter, “working groups”) established by Codex committees as described in these guidelines apply also to those established by regional coordinating committees and by Codex ad hoc intergovernmental task forces.</p>	<p>Change “physical working groups” in the title to “PWGs”.</p>	<p>93. Section 3.5: Guidelines on physical working groups (hereinafter, “working groups”) established by Codex committees as described in these guidelines apply also to those established by regional coordinating committees and by Codex ad hoc intergovernmental task forces.</p> <p><i>Change not introduced here as the title should be kept whole.</i></p>
<p>[Composition of working groups</p> <p>Membership</p> <p>94. Membership of a working group is notified to the chairperson of the Codex committee and to the host country secretariat of the committee.</p> <p>95. When establishing a working group, a Codex committee should ensure, as far as possible, that the membership is representative of the membership of the Commission.</p> <p>Observers</p> <p>96. Observers should notify the chairperson of the Codex committee and the host country secretariat of the committee of their wish to participate in a working group. Observers may participate in all sessions and activities of a working group, unless otherwise specified by the committee Members.]</p>	<p>Suggestion to delete the whole section 94-96 as the practices described are outdate.</p> <p>Clarity should be given on the circumstances under which participation of observers may be denied.</p> <p>Change “working group” to “PWG”.</p>	<p>[Composition of <u>physical</u> working groups</p> <p>Membership</p> <p>94. Membership of a working group <u>PWG</u> is notified to the chairperson of the Codex committee and to the host country secretariat of the committee.</p> <p>95. When establishing a working group <u>PWG</u>, a Codex committee should ensure, as far as possible, that the membership is representative of the membership of the Commission.</p> <p>Observers</p> <p>96. Observers should notify the chairperson of the Codex committee and the host country secretariat of the committee of their wish to participate in a working group <u>PWG</u>. Observers may participate in all sessions and activities of a working group <u>PWG</u>, unless otherwise specified by the committee Members.]</p> <p><i>The chairs agree that this section is largely outdated but are reluctant to delete it as it</i></p>

		<i>contains important concepts that are still relevant in the current context (representativity of PWGs, participation of Observers). The chairs recommend maintaining this section in the short term and to further discuss the need to undertake in-depth revisions of these guidelines and the following on EWGs.</i>
Organization and duties 97. A Codex committee may decide that the working groups will be managed by the host government country secretariat, or by another Member of the Commission, having volunteered to undertake this responsibility and having been accepted by the committee (hereinafter "the host").	Change "working group" to "PWG". Terminology: clarify that the "host" is the " working group host" to avoid confusion with the host country of the committee.	Organization and duties 97. A Codex committee may decide that the working groups <u>PWG</u> will be managed by the host government country secretariat, or by another Member of the Commission, having volunteered to undertake this responsibility and having been accepted by the committee (hereinafter "the <u>PWG</u> host"). <i>The chairs suggest to use the term "PWG host" rather than "working group host" to be in line with previous suggestions and edits.</i>
NEW PARA 98: A Codex committee may also decide to appoint additional volunteer Members to assist the host in leading the work of the working group (hereinafter "co-hosts"). Members should offer to operate as co-hosts only if they intend to take on a specific responsibility in co-leading the PWG.	Terminology: similar comments.	NEW PARA 98: A Codex committee may also decide to appoint additional volunteer Members to assist the <u>PWG</u> host in leading the work of the working group <u>PWG</u> (hereinafter " <u>PWG</u> co-hosts"). Members should offer to operate as <u>PWG</u> co-hosts only if they intend to take on a specific responsibility in co-leading the PWG. <u>The number of PWG co-hosts should be adapted to the nature and amount of work entrusted to the PWG.</u> <i>The last sentence is added here in mirror to the equivalent paragraph (new para 128) in the EWG guidelines and the comments received thereon.</i>
Chairperson 98. The host is responsible for appointing the chairperson of the working group. The co-hosts, if any, are responsible for appointing co-chairpersons to assist the chairperson in	Paragraphs 98-99 (title: Chairperson) are similar to paragraphs 128-129 (title: Management). Their titles should be aligned. Terminology: similar comments.	<u>PWG</u> Cchairperson 98. The <u>PWG</u> host is responsible for appointing the chairperson of the working group <u>PWG</u> . The PWG co-hosts, if any, are responsible for appointing PWG co-chairpersons to assist the

<p>leading the work of the working group.</p> <p>99. While selecting of the appointee(s), the host and co-host(s) may consider applying, where relevant, the Codex criteria for the appointment of chairpersons. ^{xxv}</p>	<p>New paragraph 98bis: <u>"The chairperson is responsible for facilitating discussions in a neutral and inclusive manner, ensuring that all views are heard and considered. In accordance with Section III.6 of the Codex Procedural Manual, the Chairperson shall promote transparency and consensus-building and guide the committee in reaching conclusions."</u></p>	<p>PWG chairperson in leading the work of the working group PWG.</p> <p>98bis. The PWG chairperson is responsible for facilitating discussions in a neutral and inclusive manner, ensuring that all views are heard and considered. The PWG chairperson shall promote transparency and consensus-building and guide the PWG in drawing up its recommendations.</p> <p>99. While selecting of the appointee(s), the PWG host and co-host(s) may consider applying, where relevant, the Codex criteria for the appointment of chairpersons. ^{xxv}</p> <p><i>On the title: while paragraphs 98 and 128 are indeed similar, paragraphs 99 and 129 currently differ as the latter one relates to the business of an EWG conducted by electronic means. However, under paragraph 129, another comment was also received suggesting to move it under another section. The chairs propose to follow this last suggestion and to i) include the text of paragraph 99 in paragraph 129 and ii) include the text of 98bis as a new 128bis. That way, the two sections can be strictly aligned and the title of paragraphs 128-129 can be reworded as "EWG chairperson", in consistency with the present section.</i></p>
<p>Secretariat Conference services</p> <p>100. The host is responsible for providing all conference services, as necessary, including such as a the secretariat and/or an assistant to the chairperson, for the working group and should meet all the requirements agreed upon by the committee, when the working group was established.</p>	<p>Terminology: similar comments on PWG.</p> <p>New proposed text to clarify the responsibilities:</p> <p><u>"The host country secretariat of the committee is responsible for providing all conference services, as necessary, including such as for the working group and should meet all the requirements agreed upon by the committee, when the working group was established, unless other arrangements have been made the a secretariat and/or an assistant to the chairperson, for the working group and should meet all the requirements</u></p>	<p>Secretariat Conference services</p> <p>100. <u>When the PWG is established in conjunction with a committee session, t</u>The host country secretariat of the committee is responsible for providing all conference services <u>for the PWG, as necessary, including such as a the secretariat and/or an assistant to the chairperson, for the working group and should meet all the requirements agreed upon by the committee, when the working group was established. When the PWG is not established in conjunction with a committee session, the</u></p>

	<u>agreed upon by the committee, when the working group was established.</u>	<p><u>PWG host is responsible for providing such services.</u></p> <p><i>Proposed text adapted to include PWGs held in conjunction with a committee session as this is the most common situation now. The requirements are described in the next paragraphs.</i></p>
<p>Duties and terms of reference</p> <p>101. The terms of reference of the working group shall be established by the committee during its plenary session, shall be limited to the immediate task at hand and normally shall not be subsequently modified.</p> <p>102. The terms of reference shall clearly state the objective(s) to be achieved by the establishment of the working group and the language(s) to be used. Interpretation and translation services should be provided in all languages of the committee, unless decided otherwise by the committee.</p> <p>103. The terms of reference shall clearly state the time frame by which the work is expected to be completed. The proposals/recommendations of a working group shall be presented to the committee for consideration.</p> <p>104. They shall not be binding on the committee.</p> <p>105. The working group shall be dissolved after the specified work has been completed or when the time limit allocated for the work has expired or at any other point in time, if the Codex committee which has established it, so decides.</p> <p>106. No decision on behalf of the committee, nor vote, either on point of substance or of procedure, shall take place in working groups.</p>	Terminology: similar comments on PWG.	<p>Duties and terms of reference</p> <p>101. The terms of reference of the working groupPWG shall be established by the committee during its plenary session, shall be limited to the immediate task at hand and normally shall not be subsequently modified.</p> <p>102. The terms of reference shall clearly state the objective(s) to be achieved by the establishment of the working groupPWG and the language(s) to be used. Interpretation and translation services should be provided in all working languages of the committee, unless decided otherwise by the committee.</p> <p>103. The terms of reference shall clearly state the time frame by which the work is expected to be completed. The proposals/recommendations of a working groupPWG shall be presented to the committee for consideration.</p> <p>104. They shall not be binding on the committee.</p> <p>105. The working groupPWG shall be dissolved after the specified work has been completed or when the time limit allocated for the work has expired or at any other point in time, if the Codex committee which has established it, so decides.</p> <p>106. No decision on behalf of the committee, nor vote, either on point of substance or of procedure, shall take place in working groupsPWGs.</p>

Date 107. A session of a working group may be held at any time, between two sessions or in conjunction with the a session of the committee, which has established it.	Terminology: similar comments.	Date 107. A session of a working group PWG may be held at any time, between two sessions or in conjunction with the a session of the committee, which has established it.
108. When convened between two sessions of the committee, the session of the working group should be scheduled as to allow the working group to report to the committee well in advance of the next meeting so that countries and other interested parties, that were not members of the working group, can comment on the proposals that the working group might put to the committee.	Terminology: similar comments. Suggestion to replace “countries” with “Members” and “other interested parties” by “Observers” for clarity.	108. When convened between two sessions of the committee, the session of the working group PWG should be scheduled as to allow the working group PWG to report to the committee well in advance of the next meeting session so that countries—Members and other interested parties Observers, that were not members of did not participate to the working group PWG, can comment on the proposals that the working group PWG might put to the committee.
109. When convened during in conjunction with a session of a committee, a working group should be scheduled so as to allow participation of all delegations present at the session.	Terminology: similar comments.	109. When convened during in conjunction with a session of a committee, a working group PWG should be scheduled so as to allow participation of all delegations present at the session.
Working group notification and provisional agenda 110. Sessions of a working group shall be convened by the chairperson designated by the host.	Terminology: similar comments.	Working—groupPWG notification and provisional agenda 110. Sessions of a working group PWG shall be convened by the chairperson designated by the PWG host.
111. If the working group is scheduled between two sessions of the committee, a notice of the working group meeting and provisional agenda shall be prepared, translated, and distributed by the host. It shall be issued to all Members and Observers who have expressed the willingness to attend the meeting. These documents should be distributed as far in advance of the meeting as possible.	Terminology: similar comments.	111. If the working group PWG is scheduled between two sessions of the committee, a notice of the working group PWG meeting and provisional agenda shall be prepared, translated, and distributed by the host. It shall be issued to all Members and Observers who have expressed the willingness to attend the meeting. These documents should be distributed as far in advance of the meeting as possible.
Organization of work	Terminology: similar comments.	Organization of work

112. Written comments will be circulated to all concerned by the host secretariat .		112. Written comments will be circulated to all concerned by the <u>PWG</u> host secretariat .
Preparation and distribution of papers 113. The host secretariat should circulate the papers documents at least two months before the opening of the session.	Terminology: similar comments. Change “papers” to “documents” in the title and replace “circulate” with “finalize”. Korea: change papers in title US (switch down with 114)	Preparation and distribution of <u>papersdocuments</u> 113. <u>(PARA 114)</u> The <u>PWG</u> host secretariat should circulate-finalize the papers documents at least two months before the opening of the session. <i>The chairs agree to switch the order of paragraphs 113 and 114 as it is in line with similar inversion made to paragraphs 22 and 23 in Section 3.1.</i>
114. Papers Documents for the session prepared by the participants should be sent to the host secretariat , in good time.	Terminology: similar comments. Invert with paragraph 113.	114. <u>(PARA 113)</u> Papers Documents for the session prepared by the participants should be sent to the <u>PWG</u> host secretariat , in good time.
Conclusions 115. The host secretariat should, as soon as possible after the end of the session of a working group, send a copy of the final conclusions, in the form of either a discussion paper or a working document, and the list of participants, to the Codex Secretariat and to the host country secretariat of the committee.	Replace “conclusions” with “recommendations” in line with the changes made in the Guidelines on EWGs. Suggestions to delete “discussion paper” as they are a type of “working documents”, and to add definitions for both terms in Section 3.1. Terminology: similar comments.	<u>ConclusionsRecommendations</u> 115. The <u>PWG</u> host secretariat should, as soon as possible after the end of the session of a working group <u>PWG</u> , send a copy of the final conclusionsreport and its recommendations , in the form of either a discussion paper or a working document, and the list of participants, to the Codex Secretariat and to the host country secretariat of the committee.
116. Conclusions of a working group shall be made available electronically to all CCPs Members and Observers by the Codex Secretariat in time to allow full consideration of the working group’s recommendations.	Terminology: similar comments.	116. Conclusions—Recommendations of a working group <u>PWG</u> shall be made available electronically to all CCPs Members and Observers <u>as part of the PWG report</u> by the Codex Secretariat in time to allow full consideration of the working group <u>PWG</u> ’s recommendations.
117. The Codex Secretariat should ensure that these conclusions are included in the distribution of papers working documents for the next session of the Codex committee.	Addition of the following text: “...are included in the distribution of working documents <u>or CRDs</u> for the next session of the Codex committee, <u>or</u>	117. The Codex Secretariat should ensure that these conclusions—recommendations are included in the distribution of papers working documents <u>or CRDs</u> for the <u>ongoing or next</u>

	<u>CRDs for the ongoing session in case of IWG.”</u>	session of the Codex committee, <u>where appropriate.</u>
118. The working group shall report, through its chairperson, on the progress of its work at the next session of the committee, which has established the working group.	Terminology: similar comments.	118. The <u>working-groupPWG</u> shall report, through its chairperson, on the progress of its work at the next session of the committee, which has established the <u>working-groupPWG</u> .

Table 5: Section 3.6 Guidelines on electronic working groups

Original text, including proposed updates from CX/GP 25/34/5 (in red)	Comments received	Recommendations (new edits in track change)
Introduction 120. Special efforts are needed to enhance the participation of developing countries in Codex committees, by increased use of written communications and remote interactions , especially through the use of information and communications technology remote participation via email, Internet and other modern technologies , in the work done between sessions of committees.	No edits proposed, one supporting comment.	Introduction 120. Special efforts are needed to enhance the participation of developing countries in Codex committees, by increased use of written communications and remote interactions , especially through the use of information and communications technology remote participation via email, Internet and other modern technologies , in the work done between sessions of committees.
122. Section 1.2: <u>Rules of procedure of the Codex Alimentarius Commission</u> and the guidelines governing the work of a committee shall apply, <i>mutatis mutandis</i> , to the EWGs the committee establishes, unless stated otherwise in these guidelines.	No comments received, editorial.	122. Section 1.2: <u>Rules of procedure of the Codex Alimentarius Commission</u> and the guidelines governing the work of a committee shall apply, <i>mutatis mutandis</i> , to the EWGs the committee establishes, unless stated otherwise in these guidelines.
[Composition of electronic working groups Membership 124. Membership of an EWG is notified to the chairperson of the Codex committee and to the host country secretariat of the committee.	Suggestion to delete the whole section 124-126 as the practices described are outdate. Clarity should be given on the circumstances under which participation of observers may be denied.	[Composition of electronic working groups Membership 124. Membership of an EWG is notified to the chairperson of the Codex committee and to the host country secretariat of the committee.

<p>125. When establishing an EWG, a Codex committee should ensure, as far as possible, that the membership is representative of the membership of the Commission.</p> <p>Observers</p> <p>126. Observers should notify the chairperson of the committee and the host country secretariat of the committee, of their wish to participate in a working group. Observers may participate in all the activities of an EWG, unless otherwise specified by committee members.]</p>		<p>125. When establishing an EWG, a Codex committee should ensure, as far as possible, that the membership is representative of the membership of the Commission.</p> <p>Observers</p> <p>126. Observers should notify the chairperson of the committee and the host country secretariat of the committee, of their wish to participate in a working group. Observers may participate in all the activities of an EWG, unless otherwise specified by committee members.}]</p> <p><i>As with paragraphs 94-96, the chairs agree that this section is largely outdated but are reluctant to delete it as it contains important concepts that are still relevant in the current context (representativity of EWGs, participation of Observers). The chairs recommend maintaining this section in the short term and to further discuss the need to undertake in-depth revisions of these guidelines and the previous ones on PWGs.</i></p>
<p>Organization and procedures-duties</p> <p>127. A Codex committees may decide that the EWG will be managed by the host government country secretariat, or by another Member of the Commission, having volunteered to undertake this responsibility and having been accepted by the committee (hereinafter "the host"). The host should be notified of the participants in an electronic working group by Codex Members through their CCPs and by Observer organizations.</p>	<p>Terminology: "<u>working group</u> host".</p>	<p>Organization and procedures-duties</p> <p>127. A Codex committees may decide that the EWG will be managed by the host government country secretariat, or by another Member of the Commission, having volunteered to undertake this responsibility and having been accepted by the committee (hereinafter "the <u>EWG</u> host"). The host should be notified of the participants in an electronic working group by Codex Members through their CCPs and by Observer organizations.</p> <p><i>The chairs suggest to use the term "EWG host" rather than "working group host" to be in line with previous suggestions and edits.</i></p>
<p>NEW PARA 128. A Codex committee may also decide to appoint additional volunteer Members to assist the host in leading work of the EWG</p>	<p>Terminology: "<u>working group</u> host".</p>	<p>NEW PARA 128. A Codex committee may also decide to appoint additional volunteer Members to assist the <u>EWG</u> host in leading work of the</p>

<p>(hereinafter “co-hosts”). Members should offer to operate as co-hosts only if they intend to take on a specific responsibility in co-leading the EWG.</p>	<p>Request for more information on co-hosting, taking into consideration the EWG handbook, especially regarding the responsibilities and maximal number of EWG co-hosts.</p>	<p>EWG (hereinafter “<u>EWG</u> co-hosts”). Members should offer to operate as <u>EWG</u> co-hosts only if they intend to take on a specific responsibility in co-leading the EWG. <u>The number of EWG co-hosts should be adapted to the nature and amount of work entrusted to the EWG.</u></p> <p><i>The chairs suggest a new sentence to accommodate the comments received on the number of EWG co-hosts.</i></p>
<p>Management</p> <p>128. The host is responsible for appointing a chairperson to manage the management of the EWG for which it has been appointed. The co-hosts, if any, are responsible for appointing co-chairpersons to assist the chairperson in leading work of the EWG.</p> <p>129. The business of an EWG is transacted exclusively by electronic means.</p>	<p>Paragraphs 98-99 (title: Chairperson) are similar to paragraphs 128-129 (title: Management). Their titles should be aligned.</p> <p>Terminology: “<u>working group</u> host”.</p> <p>Proposal to add “by electronic means <u>through the platform established by Codex</u>” at the end of paragraph 129.</p> <p>Another proposal to rephrase paragraph 129 and move under the section “Organization of work”.</p>	<p>ManagementEWG chairperson</p> <p>128. The <u>EWG</u> host is responsible for appointing a <u>the chairperson of to manage the</u> management of the EWG for which it has been appointed. The <u>EWG</u> co-hosts, if any, are responsible for appointing <u>EWG</u> co-chairpersons to assist the <u>EWG</u> chairperson in leading <u>the</u> work of the EWG.</p> <p><u>128bis. The EWG chairperson is responsible for facilitating discussions in a neutral and inclusive manner, ensuring that all views are heard and considered. The EWG chairperson shall promote transparency and consensus-building and guide the EWG in drawing up its recommendations.</u></p> <p><u>129. The business of an EWG is transacted exclusively by electronic means. While selecting the appointee(s), the EWG host and co-host(s) may consider applying, where relevant, the Codex criteria for the appointment of chairpersons (add similar footnote as in PARA 99).</u></p> <p><i>New edits are proposed to better align this section to the equivalent one in the PWG guidelines (paragraphs 98-99). This includes: changing the title, rewording paragraph 128, adding paragraph 128bis in mirror to 98bis, transferring current paragraph 129 under “Organization of work” (paragraph 136bis) and replacing it with the text from paragraph 99.</i></p>

<p>130. DELETED The host is responsible for providing the secretariat of the EWG with all services needed for its functioning, including suitable information technology (IT) equipment, and should meet all the requirements agreed upon by the committee.</p>	<p>One comment received supporting the deletion.</p>	<p>130. DELETED The host is responsible for providing the secretariat of the EWG with all services needed for its functioning, including suitable information technology (IT) equipment, and should meet all the requirements agreed upon by the committee.</p>
<p>NEW PARA 133: Any cost associated with the work of the EWG e.g., in relation to interpretation and translation, is the responsibility of the EWG host(s).</p>	<p>The mention of interpretation in the context of EWG is questionable, unless this is intended to include the possibility of virtual meetings of the EWG.</p> <p>Suggestion to add: "is the responsibility of the EWG host(s) and co-host, as appropriate".</p> <p>Terminology: "working group host".</p>	<p>NEW PARA 133: Any cost associated with the work of the EWG e.g., in relation to interpretation and translation, is the responsibility of the EWG host(s) <u>and co-host(s), if any.</u></p> <p><i>The chairs confirm that the word "interpretation" is to be understood in the context of virtual meetings, either as part of the EWG consultations or during informal exchanges between the EWG chair and co-chairs for example.</i></p>
<p>Invitation and electronic working group notice</p> <p>NEW PARA 136. An invitation outlining the modalities by which an EWG operates and may be joined is to be prepared and distributed to all Members and Observers by the Codex Secretariat. This invitation shall include a request for the names, positions and email addresses of all the persons who will participate in the EWG and the representative who is authorized to submit comments.</p> <p>NEW PARA 137. Responses to the invitation shall be notified by Codex contact points and by Observer organizations for approval to the designated contact(s) for registration. When a Member or an Observer organization registers several participants, they shall designate one as their official representative who is authorized to submit comments on their behalf to the EWG.</p>	<p>Suggestions:</p> <ul style="list-style-type: none"> - To add a new paragraph 135bis containing more detailed information about the preparation of the invitation by the EWG chairperson and its content: title of topic, name of the Codex committee, session during which the EWG was established, host and co-hosts countries, languages, mandate, expected timetable, contacts and deadline for registration, platform used, request for information on participants; - To reword new para 136 in accordance with the above to indicate that the invitation is distributed by the Codex secretariat. <p>In new para 136, suggestions to:</p> <ul style="list-style-type: none"> - Delete "and the representative who is authorized to submit comments" as it is already reflected in new para 137; 	<p>Invitation and electronic working group notice</p> <p>NEW PARA 136. An invitation outlining the modalities by which an EWG operates and may be joined is to be prepared and distributed to all Members and Observers by the Codex Secretariat. This invitation shall include a request for the names, <u>official title or positions, organization or country,</u> and email addresses of all the persons who will participate in the EWG <u>and the representative who is authorized to submit comments. A deadline for responding to the invitation shall also be included.</u></p> <p>NEW PARA 137. Responses to the invitation shall be notified by Codex contact points and by Observer organizations for approval to the designated contact(s) for registration. When a Member or an Observer organization registers several participants, they shall designate one <u>participant</u> as their official representative who is</p>

	<ul style="list-style-type: none"> - Replace “positions” with “official titles or positions, organization or country” in accordance with recent invitations; - Add at the end of the paragraph “as well as the deadline for provision of this information”; <p>In new para 137, suggestions to:</p> <ul style="list-style-type: none"> - Indicate “Codex contact points <u>of Member Nations</u> and <u>of</u> Observer organizations” and replace “Member” with “Member Nation”; - Add the following word: “they shall designate one <u>participant</u>” 	<p>authorized to submit comments on their behalf to the EWG.</p> <p><i>On the introduction of a more detailed paragraph containing extensive information about the invitation: the chairs and other host secretariats have considered this option during former consultations. Given the recent publication of the EWG handbook, such a detailed level of information was considered no longer necessary. Furthermore, the general wording in current new para 136 gives flexibility to adapt as appropriate the content of the invitation in the future.</i></p> <p><i>On Codex contact points: see rationale provided under paragraph 15. The mention of “Member Nation” in new para 137, as opposed to only “Member”, would exclude Member organizations from the scope of these provisions.</i></p>
<p>Electronic working group notification and programme of work</p> <p>136. A notice indicating when the EWG starts to operate and a programme of work shall be prepared, translated into the official working languages of the EWG, if any, and distributed by the host to all Members and Observers who have expressed the willingness to contribute.</p>	<p>Deletion of “if any”, as EWGs have to work in at least one working language.</p> <p>Terminology: “<u>working group</u> host”.</p>	<p>Electronic working group notification and programme of work</p> <p>136. A notice indicating when the EWG starts to operate and a programme of work shall be prepared, translated into the official working languages of the EWG, if any, and distributed by the EWG host to all Members and Observers who have expressed the willingness to contribute.</p>
<p>Organization of work</p> <p>137. The circulation of drafts and calls for comments are the responsibility of the host. They are to be made available by electronic means such as an online collaborative platform shall include a request for the names, positions, and email addresses of all the persons willing to contribute to the business of the EWG.</p>	<p>Suggestions to:</p> <ul style="list-style-type: none"> - Include an adaptation of former paragraph 129 as a new paragraph 136bis: “<u>All communications within the EWG shall be conducted using the electronic means set out in the invitation prepared in accordance with NEW PARA 136</u>”; - Rephrase the text as follows: “...made available by electronic means <u>such as an</u> 	<p>Organization of work</p> <p>136bis. The business of an EWG is transacted exclusively by electronic means as set out in the invitation prepared in accordance with (NEW PARA 136).</p> <p>137. The circulation of drafts and calls for comments are the responsibility of the EWG host. They are to be made available to all EWG participants by electronic means, preferentially such as an through an online collaborative</p>

	<p>online collaborative through the platform <u>established by Codex.</u>"</p> <p>- Add the following text: "...made available <u>to all EWG participants</u> by electronic means"</p>	<p>platform shall include a request for the names, positions, and email addresses of all the persons willing to contribute to the business of the EWG.</p> <p><i>On the proposed new paragraph 136bis, the chairs suggest to include a content closer to former paragraph 129.</i></p> <p><i>On the online platform, the chairs recommend to allow for some flexibility in the way EWGs operate. Notably, some EWGs still conduct their work via email. In the future, other systems may also be available.</i></p>
138. Comments from participants should be submitted exclusively by electronic means. These submissions shall be circulated made available electronically to all concerned by the host the participants of the EWG.	No comments received.	138. Comments from participants should be submitted exclusively by electronic means. These submissions shall be circulated made available electronically to all concerned by the host the participants of the EWG.
139. Any All participants should be made aware of the materials contributed by all others.	Deletion as this provision is already covered in the previous paragraph.	139. Any All participants should be made aware of the materials contributed by all others.
140. An update on the progress of its work shall be presented by the host at each session of the Codex committee which has established it, indicating the number of countries participants having submitted contributions electronically. A compilation summary of these contributions should be made available.	No comments received.	140. An update on the progress of its work shall be presented by the host at each session of the Codex committee which has established it, indicating the number of countries participants having submitted contributions electronically. A compilation summary of these contributions should be made available.
<p>Preparation and distribution of materials</p> <p>141. Materials should be sent to the host secretariat, in good time.</p>	Change "materials" to "documents".	<p>Preparation and distribution of materials <u>documents</u></p> <p>141. <u>Materials</u> Documents prepared by the participants should be sent to the <u>EWG</u> host secretariat, in good time.</p>
142. The host is responsible for the distribution of a All the materials submitted by a participant during the business of the EWG should be available to all other participants of the EWG.	Suggestion to delete this paragraph as it is already covered by paragraph 138.	142. The host is responsible for the distribution of a All the materials submitted by a participant during the business of the EWG should be available to all other participants of the EWG.

<p>143. Attention should be given to constraints of a technical nature (file sizes and formats, limited bandwidth, etc.) and special care should be taken to ensure the widest distribution of all the available materials.</p>	<p>Suggestion to retain the text proposed for deletion as “technical” could be interpreted as scientific knowledge.</p>	<p>143. Attention should be given to constraints of a technical nature (<u>file sizes and formats, limited bandwidth, etc.</u>) and special care should be taken to ensure the widest distribution of all the available <u>materialsdocuments</u>.</p>
<p>Conclusions</p> <p>144. As soon as possible after the end of the business of an EWG, the host secretariat should send a copy of the final conclusions report and its recommendations in the form of either a discussion paper or a working document and of the list of participants to the Joint FAO/WHO Codex Secretariat and to the host country secretariat of the committee.</p>	<p>Suggestion to allow for flexibility in the form of participation reporting by permitting either a list of individuals participants or a list of the countries and organizations that participated.</p> <p>Suggestion to delete “either a discussion paper or” as discussion papers are a type of working document. Request to add definition on both terms in Section 3.1.</p> <p>Terminology: “<u>working group</u> host”.</p>	<p><u>ConclusionsRecommendations</u></p> <p>144. As soon as possible after the end of the business of an EWG, the <u>EWG</u> host secretariat should send a copy of the final conclusions report and its recommendations in the form of either a discussion paper or a working document and of the list of participants to the Joint FAO/WHO Codex Secretariat and to the host country secretariat of the committee.</p> <p><i>The chairs agree with the need for flexibility in the way the participants are reported. However, they are of the opinion that the use of the term “participants” can be understood both as individual participants or Members and Observers having participated to the EWG. The chairs recommend not changing the text to keep it simple.</i></p>
<p>145. The conclusions-recommendations of an EWG and the list of participants shall be distributed made available to CCPs all Members and Observers as part of the EWG report by the Joint FAO/WHO Codex Secretariat in time to allow full consideration of the EWG's recommendations.</p>	<p>Similar comments as above on the list of participants.</p> <p>Suggestion to change the text as follows: ““The recommendations of an EWG and the list of participants shall be made available to all Members and Observers participating in the EWG”.</p> <p>Request to align the terminology of the PWG guidelines with that used here (i.e., replacing “conclusions” with “recommendations”).</p>	<p>145. The conclusions-recommendations of an EWG and the list of participants shall be distributed made available to CCPs all Members and Observers as part of the EWG report by the Joint FAO/WHO Codex Secretariat in time to allow full consideration of the EWG's recommendations.</p> <p><i>On the list of participants: see rationale above.</i></p> <p><i>On the last suggestion: the chairs do not agree as the intention here is that the EWG recommendations and list of participants be made available to the whole Codex Membership and Observers prior to a committee session, and not just to the participants to the EWG.</i></p> <p><i>On the harmonization of terminology: new edits</i></p>

		<i>are proposed under paragraphs 115-118.</i>
146. The Joint FAO/WHO Codex Secretariat should ensure that these conclusions recommendations are included in the distribution of papers working documents for the next session of the Codex committee, which has established the EWG.	No comments received.	146. The Joint FAO/WHO Codex Secretariat should ensure that these conclusions recommendations are included in the distribution of papers working documents for the next session of the Codex committee, which has established the EWG.